



Community Development Department
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www.meridiacity.org/cdbg

Community Development Block Grant (CDBG) Progress Report Guide

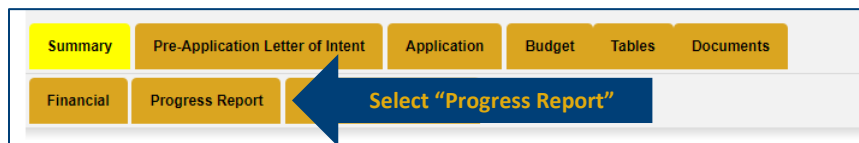
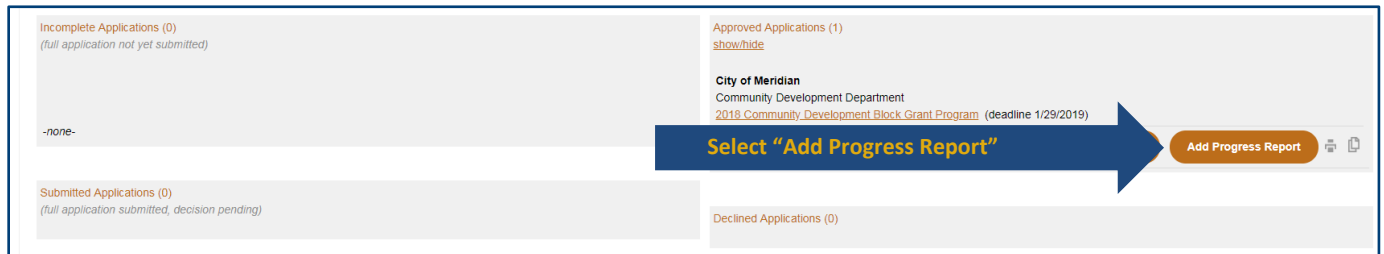
The City of Meridian utilizes ZoomGrants to administer Community Development Block Grant (CDBG) funding. Those interested in applying to administer a CDBG project will access ZoomGrants to submit a letter of intent and application for funding. Once applications have been vetted, scored, and approved, subrecipients will utilize ZoomGrants to request reimbursement for eligible activities and to complete the required progress reports.

This guide will assist subrecipients in submitting monthly progress reports via ZoomGrants. Subrecipients will receive monthly email reminders to complete the reports as required by the subrecipient agreement.

For additional questions, contact Crystal Campbell, the Community Development Program Coordinator at ccampbell@meridiacity.org or (208) 489-0575.

Step 1: Initiate Progress Report

Start at the home screen after you have logged into your ZoomGrants account.



Choose the correct progress report.



Step 2: Complete Progress Report

Respond to all required questions. Question 2 asks for the type of project/report, subrecipients response to this will hide all questions that do not pertain to their project. Please see below for a full list and description of the questions.

1. **Reporting Period:** Enter the timeframe the current progress report covers.
2. **Type of Project/Report:** This question will determine which remaining questions pertain to the project.
 - a. **Direct Service:** services provided directly to participants (e.g. food bank, homelessness prevention, etc.) Subrecipient will be required to respond to Beneficiary Data and Narrative sections.
 - b. **Homeownership Assistance:** assistance to homebuyers (e.g. down payment assistance) Subrecipient will be required to respond to Beneficiary Data, Homeowners Assistance, and Narrative sections.
 - c. **Public Facility (Construction):** activities that involve construction or improvement to public facilities (e.g. sidewalk improvements, streetlight improvements, public restroom ADA upgrades, etc.) Subrecipients will be required to respond to Labor Standards and Narrative sections.
 - d. **No CDBG Activities Conducted During this Reporting Period:** select this option if there are no activities to report during this reporting period. Subrecipients will be required to respond to the Narrative section.
 - e. **Final Report:** select this report for the corresponding activity type when the activity is complete and there will be no additional services provided under the current subrecipient agreement. Subrecipient will be required to respond to the sections identified above as well as the Final Report section.
3. **Address of service if different than application:** this question is only for direct service programs. If services were provided at an alternative location for this reporting period, enter the location address.
4. **Home(s) purchased:** this question is only required for homeownership assistance programs. Enter the addresses of homes that were purchased using any amount of CDBG funding.

Beneficiary Data

5. **Income characteristics for households assisted during this reporting period:** enter the number of non-duplicated households assisted by income range. If a household was reported during another reporting period under the current subrecipient agreement, do not report them again even if they received services during this timeframe. ZoomGrants will count each progress report toward subrecipients overall goal, so if they are counted during multiple reporting periods the data will not reflect the true number of households that were assisted.
6. **Female Head of Household(s):** enter the number of households that receive all or most of its income from a female. A household is defined as one that has beneficiaries, so a single woman or an adult couple with no beneficiaries would not be included in this count.

7. **Elderly Household(s):** enter the number of households that have identified at least one person as being 62 years of age or more.
8. **Racial characteristics:** enter the racial characteristics of each household. All households must be accounted for.
9. **Ethnicity:** enter the number of households who identify as Hispanic for each of the racial categories. Ethnicity is related to culture, not national origin.
10. **Disabilities:** enter the number of households who report that a physical or mental impairment substantially limits one or more of their major life activities.
11. **Homelessness:** enter the number of households that meet [HUDs definition of homelessness](#).

Homeowners Assistance

12. **First-time Home Buyers:** enter the number of households that has not owned a home in the past three (3) years.
13. **Housing counseling:** enter the number of households that received housing counseling.

Labor Standards

14. **Number of prime contracts subject to the Davis-Bacon and Related Acts (DBRA) and/or the Contract Work Hours and Safety Standards Act (CWHSSA):** enter the number of qualifying contracts that were not previously reported. *Enter 0 if none.*
15. **Total dollar amount of prime contracts this period:** enter the cumulative amount of all qualifying contracts that were not previously reported. *Skip if 14 was 0.*
16. **List the Project Name/Contract Amount/Wage Decision Number/Wage Decision Lock-In Date:** Enter the criteria for each contract reported during this period. If there are multiple contracts, use a separate line for each. *Skip if 14 was 0.*
17. **Number of employers against whom complaints were received:** enter the number of contracted employer that received a complaint. *Enter 0 if none.*
18. **Employers and projects involved in complaints:** list the employers and projects involved in complaints. *Skip if 17 was 0.*
19. **Number of cases (employers) referred to one of the following for investigation or 5.11 hearing:** enter the number referred to HUD Labor Relations or Department of Labor. *Skip if 17 was 0.*
20. **List Employer/Project/HUD or DOL/Investigation or Hearing for each case reported:** enter the criteria. *Skip if 17 was 0.*
21. **Number of workers for whom wage restitution was collected/disbursed: Report only once:** if you previously reported workers for whom restitution was collected, do not report the same workers when funds are disbursed. Include workers to whom restitution was paid directly by the employer. *Enter 0 if none.*
22. **Total amount of wage restitution collected/disbursed during this period:** Report only once; if you report funds collected, do not report the disbursement. Include restitution amounts paid directly by the employer as reported on correction certified payrolls. *Skip if 21 was 0.*

Narrative

23. **Status of Activity:** provide an update.
24. **Are there any barriers to this project or necessary changes moving forward?** If there are any concerns or impediments, discuss them early and keep the Community Development Program Coordinator updated.
25. **Were any fair housing activities provided during this reporting period?** Provide a brief description of any opportunities to provide education, interventions, etc. related to fair housing.

Final Report

26. **Compare the project goals to the number of units upon completion of this project:** Enter the number of units at completion, goal comparison, analysis of project, and any major milestones.
27. **Project Expenses:** Enter the dollar amount of funding provided by each of the following: CDBG, Other Federal, State, Local, or Other.
28. **Project Expenses – Detail:** Provide the name and funding amount of resources listed in the previous question (e.g. Department of Health and Welfare \$2,500).

Step 3: Upload Supporting Documentation (Optional)

Subrecipients may add supporting documentation if applicable.

Documents Requested *	Required?	Uploaded Documents *	
Optional: upload any supporting documentation		-none-	

Another window will pop-up:

ZOOMGRANTS Close Window Help

File Upload Window

Document Requested	Uploaded Document *
Supporting documentation	-none-

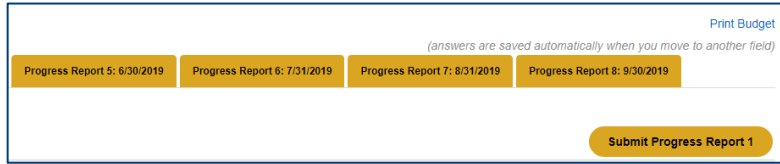
- 1 File description
(e.g. IRS Letter, Financials, etc.)
- 2 Type of attachment
 File Upload (file size limited to 4MB each)
 Link to File (YouTube, Dropbox, cloud storage, webserver, etc.)
- 3 Select a file to upload
 No file chosen
No '[' or ']' allowed in filenames.
Be sure to include the file extension
File size is limited to 4MB.
Supported file extensions:
.DOC, .XLS, .XLSM, .DOCX, .XLSX, .TXT, .RTF, .WPS, .SXW, .ODT, .TAB, .CSV, .WKS, .SXC, .ODS, .PPT, .PPTX, .PPS, .SXI, .ODP, .PDF, .GIF, .JPG, .PNG, .MW, .WAV, .AIF, .MP3, .MP4, .MID, .MPG, .MOV, .WMV, .RM, .JPEG, .SHP, .SHX, .DBF, .KML, .KMZ, .TIF, .TIFF

Document type: PROPOSAL DOCUMENT

Close the window when you have uploaded all of the documents.

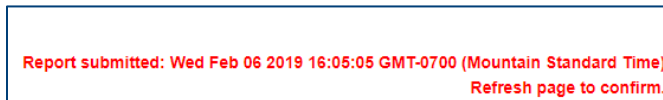
Step 4: Submit Progress Report

Move back to the top of the Progress Report.



The screenshot shows a navigation bar with tabs for Progress Report 5 (6/30/2019), Progress Report 6 (7/31/2019), Progress Report 7 (8/31/2019), and Progress Report 8 (9/30/2019). A "Print Budget" link is in the top right. A note states "(answers are saved automatically when you move to another field)". A "Submit Progress Report 1" button is located at the bottom right.

Once submitted ZoomGrants will show the date and time of submission.

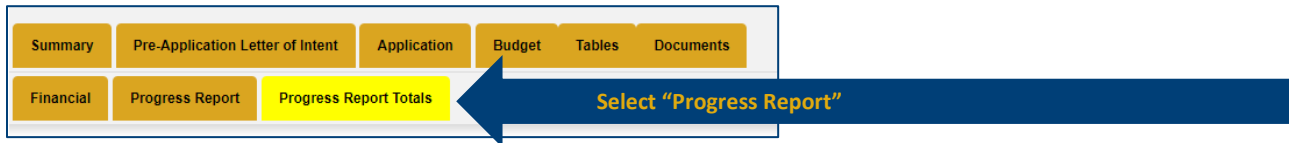


The screenshot shows a red text message: "Report submitted: Wed Feb 06 2019 16:05:05 GMT-0700 (Mountain Standard Time)" followed by "Refresh page to confirm." in red text.

If subrecipient needs to make changes after the Progress Report has been submitted, please contact Crystal Campbell at ccampbell@meridiantcity.org.

Step 5: Review Progress Report Totals

Subrecipients are able to view a summary of submitted Progress Reports.



The screenshot shows a navigation menu with two rows of tabs. The top row includes Summary, Pre-Application Letter of Intent, Application, Budget, Tables, and Documents. The bottom row includes Financial, Progress Report, and Progress Report Totals. A blue arrow points from the text "Select 'Progress Report'" to the Progress Report Totals tab.

Scroll through the questions to review progress.

For additional resources, please visit <https://meridiantcity.org/cdbg>.