

Quarterly Report & Draw Request FAQs

This is for informational purposes only. For more information, please see the [Grants Administration Manual](#).

Quarterly Reports due dates:

- October 15
- January 15
- April 15
- July 15

Quarterly Report Templates:

The type of Quarterly Report template you receive will depend on the funding source and the type of outcome you are reporting. **The template is based on what CD has to report to HUD (for CDBG & HOME funding) and to the Affordable Housing Resident Oversight Committee (for AHTF funding).**

Every template has instructions included. If you need additional guidance, please reach out to your Grants Administrator.

Demographics:

Depending on who your project is serving, you may be reporting demographics for renters, owners, or both.

Only report on new households served during this reporting period. DO NOT report on households that were reported on in previous reports.

Unless reporting per household, **the following 3 numbers must match:**

- total household members = total household members by income = total household members by race.

	119	130	TOTALS	FINAL TOTALS
Household Size		5	5	5
Household Type			0	0
Single, non-elderly		1	1	1
Elderly			0	0
Single parent			0	0
Two parents		1	1	1
Female head of household			0	0
Other			0	0
				TOTAL 2
# Disabled		1	1	1
Median Income⁸				
0 to 30%		3	5	5
30+ to 50%			0	0
50+ to 80%			0	0
Over 80%			0	0
				TOTAL 5 OK
Race				
White		1	1	1
Black or African American			0	0
Asian		1	1	1
American Indian or Alaska Native			0	0
Hispanic or Latin American or Other Pacific			0	0
American Indian or Alaska Native & White			0	0
Asian & White		3	3	3
Black or African American & White			0	0
American Indian or Alaska Native & Black or African American			0	0
Other Multi Racial			0	0
				TOTAL 5 OK

Total household size must match totals for median income and race.

Why This Is Important:
 CD will report **race** and **income numbers** to HUD. If these numbers do not match the number of *total served*, we are underreporting the number served.

If you see a "Totals Do Not Match" warning, your total household members do not match your total household members by income and/or your total household members by race.

- **Household size:** the total number of persons in assisted household; household means all the persons who occupy a housing unit.
- **Household type:** the type of adult in the household. You may select more than one. For example, a single mother would qualify as Single, non-elderly, a single parent, and a female head of household.
 - **Disabled:** please report the number of disabled persons (children and/or adults) in the household
- **Median Income:** this total must match the total household size. Children and adults are included but income earned from children under 18 is not included in income calculations.
- **Race:** this total must match the total household size and the total in the median income column. Children and adults are included.

By reporting income and race for all members of a household, CD and HUD are maintaining records for all people served.

Cover Page:

The narrative sections included on this tab are reported per quarter to HUD. This is a great way to let CD know the outcomes, stories, and experiences associated with your project.

Section 3:

Some projects will be required to fill out a Section 3 tab on their quarterly reports. This is a change (effective PY21) from previous reporting.

HOME Projects:

HOME projects will report quarterly, including project cost or cost by unit (depending on project), beneficiary information and a close-out report.

Draw Report Templates

Please make sure the documentation included with your draw request clearly justifies the amount of funds requested.

Award Amount: Amount funded

Retainage: CD retains 10% until final Quarterly Report is received. The final draw request may include this 10% retainage.

Previously Requested: Amount previously requested

This Request: Amount requested this quarter

Balance after this Request: the remaining balance, *not including the retainage*

Balance: Balance remaining, including the retainage.

Draw Requests must be signed by two authorized representatives of the Subrecipient.

It is the Subrecipient's responsibility to redact any personal, confidential information of clients served, such as social security numbers, from draw requests.