

**California Department of Housing and Community Development
 Community Development Block Grant – Disaster Recovery (CDBG-DR)
 Subrecipient Monitoring Fee Payment Form**

Last Updated: 2/6/23

Subrecipient Instructions: Please provide the Department with documentation as described below if a 10% Monitoring Fee was collected from a Developer/Sponsor of a Project funded by CDBG-DR funds in accordance with the Master Standard Agreement. To begin, notify your assigned Program Representative that a Monitoring Fee was collected. At this time your Program Representative will create a “Miscellaneous Task” in Grants Network. Next, complete the section below.

Subrecipient Name	
Master Standard Agreement Number	
Project Name	
Notice to Proceed Number	
Developer/Sponsor Name	

Select if the payment was made by the Developer/Sponsor as part of an annual Monitoring Fee payment or if the Developer/Sponsor is submitting a one time payment for all monitoring fees required under the Regulatory Agreement.

- Annual Payment
- One Time Payment

Provide the Total Monitoring Fee required per the Regulatory Agreement, the total collected and the total amount submitted to HCD (10% of the Monitoring Fee collected).

Total Monitoring Fee Required per the Regulatory Agreement	
Total Monitoring Fee Collected	
Monitoring Fee Submitted to HCD	

Include the following information on the check to the Department

- Payable to the State of California Department of Housing and Community Development
- Identifying information including “CDBG-DR Program”, the Subrecipients MSA Number and the Project’s NTP Number

Mail the check and Monitoring Fee Payment Form to:
 The Department of Housing and Community Development
 Attention: Accounting Branch
 2020 West El Camino Avenue, Suite 300
 Sacramento, CA 95833

Once completed, submit the following in Grants Network:

- Monitoring Fee Payment Form
- A copy of the check mailed to the Department

If you have questions please contact your assigned Program Representative.