

Financial Status Report (FSR) Policies

Emergency Solutions Grants (ESG)

Grant Term: October 1, 2011 – September 30, 2012

- FSRs are created and submitted via HALO by the fiduciary only.
- Pre-disbursement conditions must be met prior to submitting the initial FSR.
- ★ **An FSR with a current report period end date of June 30th must be submitted in HALO no later than August 15th of each year. (This is required because of the end MSHDA's fiscal year.)**
- Progress Reports must be up-to-date before an FSR can be approved.
- **Two options for draws:**
 - 1) Advance basis
 - 2) Reimbursement basis

Option 1 - Advance FSRs

<u>FSR Submissions</u>
FSR #1: 50% of the total grant award must be requested
FSR # 2: When 75% of the first advance has been expended you may request an additional 25% of the total grant award
FSR # 3: When 75% of the total grant has been expended you may request the remaining 25% of the grant award
FSR # 4: Submit a final FSR to show expended funds; due no later than October 31, 2012

Option 2 - Reimbursement FSRs

<u>Due Dates</u>	<u>FSR Submissions</u>
April 30, 2012	FSR # 1: <ul style="list-style-type: none"> • Grantees <u>MUST</u> submit FSR – report expenditures from 10/1/2011 to 3/31/2012
October 31, 2012	FSR # 2: <ul style="list-style-type: none"> • Grantee <u>MUST</u> submit final FSR – report expenditures from 10/1/2011 to 9/30/2012