

REVISED**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 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> |
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| 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 |

Progress Reporting Policies

Emergency Solutions Grants (ESG)
Grant Term: October 1, 2011 – September 30, 2012

- Progress Reports are submitted to MSHDA by the Fiduciary only.
- Data (clients served) is entered on the HMIS system
- Domestic Violence grantees utilize the Access system for reporting
- Progress Reports are **cumulative, submitted quarterly**, due by the end of the month after the end of the quarter (see schedule below).
- The report must be signed by the Executive Director or Authorized Official for your agency.

Mail one original signed copy of the cumulative quarterly progress report and include your organization number on all correspondence to:

**Juliann Kline
MSHDA
Office of Rental Development and Homeless Initiatives
735 E Michigan Ave
P.O. Box 30044
Lansing, MI 48909**

DO NOT e-mail or fax progress reports to anyone at MSHDA.

Progress Report Submissions Schedule

All progress reports are cumulative and submitted quarterly.

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|------------------------------|---|
| Due: January 31, 2012 | Progress Report #1: • Dated 10/1/2011 - 12/31/2011 |
| Due: April 30, 2012 | Progress Report #2: • Dated 10/1/2011 - 3/31/2012 |
| Due: July 31, 2012 | Progress Report #3: • Dated 10/1/2011 – 6/30/2012 |
| Due: October 31, 2012 | Progress Report #4: • Dated 10/1/2011 - 9/30/2012 |

**If you have questions or concerns, please contact
Juliann Kline at klinej1@michigan.gov or 517-241-1440**