

Advancement/Reimbursement Requests (Financial Status Reports)

Grantees and subgrantees may request an advancement or reimbursement as frequently as once a month, but in no case less than once a quarter, by submitting a Financial Status Report (FSR) with a budget which details itemized ESG expenditures by activity and cost categories. ESG funds will be disbursed only if all required reports and substantiating documentation are submitted and approved. MSHDA's FSR policy is as follows:

- FSRs are created and submitted with supporting documentation via the MATT 2.0 system by the grantee only;
- FSRs are due no later than ninety days after the grant start date and at least one must be submitted quarterly thereafter;
- Pre-disbursement conditions must be met prior to submitting the initial FSR;
- Advance requests cannot exceed 25% of the total grant award;
- Maintenance and repairs over \$500.00 must have prior approval;
- CAPERs (Consolidated Annual Performance and Evaluation Reports) must be up to date before an FSR can be approved; and
- Additional FSRs may be submitted on an 'as needed' basis to maintain available cash flow to grantees and subgrantees.

ESG Quarterly FSR Schedule		
FSR	Reporting Period	Submission to MSHDA Deadline
FSR #1	October 1 st – December 31 st	January 31 st
FSR #2	January 31 st – March 31 st	April 30 th
FSR #3	April 1 st – June 30 th	July 31 st
FSR #4	July 1 st – September 30 th	October 31 st

All grantees and subgrantees must submit the following within each FSR that is submitted:

- MSHDA approved coversheet spreadsheet;
- Detailed general ledger(s) by category relating to MSHDA ESG expenses only;
- Timesheets for employees being paid with ESG funds;
- For Rapid Re-Housing/Homelessness Prevention; date of payment, landlord name, address, amount paid, name of participant/HMIS number and address of the rental unit (for utilities: copy of shut-off notice, proof of payment, and agency paid);
- For Case Management/Essential Services: date/time log for the employee being paid with ESG funds and the participant identifier (HMIS number) showing who was assisted;
- For Shelter Operations/Admin Costs: copy of bills, proof of payment and date paid; and
- Receipts for all billable expenses must correlate with the FSR requested (no back billing).

Budget Deviation*

- For changes within a budget component, e.g., moving re-housing financial assistance funds from rental assistance to security deposit, a revised budget component page documentation the change **and** acknowledgement from the CoC (Continuum of Care) or LPB (Local Planning Body) concurring with the change, must be submitted to MSHDA ESG Program staff for approval.
- For changes between budget components, e.g., moving funds from prevention financial assistance to re-housing financial assistance, requires a grant amendment. In addition, a revised budget component page documenting the change an acknowledgment from the CoC or LPB concurring with the change, must be submitted to MSHDA ESG Program staff for approval.

*Deviation does not apply to the cap established for Administration (7.5) or HMIS (10%); however, agencies may elect to decrease these percentages.

Grant Amendments

Grant amendment requests may take up to two weeks to process, and the funds cannot be spent until the amendment has been fully executed. If the request is to extend the grant (grant extension), they must be approved by MSHDA ESG Program staff prior to the grant end date.

Funds Spend Down

Grantees and subgrantees are expected to fully obligate or expend grant funds during each funding cycle and after expending funds from previous funding cycles. MSHDA will review grant spending in accordance with the grant agreement and MSHDA policy.

Note: MSHDA and HUD will closely track grantee and subgrantee expenditures in order to meet requirements and allow for reallocation if grantee and subgrantees have not spent their funds on a timely basis.

Consolidated Annual Performance and Evaluation Reports (CAPERs)

HUD ESG funding requires annual submission of Consolidated Annual Performance and Evaluation Reports (CAPERs) to allow grantees and subgrantees to report on accomplishments and to ensure grantees and subgrantees are making progress toward the goal of ending homelessness. MSHDA completes this annual submission on behalf of all MSHDA ESG funding grantees as one report. In order to maintain the quality of this data leading up to the annual submission, each MSHDA ESF funding grantee is responsible to submit quarterly CAPERs for review by MSHDA staff.

ESG CAPERs must be submitted quarterly to MSHDA ESG Program staff within each FSR submitted.

ESG Quarterly CAPER Schedule		
FSR	Reporting Period	Submission to MSHDA Deadline
CAPER #1	October 1 st – December 31 st	January 31 st
CAPER #2	January 31 st – March 31 st	April 30 th
CAPER #3	April 1 st – June 30 th	July 31 st
CAPER #4	July 1 st – September 30 th	October 31 st