

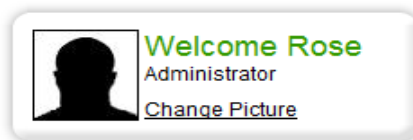
Instructions for completing and submitting a Financial Status Report (FSR) in MATT 2.0

The Administrator, Authorized Official, or Authorized Signer logs into the MATT 2.0 system at:

<https://mshda-matt.org/login2.aspx?APPTHEME=MIMSHDA>.



1. Click on the “OPEN TASKS” button under the “My Tasks” section on the main menu.



Instructions:

- Select the **SHOW HELP** button above for detailed instructions on the following.
 - > Applying for an Opportunity
 - > Using System Messages
 - > Understanding your Tasks
 - > Managing your awarded grant
 - > Click [Here](#) to access MATT V1

Hello Rose, please choose an option below.

View Available Opportunities

You have 2 Opportunities available.

Select the **View Opportunities** button below to see what is available to your organization.

[VIEW OPPORTUNITIES](#)

My Inbox

You have 27 new messages.

Select the **Open Inbox** button below to open your system message inbox.

[OPEN INBOX](#)

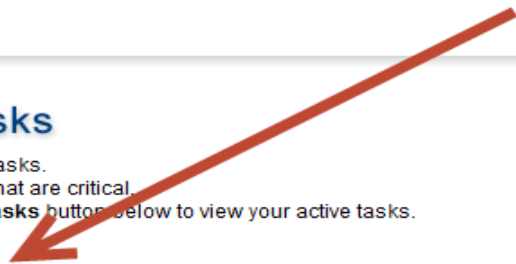
My Tasks

You have 16 new tasks.

You have 0 tasks that are critical.

Select the **Open Tasks** button below to view your active tasks.

[OPEN TASKS](#)



2. Click on the name of the document (Grant Executed) to initiate an FSR.

Grant	Rose Test Org	HML-2014-Rose Tes-9881-SP-07	Grant Executed	6/24/2014
Grant	Rose Test Org	HML-2014-Rose Tes-9881-SP-10	Amendment Request In Progress	5/21/2014
Progress Report	Rose Test Org	ESGPR-2013-9881-00009	Progress Report In Progress	7/1/2014

3. Click on “Related Documents and Messages” at the top of the screen.

Menu Forms Menu Status Changes Management Tools **Related Documents and Messages**

[Back](#)

HALO Grants Menu - Forms

Please complete all required forms below.

4. To initiate an FSR, click “Initiate a/an Financial Status Report”. To access an FSR already in progress, click on link for the “FSR in Progress”.

Menu Forms Menu Status Changes Management Tools

[Back](#)

HALO Grants Menu - Forms

Related Documents

Name
Initiate a/an ESG Financial Status Report
HML-2018-Rose Tes-9881-ESF:3 FSR in Progress

5. Click open the Financial Status Report/Payment Request link.

Forms

Status	Page Name	Note	Created By	Last Modified By
	Financial Status Report/Payment Request		Rose Admin 8/25/2015 10:08:31 AM	Rose Admin 8/25/2015 10:11:12 AM

Check if final report, complete report period dates, enter applicable comment(s), expenditures for report period, and advance amount if requesting an advance. Click “SAVE”. Scroll to bottom of page to access next screen.

FINANCIAL STATUS REPORT/PAYMENT REQUEST

Instructions: The following is a summary of the current Financial Status Report, which shows, among other things a breakdown, by budget category, of all expenses reported to date, the balance remaining for the grant budget, and the total payment requested this report period. Individuals expenses are reported on the expense detail form and then used in the calculations below.

Expense Summary

Grant Information		Report Information	
Grantee:	Rose Test Org	Initiated By:	Rose Meyer
Grant #:	HML-2017-Rose Tes-9881-ESM-04	Submitted By:	
Award Amount:	\$100,000	Date Submitted:	
% of Grant Paid Out:	100	Request #:	7
Term:	07/01/2016 to 12/31/2016	Final Report:	Yes <input checked="" type="radio"/> No <input type="radio"/> *
Check Date:		Status:	FSR in Progress
Check #:		Current Report Period:	11/01/2016 to 11/30/2016

Check Amount:

Comments to the Review Team from the Grantee:

0 of 500

Budget Categories	Approved Budget	Previous Expenditures	This Period Expenditures	Total Expenditures	Current Balance
Street Outreach					
Essential Services	\$2,475	\$2,000	\$475	\$2,475	\$0
Emergency Shelter Shelter Operations	\$5,500	\$3,500	\$2,000	\$5,500	\$0
Emergency Shelter Essential Services	\$27,040	\$26,000	\$1,040	\$27,040	\$0
Homeless Prevention Financial Assistance	\$4,000	\$0	\$4,000	\$4,000	\$0
Homeless Prevention Case Management	\$951	\$100	\$851	\$951	\$0
Rapid Re-Housing Financial Assistance	\$29,004	\$16,000	\$13,004	\$29,004	\$0
Rapid Re-Housing Case Management	\$16,350	\$11,000	\$5,350	\$16,350	\$0
Rapid Re-Housing Waiting List	\$4,680	\$1,000	\$3,680	\$4,680	\$0
HMIS/HMIS	\$3,000	\$500	\$2,500	\$3,000	\$0
Administrative Cost Administrative Expenses	\$7,000	\$3,500	\$3,500	\$7,000	\$0
Administrative Cost HARA Operational Expenses	\$0	\$0	\$0	\$0	\$0
TOTAL	\$100,000	\$63,600	\$36,400	\$100,000	\$0




Requested Advance

Advances and Reimbursements Previously Requested \$18,100

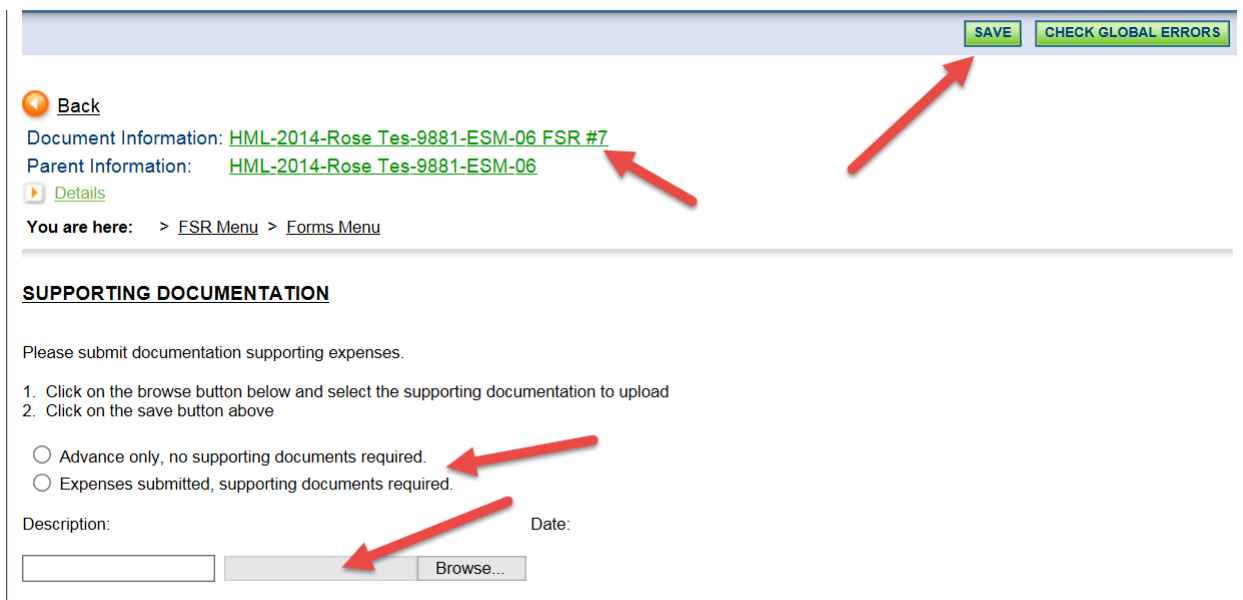
Cash on hand \$0

6. Click the "Supporting Documentation" link.

Forms

Status	Page Name	Note
	Financial Status Report/Payment Request	
	Supporting Documentation	
	ESG FSR Comments	

7. Indicate if submitting advance only or expenses. If submitting expenses, upload supporting documentation. Click “SAVE”. To cancel the FSR, the Administrator, Authorized Official, or Authorized Signer clicks on the document ID at the top of the page.



[SAVE](#) [CHECK GLOBAL ERRORS](#)

[Back](#)

Document Information: [HML-2014-Rose Tes-9881-ESM-06 FSR #7](#)

Parent Information: [HML-2014-Rose Tes-9881-ESM-06](#)

[Details](#)

You are here: > [FSR Menu](#) > [Forms Menu](#)

SUPPORTING DOCUMENTATION

Please submit documentation supporting expenses.

1. Click on the browse button below and select the supporting documentation to upload
2. Click on the save button above

Advance only, no supporting documents required.

Expenses submitted, supporting documents required.

Description: Date:

8. Then click “Change the Status” under Administrative Tools.



Administrative Tools

- [Change the Status](#)
- [Status History](#)

9. Click “Cancel FSR”.



Possible Statuses

FSR CANCELLED

[APPLY STATUS](#)

Once an FSR is completed the **Authorized Signer** logs in to MATT 2.0 to change the status to forward the FSR to MSHDA for review. The **Authorized Signer** clicks the “OPEN TASKS” button under “My Tasks” (Step 1). Once into “My Tasks” clicks the link for the Grant.

My Tasks

Export Results to Screen Sort by: -- Select -- GO

HALO Grants

[Rose Test
Org](#)

[HML-2018-Rose Tes-
9881-ESM-03](#)

Grant Executed

6/11/2017

Click on “Related Documents and Messages” at the top of the screen.

[Menu](#) [Forms Menu](#) [Status Changes](#) [Management Tools](#) [Related Documents and Messages](#)

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HALO Grants Menu - Forms

Please complete all required forms below.


Click link for the “FSR in Progress”.

[HML-2018-Rose Tes-9881-ESF.3](#)
FSR in Progress

The **Authorized Signer** clicks on the “Financial Status Report/Payment Request” link and checks the “FSR Certification”, then clicks “Save” at the top of the screen.

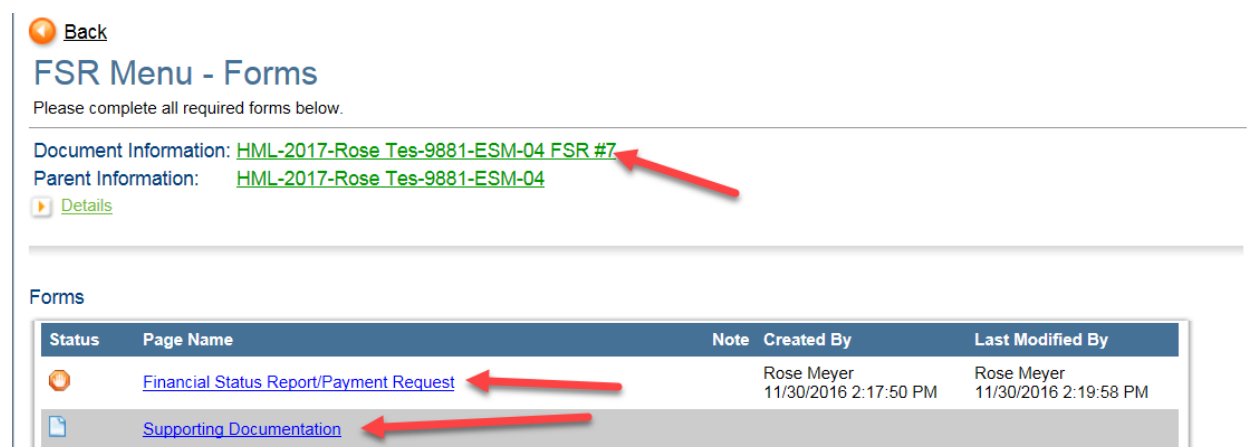
SAVE PRINT VERSION ADD NOTE CHECK GLOBAL ERRORS	
% of Grant Paid Out: 2	Request #: 2
Term: 07/01/2016 to 12/31/2016	Final Report: Yes <input type="radio"/> No <input checked="" type="radio"/> *
Check Date:	Status: FSR in Progress
Check #:	Current Report Period: 07/01/2016 <input type="text"/> *to 09/30/2016 <input type="text"/> *
Check Amount:	
Comments to the Review Team from the Grantee:	
<div style="border: 1px solid gray; padding: 5px; min-height: 50px;">test</div> <p style="text-align: right;">4 of 500</p>	
Commenter: Rose M... Date: 06/20/2016	
<input type="checkbox"/> As Authorized Signer, I certify the following:	
By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal/State award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).	
Certified By:	
Date:	

After clicking “Save”, click on the “FSR link” at the top of the screen to review the Supporting Documentation page.



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Document Information: [HML-2017-Rose Tes-9881-ESM-04 FSR #2](#)
Parent Information: [HML-2017-Rose Tes-9881-ESM-04](#)
[Details](#)
You are here: > [FSR Menu](#) > [Forms Menu](#)

After reviewing each FSR Document (Financial Status Report and Supporting Documentation) click the FSR ID link to navigate back to the FSR Forms Menu.

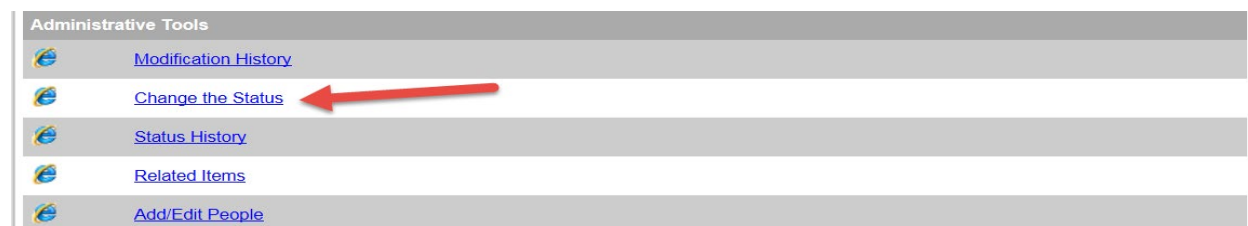


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FSR Menu - Forms
Please complete all required forms below.
Document Information: [HML-2017-Rose Tes-9881-ESM-04 FSR #7](#)
Parent Information: [HML-2017-Rose Tes-9881-ESM-04](#)
[Details](#)

Forms

Status	Page Name	Note	Created By	Last Modified By
	Financial Status Report/Payment Request		Rose Meyer 11/30/2016 2:17:50 PM	Rose Meyer 11/30/2016 2:19:58 PM
	Supporting Documentation			

Click “Change the Status” to either submit the FSR to MSHDA for review or cancel the FSR.



Administrative Tools

- [Modification History](#)
- [Change the Status](#)
- [Status History](#)
- [Related Items](#)
- [Add/Edit People](#)

The **Authorized Signer** clicks “FSR Submitted” to forward to MSHDA for review or clicks “FSR Cancelled”.



Possible Statuses

FSR SUBMITTED
[APPLY STATUS](#)

FSR CANCELLED
[APPLY STATUS](#)

Click “Agree” to continue (comment can be added).

Agreement

Please make a selection below to continue.

You are about to change the status of this document. Press the "I Agree" button to continue or press the "I Do Not Agree" button to cancel.
If you would like to include notes about this status change, please supply them below.

0 of 2000↑
↓

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If the FSR is returned for modifications, the Administrator logs into MATT 2.0, clicks “OPEN TASKS” from “My Tasks” on the main menu screen (Step 1). Click on the link for the Grant; then click “Related Documents and Messages” at the top of the screen and click the link for “FSR Grantee Modifications Required”.

Menu Forms Menu Status Changes Management Tools Related Documents and Messages

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HALO Grants Menu - Forms

Please complete all required forms below.

Related Documents

Name
Initiate a/an ESG Financial Status Report
ESG-2018-9881-07 Application Approved
HML-2018-Rose Tes-9881-ESM FSR #1 FSR Grantee Modifications Required

After the FSR has been modified, the **Authorized Signer** logs in to “Change the Status” to resubmit the FSR to MSHDA.