

ADVANCEMENT/REIMBURSEMENT REQUESTS (FINANCIAL STATUS REPORTS)

Fiduciaries 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 fiduciary 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 (including minor or routine repairs) over \$1,000 must have prior approval;
- Consolidated Annual Performance Evaluation Reports (CAPERs) 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 fiduciaries and subgrantees.

Please reference the information below for reporting months and submission deadlines.

Reporting Period	Due Date
October 1 st – December 31 st	January 15 th
January 1 st – March 31 st	April 15 th
April 1 st – June 30 th	July 15 th
July 1 st – September 30 th	FINAL FSR: October 15th

* Annual ESG FSR Schedule

Fiduciaries must provide the following documentation via MSHDA’s online grant management system (MATT 2.0) within each submitted FSR. Documentation for all billable expenses must correlate with the FSR requested (no back billing is permitted). Please be sure to name each item in MATT 2.0 as it is uploaded:

- MSHDA approved FSR coversheet spreadsheet
- Detailed general ledger(s) by category relating to MSHDA ESG expenses only that includes the following:
 - Funding source (i.e. MSHDA ESG);
 - Individual expenses by service type;
 - Date of payment;
 - Landlord or business name; and
 - Amount paid.
 - An example general ledger can be found on the [MSHDA ESG website](#).
- Timesheets or payroll reports for employees being paid with ESG funds that detail the following:
 - Dates of pay period; and
 - Funding source for pay; and
 - Amount of time spent per funding source.
 - An example timesheet can be found on the [MSHDA ESG website](#).
- Copies of invoices, receipts, and/or bills for all costs related to Admin/Shelter Operations **not covered by cost allocation plan** (must also be reflected in the general ledger)

Please note: Copies of checks, bank statements, and pay stubs are not required for FSR submission. However, these documents must be on file with the agency and available upon request.

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. The budget amendment must be submitted to the assigned [Homeless Assistance Specialist](#), and it must include acknowledgment and approval from the Continuum of Care (CoC) or Local Planning Body (LPB).

*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 grantees and subgrantees have not spent their funds on a timely basis.

ESG CAPER & LENGTH OF TIME HOMELESS REPORTS

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 grantees and subgrantees as one report. To maintain the quality of this data leading up to the annual submission, each MSHDA ESG grantee and subgrantee is responsible to submit quarterly CAPERs to the Fiduciary to include in the FSR, which is then submitted for review by MSHDA ESG program staff.

Additionally, grantees and subgrantees must submit HMIS report 700.1b on a quarterly basis to the Fiduciary as part of the FSR submission. The purpose of the 700.1b submission is to have grantees check their data quality by reviewing persons with long lengths of time homeless based on the **client's self-reported** approximate date homelessness began. These reports must be reviewed at least quarterly by grantees and subgrantees to ensure that the approximate date of homelessness is inputted accurately – especially for any **client with an approximate length of time homeless greater than 100 days.**

ESG CAPERs and 700.1b reports must be submitted quarterly to MSHDA ESG Program staff within each FSR submitted.

CAPER Reporting Period	700.1b Reporting Period (Full Year)*	Due Date
October 1 st – December 31 st	January 1 st – December 31 st	January 15 th
January 1 st – March 31 st	April 1 st – March 31 st	April 15 th
April 1 st – June 30 th	July 1 st – June 30 th	July 15 th
July 1 st – September 30 th	October 1 st – September 30 th	October 15 th

*The full year is a look-back period. For example, the reporting period for the report due January 15, 2022 would be January 1, 2021 to December 31, 2021.