

ADVANCEMENT/REIMBURSEMENT REQUESTS (FINANCIAL STATUS REPORTS)

Fiduciaries may request an advancement or reimbursement no less than once a month, by submitting a Financial Status Report (FSR) with a budget that details itemized RHP expenditures by activity and budget component. RHP 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 IGX, MSHDA’s online grant management system, by the fiduciary only;
- FSRs are due no later than 45 days after the grant start date and at least one per month thereafter;
- Pre-disbursement conditions must be met prior to submitting the initial FSR;
- Advance requests cannot exceed 10% of the total grant award;
- Additional FSRs may be submitted on an ‘as needed’ basis to maintain available cash flow to grantees and subgrantees.

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

Reporting Period	Due Date
June 1 st – June 30 th	July 15 th
July 1 st – July 31 st	August 15 th
August 1 st – August 31 st	September 15 th
September 1 st – September 30 th	October 15 th
October 1 st – October 31 st	November 15 th
November 1 st – November 30 th	December 15 th
January 1 st – January 31 st	February 15 th
February 1 st – February 28 th	March 15 th
March 1 st – March 31 st	April 15 th
April 1 st – April 30 th	May 15 th
May 1 st – May 31 st	June 15 th
June 1 st – June 30 th	July 15 th
July 1 st – July 31 st	August 15 th
August 1 st – August 31 st	September 15 th
September 1 st – September 30 th	October 15 th
October 1 st – October 31 st	November 15 th
November 1 st – November 30 th	FINAL FSR: December 15th

* Annual RHP FSR Schedule

Fiduciaries must provide the following documentation via IGX 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 IGX as it is uploaded:

- MSHDA approved billing and reporting workbook
- Detailed general ledger relating to **only** MSHDA RHP expenses that include all the following:
 - Individual expenses by budget component;
 - Date of payment;

- Landlord or business name; and
- Amount paid.
- An example general ledger can be found on the [MSHDA RHP webpage](#).
- Payment Detail Request Form corresponding to Tenant and/or Leasing Costs/Utilities expenditures
- Copy of Lease Agreement must be included for the *first* payment made for unit/property (subsequent payments do not require repeat submissions of the Lease Agreement)
- Copies of invoices, receipts, and/or bills for all utility costs
- Timesheets or payroll reports for employees being paid with RHP 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](#).

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*

Any changes between budget components, e.g., moving funds from Leasing Costs to Rental Assistance, or Utilities, requires a grant amendment. The budget amendment request must be submitted to the RHP Program specialist for approval.

*Deviation does not apply to the cap established for Administration (5%); however, agencies may elect to decrease this percentage.

GRANT AMENDMENTS

Grant amendment requests may take 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 term (grant extension), then it must be approved by the RHP Program specialist prior to the grant end date.

FUNDS SPEND DOWN

Grantees are expected to fully expend grant funds during each funding cycle and after expending funds from previous funding cycles (if applicable). Grantees will be required to expend at least 30% of their total RHP award as soon as September 2024 but no later than December 2024. MSHDA will review grant spending in accordance with the grant agreement and MSHDA policy.

Note: MSHDA will closely track grantee expenditures and may reallocate grant funds if grantees have not spent their funds on a timely basis.

UNTIMELY/LATE FSR SUBMISSIONS

Timely FSR submission is necessary for compliance with state reporting requirements and the efficient administration of the Recovery Housing Program.

30-Day Penalty: If FSR submission for RHP is delayed by 30 days beyond the stipulated deadline, the following penalty may be imposed:

- **Written Warning:** The grantee, and Fiduciary (if applicable), will receive a formal written warning notifying them of the delay and reminding them of the importance of timely FSR submission.

60-Day Penalty: If FSR submission for RHP is delayed by 60 days beyond the stipulated deadline, or the grantee/Fiduciary (if applicable), have been subject to more than one 30-Day Penalty, the following penalties may be imposed:

- **Mandatory Meeting:** The RHP Program specialist will schedule a meeting with the grantee and Fiduciary (if applicable), regarding performance issues.
- **Mandatory Corrective Action Plan:** The RHP Program specialist will draft a comprehensive Corrective Action Plan (CAP) that outlines identified issues and the essential remedial measures. The grantee and/or Fiduciary is obligated to implement this CAP, including specific measures to avert future FSR

submission delays. MSHDA's review and endorsement of the CAP are vital, ensuring a thorough examination of the causes for delayed submission and the proposal of effective remedial strategies.

90-Day Penalty: If FSR submission for RHP is delayed by 90 days beyond the stipulated deadline, or the grantee/Fiduciary (if applicable) have been subject to multiple instances of the preceding penalties, the following penalties may be imposed:

- **Financial Recapture:** MSHDA reserves the right to recapture a portion (e.g., 10%) of the grant funds. Recapture will result in an overall reduction of the total grant amount previously awarded to the grantee.
- **Suspension of Funding:** MSHDA reserves the right to suspend all funding through MSHDA for the grantee until the delayed FSR submission is received and processed. During the suspension period, no further grant disbursements will be made.
- **Review of Grant Eligibility:** MSHDA reserves the right to review eligibility of the grantee, or Fiduciary agency (if applicable), to participate in RHP. As part of such a review, MSHDA will assess the overall compliance and performance of the entity(s) to determine eligibility.

Note: It is important to note that penalties for delayed FSR submissions under RHP may become more severe for multiple offenses. While the penalties outlined above provide an overview of the consequences, it is important for grantees/Fiduciaries to understand that repeated instances of non-compliance may lead to stricter measures. Grant agreement guidelines provide MSHDA with broad discretion in managing grant terms, and MSHDA reserves the right to employ all available remedies to achieve the efficient and effective conduct of RHP.