



# Coronavirus Emergency Solutions Grant (ESG-CV) Program **Finance Training**

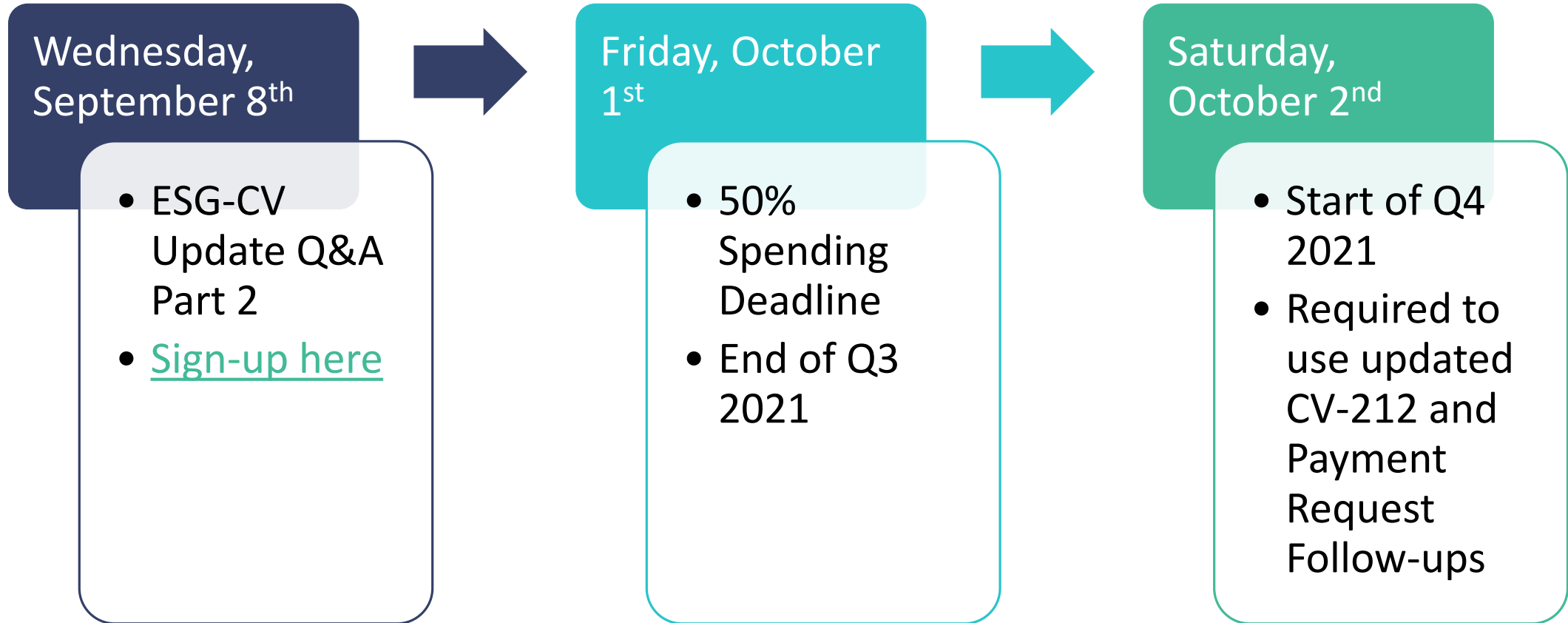
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AIDAN RICH

ESG-CV GRANT SPECIALIST

# Upcoming Schedule

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# Agenda

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Part I: Budget Amendments and Modifications

Part II: Financial Process

Part III: Completing the CV-212

Part IV: HMIS/Comparable Database Reports

Part V: Payment Request Follow-up Forms

# Part I

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## BUDGET AMENDMENTS AND MODIFICATIONS

# Budget Amendment

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Move funds between components

Does not change total award amount

Process

1. Request amendment by emailing official letter to [aidan.rich@mhdc.com](mailto:aidan.rich@mhdc.com)
2. Complete and submit CV-213 Amendment Request form
3. Sign and return Amendment Letter
4. Executed by MHDC

# Budget Modification

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Increase total award amount

## Prerequisites

- Must request and be approved for reimbursement of 100% of current award
- Must schedule/undergo a desk review or site visit

## Process

1. Request additional funds by emailing official letter to [aidan.rich@mhdc.com](mailto:aidan.rich@mhdc.com)
2. Complete and submit CV-216 Modification Request form
3. Sign and return Budget Modification
4. Executed by MHDC

# Disease Mitigation Budget Modification

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## Prerequisites

- Must request and be approved for reimbursement of 50% of current award

## Eligible Activities

- Vaccine Incentives
- Vaccine and Testing Transportation
- Disease Mitigation Training
- Hygiene Services under Street Outreach
- Personal Protective Equipment (PPE)
- Hazard Pay
- Volunteer Incentives
- Administration and HMIS

Currently funded agencies can use existing funding for these expenses

# Exceptional Need Budget Modification

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## Prerequisites

- Must expect to request reimbursement for more than current award within the month

## Requirements

- Must submit CV-217 Spending Plan form with request
- Must request and be approved for reimbursement, in amount greater than previous award, in the first month
- Must request and be approved for reimbursement on monthly basis for following three months



# Timeline

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Budget Amendment and Modification Requests are reviewed on a weekly to bi-weekly basis

Cannot request multiple Amendments in a single month

Cannot request Modifications after 80% Spending Deadline (March 31, 2022)

# Part II

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## FINANCIAL PROCESS

# Restrictions

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## Reimbursement Basis

- Can only request for expenses that have been paid and incurred beforehand
- ESG-CV funds cannot be fronted

Must request and be approved for reimbursement once per quarter

May request and be approved for reimbursement up to once per month

Request by component (cannot draw from other components)

Must have been incurred and paid within Grant Period

- March 13, 2020 – August 31, 2022

Must be insured at time of submission

Must be spent for CoC that Grant was awarded for

# Financial Documentation

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1. Proof of Need
2. Proof of Cleared Payment

# Submitting Payment Requests

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1. Complete CV-212
2. Compile necessary HMIS/Comparable database reports (if needed)
3. Complete CI-113 (if needed)\*
4. Complete Payment Request Follow-up
  1. Upload CV-212
  2. Upload HMIS/Comparable database report (if needed)
  3. Upload CI-113 (if needed)
  4. Answer Follow-up questions
  5. Submit Follow-up

# Review

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## Each Request is either Approved or Discarded

- Approvals will be marked as complete at end of month
  - Do not receive email notification
  - Cannot begin Payment Request until after monthly deadline
- Discards will be immediately marked as incomplete
  - Receive email notification from Grant Interface
  - Need to be corrected (“Submission Corrections” tab) and resubmitted
  - Discards **DO NOT** count for deadlines
  - Discarded requests count for month of resubmission, **not** the original submission

# Common Reasons for Discard

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Missing or insufficient HMIS/Comparable database report(s)

Multiple CV-212 forms uploaded

Duplicate or overlapping expenses

Expired Certificate of Insurance

Missing authorized signature

Overdrawing from components

Funds spent outside of CoC

Ineligible expenses

Expenses paid or incurred outside of grant period

Inconsistent amounts between CV-212, HMIS/Comparable database report, and Follow-up

Missing or insufficient detail description or other CV-212 column

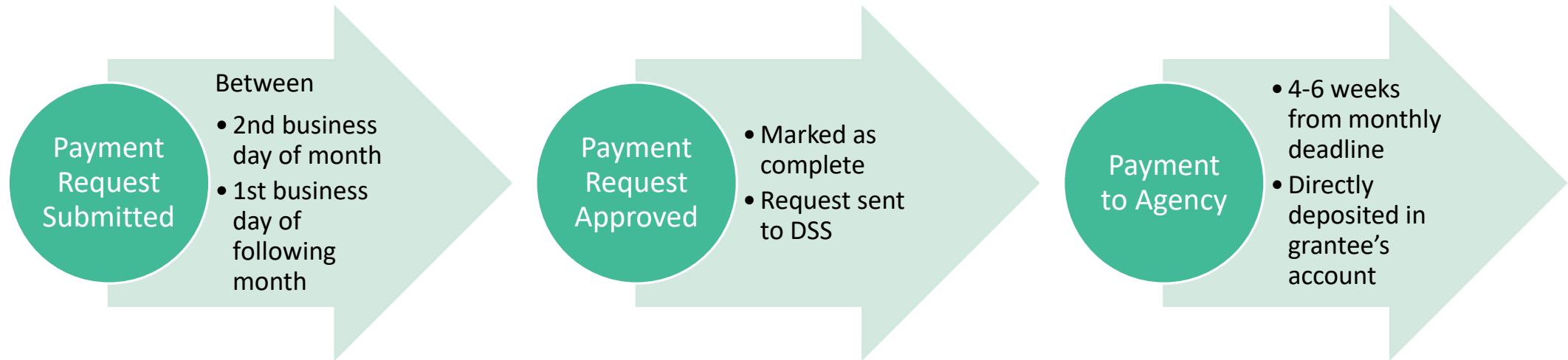
No clients on roster during parts of Reporting Range

Handwriting (except signature)

Missing CI-113 (if needed)

# Timeline

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# Monthly Deadlines

Month	Start	End
October 21 (50% Deadline and Q3 2021)	9/2/21	10/1/21
November 21	10/2/21	11/1/21
December 21	11/2/21	12/1/21
January 22 (Q4 2021)	12/2/21	1/3/22
February 22	1/4/22	2/1/22
March 22	2/2/22	3/1/22
April 22 (80% Deadline and Q1 2022)	3/2/22	4/1/22
May 22	4/2/22	5/2/22
June 22	5/3/22	6/1/22
July 22 (Q2 2022)	6/2/22	7/7/22
August 22	7/8/22	8/1/22
September 22 (100% Deadline)	8/2/22	9/1/22

# Part III

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## COMPLETING CV-212

# CV-212 Expense Detail Form

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Form available on website [here](#)

Eligible expenses listed in ESG-CV Desk Guide

Must use the most updated version of the form

- CV-212 updates will be announced with emails to grantee's Finance Contact

Requires authorized signature

Completed in Excel and submitted as PDF

- Do not include unused sheets/pages in PDF

# Part IV

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## HMIS/COMPARABLE DATABASE REPORTS

# HMIS/Comparable Database

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Data on all persons served and activities assisted under ESG-CV must be entered into HMIS/comparable database

It is the responsibility of the grantee to ensure that all required data is compliant with [HMIS Data Standards](#)

Victim service provider or a legal services provider may use a comparable database

# Required

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## Administration and HMIS

- Never required

## Street Outreach, Standard Emergency Shelter, and Temporary Emergency Shelter

- Client roster always required
- Must reflect clients served during full Reporting Range
- CI-113 required for Street Outreach if no eligible clients on client roster

## Homelessness Prevention and Rapid Rehousing

- Direct assistance report required if requesting Rental Assistance or Financial Assistance
- Does not need to reflect full Reporting Range
- Highlight expenses you bill for if report includes expenses not being reimbursed

# Client Roster

Report Date

[REDACTED]

Grant ID

Project(s)

[REDACTED]

Agency Contact

[REDACTED]

Street Address

[REDACTED]

Contact Phone

[REDACTED]

City, State & Zip

[REDACTED]

Contact Email

[REDACTED]

## Client Roster

Client/ Group ID	Count Clients in Client ID HH	Entry Date	Exit Date	LOS (days)	Relationship to HoH	Gender	Age	County
[REDACTED]	1	[REDACTED]	[REDACTED]	12	Self (head of household)	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	1	[REDACTED]	[REDACTED]	73	Self (head of household)	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	1	[REDACTED]	[REDACTED]	71	Self (head of household)	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	1	[REDACTED]	[REDACTED]	67	Self (head of household)	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	1	[REDACTED]	[REDACTED]	29	Self (head of household)	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	1	[REDACTED]	[REDACTED]	28	Self (head of household)	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	1	[REDACTED]	[REDACTED]	42	Self (head of household)	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]		[REDACTED]	[REDACTED]	53	Head of household's child	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	4	[REDACTED]	[REDACTED]	53	Head of household's child	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]		[REDACTED]	[REDACTED]	53	Head of household's spouse or partner	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]		[REDACTED]	[REDACTED]	53	Self (head of household)	[REDACTED]	[REDACTED]	[REDACTED]

# Direct Assistance Report

[Redacted] - ESG Billing Report

Reporting Period: [Redacted]

Report Date	[Redacted]	Grant ID	[Redacted]
Agency & Project	[Redacted]	Amount Awarded	[Redacted]
Street Address	[Redacted]	Funding Source(s) Included	[Redacted]
City, State & Zip	[Redacted]		
Agency Contact	[Redacted]		
Contact Phone	[Redacted]		
Contact Email	[Redacted]		

## Itemized Report

Primary Client ID	County	Amount Paid	Payment/Service Type	Payee	Adults	Children	Date
[Redacted]	[Redacted]	[Redacted]	Rental arrears	[Redacted]	[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]	Rental assistance	[Redacted]	[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]	Utility arrears	[Redacted]	[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]	Rental assistance	[Redacted]	[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]	Rental arrears	[Redacted]	[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]	Rental assistance	[Redacted]	[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]	Rental arrears	[Redacted]	[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]	Rental assistance	[Redacted]	[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]	Utility arrears	[Redacted]	[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]	Utility assistance	[Redacted]	[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]	Rental assistance	[Redacted]	[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]	Rental assistance	[Redacted]	[Redacted]	[Redacted]	[Redacted]





# Victim Service Providers

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Report depends on your comparable database

May request CI-110 for Client Rosters and Direct Assistance reports

- Email [aidan.rich@mhdc.com](mailto:aidan.rich@mhdc.com)
- Attach email from ESG-CV Grant Specialist to HMIS/Comparable database report PDF

# Part V

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## PAYMENT REQUEST FOLLOW-UP FORMS

# Payment Request Follow-ups

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Access here: <https://www.grantinterface.com/Home/Logon?urlkey=mhdc>

Assigned to either Applicant or Financial Contact

Assigned between 1 and 3 per Quarter

- Previously unused follow-ups deleted at end of quarter
- New follow-ups assigned at beginning of quarter

# Important ESG-CV Finance Contacts

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Charla Sallee, Grant Administrator

- [charla.sallee@mhdc.com](mailto:charla.sallee@mhdc.com)
- Payment request discards

Aidan Rich, ESG-CV Grant Specialist

- [aidan.rich@mhdc.com](mailto:aidan.rich@mhdc.com)
- Funding, Spending, Eligible Expenses, Forms, etc.

