

ESG Close-Out Addendum

Grant Close-Out Documents consist of:

1. CI-107 - CoC Participation Form
2. ESG-210 - Match Certification Documentation
3. Homeless Participation Certification
4. Consolidated Annual Performance and Evaluation Report (CAPER)

*All forms will be submitted through Grant Interface, besides the CAPER. The CAPER will be submitted through a link provided by MHDC.

CoC Participation Form (CI-107)

Description: All sub-grantees are required to attend at least 75 percent of local Continuum of Care meetings.

Completion Instructions: Participation tracking sheet required is at time of grant closeout and it is the agency's responsibility to get a CoC representative signature in a timely manner. Only one sheet required per grant.

- If meetings are held remotely, a signature or code word is still required.
- Meetings that are canceled should be listed. In the signature line, write "cancelled."

Match Certification (ESG-210) and Documentation

Description: All grantees must provide a 100 percent match to supplement the ESG funds awarded.

Completion Instructions: Complete ESG-210 with a list of all match documentation with the total value being consistent with the grant award amount.

- Contributions used to match a previous ESG grant may not be used to match a subsequent ESG grant
- Contributions that have or will be counted as a matching requirement of another federal grant/award may not be used to match an ESG award
- All HUD ESG requirements must be met
- All reported funds must be expended within ESG contract period
- Match documentation consists of the source and the use. The source and the use should both be submitted together and labeled with a number such as "source 1/use 1". Example: When billing for salaries, provide what the source is for the salaries that are matched (another grant, donations, etc.) along with salaries the agency is using as match.
- Match documentation may not only be an excel spreadsheet. Must provide both source and use documentation showing proof of match along with the excel document.
- If using a general ledger as documentation, please highlight the transactions that are included in the match. Please provide the back up if it is not from in-kind donations
- If using volunteer hours as match, please provide time sheets and the calculation method used to get to the total number of hours and amount being claimed.
- Match documentation should be easy for the grant admin to review. Highlighting and explanation in documentation is allowed and encouraged. If there are calculation methods for how a number is reached, please document.
- If matching salaries with a different grant, the award letter is easy to use as documentation. The Award letter should include a timeline for the grant as well as the amount awarded.

Homeless Participation Certification

Description: Grantee must include at least one current or formerly homeless member on its board of directors or equivalent decision-making entity of the sub-grantee (24 CFR 576.405).

Completion Instructions: Signed letter from sub-grantee’s Board president must be submitted, including:

- Verification that agency has at least one member that is currently or formerly homeless currently participating on the Board of Directors
- Explanation of how this individual is involved in agency policy decision-making process directly related to ESG program
- Process agency and Board of Directors use to ensure the requirement is fulfilled
- If agency is not currently in compliance, include date and plan for meeting this requirement
- [This letter should be dated within the grant year](#)

Consolidated Annual Performance and Evaluation Report (CAPER)

Description: Grantees must submit an annual report covering each funding component to SAGE from HMIS/Comparable Database.

Completion Instructions: Submit CAPER electronically to SAGE Portal via email link at grant close out by April 30, 2021. Reporting Period is from April 01, 2020 – March 31, 2021.

EXAMPLE: Match Documentation (Picture below):

Column 1: The Match Source (drop down options):

- Other Non-ESG HUD Funds
- Private Funds
- Other Federal Funds
- Program Income
- State and Local Government Fees
- Other

Column 2: Match Amount: \$1,500.00

- Dollar amount for the match

Column 3: Source and Use Number: 5

- This number indicates that the documentation of the source is labeled with a 5 on it and the use is also labeled with a 5.

Column 4: Source and Use Description:

- Source: Private Grant United Way (Attach United Way award letter)
- Use: KCPL Utility for Shelter – (Attach utility payment showing amount paid)

Column 5: Documentation Submitted Drop Down - Yes or No

This form should be submitted at grant closeout and should be accompanied by documentation of the match SOURCES and USES. This form will not be accepted before the close out of your grant. Instructions can be found on the MHDC website.

Match Documentation				
Match Source	Match Amount	Source and Use Number	Source and Use Description	Documentation Submitted
State Government ↓	\$ 1,500.00	5	Source: Private grant UW Use: KCPL utility for shelter	Yes ↓