

Document	Included Documents/Details	Due Date	Impact
ESG Award Agreement	<ol style="list-style-type: none"> 1. Complete Electronically and Print: <ol style="list-style-type: none"> a. Exhibit B-Budget b. ESG Line Item Budget 2. Pages to sign: <ol style="list-style-type: none"> a. Certification of Local Approval for Nonprofit Organizations b. Non-Collusion and Acceptance 	<p>9/30/16</p> <p>Submit by mail with original signatures to:</p> <p>IHCDA Attn: Emily Harris-Shears/ESG 30 South Meridian Street Suite 1000 Indianapolis, IN 46204</p>	Funds will not be disbursed to sub-recipients and claims cannot be submitted until original agreements are fully executed by IHCDA
Claims	<ol style="list-style-type: none"> 1. Financial Narrative 2. Supporting Documentation- <ol style="list-style-type: none"> a. Copies of actual receipts or bills –or- b. Copies of checks sent to vendors <ol style="list-style-type: none"> i. Check number and date paid written or stamped on copy of check 	<p>Within sixty (60) days after the calendar month in which expenses are incurred/paid</p> <p><u>The last claim of the 2016-2017 grant cycle is due by 7/31/17</u></p> <p>Submit through: https://ihcdaonline.com/</p>	Claims that are not submitted within the established deadlines will not be reimbursed.
Financials/A133 Audit Reports	<ul style="list-style-type: none"> • Sub-recipients that expend \$750,000 or more in federal funds within a fiscal year must be audited in accordance with the requirements of OMB Circular A-133 <ul style="list-style-type: none"> ○ A-133 Submissions are sent electronically to A133@ihcda.in.gov • Sub-recipients that expend under \$750,000 of federal funds should submit a year-end financial statement or form 990. <ul style="list-style-type: none"> ○ Year-end financials/ form 990's are submitted electronically to lymorrow@ihcda.in.gov <p>Hard copies will not be accepted</p>	<p>Year End Date of June 30: Reports are due by March 31 OR 30 days after receipt of the auditor's report</p> <p>Year End Date of December 31: Reports are due by September 30 OR 30 days after receipt of the auditor's report</p>	

ESG Operations & Outreach Documents & Due Dates at a Glance

2016-2017

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Semi-Annual Report	<ul style="list-style-type: none"> Semi-Annual Progress Report <p>All relevant documents and instructions will be communicated by the ESG Coordinator in late 2015</p>	<p>January 31, 2017</p> <p>Due by email to eharrishears@ihcda.in.gov</p>	Late submissions will be subject to a deduction of one (1) point/per day late from the next ESG application
Annual Close-Out and Report	<ul style="list-style-type: none"> Annual Progress Report (program specific report will be provided) Outcomes Report (All programs) APR Report CAPER Report 	<p>July 31, 2017</p> <p>Due by email to eharrishears@ihcda.in.gov</p>	Late submissions will be subject to a deduction of one (1) point/per day late from the next ESG application
HMIS Reporting	<p>Update HMIS records and add new records no later than two (2) weeks after intake.</p> <p><i>Sub-recipients utilizing Essential Services, Street Outreach and/or Rapid Rehousing funding are required to enter case notes and services in HMIS.</i></p>	<p>Ongoing record maintenance-update a minimum of every two weeks</p> <p>Enter new records no later than two (2) weeks after intake</p>	Failure to enter data on a regular and consistent basis may result in the termination of the ESG agreement.
Statewide Point-in-Time Count	<p>Sub-recipients are required to participate in the annual Statewide Point-in-Time Count in collaboration with its regional Continuum of Care by submitting data upon request by set deadlines</p>	<p><i>Deadlines will be set and communicated in Fall 2016</i></p>	

General ESG Award Questions:
Emily Harris-Shears- ESG Coordinator
eharrishears@ihcda.in.gov;
 317.234.7579

Claims:
claims@ihcda.in.gov

HMIS Helpdesk:
hmishelpdesk@ihcdaonline.com