

# ESG Rapid Re-housing Documents & Due Dates at a Glance

2016-2017

Document	Included Documents/Details	Due Date	Impact
<b>ESG Award Agreement</b>	<ol style="list-style-type: none"> <li>1. <b>Complete Electronically and Print:</b> <ol style="list-style-type: none"> <li>a. Exhibit B-Budget</li> <li>b. ESG Line Item Budget</li> </ol> </li> <li>2. <b>Pages to sign:</b> <ol style="list-style-type: none"> <li>a. Certification of Local Approval for Nonprofit Organizations</li> <li>b. Non-Collusion and Acceptance</li> </ol> </li> </ol>	<p><b>9/30/16</b></p> <p><b>Submit by mail with original signatures to:</b></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
<b>Claims</b>	<ol style="list-style-type: none"> <li>1. <b>Financial Narrative</b></li> <li>2. <b>Supporting Documentation-</b> <ol style="list-style-type: none"> <li>a. Copies of actual receipts or bills –or-</li> <li>b. Copies of checks sent to vendors                             <ol style="list-style-type: none"> <li>i. Check number and date paid written or stamped on copy of check</li> </ol> </li> </ol> </li> </ol>	<p>Within <b>sixty (60) days after the calendar month</b> in which expenses are incurred/paid</p> <p><b><u>The last claim of the 2016-2017 grant cycle is due by 1/31/18</u></b></p> <p><b>Submit through:</b> <a href="https://ihcdaonline.com/">https://ihcdaonline.com/</a></p>	Claims that are not submitted within the established deadlines will not be reimbursed.
<b>Financials/A133 Audit Reports</b>	<ul style="list-style-type: none"> <li>• 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"> <li>○ A-133 Submissions are sent electronically to <a href="mailto:A133@ihcda.in.gov">A133@ihcda.in.gov</a></li> </ul> </li> <li>• 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"> <li>○ Year-end financials/ form 990's are submitted electronically to <a href="mailto:lymorrow@ihcda.in.gov">lymorrow@ihcda.in.gov</a></li> </ul> </li> </ul> <p><b>Hard copies will not be accepted</b></p>	<p><b>Year End Date of June 30:</b> Reports are <b>due by March 31 OR 30 days</b> after receipt of the auditor's report</p> <p><b>Year End Date of December 31:</b> Reports are <b>due by September 30 OR 30 days</b> after receipt of the auditor's report</p>	

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<b>Match Reporting</b>	<ul style="list-style-type: none"> <li>Quarterly ESG Match Documentation Form</li> </ul>	Quarterly reports are due by the 15 <sup>th</sup> of the month following the end of the quarter: <ul style="list-style-type: none"> <li>October 15<sup>th</sup> (Jul-Sep)</li> <li>January 15<sup>th</sup> (Oct-Dec)</li> <li>April 15<sup>th</sup> (Jan-Mar)</li> <li>July 15<sup>th</sup> (April-Jun)</li> </ul>	
<b>Semi-Annual Report</b>	<ul style="list-style-type: none"> <li>Semi-Annual Progress Report</li> </ul> All relevant documents and instructions will be communicated by the ESG Coordinator in late 2015	<b>January 31, 2017</b>  Due by email to <a href="mailto:eharrishears@ihcda.in.gov">eharrishears@ihcda.in.gov</a>	Late submissions will be subject to a deduction of one (1) point/per day late from the next ESG application
<b>Annual Close-Out and Report</b>	<ul style="list-style-type: none"> <li>Annual Progress Report (program specific report will be provided)</li> <li>Outcomes Report (All programs)</li> <li>APR Report</li> <li>CAPER Report</li> </ul>	<b>July 31, 2017</b>  Due by email to <a href="mailto:eharrishears@ihcda.in.gov">eharrishears@ihcda.in.gov</a>	Late submissions will be subject to a deduction of one (1) point/per day late from the next ESG application
<b>HMIS Reporting</b>	Update HMIS records and add new records no later than two (2) weeks after intake. <ul style="list-style-type: none"> <li>Services</li> <li>Case notes</li> <li>Move-in details</li> </ul>	Ongoing record maintenance-update a minimum of every two weeks  Enter new records <b>no later than two (2) weeks after intake</b>	Failure to enter data on a regular and consistent basis may result in the termination of the ESG agreement.
<b>Statewide Point-in-Time Count</b>	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	<i>Deadlines will be set and communicated in Fall 2016</i>	

**General ESG Award Questions:**  
 Emily Harris-Shears- ESG Coordinator  
[eharrishears@ihcda.in.gov](mailto:eharrishears@ihcda.in.gov);  
 317.234.7579

**Claims:**  
[claims@ihcda.in.gov](mailto:claims@ihcda.in.gov)

**HMIS Helpdesk:**  
[hmishelpdesk@ihcdaonline.com](mailto:hmishelpdesk@ihcdaonline.com)