



State of Nevada
 Department of Business & Industry
HOUSING DIVISION
 1535 Old Hot Springs Road Suite 50
 Carson City, Nevada 89706
 Tel.: (775) 687-2040 or (800) 227-4960 (within Nevada)
 Fax: (775) 687-4040
 TDD: (800) 326-6868
www.housing.nv.gov

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PROGRAM BULLETIN

EMERGENCY SOLUTIONS GRANT PROGRAM

TO: ESG Sub-Recipients
 RE: ESG Annual Report Due Date

Sent via electronic mail

New Form and Reimbursement Request Workbook

Along with this bulletin, we have sent each of you the PY 2016 Reimbursement Request Workbook. This include the following forms:

- Reimbursement Request Form
- Payroll Summary Form
- Operating Detail Form (Shelter Expenses Only)
- Cost Match Detail Form
- In-Kind Match Detail Form

For each form, instructions have been created and are part of the PY 2016 Reimbursement Request Workbook.

Complete Reimbursement Requests and Uniform Back-Up Document Requirements

Reimbursement request will only be processed if the reimbursement request is complete and accurate and is supported with the required back-up documentation. Required back-up documentation includes:

1. **Payroll Summary Form** (for case management and HMIS data entry/reporting activities, if approved in your budget);
2. **Operating Cost Detail Form** (for the Shelter and Administration Expenses only);

3. **Detailed Monthly Expenditure Report** for ESG grant, generated from your accounting system;
4. **Cash Match Detail Form**, if you are reporting cash match;
5. **In-Kind Match Detail Form**, if you are reporting in-kind match;
6. **Clarity (CMIS) Client Demographic Report** for **each month** covered in the identified as part of the reimbursement request period;
7. **Clarity (CMIS) Performance Report**; due on a **quarterly basis**

For the HMIS Lead the Detailed Monthly Expenditure Report is the only back-up required.

Detailed Monthly Expenditure Report

This must be generated from your financial system and will demonstrate that your financial system has the ability to track ESG grant expenditures. Spreadsheets or supplemental reports generated from other systems will not be accepted as back-up.

This report must be able to show payment date, payment voucher number and the amount that was paid for each ESG expenditures claimed on you Reimbursement Request form.

Other Financial Reports Not Required as Back-Up

Please do not send income statements, ledgers or cash flow statements, etc., as back up. The Detailed Monthly Expenditure Report is the only financial report required as back-up.

Timesheets and copies of invoices are no longer required for reimbursements but will be required for audits

Timesheets and copies of invoices are no longer required for reimbursement request but will be required for audits. Each organization must have system in place that can track time charged to the ESG grant and will be required to maintain the documents and system for audit purposes. Direct recording of time is preferred method of time keeping for the ESG grant; however, if your organization cost allocates time that is acceptable, if you have a written methodology that can be validated and support the cost allocation. This methodology may be required as additional documentation before a payment is paid and will be part of all ESG audits.

All back-up documentation such as invoices, billings, contracts, etc. for operating cost must be maintained for auditing purposes and must be able to reconcile to all operating cost claimed on reimbursement request form. For operating cost that are shared on the Operating Cost Detail form you will be asked to indicate the percentage of those costs that are allocated to the ESG grant. Cost allocations must be supported by a written methodology that can be validated and supports the cost allocation. This methodology may be required as additional documentation before a payment is paid and will be part of all ESG audits.

Quarterly Performance Reports: PY 2016 Quarters

The quarter for PY 2016 are as follows:

- First Quarter: 7/1/2016 to 9/30/2016;
- Second Quarter: 10/1/2016 to 12/31/2016;
- Third Quarter: 1/1/2017 to 3/31/2017;
- Fourth Quarter: 4/1/2017 to 6/30/2017

Match

Match must be recorded and reported in the time period it occurred. Match must be reported not only on the Reimbursement Request form but on either the Cash Match Detail Form or the In-Kind Match Detail form. Do not aggregate match. Each unique matching source must be identified. Please do not use acronyms when recording match.

Please contact Dale Hansen via email at jdhanzen@housing.nv.gov or by telephone at 775-687-2042 for questions or suggestions regarding this Program Bulletin.

Thank you,

NEVADA HOUSING DIVISION