



State of Nevada
Department of Business & Industry
HOUSING DIVISION



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August 7, 2013

PROGRAM BULLETIN

Emergency Solutions Grant Program

TO: ESG Sub-Recipient Directors (sent via email)

RE: Requirement to submit timely draw reimbursement requests/expenditure timelines

This Program Bulletin is being issued as a formal reminder to sub-recipients of federal ESG funds that there is a requirement for timely submissions of draw reimbursement requests for expenses incurred under the ESG program, along with expenditure deadlines that must be met in order to be in compliance with program regulations.

- A) Part I (R) under Section 2 - "Additional Stipulations" of the Emergency Solutions Grant Program Award Notice states that sub-recipients agree to "submit a Reimbursement Request Form (Exh. 1) to the Division *at least once per quarter* requesting reimbursement of funds expended for eligible ESG activities. Reimbursements will not be authorized unless expenditures are substantiated in writing and are accompanied by the HMIS ESG Client Detail Report. *Failure to submit a reimbursement request at least quarterly may result in program sanctions implemented by the Division, as defined in Part IV of the sub-grantee award.*"

There were sub-recipients who neglected to submit draw requests at least quarterly this past year and are reminded that reimbursements must be submitted as stated in the Award Notice. It is the responsibility of the sub-recipient to notify the Division when failing to meet this requirement, which should include a written plan by the agency that summarizes efforts what will ensure funds will be expended by the end of the grant period. Note: *The Division will be providing information regarding the HMIS report to submit with draw reimbursement requests in a separate Program Bulletin.*

- B) Part I (J) under Section 2 - "Additional Stipulations" of the Emergency Solutions Grant Program Award Notice states that the sub-recipient "shall demonstrate need for ESG Program funds by meeting expenditure timelines as follows: At a minimum, twenty-five percent (25%) of the allocation shall be expended within the first six months of the grant period and fifty percent (50%) expended the first year. Seventy-five percent (75%) of the allocation shall be expended by the eighteenth month and one hundred percent (100%) in two years. Sub-recipients are allowed to spend their allocation at a faster pace."



There are sub-recipients that have expended less than 50% of their allocation(s), or in some instances a sub-category such as Rapid Re-Housing, as of August 1, 2013. The Division is requesting a response to the questions below from these sub-recipients that details the agency's plan to ensure all funds will be expended by the grant deadline of June 30, 2013. This response is due to the Division by August 30, 2013 unless reimbursement requests have been submitted which reduces the amount of remaining funds available. Responses must be submitted on agency letterhead and are required *if either the 2nd allocation of 2011 funds and/or the 2012 allocation, or a sub-category within an allocation* has more than 50% of the allocation remaining.

Responses should be submitted either by mail or email to the contact person reflected below. Questions regarding this Program Bulletin should be referred to Soni Bigler, Grants and Projects Analyst II at 775-687-2042 or via email to sbigler@housing.nv.gov.

NEVADA HOUSING DIVISION

Provide responses to the following questions on agency letterhead and return by August 30, 2013 to:

Soni Bigler, Grants and Projects Analyst
Nevada Housing Division
1535 Old Hot Springs Road, Suite 50
Carson City, NV 89701

or via email to sbigler@housing.nv.gov

Name of Sub-recipient:

Contact Name:

Contact Email and Phone:

Please respond to the following questions so the Division can gauge whether the sub-recipient is on target to expend all Emergency Solutions Grant funds awarded August 2012, or if funds should be recaptured and reallocated to another agency.

1. What is the sub-recipient's plan to ensure all funds will be expended by July 2013? Provide specific details, including the intended population to be served and how the agency plans to engage them so they have access to this program.
2. Does the sub-recipient need to request an Amendment to the ESG Sub-recipient Award to move funds between categories? If so submit the request to move funds in writing on agency letterhead and include an amended budget (Exh. 4) with this response. Include in the letter how the agency expects this action to improve spending.
3. What are your impediments/obstacles to spending? What barriers need to be addressed to ensure success of this program?
4. Is there any training or further assistance that can provide to help in carrying out your ESG Program(s)?