

# Reporting Checklist for the 2016-2017 ETH Grant Year

Reports are due to the email address designated by the ETH Program Manager on the 20th of each month.

August 2016 Reports		December 2016 Reports		April 2017 Reports	
	Payment Request		Payment Request		Payment Request
	Monthly Housing Inventory Chart		Monthly Housing Inventory Chart		Monthly Housing Inventory Chart
	ETH Performance Report		ETH Performance Report		ETH Performance Report
					ESG CAPER CSV Report

  

September 2016 Reports		January 2017 Reports		May 2017 Reports	
	Payment Request		Payment Request		Payment Request
	Monthly Housing Inventory Chart		Monthly Housing Inventory Chart		Monthly Housing Inventory Chart
	ETH Performance Report		ETH Performance Report		ETH Performance Report
	July Point-in-Time Follow Up Form		If applicable: HPP/ESG Funding Formula Performance Report		

  

October 2016 Reports		February 2017 Reports		June 2017 Reports	
	Payment Request		Payment Request		Payment Request
	Monthly Housing Inventory Chart		Monthly Housing Inventory Chart		Monthly Housing Inventory Chart
	ETH Performance Report		ETH Performance Report		ETH Performance Report
			Section 3 Report		

  

November 2016 Reports		March 2017 Reports		July 2017 Reports	
	Payment Request		Payment Request		Payment Request
	Monthly Housing Inventory Chart		Monthly Housing Inventory Chart		Monthly Housing Inventory Chart
	ETH Performance Report		ETH Performance Report		ETH Performance Report
			January Point-in-Time Follow Up Form		Financial Closeout ETH Report

## Explanation of Reporting Requirements

<b>Payment Request:</b>	Grantees initiate payments by completing and submitting the ETH Program Payment Request Form. Funds are drawn as reimbursement of actual reported expenditures for the approved spending categories. To ensure timely reimbursement, grantees should submit the ETH Payment Request Form each month by the 20th of the month. Agencies not submitting a request within 45 days of the month's end risk not getting reimbursed.
<b>Monthly Housing Inventory Chart:</b>	A local continuum must complete a program client count for the last Wednesday of each month for all emergency shelter (including motel vouchers), transitional housing, rapid re-housing, and permanent supportive housing programs and report it on the Monthly Housing Inventory Chart (HIC). This chart will be available through a Google Drive link. This data will be required regardless of whether the program receives funding from the Division of Energy, Housing, and Community Resources (DEHCR) or participates in HMIS. It is imperative that the bed list on the census be kept up-to-date and accurate each month.
<b>ETH Performance Report:</b>	All agencies are required to report monthly on the number of clients receiving services and project performance. All agencies must use the ETH Performance Report, which is to be updated and submitted by the 20 <sup>th</sup> of each month. Agencies must submit reports for the timeframe: beginning of the contract year (7/1/2016) to the last day of the previous month. Data should be reported cumulatively, where the totals add to the prior month's totals. The ETH Performance Report will be made available by the ETH Program Manager during the beginning of the performance period.
<b>Point-in-Time Follow Up Form:</b>	After both the July 2016 and January 2017 Point-in-Time street count, grantees will submit a report detailing their local continuum participation in the Point in Time Count and findings. This is the only report which does not have a DEHCR-mandated format. The report must detail the continua name, which areas were covered, which agencies participated in the Point-in-Time count, and the findings. The January report is due on March 20th and the July report is due on September 20th.
<b>Section 3 Report:</b>	Grantees must complete the Section 3 Report for the federal fiscal year time period from October 1-September 30. The form itself and instructions for completing it are available on the DEHCR website.
<b>ESG CAPER CSV Report:</b>	All agencies (DV and non-DV) must submit a report detailing the demographic characteristics of clients served in the ESG programs for ETH 2015-2016 and ETH 2016-17 for the reporting period of April 1, 2016, through March 31, 2017. This report must be submitted no later than April 20, 2017. Instructions detailing how to run this report in HMIS and how to submit the report will be made available by the ETH Program Manager in the months preceding the due date.
<b>Financial Closeout ETH Report:</b>	No later than 60 days after the final day of the contract, grantees will submit a Bureau of Housing Financial Closeout ETH Report. This form is available on the DEHCR website.
<b>Minority- and Women-Business Enterprise Reports:</b>	The Grantee shall ensure the Minority- and Women-Business Enterprise Reports is completed and submitted on a timely basis <u>when applicable (in most cases, this form does not apply to ETH grantees)</u> . The form is posted on the Bureau of Housing's website.
<b>ESG/HPP Funding Formula Performance Report:</b>	At the request of the Division, the Grantee shall submit a report detailing agency and/or continuum performance to be used in the 2017-2018 ESG/HPP Funding Formula. This report must be submitted no later than January 20, 2017.