

# Reporting Checklist for the 2018-2019 EHH Grant Year

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

| August 2018 Reports    |                                   | December 2018 Reports |                                                           | April 2019 Reports |                                 |
|------------------------|-----------------------------------|-----------------------|-----------------------------------------------------------|--------------------|---------------------------------|
|                        | Payment Request                   |                       | Payment Request                                           |                    | Payment Request                 |
|                        | Monthly Housing Inventory Chart   |                       | Monthly Housing Inventory Chart                           |                    | Monthly Housing Inventory Chart |
|                        |                                   |                       |                                                           |                    | ESG CAPER CSV Report            |
| September 2018 Reports |                                   | January 2019 Reports  |                                                           | May 2019 Reports   |                                 |
|                        | Payment Request                   |                       | Payment Request                                           |                    | Payment Request                 |
|                        | Monthly Housing Inventory Chart   |                       | Monthly Housing Inventory Chart                           |                    | Monthly Housing Inventory Chart |
|                        | July Point-in-Time Follow Up Form |                       | If applicable: HPP/ESG Funding Formula Performance Report |                    |                                 |
| October 2018 Reports   |                                   | February 2019 Reports |                                                           | June 2019 Reports  |                                 |
|                        | Payment Request                   |                       | Payment Request                                           |                    | Payment Request                 |
|                        | Monthly Housing Inventory Chart   |                       | Monthly Housing Inventory Chart                           |                    | Monthly Housing Inventory Chart |
|                        |                                   |                       | Section 3 Report                                          |                    |                                 |
| November 2018 Reports  |                                   | March 2019 Reports    |                                                           | July 2019 Reports  |                                 |
|                        | Payment Request                   |                       | Payment Request                                           |                    | Payment Request                 |
|                        | Monthly Housing Inventory Chart   |                       | Monthly Housing Inventory Chart                           |                    | Monthly Housing Inventory Chart |
|                        |                                   |                       | January Point-in-Time Follow Up Form                      |                    | Financial Closeout ETH Report   |

## Explanation of Reporting Requirements

|                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
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| <b>Payment Request:</b>                                 | Grantees initiate payments by completing and submitting the EHH 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 EHH 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>Point-in-Time Follow Up Form:</b>                    | After both the July 2018 and January 2019 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 2017-2018 and ETH 2018-19 for the reporting period of April 1, 2018, through March 31, 2019. This report must be submitted no later than April 20, 2019. Instructions detailing how to run this report in HMIS and how to submit the report will be made available by the EHH Program Manager in the months preceding the due date.                                                                                                                                                       |
| <b>Financial Closeout EHH Report:</b>                   | No later than 60 days after the final day of the contract, grantees will submit a Bureau of Housing Financial Closeout EHH 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 EHH 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 2019-2020 ESG/HPP Funding Formula. This report must be submitted no later than January 20, 2019.                                                                                                                                                                                                                                                                                                                                                                                                  |