


Center for Community Financing

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2011 Emergency Shelter Grant (ESG) Guidelines for Invoicing

Logistics for Webinar

- Webinar will last approximately 1.0 hours with time for questions at the end.
- All phones of attendees are muted
- Questions may be asked through the "Q&A" function  or by contacting your grant manager upon the conclusion of the webinar.
- The PowerPoint slides only will be posted on DCED's website <http://www.newPA.com> under the Strengthen Your Community/Technical Assistance Heading.



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2011 ESG - Why the Change in the IDIS Process?

These procedures are being put in place to support HUD's acceptance of DCED's current allocation of funds to sub-grantees

The Commonwealth is currently the only recipient of ESG funds that has sub-grants

The FY 2012 funds will not permit sub-granting of funds under this program.

The Commonwealth will be in full compliance in FY 2012



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2011 ESG Invoicing

Changes to the Process

- DCED will set up all sub-grants
- Sub-grantees will be able to create draw request
- Invoices for payment will be reviewed prior to payment
- Must receive written acceptance of the invoice prior to creating the draw request

FY 2012 – DCED will create all draw requests (eg. – no sub-grants in FY 2012)



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2011 ESG IDIS Changes

After DCED receives your executed contract, staff will set-up a subgrant in the Integrated Disbursement and Information System (IDIS)

Unlike previous years, DCED will set-up your activities and fund them in accordance with your approved budget.

An IDIS set-up letter will be mailed to the sub-grantee with their IDIS activities and funded amounts

DO NOT make changes to your IDIS activity names or activity budgets in IDIS without first going through your grant manager



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2011 ESG Budget



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Sample Approved Budget of \$100,000

Rehabilitation -	\$ 48,500
Operations -	\$ 31,000
Homeless Prevention -	\$ 18,000
Administration -	<u>\$ 2,500</u>
	\$100,000



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Activities Funded with the \$100,000

- Hope Shelter: \$18,000 – homeless prevention
- Women’s Shelter \$20,000 – operations
- Women’s Shelter \$1,500 - administration
- Men’s Shelter \$11,000 – operations
- Men’s Shelter \$ 1,000 - administration
- Family Shelter \$48,500 – rehabilitation



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ONLY 3 IDIS Activities Permitted Per Sub-Grantee

- ESG11 Administration Grantee Name
- ESG11 Homeless Prevention Grantee Name
- ESG11 Shelter Grantee Name
 - includes Rehabilitation, Operations, and Essential Services



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Sample Approved Budget Activities in IDIS

- ESG11 Administration Powell County - \$2,500
- ESG11 Homeless Prevention Powell County - \$18,000
- ESG11 Shelter Powell County – \$79,500 (rehabilitation, operations)



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Sub-Grantees are **NOT** permitted to change...

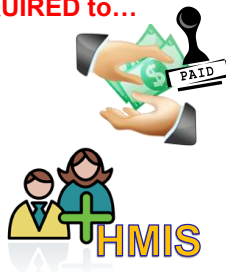
- IDIS Activity Names
- IDIS Activity funded amounts without prior approval by your grant manager
- IDIS Activity numbers by adding or canceling an existing activities



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Sub-Grantees are **REQUIRED** to...

- Obtain invoices from providers and draw funds down from IDIS once a quarter
DCED prefers this to be monthly
- Enter beneficiaries in Homeless Management Information System (HMIS)
The recommendation is that information is placed on HMIS within 72 hours of intake
- Change the IDIS Activity Status code to completed within 120 days of final draw



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2011 ESG Data Collection Requirements

•DCED will enforce the requirement to enter client data in an HMIS and will begin to monitor sub-grantees for compliance on a monthly basis.

•Sub-grantees who are found to be non-compliant will have their ESG funds suspended in IDIS until compliance is achieved.

•Mandatory HMIS-specific training will be provided in the near future.



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Payment Processing Request Form

Page One

DATE: _____

ESG FY 2011 Payment Processing Request
The following information is needed to complete our review of your grant invoices and process your payment request. Please read and complete this checklist for the requested information. If you have additional questions, please contact the Center for Community Financing at 717-397-5347.

Grantee Name: _____ Contract Amount: \$ _____
 Contract #: _____
 Contract Date: _____ to _____

Invoice # _____	Invoice Amount \$ _____	Balance \$ _____
Invoice # _____	Invoice Amount \$ _____	Balance \$ _____
Invoice # _____	Invoice Amount \$ _____	Balance \$ _____
Invoice # _____	Invoice Amount \$ _____	Balance \$ _____
Invoice # _____	Invoice Amount \$ _____	Balance \$ _____

To support the payment request please forward the following documentation:

A. SHELTER
In support for _____ shelter, please provide the following information:
 •Contract for rehabilitation
 •Utility bills
 •Insurance bills
 •Services/Case Management Provided to Occupants

B. HOMELESS PREVENTION
Please provide documentation supporting services to those households or individuals facing the loss of the housing unit or short term assistance to assist households to remain in their units.
 Please provide supporting documentation for legal fees such as court documentation to support the amounts charged to the program.



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Payment Processing Request Form

Page Two

C. ADMINISTRATION
PAYROLL - Please provide the following documentation below:
 •Provide a list of employees charged to the program and the pay periods they were charged.
 •Provide wage rate or salary from payroll register for employees charged to the program.
 •Timesheets or methodology of allocation for those charged to the grant.
 •Provide a detailed description of how fringe benefits were calculated for each employee charged to program.

If you do not provide the actual payroll register, please attach a spreadsheet containing the information requested above and certify below the documentation provided is directly from your payroll registers.

CERTIFICATION
 I, _____ (Executive Director/Head Staff's Name) certify that the information provided above was taken from the _____ (Agency's Name) official payroll register and that the agency maintains signed and approved timesheets. I also certify that the information submitted for processing of payment requests is accurate and eligible under the program.

Title: _____
 Signature: _____
 Date: _____
 Any false statements made knowingly and willfully may subject the signer to penalties under Section 3051 and 3052 of Title 28 of the United States Code.

D. MISCELLANEOUS SERVICES - THIRD PARTY CONTRACTS
 If you charge a rate for any service (i.e.: consulting, data collection). Please provide detail of how this rate was calculated.



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Payment Processing Procedures – ESG2011

- DCED will set up all activities for the ESG FY 2011 program activities.
- Sub-Grantees will attend mandatory training to review process prior to accessing IDIS.
- Sub-Grantees will receive IDIS set-up letter after executed contract is received and verification of attendance at training on payment processing is confirmed.



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Sub-Grantee Processing of Payment Request– ESG2011

- Gather support documentation for payment request
- Complete the Payment Processing Request Form (PPRF)
- Submit the PPRF and support documentation to DCED for review and approval
- DCED approves and notifies sub-grantee in writing
- Sub-Grantee is authorized to create voucher for payment
- Electronic transfer of funds



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Checks and Balances – ESG2011

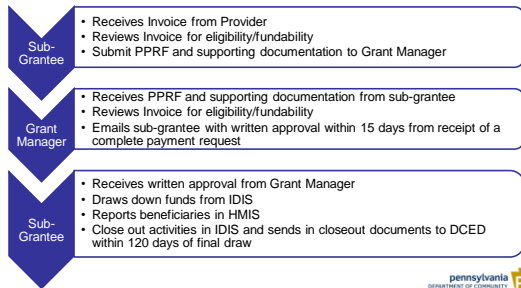
- DCED will run a PR05 report monthly and review the draw request and payment information against Payment Processing Request Form (PPRF).
- Any sub-grantee in violation of the process will have access to IDIS terminated for creating draws. Any grantee in this position will be required to submit the information, DCED will temporarily remove the block for the draw request to be initiated and then place the block back on until the end of the contract period.



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2011 ESG Invoicing Process



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Important information for FY 2011 Second Allocation and beyond

- According to the current H-ESG Notice:
- The state must pay each sub-grantee for allowable costs within 30 days after receiving the sub-grantee's complete payment request.
 - This requirement also applies to each sub-grantee that is a unit of general purpose local government to its vendors even if they have not received funding from DCED. (Remember ESG has always been a reimbursement program)



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Grant Managers

- Anthony Gabriel (717)214-8206 (agabriel@pa.gov)**
Clearfield, Huntingdon, Monroe, Perry, Pike, Sullivan, Susquehanna, Wayne and Wyoming
- Sheila Frasier (717) 214-5340 (sfrasier@pa.gov)**
Bucks, Chester, Franklin, Fulton, Luzerne, Montgomery, and Philadelphia
- Bill Snyder (717) 346-7092 (wsnyder@pa.gov)**
Armstrong, Butler, Cambria, Fayette, Greene, Indiana, Somerset, and Washington



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Grant Managers (con't)

- **Kimberly Weigand** (717) 214-5310 (kweigand@pa.gov)
Centre, Clinton, Crawford, Delaware, Erie, Mifflin, Snyder, and Union
- **Beverly Hutzel** (717) 346-9705 (bhutzel@pa.gov)
Carbon, Columbia, Juniata, Lehigh, Lycoming, Montour, Northampton, Northumberland
- **Mike Carpenter** (717) 720-7471 (micarpente@pa.gov)
Bradford, Lackawanna, Lebanon, McKean, Potter, Schuylkill, Tioga
- **MJ Smith** (717) 214-9754 (majsmith@pa.gov)
Beaver, Blair, Elk, Jefferson, and Mercer



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Grant Managers (con't)

- **Melissa Williams** (717) 720-1424 (mewilliams@pa.gov)
Allegheny, Cameron, Clarion, Forest, Lawrence, Venago, Warren, Washington, and Westmoreland
- **Denise Cuthbertson** (717) 214-5341 (dcuthberts@pa.gov)
Adams, Berks, Bedford, Cumberland, Dauphin, Lancaster, York



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Program Managers

- IDIS – **Kristina Powell** – (717) 720-7349 (krpowell@pa.gov)
Environmental Reviews/Labor Compliance –
Christine Howe- (717) 720-7406 (chrhowe@pa.gov)
HMIS – **Dan Fox** – (717) 720-7412 (daniefox@pa.gov)
HMIS – **Help Desk** – (717) 214-5326 (ra-pahmis@pa.gov)
- Lauren Atwell – (717) 720-7402 (latwell@pa.gov)
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Questions?