As the applicant for the FY17 Coordinated Entry Project, the Continuum of Care (CoC) is responsible for submitting expenditures to HUD on behalf of the Balance of State Local Planning Bodies (hereinafter known as sub-grantees). In order to track each sub-grantee’s expenditures throughout the project term, the CoC is adopting a quarterly Reimbursement Billing and Reporting process, as outlined below.

**Reimbursement Due Dates:**

|  |  |
| --- | --- |
| **Quarter 1:** | **Due by October 15** (covers expenditures from the start date of billable expenditures to September 30) |
| **Quarter 2:** | **Due by January 15** (covers expenditures from October 1 – December 31) |
| **Quarter 3:** | **Due by April 15** (covers expenditures from January 1 – March 31) |
| **Quarter 4:** | **Due by July 15** (covers expenditures from April 1 – June 30); marked FINAL. |

**All sub-grantees must submit the following within each Reimbursement that is submitted:**

* For **Assessment, Case Management, Housing Search, and Outreach**: Payroll reports and timesheets (hourly rate included) for employees paid with Coordinated Entry funds.
* For **Transportation**: All purchase costs to include check request form, check number, amount paid, date of payment.
	+ For Bus Tickets: Number of tickets purchased, cost per ticket, type of ticket (e.g., single ride, extended passes).
	+ For Gas Cards/Vouchers: Number of cards/vouchers purchased, cost per item, name of client and HMIS number.
	+ For Staff Time: Payroll reports and timesheets (hourly rate included) for employees paid with Coordinated Entry funds.

**Budget Deviation\*:**

* For changes between budget components (e.g., moving funds from Assessment to Case Management), a revised budget component page documenting the change **and** acknowledgment from the CoC concurring with the change, must be submitted to the CoC Coordinator (coordinator@miboscoc.com).

**Grant extensions are not allowable.**