The purpose of this document is to explain the step-by-step instructions for closing out ESG-CV reporting in Sage. Access the ESG-CV Close Out Office Hours on the HUD Exchange, which reviews the process in webinar format along with questions and answers from attendees.

NOTE: This document is limited to guidance on closing out ESG-CV quarterly reporting and does not include instructions for overall grant closeout of ESG-CV grants, which HUD will provide later.

The Notice CPD-22-06 establishes the following expenditure deadlines for ESG-CV funding (the accompanying draw and QPR deadlines are included for reference):

	Expenditure Deadline	Draw Deadline*	QPR Deadline
ESG-CV Rounds 1 & 2 all project costs	September 30, 2023	April 30, 2024	July 31, 2024
ESG-CV Rounds 1 & 2 HMIS and Admin funds needed for closeout	December 31, 2023	April 30, 2024	July 31, 2024
Reallocated Funds	June 30, 2024	October 31, 2024	January 31, 2025

*Closeout requirements at 2 CFR 200.344 require that recipients must liquidate all financial obligations incurred under the federal award no later than 120 calendar days after the end date of the period of performance.

Although ESG-CV funds are available for expenditure until the deadlines above, many recipients are on track to fully draw down funds in advance of these dates. Rather than delaying final reporting until the expenditure and draw deadlines, recipients should close out their ESG-CV reports as soon as the following criteria are met:

1. The funding for recipients' ESG-CV-funded **projects** have ended (i.e., clients will no longer be served with ESG-CV funding)
2. The recipient has fully expended all ESG-CV **funding** (i.e., no more ESG-CV costs will be incurred); and
3. The recipient has fully drawn down all ESG-CV funding (i.e., the final draw of ESG-CV funding has been completed in the Integrated Disbursement and Information System (IDIS))

CLOSING PROJECTS IN SAGE

Recipients are expected to close out a project in Sage once ESG-CV-funded assistance has ended, meaning that program participants will no longer be served with ESG-CV-funded activities. Often, service provision concludes before recipients draw down grant funds to reimburse for costs incurred for those

activities. Even if draws are pending, **recipients should close a project in Sage on the last day of the month that project stops serving participants with ESG-CV funding**.

If the recipient used ESG-CV funding to acquire a temporary emergency shelter (TES) or renovate a property for TES or emergency shelter then that project must remain open and the recipient must continue to report on it for the duration of the ESG-CV period of performance: December 31, 2023 for grants without reallocated funds; June 30, 2024 for grants with reallocated funds).

To close out a project, change the ongoing status to the year and month the project stops serving clients. There is a quick close out function if all projects in a component that are open will close on the same day. Enter the date that all projects in a component have closed on the green component tab in Step 3.

The close out date for the projects can be no later than September 30, 2023 unless the recipient is using reallocated ESG-CV funding to carry out the project. Recipients must close out any new or extended projects funded with reallocated ESG-CV funds by June 30, 2024.

CLOSING FINANCIAL REPORTING IN SAGE

Financial reporting in Sage for ESG-CV is based on expenditures. "Expenditures" are ESG-CV costs incurred, including charges for which recipients have not yet disbursed funds or drawn ESG-CV funding from IDIS for reimbursement. Therefore, the financial information reported in Sage must be equal to or greater than the balance of drawn funds in IDIS.

After fully drawing all ESG-CV funds expended and knowing that no further costs will be incurred recipients should close out financial reporting in Sage. Funding does not need be drawn down to exactly zero dollars to close out financial reporting, so long as the total amount drawn from IDIS matches the total expenditures reported in Sage.

To determine if you are ready to close out your financial reporting in Sage, consider whether you have any incurred ESG-CV costs that you have not yet drawn down from IDIS. If you need additional time to draw down the ESG-CV costs incurred, then you are not yet ready to close out your financial reporting.

Consistent with closeout requirements at 2 CFR 200.344, recipients must complete all draws in IDIS no later than 120 calendar days after the end date of the period of performance (see the table on page 1). In cases when a recipient does not complete all draws in IDIS and certify in Sage that it has closed all projects and reported all expenditures by December 31, 2023 (or June 30, 2024 for reallocated funds), a final ESG-CV CAPER report will be generated in Sage for the next quarterly reporting period for the exclusive purpose of submitting a final financial report in which the total expenditures reported must equal the total of drawn funds in IDIS.

Once you have completed all final draws of ESG-CV funds from IDIS , you can submit your final QPR. On the final ESG-CV QPR report in Sage, **the total expenditures reported must equal the total of drawn funds in IDIS**. For this reason, recipients must complete all draws in IDIS prior to submitting the final ESG-CV QPR in Sage.

In order to complete the close out statement on the financial information form in Sage all projects must be closed. If you have used funding for acquisition or rehabilitation for emergency shelter where you must report through December 31. 2023 you may not close out the grant reporting in Sage until the end of 2023.

CERTIFICATION OF CLOSE OUT FOR SAGE REPORTING

The recipient must certify in Sage when all projects have been closed, all expenditures are reported, and all draws are completed in IDIS. Remember, this guidance is limited to the close out ESG-CV quarterly reporting – not for overall grant closeout of ESG-CV grants.

The steps to close a project in Sage are as follows:

1. Go to Step 3: Identify ESG-CV Funded Projects
2. On the row for project being closed, click **END PROJECT** in the action column.
3. In the date field that opens, enter the year and the month the project ended. Sage will automatically fill in the last day of the month. (If you mistakenly enter the wrong date, click **END PROJECT** again to reopen the date field and correct the date before sending out your bundles.)

Subrecipient	Sub-Subrecipient	Project Name	Optional Tags	HMIS/VSP ID	Month the project began serving clients with ESG-CV funding	Date Project Closed	Bundle Name	Cumulative Bundle	Action
Hope, Inc.		Emergency Hotel Shelter		HMIS	5/1/2021	Ongoing	�	�	⊠ END PROJECT
Light House		Light House Emergency Shelter		HMIS	10/1/2020	Ongoing	�	�	⊠ END PROJECT

To close out all of the projects of a component, use the bulk close function by entering the closing date in the component box and clicking the "**Put date project closed in all projects**" button.

Select a component tab & click "Add" for each project to be included then move to the next tab.

Emergency Shelter (CV) ⭐	Emergency Shelter Temporary	Street Outreach ⭐	Rapid Re-Housing ⭐	Homelessness Prevention	👁 VIEW ALL PROJECTS �

All Emergency Shelters projects were closed effective 06/2022 . I want Sage to automatically populate that date in all of the projects on this Emergency Shelters list who have not been closed prior to that date. Put date project closed in all projects

Once a project is closed, it will report its final cumulative bundle. This cumulative bundle will then be pulled forward into all of the recipient's future reports. No further uploads will be required for the closed project unless it is re-opened.

The bundled data will be present as soon as the bundles are created.

Emergency Shelter (CV)	● Cumulative	1	👁 VIEW	n/a	1/27/2022 1:42:26 PM 🗐 Copied from previous 👁 JUST Q4 and Q5 👁 ENTIRE CSV �

The steps to close out financial reporting in Sage are as follows:

1. Balance your TOTAL expenditures as well as the SUB TOTALS of each component reported in Sage with total draws in IDIS. Enter all expenditures on the financial report. Sage line items may be adjusted by adding or subtracting funding in the "This Quarter" column.

2. When the report is in balance with IDIS click "**YES**" on "**Is this the Final Report?**"

Total ESG-CV Expenditures		65,201.39	913,961.15	979,162.54
CLOSE OUT				
IS THIS THE FINAL REPORT?	Yes ⌄			

3. Check that the total draw from IDIS matches the total expenditures in Sage in the dollar validation box.

- If draws and reported expenditures match, record the name of the ESG recipient's staff person certifying that the program is closed, and all ESG-CV expenditures have been made.

Total Drawn from IDIS as of the most recent transfer information:	$979,162.54
Date IDIS data received	10/7/2022
Total Expenditures documented in Sage:	979,162.54

With this ESG-CV report submission to HUD I certify that the ESG-CV program operated in ESG: Anne Arundel County - MD is serving no more recipients with ESG-CV funding, and has provided a closing date for all the projects in Sage. I further certify that all expenditures have been drawn from IDIS and that no more expenditures will be claimed from these funds.

Name of ESG recipient staff who has certified this statement:	NAME OF CERTIFYING STAFF

- If draws and reported expenditures **do not** match, Sage will display the error message below and prevent the report from being submitted as final. Change the response of "**Is this the final report?**" to "**No**".

You may not submit this report as your final report until all expenditures are reported and the report balances with IDIS.