

COVID-19

Homeless System Response: Emergency Solutions Grant Program (ESG-CV) Close Out Process

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 at a later date.

The Notice CPD-22-06 establishes the following expenditure deadlines for ESG-CV funding:

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

*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 an individual project in Sage once that project 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

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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.**

To close out a project, change the ongoing status to the year and month the project stops serving clients. This date can be no later than September 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 expending all ESG-CV funding and no longer incurring any ESG-CV costs, recipients should close out financial reporting 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 April 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 fully drawn down all ESG-CV funding from IDIS (i.e., the final draw of ESG-CV funding has been completed in 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.

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
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All Emergency Shelters projects were closed effective . 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
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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?	<input type="button" value="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:	<input type="text" value="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:

- 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.