

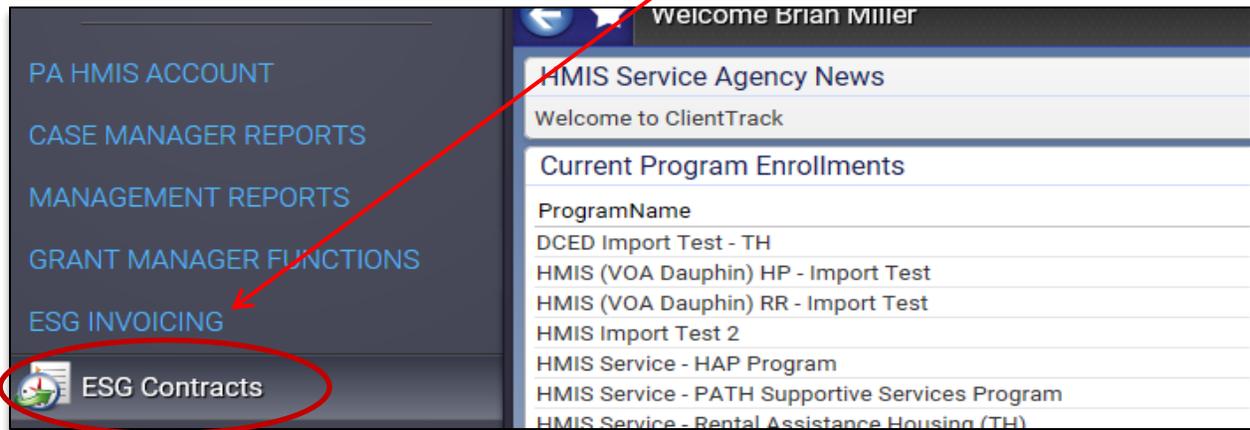
Emergency Solutions Grant (ESG) Invoice and Report Submission Guide in PA HMIS

The following guide provides information on locating and submitting your Emergency Solutions Grant (ESG) Invoice electronically to DCED in the PA HMIS within the [ESG Invoice Submission](#) section. The guide will also provide information on submitting your annual and closeout reports to DCED for your ESG contracts in HMIS within the [ESG Report Submission](#) section.

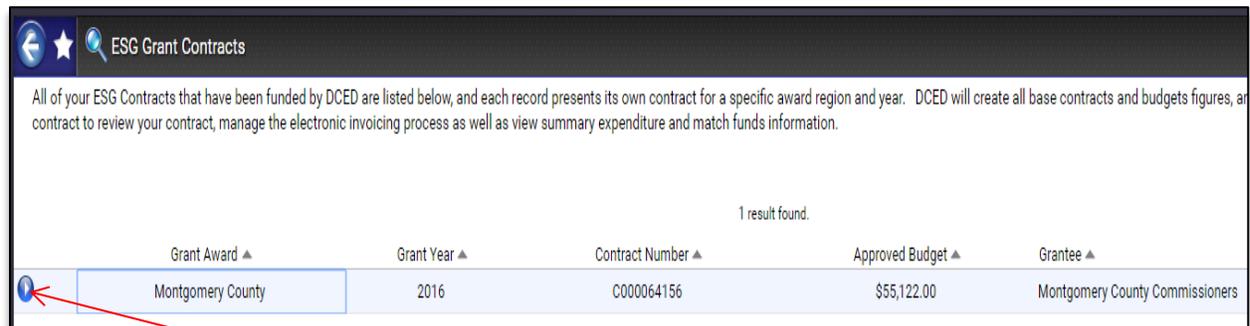
Please note that in order to be able to submit an invoice electronically the agency must have a designated user account with access to the PA HMIS and the user must use the Grant Administration Workgroup.

ESG Invoice Submission

Once in PA HMIS, go to the **Home workspace** and locate the **ESG Invoicing** folder. By selecting the ESG Invoicing folder the system will reveal your [ESG Contracts](#) function which contains your ESG grant contracts in HMIS and all associated invoicing/reporting functions.

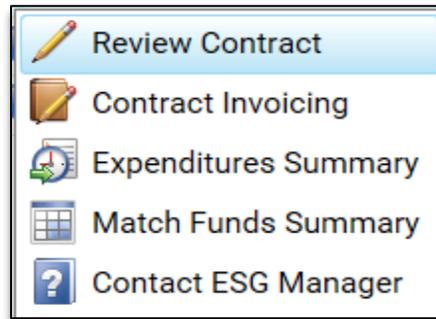


Select the ESG Contracts option and the system will load all of your active ESG grants, each of which will have several options for which to generate and submit an invoice.



There are five main options that you have access to within this process related specifically to the invoicing process and are explained in detail below. You can access these options by selecting the action menu for your contract as shown above (selecting the blue ball).

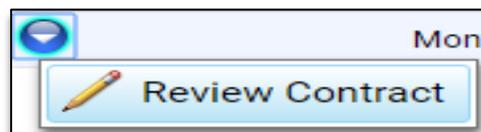
Emergency Solutions Grant (ESG) Invoice and Report Submission Guide in PA HMIS



Please note that there are additional options available in the action menu that pertain to grant contract reporting but will be covered in the Annual and Closeout Reporting section after the invoicing process is detailed.

Review Contract

This first section displays your Grantee and Contract Information in HMIS and allows you to view your contract information, budget and other fiscal information. Most of this information is displayed in a “read-only” fashion.



Before being able to begin invoicing, the grantee will need to verify in the system that the correct budget is listed. The grantee will need to check the box for “**Contract/ Budget Approved**” and type in the designated person’s name responsible for verification with the current date and then save the contract at the bottom of the screen.

A screenshot of the 'ESG Grant Contract' form in the PAHMIS system. The form includes a description of the contract profile, a red warning message about pending approval and training, and a section for approval. The 'Contract/Budget Approved' checkbox is checked, and a red arrow points to it. Other fields include 'ESG invoicing webinar has been reviewed' (unchecked), 'Approved By' (text input), and 'Approved Date' (calendar icon showing 12/14/2016).

Once the contract is approved the system will then display all of the invoicing and reporting functions described below for invoicing and reporting.

Emergency Solutions Grant (ESG) Invoice and Report Submission Guide in PA HMIS

Grantee Information

Grantee Information	
Grantee:	[REDACTED]
Address:	[REDACTED]
City, State, Zip Code:	[REDACTED]
PA HMIS Grantee:	[REDACTED]
HMIS or Comparable System:	[REDACTED]
Main Contact Person:	[REDACTED]
Main Contact Phone:	[REDACTED]
Main Contact Email:	[REDACTED]
Grantee Organization:	[REDACTED]

Contract Information

Grant Award:	[REDACTED]
Grant Year:	[REDACTED]
Contract Number:	[REDACTED]
Contract Start Date:	[REDACTED]
Contract End Date:	[REDACTED]
ESG Components:	[REDACTED] ERR
Original Contract Amount:	[REDACTED]
Contract Amendments:	[REDACTED]
Current Contract Amount:	[REDACTED]

Approved Contract Budget

Current Contract Budget :	\$378,724.00
Street Outreach :	\$0.00
Case Management :	\$0.00
Essential Services :	\$0.00
Emergency Shelter :	\$50,000.00
Renovations :	\$0.00
Operations :	\$45,142.00
Essential Services :	\$4,858.00
Rapid Re-Housing :	\$200,000.00
Financial Assistance :	\$16,000.00
Services :	\$70,000.00
Rental Assistance :	\$114,000.00
Homelessness Prevention :	\$100,000.00
Financial Assistance :	\$5,000.00
Services :	\$42,250.00
Rental Assistance :	\$52,750.00
HMIS Data Collection :	\$15,000.00
Administration :	\$13,724.00

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Grant Contract Served Targets

Collects the estimated persons served target number for the life of the contract separated by each service category that is being funded; target numbers for each funded category is required to be completed prior to approving the contract budget.

Grant Contract Served Targets - collects the estimated *persons served target number* for the life of the contract separated by each service category that is being funded; target numbers for each funded category are required to be completed prior to approving the contract budget

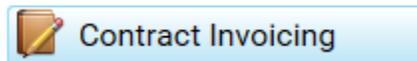
Emergency Shelter:	<input type="text"/>
Rapid Rehousing:	<input type="text"/>
Homelessness Prevention:	<input type="text"/>
Target Total :	0

Grant Contract Amendments (Read only)

Amendment Date ▲	Amendment Type ▲	Description ▲
Amount ▲	Funding Year ▲	Funding Type ▲
		Recorded By ▲

When an amendment is needed, you have the ability to request an amendment by continuing the current amendment process through DCED.

Contract Invoicing



The second option under the ESG invoicing process is to create an invoice. Once the Contract Invoicing section is selected, the next screen will display the ESG Invoice Status Summary page. This page shows the following categories for every invoice submitted for the grant.

- Invoice #
- Invoice Date
- Submission Date
- Date Received By Office
- Invoice Start Period
- Invoice End Period
- Date Invoice Approved
- Date Sent for Tracking
- Payment Date
- Amount to be Paid
- Invoice Status

Emergency Solutions Grant (ESG) Invoice and Report Submission Guide in PA HMIS

To create a new invoice, select the following button labeled Create New ESG Invoice. This button is located under the Contract Invoicing option in the top right hand corner of the summary page.



ESG Invoice Submission

Begin by entering the following invoice information as displayed.

Invoice Date: * 

Invoice Period: * -  

Invoice Number: *

Date of Scheduled Payment to Sub-recipient: *  

Invoice Date – the day the invoice is being created.

Invoice Period – the reporting/ fiscal time period where funds are being requested for payment.

Invoice Number – the numerical placement where the invoice falls in order of requests.

Date of Scheduled Payment to Sub-recipient – the day that grantee’s vendors are to be paid based on the time frame of when the vendor invoiced for payment to the grantee. *(This should not be greater than 30days from receiving and should not be 30 days from submission of invoice to PA DCED.)*

Invoice Contact Information

The invoice contact information defaults to the primary contact person assigned to the overall contract; this information is automatically completed by the system and cannot be changed.

Contact Person: *

Contact Phone Number: *

Contact Email: *

Invoice Grant Information

The Grant(s) that you select are related to the Categories that you are charging per the invoice. These categories are then used to generate the next screen when inputting the expenditure amounts requested.

For those Grantees that are participating in PA HMIS, the Grant selections are based on the individual funding setup in the system for each funded component provided to their sub-recipients.

Select one or more of the grants listed to include in the Invoice in which to apply payments toward and continue with the invoice submission process.

Emergency Solutions Grant (ESG) Invoice and Report Submission Guide in PA HMIS

Grant(s):

2018 HSA Harrisburg ESG HP
✓ 2018 HSA Harrisburg ESG RRH

Domestic Violence Provider Included:

The “Additional Grants” option, which is used for PA HMIS ESG Grantees that have Domestic Violence Programs are not represented by real-time Grants in the system. Most of the times, the Additional Grants area will be blank unless funding a Domestic Violence Shelter, and can be used to choose the Emergency Shelter component when invoicing for those sub-recipients.

Additional Grant(s):

Emergency Shelter

 ✓

For Entitlement and/ or Victim Service Providers that are not participating in PA HMIS, since your grants are not actually in the system, you will need to select the individual Funding Components being included in the invoice. The components available are ones funded through your ESG contract and one or more needed to be identify in which to apply payments toward to continue the invoicing process.

Grant(s):*

Homelessness Prevention
✓ Rapid Rehousing

 ✓

Please note that those Entitlement Grantees that do not use the PA HMIS system, beginning with the 2018 Award Round, may be required to perform an import of their client data from their local HMIS in the HMIS 6.1 CSV format during the invoice submission. For those grantees, their invoice submission process will mirror that for PA HMIS participating grantees and will need to select individual grants setup in the system during this step.

Invoice Notes/ Comments

Invoice Notes:

Then click save to move on to the next step of the invoice process, which is the ESG Invoice Payments Form.

ESG Invoice Payments Form

This step requires you to input the amounts of the expenditures being charged to the grant for the invoice. This information inputted for each category is then used to generate the Payment Processing Request Form (PPRF).

Emergency Solutions Grant (ESG) Invoice and Report Submission Guide in PA HMIS

Grant Invoice Categories ▲		Payment Amount* ▲	
Rapid Re-Housing			
---Financial Assistance		\$1,025.00	
---Services		\$14,042.71	
---Rental Assistance		\$1,025.00	
Homelessness Prevention			
---Financial Assistance		\$1,020.00	
---Services		\$7,613.92	
---Rental Assistance		\$8,895.00	
		\$33,621.63	
Default Invoice Categories ▲		Payment Amount ▲	
HMIS Data Collection			
Administration		\$1,907.37	
		\$1,332.34	
		\$3,239.71	

Then click save to move on to the next step of the invoice process, which is the ESG Invoice Match Funds Form.

ESG Invoice Match Funds Form

This section is where you will list all of your Match Sources being applied to the grant per invoice. Each source is added by typing in the name of the source and entering the appropriate amount for the type of funding the source applies to on this invoice. This form, after each amount is entered, will generate the ESG Match Worksheet required for submission.

Match Source* ▲	Other Non-ESG HUD Funds ▲	Other Federal Funds ▲	State Government ▲	Local Government ▲
		\$0.00	\$0.00	\$0.00
				\$0.00
<input type="button" value="Add Lines"/> <input type="text" value="1"/>				
Private ▲	Other ▲	Fees ▲	Program Income ▲	Total Match Amount
				\$0.00
				\$0.00
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Then click save to move on to the next step of the invoice process, which is the ESG Invoice Forms.

ESG Invoice Forms

In this section, you will need to open up and print the following generated documents to be filled out and signed your dedicated responsible party and uploaded back into this section by choosing the scanned file from your local drive.

Please note that each of these reports is generated electronically within HMIS from the information provided in the invoice and from the contract. The report options are available on the top of the screen as buttons and each should be run, printed, signed and re-uploaded to the system for submission.

Emergency Solutions Grant (ESG) Invoice and Report Submission Guide in PA HMIS

- Invoice Cover Sheet (Download, Signed and Uploaded)

Invoice Cover Sheet

DCED-CCF-026 (04-15)



**2014
EMERGENCY SOLUTIONS GRANT
INVOICE COVER SHEET**

COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT
CENTER FOR COMMUNITY FINANCING

DATE:

FOR DCED/COMPTROLLER USE ONLY

CFDA NUMBER:	FEIN NUMBER:	DUNS NUMBER:
VENDOR NUMBER:	BANK NAME:	BANK ACCOUNT NUMBER:

GENERAL INFORMATION

GRANTEE: ████████████████████	INVOICE PERIOD: 12/12/2014 to 2/28/2015	CONTRACT NUMBER: C0000 ██████████
GRANTEE ADDRESS: ████████████████████		CONTRACT AMOUNT: \$ 378724.00
CONTACT PERSON: ████████████████████	PHONE & EMAIL: ████████████████████	START & END CONTRACT DATES: 11/25/2014 to 8/20/2016

Internal Order Number	Invoice Category	IDIS Activity Number	Contract Budget Amount	Prior Approved Invoice Amounts	Invoice Amount	Balance
P21430003200	<i>Street Outreach</i>	45862	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
P21430003200	<i>Emergency Shelter</i>	45863	\$ 50000.00	\$ 0.00	\$ 0.00	\$ 50000.00
P21430003200	<i>Rapid Re-Housing</i>	45864	\$ 200000.00	\$ 7559.28	\$ 16092.71	\$ 176348.01
P21430003200	<i>Homelessness Prevention</i>	45865	\$ 100000.00	\$ 6563.63	\$ 17528.92	\$ 75907.45
P21430003200	<i>HMIS Data Collection</i>	45866	\$ 15000.00	\$ 264.42	\$ 1907.37	\$ 12828.21
P21430003201	<i>Administration</i>	45867	\$ 13724.00	\$ 539.52	\$ 1332.34	\$ 11852.14
TOTAL INVOICE AMOUNT			\$ 378724.00	\$ 14926.85	\$ 36861.34	\$ 326935.81

CERTIFICATION

I also certify that all information submitted for processing of this payment request is accurate and eligible under the -----

Signature: _____ Date: _____

Title of Chief Elected Official of the Grantee: _____

"Any false statements made knowingly and willfully may subject the signer to penalties under Section 1001 and 1010 of Title 18 of the United States Code"

Upload Signed Invoice Cover Sheet:* No file chosen

- Invoice PPRF Form (Download, Signed and Uploaded)

Invoice PPRF Form

Emergency Solutions Grant (ESG) Invoice and Report Submission Guide in PA HMIS

DCEd-CCF-027 (04-15)



COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT
CENTER FOR COMMUNITY FINANCING

EMERGENCY SOLUTIONS GRANT PAYMENT PROCESSING REQUEST FORM (PPRF)

INVOICE NUMBER: 1

*****Invoices must be submitted at a minimum of quarterly per your contract*****

GENERAL INFORMATION				
GRANTEE: Lawrence ██████████	CONTRACT NUMBER: ██████████	DATE: 4/9/2015		
CONTACT PERSON: Ashlee Luke		PHONE & EMAIL: 724-658-7258 & aluke@lccap.org		
Contract Amount \$ 378724.00	Approved Contract Budget	Prior Approved Invoice Amounts	Current Invoice Amount	Balance
Street Outreach	--	--	--	-----
---Case Management	0.00	0.00	0.00	0.00
---Essential Services	0.00	0.00	0.00	0.00
Emergency Shelter	--	--	--	-----
---Renovations	0.00	0.00	0.00	0.00
---Operations	45142.00	0.00	0.00	45142.00
---Essential Services	4858.00	0.00	0.00	4858.00
Rapid Re-Housing	--	--	--	-----
---Financial Assistance	16000.00	0.00	1025.00	14975.00
---Services	70000.00	5369.28	14042.71	50588.01
---Rental Assistance	114000.00	2190.00	1025.00	110785.00
Homelessness Prevention	--	--	--	-----
---Financial Assistance	5000.00	0.00	1020.00	3980.00
---Services	42250.00	4253.63	7613.92	30382.45
---Rental Assistance	52750.00	2310.00	8895.00	41545.00
HMIS Data Collection	15000.00	264.42	1907.37	12828.21
Administration	13724.00	539.52	1332.34	11852.14
TOTAL:	\$ 378724.00	\$ 14926.85	\$ 36861.34	\$ 326935.81
CERTIFICATION				
<p>I also certify that all information submitted for processing of this payment request is accurate and eligible under the program.</p> <p>Signature of Program Administrator: _____ Print: _____</p> <p>Title: _____ Date: _____</p> <p><small>*Any false statements made knowingly and willfully may subject the signer to penalties under Section 1001 and 1010 of Title 18 of the United States Code*</small></p>				
<p>HMIS Contact for this Invoice: _____</p> <p>Phone: _____ Email: _____</p>				

Emergency Solutions Grant (ESG) Invoice and Report Submission Guide in PA HMIS

DCED-CCF-027 (04-15)

ESG PAYMENT PROCESSING REQUEST FORM (PPRF)

PAGE 2

REQUIRED SUPPORTING DOCUMENTATION WITH ESG INVOICE

The following is information needed to complete DCED's review of your grant invoices. The PPRF should precede all documentation and show exactly what expenses are being billed with the invoice. Please read and submit the appropriate documentation for the requested reimbursement of costs. If you have additional questions, please contact Madra Clay of DCED at maclay@pa.gov or (717) 720-7397.

Please note that approval of this invoice by DCED does not imply adherence to all programmatic and regulatory requirements under the ESG Program. Your contract will be monitored on-site within the contract period and all program regulations will be reviewed for compliance.

A. STREET OUTREACH

CASE MANAGEMENT

- All requests for case management reimbursement must follow the requirements of the administration section (See Section E). Each case must be identified with the case manager's name, number of hours charged, dates of service and rate of pay (salary and fringe). Timesheets are not required to be submitted, but must be on file for monitoring.

ESSENTIAL SERVICES

- If you charge a rate for a separate service (medical or legal), please provide details of how this rate was calculated along with the contract for services. If the service is provided by the grantee or provider staff, refer to the documentation process as listed in Section E. This activity's records should be kept separate.

B. SHELTER

RENOVATION/REHABILITATION

- All requests under this section must provide a contract with the name of the contractor, the amount of the contract, date of the contract and scope of services. An invoice or Request for Payment must be submitted in the amount requested and the document must be signed and dated by the Program Administrator and/or Project Engineer verifying the work has been completed and approved.

OPERATIONS

- All requests must be documented with an invoice or bill for the expense with the date of sale or service period, the provider, and description of what was purchased. For utility bills, the address of the service location must be on the bill.
- All requests for shelter management, security and/or maintenance reimbursement must follow the requirements of the administration section (See Section E). Timesheets are not required to be submitted, but must be on file for monitoring.

ESSENTIAL SERVICES

- If you charge a rate for a separate service (medical or legal), please provide details of how this rate was calculated along with the contract for services. If the service is provided by the grantee or provider staff refer to the documentation process as listed in Section E. This activity's records should be kept separate.

C. RAPID REHOUSING AND HOMELESSNESS PREVENTION

RENTAL ASSISTANCE

- Summary sheet of each rental payment by client and address. In support for each rental payment, please provide a written lease agreement. Only provide the pages that include the following information:
 - Landlord's name
 - Amount of rent and security deposit
 - Legal fees
 - Name of tenants
 - Location of property
 - Signature Page
 - Date the lease covers
 - If tenants are responsible for utilities

PAYMENTS FOR RENTAL ARREARS

- Documentation must include an eviction notice filed in the District Justice's office if qualifying as literally homeless, or a written notification in accordance with the "at-risk" of homelessness definition (Must vacate within 21 days), the amount of arrearages that are due, the name of the client and address of the unit. No handwritten note from the landlord will be accepted for arrearages without the necessary detail for "at risk" clients.

PAYMENTS FOR UTILITY ARREARS

- Provide documentation supporting each financial assistance payment for utility arrears. Documentation must include a Termination of Services or Shut Off Notice to be eligible. The documentation should provide the amounts in arrears and if landlord paid please provide the area of their lease that indicates the amount.

CASE MANAGEMENT

- All requests for case management reimbursement must follow the requirements of the administration section below (See Section E). Each case must be identified with the case manager's name, number of hours charged, dates of service and rate of pay (salary and fringe). Timesheets are not to be submitted but must be on file for monitoring.

FINANCIAL ASSISTANCE

- Documentation must be provided for financial assistance that indicates the type of assistance, cost, name of client and address. (Security deposits, utility deposits, moving costs etc.)

Emergency Solutions Grant (ESG) Invoice and Report Submission Guide in PA HMIS

D. DATA COLLECTION

- If you charge a rate for a separate data collection service, please provide detail of how this rate was calculated along with the contract for services. If data collection is completed by the grantee or provider staff, refer to the documentation process as listed in Section E. Activities should be kept separate.

E. ADMINISTRATION *(Separate documentation is needed for Administration, Case Management, Essential Services and Data Collection requests)*

- Provide a list of employees charged to the program during the period of the invoice including name, title, and hours worked.
 Provide wage rate or salary plus fringe benefits from payroll register for employees charged to the program.

In addition, the following information is to be submitted with the payroll request.

- Methodology of allocation for those charged to the grant.
 If claiming an indirect cost or cost allocation plan, you must submit approval from the federal regulatory agency under which the plan was made.
All requests for administrative type reimbursement must have the following certification signed by the program administrator.

CERTIFICATION

I _____
 (Program Administrator) certify that the information provided above was taken from
 the _____
 (Agency's Name) official payroll register and I have reviewed each Provider's signed and approved timesheets.

Upload Signed Invoice PPRF Form:* No file chosen

The remaining generated documents will need to be reviewed on your screen for accuracy.

- Invoice Match Funds Form

DCED-CCF-028 (03-13)



COMMONWEALTH OF PENNSYLVANIA
 DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT
 CENTER FOR COMMUNITY FINANCING

EMERGENCY SOLUTIONS GRANT MATCH WORKSHEET

ESG Match Worksheet should be submitted with the Invoice Cover Sheet and PPRF

GENERAL INFORMATION									
GRANTEE: ████████████████████					CONTRACT NUMBER: C0000 ██████████			DATE: 4/9/2015	
CONTACT PERSON: ████████████████████				PHONE & EMAIL: ████████████████████					
MATCH									
Match Source	Other Non-ESG HUD Funds	Other Federal Funds	State Government	Local Government	Private	Other	Fees	Program Income	Total Match Amount
	\$	\$	\$	\$	\$	\$	\$	\$	\$ 0.00
TOTALS	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

- ESG CAPER Report

If a grantee has sub recipients that do not report client data into the PA HMIS database, they will need to upload the CAPER from their HMIS or comparable database solution. (i.e. - Entitlement CoC programs and victim service providers).

Otherwise all PA HMIS grantees will not need to upload the CAPER, but will need to review their CAPER for accuracy as it will be electronically generated from their HMIS data.

Emergency Solutions Grant (ESG) Invoice and Report Submission Guide in PA HMIS

Emergency Solutions Grant (ESG) CAPER
8/20/2015 11:32 AM



Emergency Solutions Grant (ESG) CAPER Report

Report Dates:
12/12/2014 to 2/28/2015

Lawrence County Social Services, Inc.: 2014 Lawrence County ESG HP (Homelessness Prevention)

CR-65

Q4: Persons Served By Activity

Number of Persons in Households

Type	Homelessness Prevention	Rapid Rehousing	Emergency Shelter	Street Outreach	Total Served
Adults	18	9	0	0	27
Children	12	7	0	0	19
Don't Know/Refused	0	0	0	0	0
Missing Information	0	0	0	0	0
Totals	30	16	0	0	46

**Section Contains No Data equates to 0 clients served across all categories for this report period*

Q5: Persons Served By Gender

Number of Persons in Households

Gender	Homelessness Prevention	Rapid Rehousing	Emergency Shelter	Street Outreach	Total Served
Male	13	9	0	0	22
Female	17	7	0	0	24
Transgendered	0	0	0	0	0
Unknown	0	0	0	0	0
Totals	30	16	0	0	46

**Section Contains No Data equates to 0 clients served across all categories for this report period*

Q6: Persons Served By Age

Number of Persons in Households

Age Range	Homelessness Prevention	Rapid Rehousing	Emergency Shelter	Street Outreach	Total Served
Under 18	12	7	0	0	19
18 to 24	4	1	0	0	5
Over 24	14	8	0	0	22
Don't Know/Refused	0	0	0	0	0
Missing Information	0	0	0	0	0
Totals	30	16	0	0	46

**Section Contains No Data equates to 0 clients served across all categories for this report period*

Once this section has been completed, click Save to move on to the next step of the invoice process, which is the Invoice Supporting Documentation.

Please note that Entitlement Grantees required to submit an import file of their client data from their local HMIS in the HMIS 6.1 CSV format will no longer be required to upload an ESG CAPER Report. The PA HMIS will produce the ESG CAPER report automatically using the client data imported during the invoice submission.

- CSV Data Import

The import of client data is required to be in the HUD HMIS CSV 6.1 (6.11) format and all CSV files are required to be properly placed in a single .zip file during the import. Most HMIS vendors have a CSV 6.1 export available to produce the file(s) required for invoice submission.

All CSV data imports should include client data for projects included in a specific Invoice and should encompass all client data from the beginning of the contract start date up to the current invoice date.

Emergency Solutions Grant (ESG) Invoice and Report Submission Guide in PA HMIS

For Entitlement Grantees required to submit client data in an import, they will be prompted to perform this action after leaving the Invoice Forms screen and will be prompted with the following question prior to moving to the documentation stage of the process.

 **Perform Required CSV Data Import?**
Perform Required CSV Data Import?

Yes - perform import

No - already completed / perform at a later time

Selecting Yes – perform import will launch into a short workflow that will allow for the uploading and saving of their client data before moving to the next step.

Selecting No – already completed / perform at a later time will skip the client data import process and move the grantee to the next step.

Please note that while the system will allow this step to be skipped, for those grantees required to submit an import file will not be allowed to officially submit their invoice to DCED until this process is completed.

CSV Data Import: the import process included 4 steps that need to be completed before your client data is fully imported into the PA HMIS and can meet the data import requirement for the invoice.

1. Import Data – the first step includes optionally naming the import, selecting your grantee agency, and physically selecting the client data file to import.

Import task name: * Invoice #1 Data

Desired Start Time: * 12/19/2018 10:42 PM

Import Type: * HMIS CSV 6.1 Import

Import to this Organization: * HMIS Service Agency

Data to Import: * Browse... Upload

Import task name: default to Import CSV data; name can be optionally changed

Import Type: select HMIS CSV 6.1 Import from the drop-down list

Import to this Organization: select your grantee agency from the drop-down list

Data to Import: use the browse option to select the CSV Data File on your computer to add to the import. Once you have browsed and selected your import file, the path and file will be listed in this field. Select the **Upload** button to complete the physical file upload.

Emergency Solutions Grant (ESG) Invoice and Report Submission Guide in PA HMIS

Data to Import: * C:\HMIS Work Folder\Col Browse... Upload
Data to Import: * Uploaded

Once these 4 elements have been completed and the file selected and uploaded hit Save to move to the second step.

2. Review the Log – this step quickly maps the data in your import to identify any problems or errors in the import file. If no errors are identified hit Next Step to move to the third step.

In most cases, there will not be any errors and any message of “No Mapping Found” for specific files can be ignored.

3. Program Mapping – this step views the imported data and identifies each program that includes client data. The name of the imported programs is listed first under Project Name, each project needs to be mapped to its appropriate PA HMIS program setup in the system.

1 result found.

Project ID ▲	Project Name ▲	PA HMIS Program* ▲
21241	HMIS Service ESG RR	HMIS Service - ESG RR 2018 ▼

For each project listed, select the appropriate PA HMIS counterpart in the drop-down list to denote where the client data should be placed in the system. All PA HMIS programs should be already setup based on the ESG contract and components and will allow grantees to map the projects from the entitlement’s HMIS to ones setup in PA HMIS for the ESG contract.

Once all projects are mapped select Next Step to move to the final step in the process.

4. Import the Data – the final step involves finalizing the import by answering the following question.

 **Import the Data**
Is the data ready for import?

Yes, import the data

No, reject the data

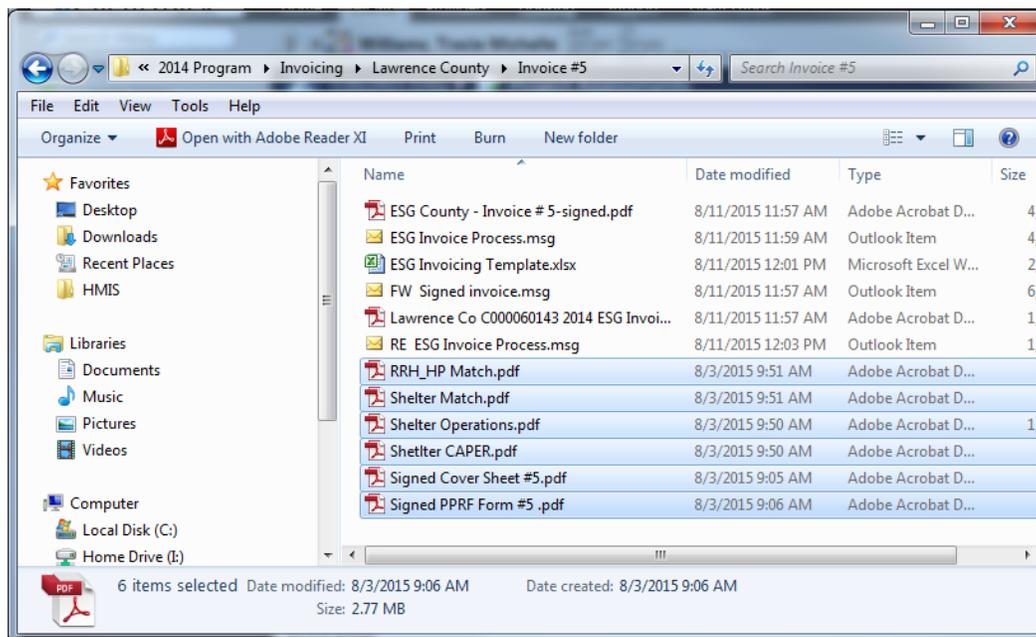
Selecting “Yes”, will end the process by importing the data into the PA HMIS and provide confirmation an import was performed. Selecting “No” will not import the data and require a new import to be performed again before submitting.

Emergency Solutions Grant (ESG) Invoice and Report Submission Guide in PA HMIS

Invoice Supporting Documentation: (by category)

This section is based on the PPRF required support documentation checklist that will now require you to upload the documentation related to each category where funds are being requested. A brief description of the type of documentation required for each category is given. Once you have your documentation saved to your computer, you will need to choose the file located on computer by using the following button.

Before choosing files, please be sure to zip convert documentation files into a zip file. The following bullet points will instruct you how to zip up several files into a zip file.



- **Within your file manager window with the folder open to the files you wish to compress, Highlight or select all of those documents and then hover over that area and right click.**
- **Go to “Send to”, then to “Compressed (zipped) folder”**
- **This will then zip up those files you selected and now you are ready to upload these documents into the system.**

Choose File No file chosen

Emergency Solutions Grant (ESG) Invoice and Report Submission Guide in PA HMIS

 Rental Assistance Documentation - Summary sheet of each rental payment by client and address. In support for each rental payment, please provide a written lease agreement. Only provide the pages that include the following information: Landlord's name, Name of tenants, Date the lease covers, Amount of rent and security deposit, Location of property, If tenants are responsible for utilities, Legal fees, Signature Page
Upload Rental Assistance Documentation: <input type="button" value="Choose File"/> No file chosen
 Financial Assistance - Documentation must be provided for financial assistance that indicates the type of assistance, cost, name of client and address. (Security deposits, utility deposits, moving costs etc.)
Upload Financial Assistance Documentation: <input type="button" value="Choose File"/> No file chosen
 Case Management Documentation - All requests for case management reimbursement must follow the requirements of the administration section below (See Section E). Each case must be identified with the case manager's name, number of hours charged, dates of service and rate of pay (salary and fringe). Timesheets are not to be submitted but must be on file for monitoring.
Upload Case Management Documentation: <input type="button" value="Choose File"/> No file chosen

Once this section has been completed, click Save to move on to the next step of the invoice process, which is the Invoice Supporting Documentation: Data Collection and Administration.

Invoice Supporting Documentation: Data Collection and Administration

This section is based on the PPRF required support documentation checklist that will now require you to upload the documentation related to each category where funds are being requested. A brief description of the type of documentation required for each category is given. Once you have your documentation saved to your computer, you will need to choose the file located on computer by using the following button.

No file chosen

Once this section has been completed, click Save to move on to the next step of the invoice process, which is the ESG Invoice Submission.

ESG Invoice Submission

The final step of the invoice process is to review the next three sections all located on the same screen to ensure your invoice is ready for submission.

Invoice General Information

Invoice Date: 4/9/2015
Invoice Award: XXXXXXXXXX
Invoice Award Year: 2014

Invoice Number: 1
Invoice Start Period: 12/12/2014
Invoice End Period: 2/28/2015

Invoice Financial Information

Total Invoice Amount: \$36,861.34
Total Match Funds Amount: \$0.00

Emergency Solutions Grant (ESG) Invoice and Report Submission Guide in PA HMIS

Invoice Submission

By selecting the option below you will officially submit this invoice to DCED for review. Once the invoice is submitted you will no longer be able to edit its contents and will signal personnel at DCED to begin the review process.

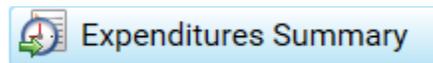
Submit Invoice:

Submitter Title:*
Submitter Name:*

You will now select Save and you have completed the invoice process and will be directed back to the ESG Grant Contract page where you can see all of your ESG grants entered in PA HMIS. If at any time you need assistance you may contact the PA HMIS Helpdesk or David Weathington, PA HMIS Administrator.

Expenditure Summary

In the third selection option, you will be able to track your spending per invoice and see the status of your invoice. This should allow for better grant management related to the overall grant expenditures per category.



Match Funds Summary

In the fourth selection option, you will be able to track your match sources per invoice. This should allow for better grant management related to the overall grant match funds per funding source.



What to do when an invoice is placed on hold?

When an invoice is placed on hold, an email will be generated by the Analyst at DCED from this system. During this email generation, the Analyst will also release the invoice in the system back to you. The corrective actions will be made and requested information will be updated in the invoice process and you will then resubmit the invoice through the system. Once the invoice is resubmitted the Analyst will receive a generated email back from the system stating that the invoice has been submitted.

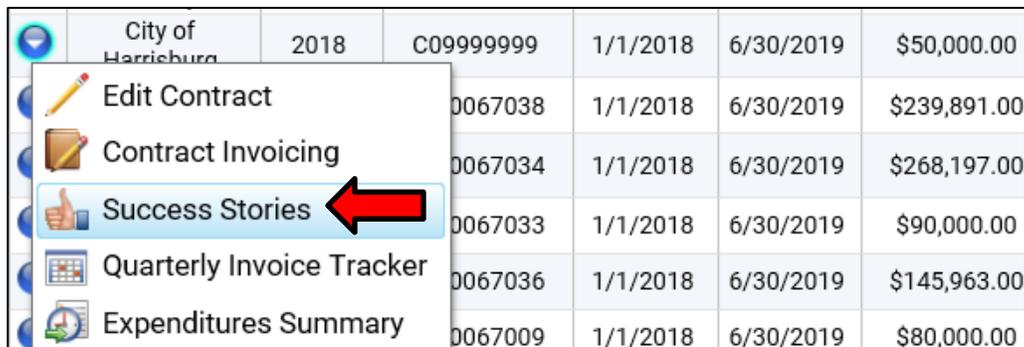
Emergency Solutions Grant (ESG) Invoice and Report Submission Guide in PA HMIS

ESG Report Submission

The system has the ability to allow for reporting to be submitted electronically for the contract Closeout period and also includes the ability to add Success Stories for each contract. Success Story options and the Closeout Reporting process are detailed below.

Success Stories – a success story can be recorded at any time during the life of an active contract and can be assigned to either the annual or closeout reporting period.

For all Grant Contracts, there is a “Success Stories” option within the main action menu which will allow grantees to complete a success story for each contract.



	City of Harrisburg	2018	C09999999	1/1/2018	6/30/2019	\$50,000.00
			0067038	1/1/2018	6/30/2019	\$239,891.00
			0067034	1/1/2018	6/30/2019	\$268,197.00
			0067033	1/1/2018	6/30/2019	\$90,000.00
			0067036	1/1/2018	6/30/2019	\$145,963.00
			0067009	1/1/2018	6/30/2019	\$80,000.00

By selecting “Success Stories” the system will list any and all success stories entered for the ESG Contract. To create a new Success Story, select the Add Success Story option at the top of the screen.

Create or edit a Success Story for your Emergency Solutions Grant (ESG) Contract on the form below.

[+ Add Success Story](#)

Reporting Type ▲	Short Description ▲	Recorded On ▲	Recorded By ▲
------------------	---------------------	---------------	---------------

A Success Story only requires you to select the reporting period (Annual vs. Closeout) and the entry of a short description of the story and the success story itself, which is typed into the message box area in on the screen. Once a Success Story is completed hit Save and is will be associated with the contract and can be used to submit during the required Closeout Reporting period.

Please note that the system does allow for Success Stories to be submitted for contacts after the 1 year period and can be performed when required by using the Success Story Submission option within the menu.

Emergency Solutions Grant (ESG) Invoice and Report Submission Guide in PA HMIS

	Lawrence County	2016	C000064152	9/19/2016	3/19/2018	\$54	
				4	9/19/2016	3/19/2018	\$15
				5	9/19/2016	3/19/2018	\$4
				4	9/19/2016	3/19/2018	\$21
					9/19/2016	3/19/2018	\$27

-  Edit Contract
-  Contract Invoicing
-  Success Stories
-  Success Story Submission 

The Success Story Submission option will become available once the contract has reached its 1-year anniversary from its contract start date and has 1 success story for the annual report completed.

Closeout Reporting - is required to be done at the time the contract ends and includes the following items:

- Success Story
- Closeout Questionnaire
- Certification Form

The Closeout Reporting process can be compiled and submitted directly to DCED through the system. Once a contract is within 15 days of its end date or if the contract balance reaches zero, the system will provide a Closeout Reporting option within the menu of the contract to use for the submission.

	City of Philadelphia	2016	C000064157	9/19/2016	3/19/2018	\$320,000	
				4	1/14/2016	7/14/2017	\$119,057
				5	1/14/2016	7/14/2017	\$143,179
				3	1/14/2016	7/14/2017	\$67,945
					4/2016	7/14/2017	\$460,492

-  Edit Contract
-  Contract Invoicing
-  Success Stories
-  Closeout Reporting Submission 
-  Quarterly Invoice Tracker

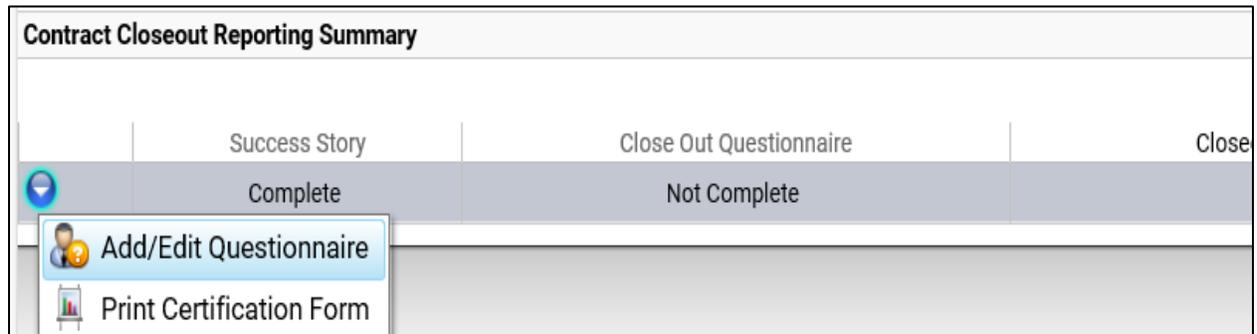
The Closeout Reporting option provides a summary of the tasks needed to complete the process and options to complete them and print out the completed reports and/or template forms.

Contract Closeout Reporting Summary		
Success Story	Close Out Questionnaire	Closeout Reporting Status ▲
Complete	Not Complete	Open

It will display the status of the Success Story and the Closeout Questionnaire, along with the contract's closeout reporting status.

Emergency Solutions Grant (ESG) Invoice and Report Submission Guide in PA HMIS

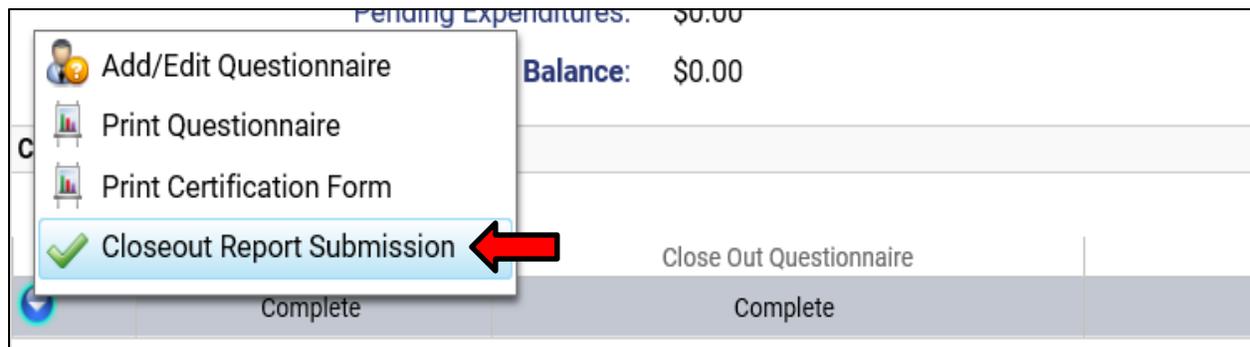
Please note that to meet the Success Story requirement for closeout reporting, a success story must be recorded for the contract and associated to the closeout period. All Success Stories can be added, edited and review using the Story Stories menu option described in the above section.



The action menu will allow for the Add/Review option to create or review an existing record for the Questionnaire directly in the system. The closeout questionnaire is also built directly into the system and walks the grantee through answering the appropriate questions needed for the survey.

Once each of these items is completed, the system will provide an option to “Print” the complete version out of the system. The system also provides the Certification Form to be printed out as a template for manual completion.

Once the 2 electronic pieces have been completed (Success Story, and Questionnaire) the system will allow the grantee to officially submit the ESG Contract Closeout to DCED. The Closeout Submission option will appear and allow for the official submission to occur.



Within the Closeout Submission, the process will require the Grantee to upload a sign copy of the Certification Form directly into the submission page.

Emergency Solutions Grant (ESG) Invoice and Report Submission Guide in PA HMIS

ESG Contract Closeout Reporting Submission - for the Closeout Reporting process the Grantee has successfully completed the Success Story and the Closeout Questionnaire in the system for this time period. Prior to submitting this information DCED you will need to have the Certification Form signed by Signatory Authority and uploaded to this form. Once uploaded you can submit the Closeout Reporting information.

Upload Certification Form (signed):* [UploadFile.txt](#)  

Submission Notes:

Submit Closeout Report:

Once the signed certification form has been uploaded and the grantee is ready to submit to DCED, they can check the official “Submit Closeout Report” option and upon hitting save on the page the system will set the status to pending and will notify DCED of the submission. DCED will review the submission and process accordingly and relay the results to the grantee when finished.

Both the Closeout Submission page also has “View/Print” options available on the top of the page for the system items included in the submission, for easy reference for grantees review.

The ESG Contract Closeout Reporting Submission form allows for Grantees, when they have completed the closeout steps, to officially submit their this information electronically to DCED through the PA HMIS. After uploading the required Certification signature form, the Grantee can complete the submission process to DCED by checking the **Submit Closeout Report** option and hitting save at the bottom of the page.

Grant Year: 2016

Grant Award: City of Youngstown

Contract Number: C000000124