

FY25 Invoices FAQ

Effective 7/1/2024

How To

1. Starting on the Agency Information Tab, enter your Program Budget from the FY25 contract and budget line item amounts based on what was submitted during Gateway. If the CSB funding or CoC funding was leveraged with other funding in the approved budget, allocate only the CSB or CoC funding in the budget line items.
 - a. If applicable, enter your agency's De Minimis or Indirect Cost Rate.
2. Start with the July DJ worksheet and enter expenses for the applicable period.
 - a. You can hide columns that are not applicable to your program and resize columns as needed.
3. No input is needed on the Invoice Cover Page (do not modify), but please double check for accuracy.
 - a. This invoice information will also populate the Agency Information tab to track a rolling total.
4. If a month is skipped, skip the worksheet and move to the next month, include unbilled costs from the prior month on the month being submitted.
5. For reallocations use the Amendments & Reallocations tab in the applicable month. Not all tables need to be used, the budget will update throughout the workbook appropriately.

Questions and Answers

Q: Can we use a different invoice or edit this workbook?

A: No, this invoice template must be used for all CSB funded programs. The CoC program has its own invoice template that also must be used. The worksheet formulas in the workbook may not be deleted or altered. Please see the next question that responds to adding metrics or worksheets.

Q: Can we add additional tabs to the workbook?

A: Yes, additional tabs may be added to the workbook for convenience. These will not be reviewed by CSB but may be used for monitoring purposes.

Q: If it's helpful to add additional worksheets or metrics to the worksheets, can we do so?

A: Partners can add anything they would like to the invoice workbook as long as it does not change the integrity of the Invoice Cover Page or Disbursement Journal. CSB will only review the Invoice Cover Page and Disbursement Journal to make payments to Partners.

Q: Is this workbook macro-enabled?

A: No.

Q: Can we have access to hide columns that are not used and resize rows?

A: Yes.

Q: If I have a negative balance on a budget line item, in between reallocations, can I still submit my invoice?

A: No. If there is a negative, please hold the expenses until the next reallocation period.

Q: Can I invoice for more funds than are in the budget?

A: No. The 'Balance Left on Contract' column can never be negative for any cost category*. Invoices with negative balances will be returned for correction.

*Match on CoC invoices may show a negative balance. Match amounts may be exceeded and documented on the invoice. This helps to see the system-wide impact of other funding sources.

Q: When reallocations are entered into the Amendments & Reallocations tab, will those automatically flow through to the reports?

A: Yes.

Q: When reallocations are entered are they also considered approved at that point, or will we still need to hear back that the request is approved?

A: For CSB funding: It depends on the reallocation, but reallocations and the invoice affected should be submitted simultaneously. For changes over 20%, approval is needed from CSB prior to implementation. Please still submit reallocations with the invoice. CSB will review both together and if there is anything wrong with the reallocation or more information is needed, we will reach back out. The invoice and reported expenses will stay intact even if adjustments are needed on the Amendments & Reallocations tab. If the requested fix creates a negative on the invoice, any overages will need to be removed on the invoice when the reallocation is resubmitted.

For CoC funding: All reallocations require approval prior to implementation. CSB will reach out to Partners in December for implementation of a new budget in January/February for implementation in March, April for implementation in May, and again in May for final reallocations in June. If your agency is awarded additional funds during the fiscal year, the additional funds should be noted in the Amendments & Reallocations tab in the explanation text box and added to the Reallocation Request. As a reminder, additional funds are not guaranteed and depend on how other projects within the system are spending throughout the year.

Q: Reallocations happen quarterly in September, December, March and June for CSB funding, but for the final June invoice, if we still end up with an overage for a budget line item, would you want a final reallocation along with that final June invoice? If so, is that something else that might be able to be included in the Amendments & Reallocations tab or would we adjust our June reallocation request?

A: A June 2 reallocation table and invoice have been added to address year end spend downs.

Q: The call for CoC reallocations happens in January, March and May, how should this be reflected in the workbook?

A: As noted above, CSB will reach out to Partners in December for implementation of a new budget in January/February for implementation in March, April for implementation in May, and again in May for final reallocations in June. Once budget changes are approved, please add them to the month the new budget starts, for example, for an approved December request, the January reallocation chart should be utilized.

Q: Will this be used to populate the Annual Financial Reports?

A: Yes, CSB is hoping to reduce requests for information.

Q: Will this be used to report Supportive Services spending for the CoC Program?

A: Yes, the tab called APR_SS Info should be used monthly to capture the breakdown of Supportive Services. CSB hopes to reduce requests for information for year-end reporting. If your project doesn't have funding for Supportive Services, please ignore this tab as it does not apply.

Q: Will there be a workbook per program?

A: Partner Agencies will be provided with one template and then should save a workbook per program named with the funding source and project name (e.g., ES Project CSB or PSH Project CoC). Do not combine programs into one workbook.

Q: What if we have a program that is funded by CoC and CSB dollars?

A: Each program will have one workbook (there are different templates for CoC funding and CSB funding), federal funding sources should be prioritized to be spent first unless CSB specifically says otherwise. If you have specific questions, please reach out.

Q: How do I know what the budget should be?

A: For CSB invoices, the overall budget should match Exhibit A in the CSB contract. The budgets for each specific program should be consistent with the CSB revenue on the Gateway budget, which is Schedule 3 in the CSB contract.

For CoC invoices, the budget should match Exhibit 1 of the CoC contract.

Throughout the fiscal year, CSB and partners may execute contract amendments that may change program budgets. Always use the most recent Exhibit.

Q: Why do I have to provide detailed descriptions of costs on the Disbursement Journal?

A: CSB's funding comes from a wide variety of public and private sources. All the different sources of funding come with spending restrictions and requirements. CSB must be able to clearly document that the costs are eligible for each applicable funding source. Invoices with unclear cost descriptions will be returned for correction.

Q: How do I know what costs I can include on invoices?

A: For CSB invoices, refer to the Financial Guidelines reference document.

For CoC invoices, refer to the HUD Continuum of Care Eligible and Ineligible Costs reference document.

For ESG invoices, refer to the HUD Emergency Solutions Grant Eligible & Ineligible Costs reference document.

These resources, and others, are posted on CSB's website [here](#). If you are not sure whether a cost is eligible, please ask.

Q: Can the check dates on the disbursements journal be different than the period covered by the invoice?

A: Yes, as long as the expense was incurred in the same fiscal year. For example, you can include a February cost on an April invoice because they are within the same fiscal year. If the date of the check is outside the fiscal year (e.g., July), but the expense was incurred within the previous fiscal year (e.g., June), the cost is eligible on the June invoice, but make it clear in the description column in which fiscal year the cost was incurred. Any exceptions for specific funding timeframes and amounts will be noted on Exhibit A.

Q: Can I include expenses that I have also billed to other funders?

A: No. Eligible expenses billed to other funders can only be used as match on CoC invoices.

Q: Do I really have to get invoices signed by someone other than the person who prepared them?

A: Invoices must be **reviewed** by a person other than the preparer, the *reviewer should be noted* on the Invoice Cover Page and *copied on the email* with the invoice to CSB. This means that the person's name in the Certified Correct By cell, reviewed and approved the invoice to be sent to CSB for reimbursement.

Q: Why can't I change the formulas on the invoice templates?

A: You shouldn't need to change the formulas. Contact CSB if you have trouble with any of the invoice templates.

Q: When are invoices due?

A: Invoices are always due on the last day of the month for the previous month. For example, August invoices are due no later than September 30. Let us know if you need additional time – we can make exceptions to the deadline depending on the circumstances. The only routine exception is for June invoices. We extend the deadline for June invoices so that all relevant expenses can be included in the final invoices of the fiscal year. This annual extended deadline is final.

Q: Why do you have to monitor CoC and ESG invoices both before and after they are paid?

A: HUD requires CSB to review invoices for cost eligibility and accuracy before they are paid AND requires CSB to do an in-depth monitoring of 10% of all CoC and ESG costs after invoices are paid. This is part of CSB's role as the Unified Funding Agency. If a cost cannot be documented, do not include it on invoices. Partners should keep the following documentation for each invoiced cost:

- < Verification of each expense (e.g., vendor invoices, bills, reimbursement requests, etc.) with evidence the internal agency expense approval process was followed.
- < A copy of the check or ACH payment confirmation.
- < Signed employee timesheets or timecards and payroll records, including benefits records. Timesheet/timecard signatures or approvals can be physical or electronic.
- < For rental assistance or leasing costs, maintain leases, fair market rent/rent reasonableness calculations, inspection forms, and lead-based paint forms.
- < Cost allocation calculations, as applicable. HUD has approved two cost methods for allocating direct costs between programs or funding types: 1) full-time equivalents and 2) households served.

Q: Why do I have to provide HMIS numbers for client rent costs?

A: We ask you to provide HMIS numbers for rent and security deposit costs so we can verify that the client listed is enrolled in the program in HMIS. If the client is not active in the program, or DCA has not been approved for RRH programs, the cost is not eligible for reimbursement. When we reconcile the invoice information with HMIS, we can catch clients who might have been missed, rent that could be invoiced for, and data that may have been entered incorrectly. This helps keep both our invoicing and HMIS data accurate. We will ask you about any discrepancies we find. We understand there are inevitable delays between program entry, data entry, and invoicing, but will still ask questions for due diligence.