

CSB, CoC, and ESG Invoicing – Frequently Asked Questions

How do I know which invoice form to use?

Look at your agency's CSB and CoC contracts. For the CSB contract, if you have funding listed in Exhibit A, use the CSB invoice templates. If your agency has a CoC contract, funding is listed in Exhibit 1 and you should use the CoC invoice template. Invoice templates are posted on CSB's website [here](#).

How do I know what the budget should be?

For CSB invoices, the overall budget should match Exhibit A in the CSB contract. If you have more than one CSB-funded program, the budgets for each specific program should be based on the CSB revenue and expenses 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.

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

No. The 'Balance Left on Contract' column can never be negative for any cost category.

Can I adjust the budget?

Yes. For CSB invoices, you can move funds between the different cost categories. For CoC invoices, CSB will ask CoC-funded agencies for budget reallocation requests several times each year. We will ask agencies that want to adjust budgets to fill out the CoC Budget Reallocation Request Form, posted on CSB's website [here](#).

Can I adjust any budget line item as long as the total budget remains the same?

For ODSA ESG funding, administrative and HMIS budgets are set by the state and cannot be changed. Not all ODSA ESG-funded programs have administrative and/or HMIS budgets. Some ESG funding is restricted to operational costs. CoC funds can be moved out of administration, but not into administration. For all other funding sources, administrative costs are allowable within reason. If you adjust fringe benefits or salaries and wages, please explain any fringe benefit rate that is more than 40% of salary and wages. Each program has a unique mix of funding sources, requirements, and restrictions. Check with CSB when you're not sure what rules apply to your program and we will help clarify.

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

CSB's funding comes from a wide variety of public and private sources. All of the different sources of funding come with spending restrictions and requirements. CSB has to be able to clearly document that the costs are eligible for each applicable funding source.

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

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

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

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.

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

No.

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

Yes. Invoice submissions must include 1) a PDF of the Invoice tab, with the name of the person who prepared the invoice and the signature of the person who certified the invoice and 2) an Excel version of **both** the Invoice tab and Disbursement Journal tab. We need to keep a signed invoice on file for audit purposes, to confirm authorization for requested payments. All fields highlighted in yellow must be filled out. During the COVID-19 pandemic, you can use email approval instead of signed pdfs.

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

You should not need to change the formulas. Contact CSB if you have trouble with any of the invoice templates.

When are invoices due?

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 everyone can include all relevant expenses in the final invoices of the fiscal year. This annual extended deadline is final.

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

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.

Why do I have to provide CSP numbers for client rent costs?

We ask you to provide CSP numbers for rent and security deposit costs so we can verify that the client listed is enrolled in the program in CSP. If the client is not active in the program, the cost is not eligible for reimbursement. When we reconcile the invoice information with CSP, 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 CSP data accurate. We will ask you about any discrepancies we find, but we also understand there are inevitable delays between program entry, data entry, and invoicing.