

CSB and CoC 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 your CSB contract. For CoC invoices, the budget should match Exhibit 1 of your 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, submit a CSB Budget Reallocation Request Form. You can submit this form anytime. 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. Both reallocation forms are 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 family rapid re-housing funding, the administrative expenses budget line item is set by the state and cannot be changed. 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.

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. 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), 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. Starting in July 2018, we will return for correction invoices that don't meet these requirements.

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

You should not need to change the formulas. If you have trouble with any of the invoice templates, please contact us.

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.

Why do you have to monitor CoC 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 costs after invoices are paid. This is part of CSB's role as the CoC Unified Funding Agency.