

HAP-HSS Stabilization Program Monthly Funds Distribution Reports (FDR) Guidelines

What is the FDR? This is a one-page report that reports on the actual amount of funds spent monthly in Stabilization.

FDRs are due **30** days after the close of the month.

Stabilization has two budget categories, Supportive Services and Admin.

- Admin is self-reported on the FDR.
- Supported Services is reported on the FDR and must match what the grantees have submitted in Enki.
- Enki is an accounting of the total direct expenses for each client.
- HAP-HSS grantees committed to updating Enki with all client expenses at the close of business every Friday as explained in the grant agreement.
- The date the payment occurred is the date that AHFC is reviewing. If the payment was made on Monday, January 30, but the charge was entered in Enki on Friday, February 3, the payment will need to be included in the January FDR.

Reimbursements, Partial Payments, Refunds and other One-of situations

The payment or refund is recorded in the month that the refund was received, not in the month that the original expense occurred. This is reflected in a reduction in the supportive services amount recorded on the FDR (\$10,000 in stabilization expenses for the month of January. A refund of \$500 for a December expense was received in January. The correct amount to report is \$9,500).

Tip – Enki keeps track of individual client accounts. It's a place for navigators to ensure that the client's available balance is accurate. Overspending of client accounts could result in a payback or an admin charge.

Tip – the monthly FDR ensures that grantees are staying on top of their internal cash handling policies. This program places a lot of trust in grantees and their staff to understand allowable uses of funds. To ensure that staff are supported, the FDR reconciliation ensures that the grantee accounting team are receiving all financial data (receipts, etc.) timely and according to policies and procedures.

Tip – We have a “View All Payments” airtable set up as a tool to make the monthly FDR reporting easier. This platform helps to assist in troubleshooting discrepancies with Enki payments. Team Leads can request access to this reporting platform for staff members as needed.

Tip – Completely fill out your FDR. Below are a few sections that are often left blank when FDRs are submitted. If any of the highlighted sections below are left blank, the FDR will be returned for corrections.



**ALASKA HOUSING FINANCE CORPORATION
FUNDS DISBURSEMENT REQUEST FORM**

For Billing Period From: _____ TO: _____

Housing Homeless Alaskan
P.O. Box 123456
Anchorage, AK 99501

Grant # HAP-HS-22-XXXX-1
Vendor # 111111
Site #1
ACH-XXXX

Budget Category/Description	Amount	AHFC GL Codes
1. Supportive Services	\$ 45,691.24	\$691.24 from July missed payment entry
2. Administration	\$ 2,453.00	
3. Total Requested (add lines 1 and 2)	\$ 48,144.24	
4. New Advance requested	\$	2785-2046-2040-2023-700-1002-939-222-0
5. Less Advance Previously Requested	\$ (48,144.24)	2785-2046-2040-2023-700-1002-939-222-0
6. Less Interest Earned	\$	5525-2046-2040-2023-420-1002-939-222-0
7. Total Request (line 3 plus 4, minus 5 minus 6)	\$ 0.00	
AHFC ALLOCATION	\$	8790-2046-2040-2023-700-1002-939-222-0

I certify that the information provided above is supported by appropriate documentation maintained in our files, is true and correct and that this request for funds is made in accordance with the requirements of the grant.

Preparer's Printed Name and Title	Contact Phone #
Authorized Approval Signature and Title	Date

AHFC Office Use Only	
I have reviewed this billing and supporting documentation and determined it to be an appropriate and accurate charge to AHFC. I hereby approve it for payment.	
Program Manager Signature and Date:	
Grant Administrator Signature and Date:	
Grant Manager/Director Signature and Date (if required):	
Entered to FMS <input type="checkbox"/>	
	Initial and Date
Paid Manually <input type="checkbox"/>	
	Initial and Date



**ALASKA HOUSING FINANCE CORPORATION
FUNDS DISBURSEMENT REQUEST FORM**

For Billing Period From: _____ To: _____

XXX Grantee Name
123 North Named Street
Some town AK 99###

Grant #HAP-23-XXX-1
Vendor # 150897
ACH - 5248

Budget Category/Description	Amount	AHFC GL Codes
1. Equipment/Furnishings	\$	
2. Leases	\$	
3. Operating Costs	\$	
4. Salary Grantee Program	\$	
5. Administrative Costs	\$	
6	\$	
7	\$	
8. Total Requested (add lines 1 thru 7)	\$ 0.00	
AHFC ALLOCATION	\$	8790-2040-2040-2019-700-1139-224-0
AHFC ALLOCATION		8790-2040-2040-2021-700-1139-225-0
AHFC ALLOCATION	\$	8790-2040-2040-2022-700-1139-222-0

I certify that the information provided above is supported by appropriate documentation maintained in our files, is true and correct and that this request for funds is made in accordance with the requirements of the grant.

Preparer's Printed Name and Title

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Authorized Approval Signature and Title

Date

AHFC Office Use Only

I have reviewed this billing and supporting documentation and determined it to be an appropriate and accurate charge to AHFC. I hereby approve it for payment.

Program Manager Signature and Date: _____

Grant Administrator Signature and Date: _____

Grant Manager/Director Signature and Date (if required): _____

Entered to FMS

Initial and Date

MITAS Requisition

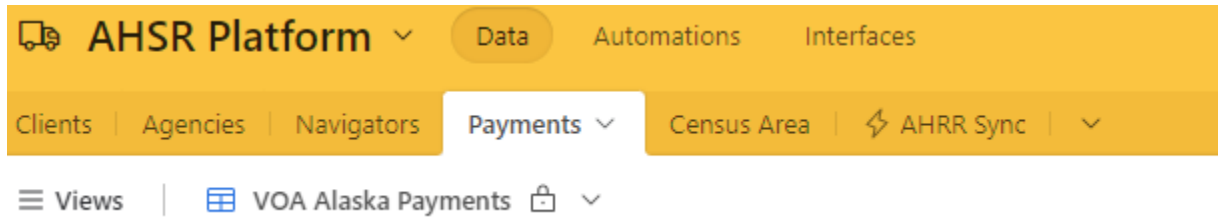
Initial and Date

Req. #

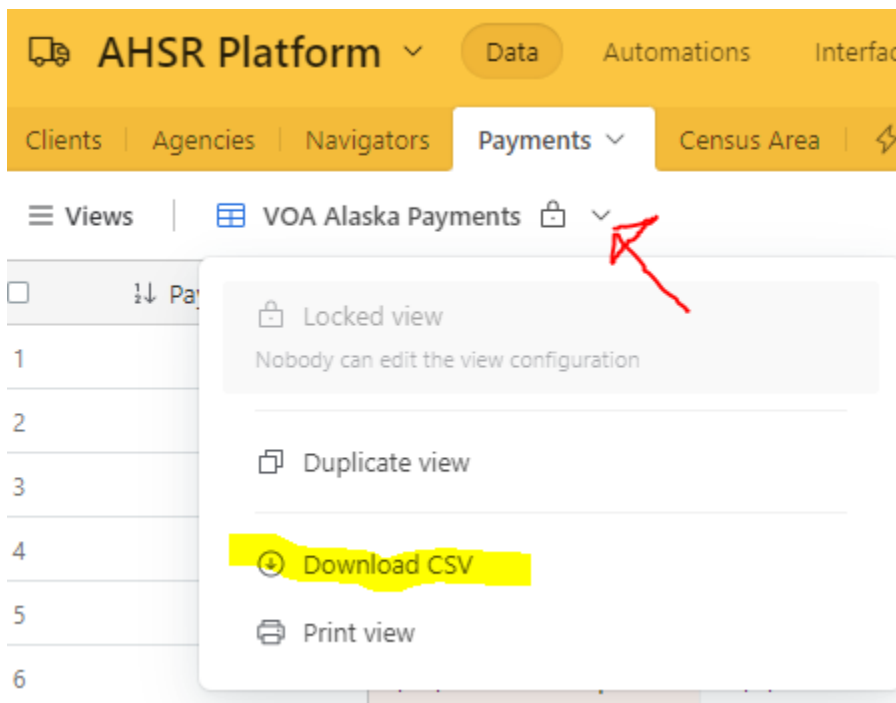
Seq. ()

Using Airtable

Airtable is an “Microsoft Excel” type shared database. Team leads and staff with “view all payment” access will be able to log into their Airtable accounts (airtable.com) and view payments.



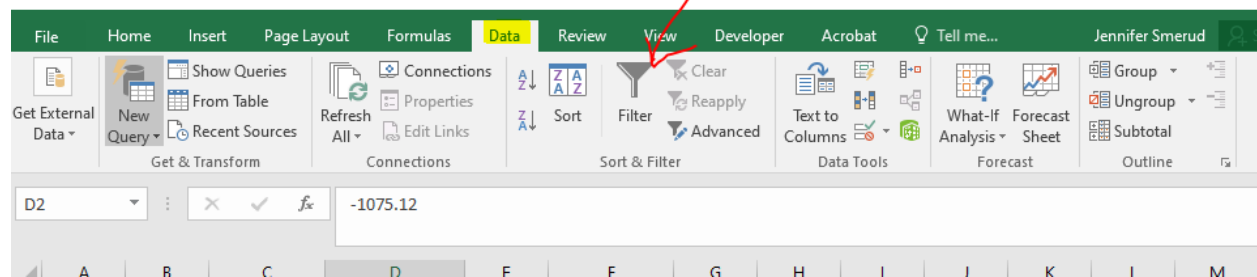
Within this view is an option to export records to a CSV file.



This view has multiple columns hidden but shows the categories involving payments, dates and refunds

1	Payment	Date Crea	Date Paid	Amount	Refund Cr	Date Refunded	W9	Supportin	Paymen
2	35506	2/14/2023	7:59pm	(\$1,075.12)	checked	11/17/2022			Motel 6
3	35505	2/14/2023	11/3/2022	\$25.00					Weidne
4	35490	2/14/2023	12/23/2022	\$100.00					Uber rid
5	35430	2/13/2023	12/30/2022	\$134.52					Walmart
6	35429	2/13/2023	12/23/2022	\$20.79					Subway
7	35421	2/13/2023	12/9/2022	\$929.64				w9%20for%20megar	Prorate
8	35418	2/13/2023	12/9/2022	\$500.00					Security

You can choose the filter option in most versions of Excel in order to sort by date.



Filter by Date Paid to find all payments to be included in a monthly Funds Disbursement Report

1	Payment	Date Crea	Date Paid	Amount	Refund	Date Refund	W9	Support	Payment	Notes
2	35506	2/14/2023	7:59pm	(\$1,075.12)	checked	11/17/2022				Motel 6 refund to Michael's card
3	35505	2/14/2023	11/3/2022	\$25.00						Weidner application paid by Catherine S.
4	35490	2/14/2023	12/23/2022	\$100.00						Uber ride gift card for transportation
5	35430	2/13/2023	12/30/2022	\$134.52						Walmart grocery
6	35429	2/13/2023	12/23/2022	\$20.79						Subway meal
7	35421	2/13/2023	12/9/2022	\$929.64				w9%20for%20megar		Prorated first month payment
8	35418	2/13/2023	12/9/2022	\$500.00						Security Deposit
9	35404	2/13/2023	12/5/2022	\$21.43						walmart hygiene supplies
10	35398	2/13/2023	11/30/2022	\$25.00						Weidner apartment online application
11	35393	2/13/2023	11/21/2022	\$133.94						Hotel charge My place

Pick the year

Payment	Date Created	Date Paid	Amount	Refund	Date Refund
			(\$1,075.12)	checked	11/17/2020
			\$25.00		
			\$100.00		
			\$134.52		
			\$20.79		
			\$929.64		
			\$500.00		
			\$21.43		
			\$25.00		
			\$133.94		
			\$587.93		
			\$2.00		
			\$241.10		
			(\$34.99)	checked	12/7/2020
			\$714.00		
			\$31.00		
			\$79.03		
			\$703.00		
			\$25.00		
			\$164.47		
2	32571 1/26/2023	12/28/2022	\$1,175.86		
3	32570 1/26/2023	12/29/2022	\$25.00		
4	32569 1/26/2023	12/31/2022	\$100.00		

Once you sort the payments, select the "Amount" column and select "Auto Sum," you will then see what the total payments listed in Enki are. If these payments match your internal accounting records, you are all set.