



SACRAMENTO
STEPS FORWARD

Ending Homelessness. Starting Fresh.

FINANCIAL DOCUMENTATION REQUIREMENTS & TIMELINES

In an effort to improve the timeliness that programs get reimbursed and to ensure the Continuum of Care best utilizes its funds, Sacramento Steps Forward provides the following financial documentation guidance:

Project Reimbursements: The Electronic Claim Form (ECF) is the form used to request for a project reimbursement. Project reimbursements occur after the monthly ECF is submitted through the portal, and approved by Sacramento Steps Forward. All quarterly reports due on or prior to the month being claimed need to be submitted before a project is reimbursed. For example, if an ECF was submitted for the month of May, all quarterly reports due May or earlier will need to have been submitted.

Monthly ECFs: due 30 days after the month that is being claimed.

Final ECFs: due 45 days after the end of the project.

Quarterly reports: due 45 days after the quarter ends. Due dates differ per project, depending on the grant term (and are listed in SSF's portal). The Quarterly report includes, but is not limited to the General Ledger, a detailed expenditure report categorized by budget line items to match the ECF, Profit/Loss Statement and proof of match. SSF may require to review additional supporting documentation at any time and during targeted on-site monitoring visits.

Communication from SSF: ECF email reminders will be sent out on the 25th of the month. Phone calls will be made past 45 days for any outstanding documents.

Contact: For questions or support, feel free to send an email to the Contracts Team at contracts@sacstepsforward.org