



Subrecipient Billing Schedule

Subrecipients must adhere to the below billing schedule for the applicable programs. Invoices must be submitted to Anna O'Toole (otoolea@washtenaw.org) and Melissa Taulbee (taulbeem@washtenaw.org) and be accompanied by supporting documentation by the stated deadline. Agencies must notify Anna and Melissa in advance if they are unable to meet a deadline.

HUD & MSHDA Emergency Solutions Grant (ESG)

For subrecipients submitting quarterly: Due within 15 days after the close of the quarter.

Any expenditures not yet submitted for calendar year 2020 must be submitted by January 25, 2021.

Quarterly Submission	Due Date
Q1: 10/01/20 – 12/31/20	1/25/21
Q2: 01/01/21 – 03/31/21	4/15/21
Q3: 04/01/21 – 06/30/21	7/15/21
Q4: 07/01/21 – 09/30/21	10/15/21

For subrecipients submitting monthly: Due within 15 days after the close of the month.

Any expenditures not yet submitted for calendar year 2020 must be submitted by January 25, 2021.

Monthly Submission	Due Date
Start date through 12/31/20	01/25/21
01/01/21 – 01/31/21	02/15/21
02/01/21 – 02/28-21	03/15/21
03/01/21 – 03/31/21	04/15/21
04/01/21 – 04/30/21	05/15/21
05/01/21 – 05/31/21	06/15/21
06/01/21 – 06/30/21	07/15/21
07/01/21 – 07/31/21	08/15/21
08/01/21 – 08/31/21	09/15/21
09/01/21 – 09/30/21	10/15/21

HUD & MSHDA ESG-CV

Monthly submission is **required** and is due within 12 days after the close of the month.

Any expenditures not yet submitted for calendar year 2020 must be submitted by January 25, 2021.

Monthly Submission	Due Date
Start date through 12/31/20	01/25/21
01/01/21 – 01/31/21	02/12/21
02/01/21 – 02/28/21	03/12/21
03/01/21 – 03/31/21	04/12/21
04/01/21 – 04/30/21	05/12/21
05/01/21 – 05/31/21	06/12/21
06/01/21 – 06/30/21	07/12/21
07/01/21 – 07/31/21	08/12/21
08/01/21 – 08/31/21	09/12/21
09/01/21 – 09/30/21	10/12/21
10/01/21 – 10/31/21	11/12/21
11/01/21 – 11/30/21	12/12/21
12/01/21 – 12/31/21	01/12/22

CMH Millage Supportive Housing Grantees

For grantees submitting quarterly: Due within 15 days after the close of the quarter.

Any expenditures not yet submitted for calendar year 2020 must be submitted by January 25, 2021.

Quarterly Submission	Due Date
Start date through 12/31/20	1/25/21
01/01/21 – 03/31/21	4/15/21
04/01/21 – 06/30/21	7/15/21
07/01/21 – 09/30/21	10/15/21
10/01/21 – 12/31/21	01/15/22

For grantees submitting monthly: Due within 15 days after the close of the month.

Any expenditures not yet submitted for calendar year 2020 must be submitted by January 25, 2021.

Monthly Submission	Due Date
Start date through 12/31/20	1/25/21
01/01/21 – 01/31/21	02/15/21
02/01/21 – 02/28-21	03/15/21
03/01/21 – 03/31/21	04/15/21
04/01/21 – 04/30/21	05/15/21

05/01/21 – 05/31/21	06/15/21
06/01/21 – 06/30/21	07/15/21
07/01/21 – 07/31/21	08/15/21
08/01/21 – 08/31/21	09/15/21
09/01/21 – 09/30/21	10/15/21
10/01/21 – 10/31/21	11/15/21
11/01/21 – 11/30/21	12/15/21
12/01/21 – 12/31/21	01/15/22