

LRAP FSR Requirements



Required Documentation Prior to Submission in **SAGE**

- ➔ **Monitor Sign Off:** Ensure your state monitor has reviewed and signed off on the expenses before submission. Include the grant, grant year, and HESWAP invoice number. If monitor sign off states 16 units reported, the HESWAP invoice should include 16 units.
NOTE: A monitor sign off is not required if agency is reporting indirect costs ONLY.
- ➔ **HESWAP Statistical Report:** This report should reflect all eligible direct and indirect costs.
 - Direct Costs: Unit costs including materials and relocations costs.
 - Indirect Costs: Program Support, Insurance, Audit, and Administrative Costs
- ➔ **Before proceeding to report in SAGE submit all HESWAP invoices affiliated with the FSR.**

Required Documentation for FSR Submission

- ➔ Check Registry (Cash Disbursement Journal or Equivalent):
Must reflect payment for all expenses reported on the FSR.
- ➔ General Ledger
- ➔ Alternative Wage Report
- ➔ Travel Reimbursement Form
- ➔ Invoices for all Expenses

HESWAP Invoice Creation: Direct Costs

➤ Access link below for steps on creating a HESWAP invoice for direct costs

[HESWAP Training: Invoicing](#)

HESWAP Invoice Creation: **Indirect Costs**

➤ For instruction on creating a HESWAP invoice for indirect costs, visit the link below:

[Invoicing for Indirect Costs](#)

Downloading HESWAP Statistical Report

➤ First create the invoice and follow the steps below to download the Detailed Invoice Report.

The screenshot shows a web application interface for managing invoices. At the top, there is a 'More' dropdown menu with options: 'Update Payment', 'Delete Invoices', 'Unpay Invoices', and 'Detailed Invoice Report'. The 'Detailed Invoice Report' option is selected, and a sub-menu is open showing 'View Invoice' (highlighted in yellow) and 'PDF' (highlighted in red). Below the menu, there is a table of invoices with columns: Project Number, Client, Contractor, Submit Status, Message, Address, and Total Cost. The table contains six rows of data. At the bottom of the interface, there are buttons for 'Submit Invoice', 'Save', 'Cancel', 'Clear Search', and 'Export', along with a 'Total: 6' indicator.

Project Number	Client	Contractor	Submit Status	Message	Address	Total Cost
> DF2024-022h	Jonathan Arbelaez	Tahshin Construction LLC	Submitted		53 Elizabeth Ln, Budd Lake, NJ 07828	\$13,000.00
> DF-2024-035	Raquel Mora	AAA Lead Pro	Submitted		522 Edith Rd, Roxbury Township, NJ 07850	\$2,300.00
> LP2025-023	Angelina Catalan	Tahshin Construction LLC	Submitted		21 Park Ave, Dover Town, NJ 07801	\$11,400.00
> LP2025-022	Bernardo Toledo	Tahshin Construction LLC	Submitted		44 Richard Ave, Dover Town, NJ 07801	\$18,700.00
> LP2025-025	Natalia Valdebenito	Tahshin Construction LLC	Submitted		73 Maple Ave, Dover Town, NJ 07801	\$19,900.00
> LP2025-026	Lourdes E Tapia Vergara	AAA Lead Pro	Submitted		129 King St, Dover, NJ 07801	\$2,300.00

Initiating a Financial Status Report in SAGE

➔ Creating an Expense Report

- At the **Grant Menu**, under **Financial Status Report**
 - Select a grant component from the Expense Reports drop down list
 - Click **Create** → You will be brought to the Expense Summary Page



Financial Status Reports

- **Create Expense Report**
- Give an Advance or Request a Refund
- FSR History

Initiating a Financial Status Report in SAGE

➔ In the expense summary section, complete all required fields.

The screenshot displays the 'Expense Summary' section of the SAGE system. The form is divided into two columns: 'Grant Information' and 'Report Information'. The 'Report Information' section contains several fields that are highlighted in yellow, indicating they are required for completion. These fields are: 'Main Contact' (a dropdown menu with 'Barrientos, Jennifer' selected), 'Request #' (a text field with '1'), 'Final Report' (radio buttons for 'Yes' and 'No'), 'Status' (a text field with 'Initiated'), 'Payee Reference' (a text field with an asterisk), and 'Current Report Period' (two date pickers with asterisks and a 'to' separator). The 'Grant Information' section includes fields for 'Grantee' (redacted), 'Grant #' (2023-02335-0994-00), 'Award Amount' (\$2,000,000.00), and 'Term' (7/1/2024 to 12/31/2026). There are also links for 'Uploads' and a 'Comments to the Review Team from the Grantee' text area at the bottom.

Section	Field	Value	Required
Grant Information	Grantee	[Redacted]	No
	Grant #	2023-02335-0994-00	No
	Award Amount	\$2,000,000.00	No
	Term	7/1/2024 to 12/31/2026	No
Report Information	Main Contact	Barrientos, Jennifer	Yes
	Request #	1	Yes
	Final Report	<input type="radio"/> Yes <input type="radio"/> No	Yes
	Status	Initiated	Yes
	Payee Reference	[Empty]	Yes
	Current Report Period	[Empty] to [Empty]	Yes

SAGE

➔ Supporting Documentation

- Summary Upload Section:

- HESWAP Invoice
- General Ledger
- Check Registry
- Monitor Sign Off
- Alternative Wage Report

- **Detail Upload Section:** Attach invoices and for each expense reported. Examples Include:

- Telephone Expense: Upload telephone bill

- **Proof of Payment:** All payments for invoices submitted must be reflected in the check registry.

Grant Information		Report Information	
Grantee:	[REDACTED]	Main Contact:	Jennifer Barrientos
Grant #:	[REDACTED]	Request #:	1
Award Amount:	\$2,000,000.00	Final Report:	
Term:	7/1/2024 to 12/31/2026	Status:	Initiated
Uploads:	Click here for summary upload options Click here for detail upload options	Payee Reference:	
		Current Report Period:	to
Comments to the Review Team from the Grantee:			
No comments have been made.			

Cash on Hand

➔ Always calculate the cash balance remaining before finalizing the reimbursement requests:

- Example: Cash on hand has not been applied to calculate amount to be paid out. In the example below, the agency has an available spend down amount of \$544,357.97 therefore, the cash on hand to spend down should equal the FSR amount, \$9,507.64.

Sub-Total	\$2,000,000.00	\$0.00	\$72,316.51	\$0.00	\$1,927,683.49	\$0.00	\$9,507.64	\$0.00	\$81,824.15	\$0.00
TOTALS	\$2,000,000.00	\$0.00	\$72,316.51	\$0.00	\$1,927,683.49	\$0.00	\$9,507.64	\$0.00	\$81,824.15	\$0.00
Cash on Hand Remaining to Spend Down					\$544,357.97	Minus Cash on Hand to Spend Down		\$0.00	\$544,357.97	
AWARD REMAINING					\$1,383,325.52	AMOUNT TO BE PAID		\$9,507.64	\$1,373,817.88	

Applying Cash on Hand

In the sample below, the agency has submitted an FSR in the amount of \$11,525.14 and has an available spend down of \$600,000.00. Therefore, their cash on hand to spend down for the FSR is \$11,525.14.

Services: Audit										
Sub-Total	\$2,000,000.00	\$0.00	\$0.00	\$0.00	\$2,000,000.00	\$0.00	\$11,525.14	\$0.00	\$11,525.14	\$0.00
TOTALS	\$2,000,000.00	\$0.00	\$0.00	\$0.00	\$2,000,000.00	\$0.00	\$11,525.14	\$0.00	\$11,525.14	\$0.00
Cash on Hand Remaining to Spend Down		\$600,000.00	Minus Cash on Hand to Spend Down		\$11,525.14	\$588,474.86				
AWARD REMAINING		\$1,400,000.00	AMOUNT TO BE PAID		\$0.00	\$1,400,000.00				

ered by IntelliGrants Copyright 2000-2005 Aqate Software

BUDGET ITEMS	BUDGET TOTAL		PREVIOUS EXPENSES		BUDGET REMAINING		CURRENT PERIOD EXPENSES		PENDING TOTAL EXPENSES	
	Award	Other	Award	Other	Award	Other	Award	Other	Award	Other
LRAP										
PROGRAM - Personnel: Salaries/Wages	\$412,048.00	\$0.00	\$0.00	\$0.00	\$412,048.00	\$0.00	\$9,075.50	\$0.00	\$9,075.50	\$0.00
PROGRAM - Personnel: Fringe Benefits	\$34,272.00	\$0.00	\$0.00	\$0.00	\$34,272.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
PROGRAM - Personnel: Travel	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
PROGRAM - Operating Cost: Space	\$37,000.00	\$0.00	\$0.00	\$0.00	\$37,000.00	\$0.00	\$1,494.88	\$0.00	\$1,494.88	\$0.00
PROGRAM - Operating Cost: Telephone	\$14,000.00	\$0.00	\$0.00	\$0.00	\$14,000.00	\$0.00	\$404.76	\$0.00	\$404.76	\$0.00
PROGRAM - Operating Cost: Postage	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
PROGRAM - Operating Cost: Marketing & Advertisement	\$1,180.00	\$0.00	\$0.00	\$0.00	\$1,180.00	\$0.00	\$550.00	\$0.00	\$550.00	\$0.00
PROGRAM - Operating Cost: Consumables- Lead Swab Tests Only	\$9,000.00	\$0.00	\$0.00	\$0.00	\$9,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
PROGRAM - Operating Cost: Liability Insurance	\$20,000.00	\$0.00	\$0.00	\$0.00	\$20,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
PROGRAM - Operating Cost: Lead Remediation and Reduction Measures	\$1,300,000.00	\$0.00	\$0.00	\$0.00	\$1,300,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
ADM - Personnel: Salaries/Wages	\$140,000.00	\$0.00	\$0.00	\$0.00	\$140,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
ADM - Personnel: Fringe Benefits	\$10,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
PROGRAM - Purchased Services: Audit	\$20,000.00	\$0.00	\$0.00	\$0.00	\$20,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Sub-Total	\$2,000,000.00	\$0.00	\$0.00	\$0.00	\$2,000,000.00	\$0.00	\$11,525.14	\$0.00	\$11,525.14	\$0.00
TOTALS	\$2,000,000.00	\$0.00	\$0.00	\$0.00	\$2,000,000.00	\$0.00	\$11,525.14	\$0.00	\$11,525.14	\$0.00
Cash on Hand Remaining to Spend Down		\$600,000.00	Minus Cash on Hand to Spend Down		\$11,525.14	\$588,474.86				
AWARD REMAINING		\$1,400,000.00	AMOUNT TO BE PAID		\$0.00	\$1,400,000.00				

Budget Considerations

Ensure your reported expenses align with your approved budget categories. For example, if you're submitting telephone expenses, verify that your current budget includes sufficient funds in that category. If not, a grant revision may be required to move funds and properly reflect spending.

Alternative Wage Report

[Instructions for Completing Alternative Wage Report](#)

LRAP Forms

All LRAP Program Policies and Procedures and Forms can
be found on DCA's Website:

[DCA Housing & Community Resources](#)
[Lead Programs](#)

THANK YOU SLIDE

Follow DCA on Social Media



X: @NJDCA



LinkedIn: New Jersey Department of Community Affairs



Instagram: @NJ_DCA



Facebook: @NJDeptofCommunityAffairs