



MISSISSIPPI HOME CORPORATION
PROGRAM BULLETIN #24-001

TO: Federal Grants Subrecipients

FROM: Tamara Stewart, MHC

SUBJECT: Request For Cash NEW process

EFFECTIVE DATE: December 22, 2023 (contracts)

Mississippi Home Corporation (MHC) is the state of Mississippi receipt of the Emergency Solutions Grant (ESG) funds and Housing Opportunity for Person with AIDS (HOPWA) funds and is responsible for the distribution and management of these funds ensuring that funds are used in accordance with the State Plan, Federal Regulations, and are reasonable and appropriate.

This bulletin will outline the new requirements for successfully completing a Request for Cash (RFC) form and receiving reimbursement.

Request for Cash Type

- Agencies providing Rapid Rehousing and/or Homeless Prevention services must submit separate RFCs for staff and admin, and clients and services.
- For example:
 - All client related requests for RRH/ HP including Rent and Financial Assistance Cost must be submitted on an RFC separately from staff related request which includes Serve cost under RRH/HP.

Cover Page/Memo

- Agencies must provide a cover page on agencies letterhead summarizing the Request For Cash (RFC) being submitted.
 - See sample memo.

Request for Cash Form

Tab #1 Request For Cash

- Section A: General Information
- Section B: Project Information
- Section C: Request per Activity
 - **NEW** – # of Individuals Served
 - The total number of clients receiving services for “This Request”.

- If the request is admin and staff only, no units of services should be provided.
- Required Accomplishment Narrative must be completed.
 - Example: accomplishments during the RFC service time.
 - Example: total number of clients served during the reported period.

Tab #2 Consolidated Support

- Vendor: Who is receiving payment?
- CAPER Category (dropdown box): Select the CAPER category that matches the expense.
 - How to categorize charges will be defined below.
- Invoice Date: date on invoice
- Invoice or Check Number
- **NEW** Date Expense Started, and Date Expense Ended is the date service range.
- Total Invoice: The total amount on the bill
- Amount requested: The total amount to be reimbursed by the grant.
- **NEW** Appendix: must be labeled A-Z, AA-AZ..
 - All requests must have supporting documentation.
 - Each requested line should include an appendix number identifying the supporting documents.
 - If you are using multiple grants and your requested amount is different than the invoice amount, a typed explanation and breakdown must be included in the appendix.
 - Handwritten breakdown and explanations on the invoice **will not** be accepted.
- Amount Budgeted: The total amount on last approved budget.
- Amount Requested to date: The top line **ONLY MUST BE UPDATED on EACH RFC.**

ESG MATCH 24 CFR 576.201

- ESG requires a dollar-for-dollar MATCH.
- Appropriate match documentation must accompany each RFC.
- An agency using a large contribution, grant, or item as a one-time match for the ESG grant year must divide the value of that large match throughout the grant year and indicate the appropriate match portion for each RFC.
 - Supporting documentation for large-matched items can be provided once at the beginning of the contract year.
 - Agencies must indicate that match documentation was previously provided and give the RFC # for reference.
- Eligible types of MATCH:
 - Cash contributions
 - Noncash contributions
 - Program Income

Tab #3 Financial Summary Report (CAPER)

- CAPER breakdown based on the RFC being requested.

Tab #4 Cumulative Financial Report (CAPER)

- Runs a cumulative tab of all the RFCs requested and it is used for the final CAPER.
- The Cum Caper must be updated at the end of each approved RFC request.
- Once updated, corrections cannot be made. Save a copy before updating and rename the new Cum Caper.

CAPER Categories/ESG Components 24 CFR 576

1) Street Outreach:

- a. Essential Services: Engagement, Case Management, Transportation, Emergency Outpatient Health Services

2) Emergency Shelter :

- a. Essential Services : Case Management (including case management overhead), Education Services, Employment & Job Training, Outpatient Health Services, Legal Services, Life Skills, Mental Health Outpatient Services, Outpatient Substance Abuse Services, Transportation.
- b. Shelter Operations : Cost of maintenance, rent, security, fuel, equipment, insurance, utilities, food, furnishings, supplies, hotel motel vouchers.

3) Homeless Prevention: *Can provide short- and/or medium-term rental assistance and housing relocation and stabilization services (financial assistance and service costs) designed to prevent an at-risk individual or family from moving into an emergency shelter or living in a place not meant for human habitation.*

- a. **Financial Assistance Cost:** Cost incurred by providing direct services to applicants. Rent application fee, Security deposits, Last months rent, Utility deposits, Utility payments, Moving cost,
- b. **Rental Assistance:** May be short-term rental assistance, medium-term rental assistance, payment of rental arrears, or any combination of this assistance.
 - i. Types of rental assistance: Tenant-Based or Project Based.
- c. **Service Cost:**
 - i. Housing search and placement: housing assessment,, development of housing location plan, housing search, landlord negotiation, assistance with understanding a lease and rental application, assistance with housing compliance including inspections (habitability and lead), and rent reasonableness, assistance with utility connection, tenant counseling
 - ii. Housing stability case management: Eligibility documentation, Using CES, Counseling, Coordinating services and obtaining Federal/State/Local benefits, Developing a service Plan, monitoring participants progress, re-evaluations
 - iii. Mediation
 - iv. Legal Services
 - v. Credit Counseling

4) Rapid Rehousing: *Can provide short- and/or medium-term rental assistance and housing relocation and stabilization services (financial assistance and service costs) designed to quickly move homeless individuals and families from emergency shelter or places not meant for human habitation into permanent housing.*

- a. **Financial Assistance Cost:** Cost incurred by providing direct services to applicants. Rent application fee, Deposits, Last months rent, Utility payments, Moving cost,
- b. **Rental Assistance:** May be short-term rental assistance, medium-term rental assistance, payment of rental arrears, or any combination of this assistance.
 - i. Types of rental assistance: Tenant-Based or Project Based.
- c. **Service Cost:**
 - i. Housing search and placement: housing assessment, development of housing location plan, housing search, landlord negotiation, assistance with understanding a lease and rental application, assistance with housing compliance including inspections (habitability and lead), and rent reasonableness, assistance with utility connection, tenant counseling
 - ii. Housing stability case management: Eligibility documentation, Using CES, Counseling, Coordinating services and obtaining Federal/State/Local benefits, Developing a service Plan, monitoring participants progress, re-evaluations
 - iii. Mediation
 - iv. Legal Services
 - v. Credit Counseling

5) HMIS: Can pay the costs of contributing data to the HMIS designated by the Continuum of Care for the area, including the costs of:

- a. Purchasing or leasing computer hardware;
- b. Purchasing software or software licenses;
- c. Purchasing or leasing equipment, including telephones, fax machines, and furniture;
- d. Obtaining technical support;
- e. Leasing office space for HMIS;
- f. Paying charges for electricity, gas, water, phone service, and high-speed data transmission necessary to operate or contribute data to the HMIS;
- g. Paying salaries for operating HMIS, including:
 - i. Completing data entry;
 - ii. Monitoring and reviewing data quality;
 - iii. Completing data analysis;
 - iv. Reporting to the HMIS Lead;
 - v. Training staff on using the HMIS or comparable database; and
 - vi. Implementing and complying with HMIS requirements
- h. If the subrecipient is a victim services provider or a legal services provider, it may use ESG funds to establish and operate a comparable database that collects client-level data over time (*i.e.*, longitudinal data) and generates unduplicated aggregate reports based on the data. Information entered into a comparable database must not be entered directly into or provided to an HMIS.
- i. *General restrictions.* Activities funded under this section must comply with HUD's standards on participation, data collection, and reporting under a local HMIS.

Employee Compensation and Staff Expenses (FAQ 1838)

Employee compensation (including fringe benefits such as holiday, vacation, sick leave) and other overhead costs directly related to carrying out activities eligible under an ESG component are eligible costs under that component (see 24 CFR § 576.100(d)). Determining how these staff costs should be allocated will depend on the type of assistance being provided to the program participant.

- To allocate these costs, first determine the program component under which these costs fall; then allocate the costs to an activity within the component. For example, staff time expended on processing checks for utility payments for program participants could be eligible under the rapid re-housing component or the homelessness prevention component; the activity would be housing relocation and stabilization services.
- For the salaries and related costs of staff that are not fully dedicated to a particular component, **costs should be reimbursed in proportion to the actual hours worked on each ESG component. A staff position that is not fully dedicated to ESG cannot be paid solely through ESG funds.**
 - For example, if an accountant spends 100 percent of his/her time tracking rental assistance or security deposits for homelessness prevention activities, then paying for this time is allowable under the homelessness prevention component because the accountant's time is only spent working on a single component. Alternatively, the cost for an accountant to process checks for both the homelessness prevention and rapid re-housing components must be pro-rated by each component.
- Other overhead costs, such as rent for office space, photocopier costs, and lighting and utilities for an office, could be eligible either as a direct cost charged to one or more components, depending on the activities delivered by that office, or could be charged as an indirect cost if part of an indirect cost allocation plan.
- Staff time can be tracked directly to the program component or by other reasonable methodologies that can realistically estimate the actual time spent across ESG components. For example, a percentage.
- **All** staff receiving reimbursement must submit appropriate timesheets (signed and approved) and pay stubs.

Indirect Cost Billing

The indirect cost rate must reflect the Federal Negotiated Rate or the de minimis rate. Agencies approved indirect rate must be submitted with their contract at the beginning of the grant year.

It is recommended to bill the indirect costs under each approved activity type (e.g., Emergency Shelter Essential Services, Rapid Re-Housing (RRH) Housing Relocation and Stabilization Services, etc.). Indirect costs should be included **each time** the subrecipient bills for direct costs. Please see the [CoC and ESG Indirect Cost Toolkit](#) for more information.

Will not be accepted:

RFCs will not be accepted:

- 1) If the RFC is not completed
- 2) If RFC is not in chronological order
- 3) If supporting documentation is not labeled in the appendix
- 4) A handwritten breakdown of cost will not be accepted.
- 5) If ESG required match is not provided.
- 6) If supporting documentation is missing.
- 7) If documentation needing signature is not signed appropriately.
- 8) If RRH/HP service cost are on the same RFC as client cost (rent and financial assistance)
- 9) If expenses are charged to the wrong ESG activity
- 10) If ineligible costs are included in the RFC



Agency Letterhead



Memo

To: Mississippi Home Corporation
From: Agency's Name
Date: Submission Date
Grant: _____

Ref: RFC#

The attached RFC # _____ is for reimbursement of services provided from Date to Date. Services provided includes Staff cost/Services related to the carrying out of Shelter, RRH, HP, Street Outreach, and/or HMIS activities. During the RFC period, # clients were served.



Type of RFC:
Financial Assistance, Rent.
Services



Identify ESG
category.

Sincerely,

Name
Title





MISSISSIPPI HOME CORPORATION

Client Services Documentation Checklist

- _____ 1. ESG Assistance Checklist
- _____ 2. Application
- _____ 3. “But-For” Criteria (Narrative)
- _____ 4. Income Verification
- _____ 5. Asset Verification
- _____ 6. Lease Agreement
- _____ 7. Eviction Notice (Homeless Prevention Only)
- _____ 8. Affidavit of Arrears (Homeless Prevention Only)
- _____ 9. Rental Payment Ledger (Homeless Prevention Only)
- _____ 10. Rental Assistance Agreement
- _____ 11. Rent Reasonableness Checklist
- _____ 12. Habitability Standards Checklist
- _____ 13. Lead-Based Paint Checklist
- _____ 14. Termination of Assistance Agreement
- _____ 15. Homeless Verification (category 1 or 4)
- _____ 16. Documentation to support “At Risk of Homelessness”
- _____ 17. Cancelled Checks (front and back)



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Staff and Overhead Cost Documentation Checklist

Employee compensation and overhead cost directly related to carrying out activities eligible under an ESG component are eligible **cost under that component**. 24 CFR 576.100(d)

- _____ 1. Job Description for staff charged to the grant (submit once)
- _____ 2. Timesheets (signed and charged to appropriate component)
- _____ 3. Staff Activity Logs (activities lineup with ESG component)
- _____ 4. Staff Time breakdown across multiple grants (if appropriate)
- _____ 5. Pay stubs
- _____ 6. Fringe benefits documentation
- _____ 7. Invoices for work related staff supplies
- _____ 8. Lease Agreement for office and/or shelter space (submit once)
- _____ 9. Approved Indirect Costs Rate (submit once)
- _____ 10. Milage form (signed) and verification of payment
- _____ 11. HMIS or comparable database invoice and verification of payment
- _____ 12.
- _____ 13.