



MISSISSIPPI HOME CORPORATION

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.