



MISSISSIPPI HOME CORPORATION
PROGRAM BULLETIN #25-001

TO: Federal Grants Subrecipients

FROM: Tamara Stewart, MHC, VP Federal Grants

SUBJECT: HOME-ARP- Reporting

EFFECTIVE DATE: May 27, 2025

Mississippi Home Corporation (MHC) is the state of Mississippi's recipient of the HOME American Rescue Plan (HOME-ARP) funds and is responsible for the distribution and management of these funds, ensuring that funds are used appropriately and reports are submitted in a timely manner.

This bulletin is to inform all HOME-ARP subrecipients of the updates to the **reporting requirements for Supportive Services activities**, as outlined in the **Performance Reports** section of the HOME-ARP Program Policy and Procedures Manual.

Updated Reporting Policy – Effective Immediately:

Monthly Reporting Requirement

- Subrecipients must now submit **monthly reports** to MHC **by the 7th day of the following month**.
Reports must include:
 - Number of **homeless and not homeless** households assisted
 - **Race and ethnicity, household size, and household type** of each household served.
- Reports must be submitted to home-arp.rfc@mshc.com.
- Subrecipients must use the required reporting form.

Reimbursement and Submission Compliance

Reports will not be accepted if a Request for Compensation (RFC) is not submitted for the reporting period. Agencies that do not submit their monthly reports by the 10th of the following month (a maximum extension of three business days) will have their reimbursement for pending RFCs withheld until a report is submitted to MHC. If the 10th falls on a weekend or a holiday, agencies must count three business days from the 7th of the month to determine the extension date. Timely submission of both the RFC and the monthly report is required for payment processing.

As a reminder, according to MHC's HOME-ARP, the **Requests for Cash** section, funded agencies are **required** to submit **at minimum one RFC a month**.

Please adjust your internal processes accordingly to ensure compliance. Failure to meet these revised requirements may result in delayed or denied reimbursement.