



Missouri Housing
Development Commission

2024 Emergency Solutions Grant Program **Finance Training**

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MHDC.com



Housekeeping

- This PowerPoint should be paired with the ESG 2024 Desk Guide, Funded training, and Compliance training.
- Note all dates are subject to change.



Agenda

Part I: Financial Process and Updates

Part II: Completing the ESG-212

Part III: HMIS/Comparable Database Reports

Part IV: Payment Request Follow-up Forms

Emergency Solutions Grant 2024 Key Program Changes at a Glance



- Agencies can submit two payment requests per month.
 - The 15th and the final day of the month
- The Desk Guide format has drastically changed.
- Timesheets are now required for all salary related expenses.
- When billing for transportation agencies must utilize a mileage rate calculation and keep travel logs for compliance.
- No purchase of a fixed asset that costs in excess of \$5,000.00 in total can be billed for reimbursement with ESG funds.



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Part I

Financial Process

MHDC.com



Payment Request Process - Overview

- Submit Payment Request Follow-up Forms via Grant Interface Software.
- Request may be discarded if incomplete or incorrect and must be resubmitted.
 - Agency will receive submission feedback from MHDC Administrator if corrections need to be made.
- Reimbursements are typically deposited to grantee's bank account in 4-6 weeks.



Submitting Payment Requests

1. Complete ESG-212
2. Compile necessary HMIS/Comparable database reports (if needed)
3. Complete MHDC-113 (if needed)
 - Only required for Street Outreach if no eligible clients are shown on HMIS/Comparable database report
4. Complete Payment Request Follow-up
 1. Upload ESG-212
 2. Upload HMIS/Comparable database report (if needed)
 3. Upload MHDC-113 (if needed)
 4. Answer Follow-up questions
 5. Submit Follow-up

Eligible Expenses – General



- Reimbursement Basis
 - Can only request for expenses that have been paid and incurred beforehand
 - ESG-24 funds cannot be paid in advance
- Within awarded funding components (Admin, RRH, etc.)
 - (cannot draw from other components)
- Expenses must have been incurred and paid within Grant Period
 - November 1st, 2023 - October 31st, 2024
- Agency must be insured at time of submission
- Expenses must be spent for CoC that Grant was awarded for

Eligible Expenses



- Eligible expenses are detailed in:
 - 2024 ESG Desk Guide- MHDC Website
 - 24 CFR 576 Subpart B – Federal regulations for ESG Program
- Reach out to MHDC ESG Administrator with specific questions
- Grant Award Amounts by funding component are detailed in:
 - 2024 ESG Grant Agreement, Section 3

Financial Documentation



- For every expense charged to ESG 24 MHDC needs
 1. Proof of Need
 - Timesheet, Eviction Notice, Invoice, Lease, Receipt, ETC
 2. Proof of Cleared Payment
 - Bank Statement, Credit Card Statement, Cleared Check, Receipt, ETC

- Note: A travel log is all that is needed for most transportation expenses

Financial Documentation- Timesheet



- ESG 24 will require all Employee Compensation expenses to have a Timesheet.
 - Agencies can elect to use their own timesheet, but it must track all the required information for ESG 24.
 - Date
 - Total hours worked
 - Total ESG billed hours
 - ESG Eligible Component (from the Desk Guide)
 - Signatures of both the Employee and Supervisor
- Timesheets will be counted as part of the Proof of Need



Financial Documentation- Timesheet

EMPLOYEE NAME				LAST 4 of SSN	GRANT NUMBER	PAY PERIOD START DATE		PAY PERIOD END DATE	
Connor Hawke				1234	24-800	Thursday, November 16, 2023		Thursday, November 30, 2023	
DATE	TOTAL HOURS WORKED	TOTAL ESG HOURS	ESG%	Admin - Staffing	SO - Engagement	SO - Case Management	ES - Case Management	-	-
Thursday, November 16, 2023	8	8	100.00%	2	4	1	1		
Friday, November 17, 2023	8	8	100.00%	1			7		
Saturday, November 18, 2023	0								
Sunday, November 19, 2023	0								
Monday, November 20, 2023	8	4	50.00%			4			
Tuesday, November 21, 2023	8	10	125.00%	2	3	5			
Wednesday, November 22, 2023	8	8	100.00%			4	4		
Thursday, November 23, 2023	8	8	100.00%			8			
Friday, November 24, 2023	12	12	100.00%		4	8			
Saturday, November 25, 2023	0								
Sunday, November 26, 2023	0								
Monday, November 27, 2023	4	4	100.00%			4			
Tuesday, November 28, 2023	8	4	50.00%				4		
Wednesday, November 29, 2023	8	4	50.00%				4		
Thursday, November 30, 2023	8	3	37.50%	3					
TOTALS	88	73	82.95%	8	11	34	20	0	0
% OF TOTAL HOURS				9.09%	12.50%	38.64%	22.73%	0.00%	0.00%

By signing this form we do to certify that salaries charged to the ESG grant are for time spent on eligible grant activities.

EMPLOYEE SIGNATURE: _____

DATE: _____

SUPERVISOR SIGNATURE: _____

DATE: _____





Review Process

Each Request is either Approved or Discarded

- Approvals will be marked as complete at end on the payment cycle.
 - Cannot begin Payment Request until after bi-monthly deadline
- Discards will be immediately marked as incomplete
 - Receive email notification from Grant Interface
 - Need to be corrected (“Submission Corrections” tab) and resubmitted
 - Discards DO NOT count for deadlines
 - Discarded requests count as received on the resubmission date, not the original submission date



Common Reasons for Discard

- Missing or insufficient HMIS/Comparable database report(s)
- Multiple ESG-212 forms uploaded
- Duplicate or overlapping expenses
- Expired Certificate of Insurance
- Missing authorized signature
- Overdrawing from components
- Funds spent outside of CoC
- Ineligible expenses
- Expenses paid or incurred outside of grant period
- Inconsistent amounts between ESG-212, HMIS/Comparable database report, and Follow-up
- Missing or insufficient detail description or other ESG-212 column
- No clients on roster during parts of Reporting Range
- Handwriting (except signature)
- Missing MHDC-113 (if needed)



Spending Requirements

Quarterly Spending Deadlines

- Must spend at least 50% of grant award amount by end of Q2;
 - May 1st, 2024.
- Must spend at least 75% of grant award amount by end of Q3;
 - August 1st, 2024.
- Must be 100% spent by end of Q4;
 - November 1st, 2024.
- Discarded payment request submissions do not meet this requirement
- Note that Payment Request Deadlines fall on the final day of the month, so anything submitted on these above deadlines will be applied to the next quarter

Budget Amendment



- Move funds between components
- Does not change total award amount
- Process
 1. Request amendment by emailing official letter to Drew.Geer@mhdc.com
 2. Complete and submit ESG-213 Amendment Request form
 3. Receive, sign and return Amendment Letter
 4. Executed by MHDC



Budget Amendment Timeline

- Budget Amendment Requests are reviewed on a weekly to bi-weekly basis.
- Budget Amendments have to be approved before any Payment Requests can be approved.
- Only one Amendment per quarter.



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Part II

Completing ESG-212

MHDC.com



ESG-212 Expense Detail Form

- Form available on website [here](#)
- Eligible expenses listed in ESG-24 Desk Guide
- Must use the most updated version of the form
 - ESG-212 updates will be announced with email messages to grantee's Finance Contact



ESG-212 Expense Detail Form

- Requires authorized signature
 - Signee must be on the submitted Signature Card
- Completed in Excel and submitted as PDF
 - Do not include unused sheets/pages in PDF
 - Check PDF file size is under 10 MB

ESG-212 Expense Detail Form



- Consists of a “Summary” tab that will auto-populate and a tab for each component that agency will need to fill out.
- Instructions for properly filling out the expense detail tabs are on the top of each sheet.
- When billing for salary, always include the last four digits of the employee’s SSN.

ESG-212 Expense Detail Form



- ESG-212 has 5 expense lines per page.
 - This is because we have expanded the space Detail Description.
 - Detail Description should include enough information for reviewer to better understand expenses.
 - Including how and why certain percentages are charged.



ESG-212 Expense Detail Form

- Each Component for the ESG-212 will be limited to 100 expense lines.
- Expense & Payment Types now are selected from a pull down list.
 - This allows for sub-component to be totaled and gives the reviewers consistency.
 - If the expense does not fit anything on the pull down list
 - Check the Desk Guide to make sure it's eligible
 - If you believe it is eligible then contact Brendan and/or Drew for guidance.

ESG-212 Expense Detail Form



- The excel sheet is programed to underline any possible mistakes in fields.
 - If you see any underlined information check to make sure the percent is under 100 or that dates are correct.
 - An underline does not automatically mean something is incorrect.



ESG-212 Expense Detail Form

- Homelessness Prevention & Rapid Rehousing Rental Financial Assistance will be entered into the expense fields.
 - Reports will still be required to be uploaded.



ESG-212 Signature Page

Emergency Solutions Grant Program
ESG-212 Expense Detail Form

ESG-212
Updated 1/15/2022

AGENCY NAME		GRANT NUMBER	REQUEST NUMBER	DATE
ADMINISTRATION	\$ -	<p>By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. Additionally I certify that (1) all of the expenses in this form were used to prevent, prepare for, and respond to coronavirus, among individuals and families who are homeless or receiving homeless assistance and to support additional homeless assistance and homelessness prevention activities to mitigate the impacts created by coronavirus (2) none of these expenses violate the prohibition on duplication of benefits as outlined in Section 312.42 U.S.C 5155 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (3) I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729–3730 and 3801–3812). *NOTE: If information is missing or incorrect, this form will be discarded.*</p>		
HMIS	\$ -			
STREET OUTREACH	\$ -			
EMERGENCY SHELTER	\$ -			
HOMELESSNESS PREVENTION	\$ -			
RAPID REHOUSING	\$ -			
TOTAL REQUEST	\$ -			

Authorized Signature

Printed Name

Date



ESG-212 Sub-Component Total Page

AGENCY NAME		GRANT NUMBER	REPORTING RANGE		TOTAL REQUEST	DATE	
					\$ -		
ADMINISTRATION	\$ -	STREET OUTREACH	\$ -	Insurance	\$ -	Security Deposit	\$ -
Indirect Cost Rate	\$ -	Engagement	\$ -	Security	\$ -	Utility Deposit	\$ -
Staffing	\$ -	Housing Focused Case Management	\$ -	Food for Shelter Residents	\$ -	Utility Payment	\$ -
Third-Party Administration and Accounting	\$ -	Emergency Health Services	\$ -	Furniture and Furnishings	\$ -	Utility Arrears	\$ -
Rent	\$ -	Emergency Mental Health Services	\$ -	Equipment	\$ -	RAPID REHOUSING \$ -	
Utilities	\$ -	Transportation Services	\$ -	Supplies	\$ -	Housing Search and Placement Services	\$ -
Insurance	\$ -	EMERGENCY SHELTER	\$ -	Hotel/Motel Vouchers	\$ -	Housing Stability Case Management	\$ -
Supplies	\$ -	Case Management	\$ -	Minor or Routine Maintenance	\$ -	Mediation	\$ -
Training and Travel	\$ -	Childcare	\$ -	HOMELESSNESS PREVENTION \$ -		Legal Services	\$ -
HMIS		Education Services	\$ -	Housing Search and Placement Services	\$ -	Credit Repair	\$ -
Hardware and Software	\$ -	Employment Assistance and Job Training	\$ -	Housing Stability Case Management	\$ -	Rental Payment	\$ -
Staffing	\$ -	Outpatient Health Services	\$ -	Mediation	\$ -	Rental Arrears	\$ -
Training	\$ -	Legal Services	\$ -	Legal Services	\$ -	Moving Costs	\$ -
Transportation	\$ -	Life Skills Training	\$ -	Credit Repair	\$ -	Rent Application Fees	\$ -
Rent	\$ -	Mental Health Services	\$ -	Rental Payment	\$ -	Last Month's Rent	\$ -
Utilities	\$ -	Substance Abuse Treatment Services	\$ -	Rental Arrears	\$ -	Security Deposit	\$ -
Supplies	\$ -	Transportation Services	\$ -	Moving Costs	\$ -	Utility Deposit	\$ -
Participation Fees	\$ -	Rent	\$ -	Rent Application Fees	\$ -	Utility Payment	\$ -
		Utilities	\$ -	Last Month's Rent	\$ -	Utility Arrears	\$ -



ESG-212 Admin Total Page

AGENCY NAME		GRANT NUMBER	REQUEST NUMBER	DATE
Administration Expense Types				
Indirect Cost Rate	\$ -	Insurance	\$ -	
Staffing	\$ -	Supplies	\$ -	
Third-Party Administration and Accounting	\$ -	Training and Travel	\$ -	
Rent	\$ -	ADMINISTRATION TOTAL	\$ -	
Utilites	\$ -			
INSTRUCTIONS				
<p>An HMIS or comparable database report is not required for administrative expenses, due to these costs not being recorded within the HMIS system.</p> <p>All expenses must be incurred and paid for within the grant period (11/1/2023 to 10/31/2024). Any dates outside of this range or in an inappropriate format will be underlined with conditional formatting.</p> <p>All expenses must have been paid for prior to being requested for reimbursement.</p> <p>ESG% may not exceed 100%. Any ESG% above 100% will be underlined with conditional formatting.</p> <p>Amount Paid by ESG may not exceed \$5,000.00 for a single physical asset.</p> <p>Please include the last four digits of the SSN for employee salary and benefits within the detail description.</p> <p>For each expense indicate the corresponding Expense Type.</p> <p>The expenses listed on this form will automatically populate on the "Request Summary" tab for their respective expense types under "Administration."</p>				



ESG-212 Admin Expense Entry

AGENCY NAME		GRANT NUMBER		DATE	REQUEST NUMBER	PAGE TOTAL	
						\$ 218.55	
1	Expense Type			Incurring Period Start Date	Incurring Period End Date	Paid Date	Detail Description
	Rent			11/1/2023	11/30/2023	11/2/2023	
	Vendor	Payment Type	Payment Number	Total Payment Amount	ESG%	Amount Paid by ESG	
	ABC Management	Check	58264	\$ 1,200.00	10.00%	\$ 120.00	
Nov. Rent for admin offices, percent charged based off of square footage used for admin of ESG funded Services.							
2	Expense Type			Incurring Period Start Date	Incurring Period End Date	Paid Date	Detail Description
	Supplies			2/22/2024	2/22/2024	2/22/2024	
	Vendor	Payment Type	Payment Number	Total Payment Amount	ESG%	Amount Paid by ESG	
	Amazon.com	Credit Card	4141	\$ 98.55	100.00%	\$ 98.55	
Office supplies used by Case Managers, File folders, 4 reams of paper							
3	Expense Type			Incurring Period Start Date	Incurring Period End Date	Paid Date	Detail Description
	Vendor	Payment Type	Payment Number	Total Payment Amount	ESG%	Amount Paid by ESG	
4	Expense Type			Incurring Period Start Date	Incurring Period End Date	Paid Date	Detail Description
	Vendor	Payment Type	Payment Number	Total Payment Amount	ESG%	Amount Paid by ESG	
5	Expense Type			Incurring Period Start Date	Incurring Period End Date	Paid Date	Detail Description
	Vendor	Payment Type	Payment Number	Total Payment Amount	ESG%	Amount Paid by ESG	



ESG-212 Admin Expense Entry

1	Expense Type			Incurred Period Start Date	Incurred Period End Date	Paid Date	Detail Description
	Rent			11/1/2023	11/30/2023	11/2/2023	
Vendor	Payment Type	Payment Number	Total Payment Amount	ESG%	Amount Paid by ESG		
ABC Management	Check	58264	\$ 1,200.00	10.00%	\$ 120.00		
2	Expense Type			Incurred Period Start Date	Incurred Period End Date	Paid Date	Detail Description
	Supplies			2/22/2024	2/22/2024	2/22/2024	
	Vendor	Payment Type	Payment Number	Total Payment Amount	ESG%	Amount Paid by ESG	
	Amazon.com	Credit Card	4141	\$ 98.55	100.00%	\$ 98.55	

ESG-212 Emergency Expense Entry



Subcomponent and Expense Type		Incurred Period Start Date	Incurred Period End Date	Paid Date	Detail Description		
1	Rent		11/1/2023	11/30/2023	<u>11/2/2023</u>	Nov. Rent for Shelter, percent charged based off of square footage used for Emergency Shelter minus admin offices	
	Vendor	Payment Type	Payment Number	Total Payment Amount	ESG%		Amount Paid by ESG
	ABC Management	Check	58264	\$ 1,200.00	90.00%		\$ 1,080.00
Subcomponent and Expense Type		Incurred Period Start Date	Incurred Period End Date	Paid Date	Detail Description		
2	Utilities		2/1/2024	2/29/2024	3/5/2024	Feb. Gas Utility for Shelter, minus the Admin Office square footage, due to a half percent rounding extra cent added to Admin	
	Vendor	Payment Type	Payment Number	Total Payment Amount	ESG%		Amount Paid by ESG
	Spire	ACH	1997	\$ 54.85	89.99%		\$ 49.36
Subcomponent and Expense Type		Incurred Period Start Date	Incurred Period End Date	Paid Date	Detail Description		
3	Case Management		2/1/2024	2/15/2024	2/19/2024	SS#4554 - Salary for Case Manager, 40 hours worked in Case Management	
	Vendor	Payment Type	Payment Number	Total Payment Amount	ESG%		Amount Paid by ESG
	Hawke, Connor	Direct Deposit	19997	\$ 2,000.00	50.00%		\$ 1,000.00
Subcomponent and Expense Type		Incurred Period Start Date	Incurred Period End Date	Paid Date	Detail Description		
4	Education Services		2/1/2024	2/15/2024	2/19/2024	SS#4554 - Salary for Case Manager, 20 hours worked in leading weekly employment classes	
	Vendor	Payment Type	Payment Number	Total Payment Amount	ESG%		Amount Paid by ESG
	Hawke, Connor	Direct Deposit	19997	\$ 2,000.00	25.00%		\$ 500.00

ESG-212 HP & RRH Expense Entry



1	Expense Type			Incurring Period Start Date	Incurring Period End Date	Paid Date	Detail Description
	Rental Payment			11/1/2023	11/30/2023	<u>11/4/2023</u>	
	Vendor	Payment Type	Payment Number	Total Payment Amount	ESG%	Amount Paid by ESG	Client #375612 1st months rent
	Rental Estates	Check	50451	\$ 3,000.00	33.33%	\$ 1,000.00	
2	Expense Type			Incurring Period Start Date	Incurring Period End Date	Paid Date	Client #375612 1st months rent
	Security Deposit			11/1/2023	11/1/2023	11/4/2023	Client #375612 Security Deposit, 2 times monthly rent
	Vendor	Payment Type	Payment Number	Total Payment Amount	ESG%	Amount Paid by ESG	
	Rental Estates	Check	50451	\$ 3,000.00	66.67%	\$ 2,000.00	
3	Expense Type			Incurring Period Start Date	Incurring Period End Date	Paid Date	Detail Description
	Rental Arrears			<u>5/1/2020</u>	<u>10/31/2020</u>	11/1/2023	
	Vendor	Payment Type	Payment Number	Total Payment Amount	ESG%	Amount Paid by ESG	Client #375612, 5 months of rental arrears, \$2,500 in rent; \$300 in late fees
	Ranch Rental	Check	50450	\$ 2,800.00	100.00%	\$ 2,800.00	

REQUIREMENTS FOR PROVIDING RENTAL ASSISTANCE



- **MAXIMUM ASSISTANCE**

- Rental assistance must not exceed 24 months during any three-year period.
- A certification of receipt of ESG assistance must be completed by the client, via form ESG-204, to ensure eligible client assistance.

REQUIREMENTS FOR PROVIDING RENTAL ASSISTANCE



■ RENT RESTRICTIONS

- Rent for units assisted with ESG must not exceed the lesser of the rent reasonableness standard or Fair Market Rent (FMR) limits.
- Rent must be reasonable when compared to three other units with the same number of bedrooms and similar size, type, and amenities within the community.
- When determining a unit's compliance with rent reasonableness and FMR, all utilities paid for by the resident must be included in the total rental cost.

REQUIREMENTS FOR PROVIDING RENTAL ASSISTANCE



■ MAXIMUM UNIT SIZE FOR RENT RESTRICTIONS

	1 Bedroom	2 Bedroom	3 Bedroom	4 Bedroom
Minimum	1 person	2 people	3 people	4 people
Maximum	2 people	3 people	4 people	6 people

- Rent reasonableness and FMR compliance should be based on both the number of bedrooms of the unit and the size of the household. The table above shows the minimum and maximum number of people that are eligible to occupy different unit sizes.

REQUIREMENTS FOR PROVIDING RENTAL ASSISTANCE



■ MAXIMUM UNIT SIZE FOR RENT RESTRICTIONS

- If there are no units available in the community that comply with the rent reasonableness and FMR standards of the program participant's household size, grantees can request a household composition exemption from MHDC prior to placing the participant in housing.
- This exemption would allow the grantee to put the participant household in a unit that exceeds their household size. Grantees may email the ESG Administrator at drew.geer@mhdc.com to request a household exemption.

REQUIREMENTS FOR PROVIDING RENTAL ASSISTANCE



- RENTAL ASSISTANCE AGREEMENTS
 - ESG grantees providing rental assistance must enter into a rental assistance agreement with the owner of the housing.
 - This documented agreement establishes the terms under which rental assistance will be provided, and it requires the owner to provide a copy of any notice provided to program participants to vacate the housing unit or any complaint used under state or local law to evict the program participant to the agency providing ESG rental assistance.

REQUIREMENTS FOR PROVIDING RENTAL ASSISTANCE



■ LEASES

- Each program participant receiving rental assistance must have a legally binding, written lease for the rental unit. This must be between the owner and the program participant.
- For assistance that is solely for rental arrears, an oral agreement may be accepted in place of a written lease, if the agreement gives the program participant an enforceable leasehold interest under state law and the agreement and rent owed are sufficiently documented by the owner's financial records, rent ledgers, or canceled checks.



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Part III

HMIS/Comparable Database Reports

MHDC.com

HMIS / Comparable Database



- Data on all persons served and activities assisted under ESG must be entered into HMIS/comparable database
- It is the responsibility of the grantee to ensure that all required data is compliant with HMIS Data Standards
- Victim service provider or a legal services provider may use a comparable database



Reports Required with...

- Administration and HMIS
 - Never required
- Street Outreach & Emergency Shelter
 - Client roster always required
 - Must reflect clients served during full Reporting Range
 - MHDC-113 required for Street Outreach if no eligible clients on client roster
- Homelessness Prevention and Rapid Rehousing
 - Direct assistance report required if requesting Rental Assistance or Financial Assistance
 - Roster report required if not requesting Rental Assistance or Financial Assistance

Roster Report



Report Date [REDACTED]
 Project(s) [REDACTED]
 Street Address [REDACTED]
 City, State & Zip [REDACTED]

Grant ID [REDACTED]
 Agency Contact [REDACTED]
 Contact Phone [REDACTED]
 Contact Email [REDACTED]

Client Roster

Client/ Group ID	Client ID	Count Clients in HH	Entry Date	Exit Date	LOS (days)	Relationship to HoH	Gender	Age	County
[REDACTED]	[REDACTED]	1	[REDACTED]	[REDACTED]	12	Self (head of household)	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	1	[REDACTED]	[REDACTED]	73	Self (head of household)	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	1	[REDACTED]	[REDACTED]	71	Self (head of household)	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	1	[REDACTED]	[REDACTED]	67	Self (head of household)	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	1	[REDACTED]	[REDACTED]	29	Self (head of household)	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	1	[REDACTED]	[REDACTED]	28	Self (head of household)	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	1	[REDACTED]	[REDACTED]	42	Self (head of household)	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	4	[REDACTED]	[REDACTED]	53	Head of household's child	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]		[REDACTED]	[REDACTED]	53	Head of household's child	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]		[REDACTED]	[REDACTED]	53	Head of household's spouse or partner	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]		[REDACTED]	[REDACTED]	53	Self (head of household)	[REDACTED]	[REDACTED]	[REDACTED]

Homelessness Prevention and Rapid Rehousing Report



[Redacted] - ESG Billing Report
 Reporting Period: [Redacted]

Report Date	[Redacted]	Grant ID	[Redacted]
Agency & Project	[Redacted]	Amount Awarded	[Redacted]
Street Address	[Redacted]	Funding Source(s) Included	[Redacted]
City, State & Zip	[Redacted]		
Agency Contact	[Redacted]		
Contact Phone	[Redacted]		
Contact Email	[Redacted]		

Itemized Report							
Primary Client ID	County	Amount Paid	Payment/Service Type	Payee	Adults	Children	Date
[Redacted]	[Redacted]	[Redacted]	Rental arrears	[Redacted]	[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]	Rental assistance	[Redacted]	[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]	Utility arrears	[Redacted]	[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]	Rental assistance	[Redacted]	[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]	Rental arrears	[Redacted]	[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]	Rental assistance	[Redacted]	[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]	Rental arrears	[Redacted]	[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]	Rental assistance	[Redacted]	[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]	Utility arrears	[Redacted]	[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]	Utility assistance	[Redacted]	[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]	Rental assistance	[Redacted]	[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]	Rental assistance	[Redacted]	[Redacted]	[Redacted]	[Redacted]



Missouri Housing
Development Commission



Part IV

Payment Request Follow-up Forms

MHDC.com



Payment Request Follow-ups

- Access here: <https://www.grantinterface.com/Home/Logon?urlkey=mhdc>
- Assigned to either Applicant or Financial Contact.
- Assigned two for every month of the grant.
- Payment Requests are sequential.

Payment Request Follow-ups



ESG 23 Payment Request Summary

ESG 2023 Grant Number and CoC

Administration Request Total 1*
Total Administration request for this submission. If this request does not include any Administration expenses, write "0.00"
\$

HMIS Request Total 1*
Total HMIS request for this submission. If this request does not include any HMIS expenses, write "0.00"
\$

Street Outreach Request Total 1*
Total Street Outreach request for this submission. If this request does not include any Street Outreach expenses, write "0.00"
\$

Emergency Shelter Request Total 1*
Total Emergency Shelter request for this submission. If this request does not include any Emergency Shelter expenses, write "0.00"
\$

Homelessness Prevention Request Total 1*
Total Homelessness Prevention request for this submission. If this request does not include any Homelessness Prevention expenses, write "0.00"
\$

Rapid Rehousing Request Total 1*
Total Rapid Rehousing request for this submission. If this request does not include any Rapid Rehousing expenses, write "0.00"
\$

Total Request 1*
Total request for all components (including Administration) on this submission
\$

Payment Request Submission Upload 1 (ESG-212)*
Upload the organization's expense detail forms (ESG-212) in pdf format
Only include the pages that were used
Upload a file [10 MiB allowed]

HMIS Report 1
Upload the organization's HMIS report in pdf format. Only include reports for components requested in the Expenses Detail Form that require an HMIS report
Upload a file [5 MiB allowed]

MHDC-113 Street Outreach Engagement Tracking
If the HMIS report attached to this payment request includes a Street Outreach Roster that shows no clients, you are **REQUIRED** to submit a filled out and signed copy of CI-113 in pdf format. If your roster includes clients, you do not need to submit this form. This form can be accessed at our website here.
You must indicate each date you provided service, the number of individuals served for each date, and a brief description of the services provided for the full Reporting Range from the Street Outreach Expense Detail page of the attached ESG-212 form. Only include the pages that were used.
Failure to submit this form in instances where it is required will lead to discard.
Upload a file [5 MiB allowed]

> Submission Corrections

- Main Part of the Payment Request Follow-up.
- This is where all your information will go.

Payment Request Follow-ups



ESG 23 Payment Request Summary

ESG 2023 Grant Number and CoC

Administration Request Total 1*

Total Administration request for this submission. If this request does not include any Administration expenses, write "0.00"

HMIS Request Total 1*

Total HMIS request for this submission. If this request does not include any HMIS expenses, write "0.00"

Street Outreach Request Total 1*

Total Street Outreach request for this submission. If this request does not include any Street Outreach expenses, write "0.00"

Emergency Shelter Request Total 1*

Total Emergency Shelter request for this submission. If this request does not include any Emergency Shelter expenses, write "0.00"

Homelessness Prevention Request Total 1*

Total Homelessness Prevention request for this submission. If this request does not include any Homelessness Prevention expenses, write "0.00"

Rapid Rehousing Request Total 1*

Total Rapid Rehousing request for this submission. If this request does not include any Rapid Rehousing expenses, write "0.00"

Total Request 1*

Total request for all components (including Administration) on this submission

- Fill out all the Totals for each component.
 - This includes components you do not have funding in.

Payment Request Follow-ups



Payment Request Submission Upload 1 (ESG-212)*

Upload the organization's expense detail forms (ESG-212) in pdf format

Only include the pages that were used

Upload a file [10 MiB allowed]

HMIS Report 1

Upload the organization's HMIS report in pdf format. Only include reports for components requested in the Expenses Detail Form that require an HMIS report

Upload a file [5 MiB allowed]

MHDC-113 Street Outreach Engagement Tracking

If the HMIS report attached to this payment request includes a Street Outreach Roster that shows no clients, you are **REQUIRED** to submit a filled out and signed copy of CI-113 in pdf format. If your roster includes clients, you do not need to submit this form. This form can be accessed at our website [here](#).

You must indicate each date you provided service, the number of individuals served for each date, and a brief description of the services provided for the full Reporting Range from the Street Outreach Expense Detail page of the attached ESG-212 form. Only include the pages that were used.

Failure to submit this form in instances where it is required will lead to discard.

Upload a file [5 MiB allowed]

> Submission Corrections



Payment Request Follow-ups

> ESG 23 Payment Request Summary

▼ Submission Corrections

Submission Corrections Notes 1

Please direct questions regarding submissions corrections to the Housing Program Administrator

Empty text input area for submission corrections notes.

10,000 characters left of 10,000



Important ESG Contacts

- Drew Geer, ESG Program Administrator
 - drew.geer@mhdc.com
 - 816-759-6630
 - Program technical assistance, budget amendments, general inquires/eligibility questions
- Brendan Irving, ESG Financial Administrator
 - brendan.irivng@mhdc.com
 - 816-759-2875
 - Payment requests technical assistance, grant interface questions, ESG-212 inquires