



**Missouri Housing**  
Development Commission

# 2023 Emergency Solutions Grant Program **Finance Training**

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MHDC.com

# Housekeeping

- This PowerPoint should be paired with the ESG 2023 Desk Guide, Funded training, and Compliance training.
- Note all dates are subject to change.
- There will be additional trainings released that cover the compliance aspects of the ESG program.

# Agenda

Part I: Financial Process

Part II: Completing the ESG-212

Part III: HMIS/Comparable Database Reports

Part IV: Payment Request Follow-up Forms

# Emergency Solutions Grant 2023 Key Program Changes at a Glance

- Agencies can now submit two payment requests per month.
  - The 15th and the final day of the month
- Acceptable payment types clarified and added to the Desk Guide.
- When billing for transportation agencies must utilize a mileage rate calculation and keep travel logs for compliance.
- No purchase of a fixed assets that costs in excess of \$5,000.00 in total can be billed for reimbursement with ESG funds.

# Emergency Solutions Grant Program Operational Structure

- ESG-23 is funded by a combination of Annual ESG funds and ESG-CV funds.
  - While ESG-23 is being funded partially with ESG-CV funds, none of the ESG-CV waivers will be applicable. The program will run under regular ESG regulations.
- There will be no NOFA for additional ESG-CV funds in 2023. All allocated and recaptured ESG-CV funds have been folded into ESG-23.
- The ESG-23 Grant Year is November 1<sup>st</sup>, 2022 – October 31<sup>st</sup>, 2023.



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# Part I

## Financial Process

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# 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.
- All payment requests are submitted monthly to DSS (by MHDC).
- 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 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-23 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 1, 2022 - October 31, 2023
- 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:
  - 2023 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:
  - 2023 ESG Grant Agreement, Section 3

# Financial Documentation

- For every expense charged to ESG 23 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: Travel is all that is needed for most transportation expenses

# 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 1, 2023.
- Must spend at least 75% of grant award amount by end of Q3; August 1, 2023.
- Must be 100% spent by end of Q4; November 1, 2023.
- 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 would 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](mailto: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

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# ESG-212 Expense Detail Form

- Form available on website [here](#)
- Eligible expenses listed in ESG-23 Desk Guide
- Must use the most updated version of the form
  - ESG-212 updates will be announced with emails 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 now has 5 expense lines per page instead of 10.
  - This is because we have expanded the space Detail Description per agency requests.
  - Detail Description should now 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 now 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.

# ESG-212 Expense Detail Form

- The excel sheet is programmed 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

- Unlike previous years, 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

Emergency Solutions Grant Program  
ESG-212 Expense Detail Form

ESG-212  
Updated 1/15/2022

| ADMINISTRATION                            | \$ - | EMERGENCY SHELTER                      | \$ - | AGENCY NAME                                   |      |  |
|---|------|--|------|---|------|--|
| Indirect Cost Rate                        | \$ - | Case Management Salary                 | \$ - |   |      |  |
| Supplies                                  | \$ - | Child Care                             | \$ - | GRANT NUMBER                                  |      | Total Request                                      |
| Management, Oversight, and Coordination   | \$ - | Education Services                     | \$ - | REQUEST NUMBER                                |      | \$ -   |
| Training                                  | \$ - | Employment Assistance and Job Training | \$ - | DATE  |      |  |
| Third-Party Administration and Accounting | \$ - | Outpatient Health Services             | \$ - | HOMELESSNESS PREVENTION                       | \$ - | RAPID REHOUSING \$ -                               |
| Rent                                      | \$ - | Legal Services                         | \$ - | Housing Search and Placement Services         | \$ - | Housing Search and Placement Services \$ -         |
| Utilities                                 | \$ - | Life Skills Training                   | \$ - | Housing Stability Case Management             | \$ - | Housing Stability Case Management \$ -             |
| Travel                                    | \$ - | Mental Health Services                 | \$ - | Mediation                                     | \$ - | Mediation \$ -                                     |
| HMIS                                      | \$ - | Substance Abuse Treatment Services     | \$ - | Legal Services                                | \$ - | Legal Services \$ -                                |
| Hardware and Software                     | \$ - | Transportation                         | \$ - | Credit Repair                                 | \$ - | Credit Repair \$ -                                 |
| Staff                                     | \$ - | ESSENTIAL SERVICES                     | \$ - | HOUSING RELOCATION AND STABILIZATION SERVICES | \$ - | HOUSING RELOCATION AND STABILIZATION SERVICES \$ - |
| Training                                  | \$ - | Rent                                   | \$ - | Rental Payment                                | \$ - | Rental Payment \$ -                                |
| HMIS Participation Fees                   | \$ - | Utilities                              | \$ - | Rental Arrears                                | \$ - | Rental Arrears \$ -                                |
| Rent                                      | \$ - | Insurance                              | \$ - | RENTAL ASSISTANCE                             | \$ - | RENTAL ASSISTANCE \$ -                             |
| Utilities                                 | \$ - | Security                               | \$ - | Moving Costs                                  | \$ - | Moving Costs \$ -                                  |
| Travel                                    | \$ - | Food                                   | \$ - | Rent Application Fees                         | \$ - | Rent Application Fees \$ -                         |
| STREET OUTREACH                           | \$ - | Furniture/Furnishings                  | \$ - | Last Month's Rent                             | \$ - | Last Month's Rent \$ -                             |
| Engagement                                | \$ - | Equipment/Supplies                     | \$ - | Security Deposit                              | \$ - | Security Deposit \$ -                              |
| Case Management                           | \$ - | Hotel/Motel Vouchers                   | \$ - | Utility Deposit                               | \$ - | Utility Deposit \$ -                               |
| Emergency Health Services                 | \$ - | Minor or Routine Maintenance           | \$ - | Utility Payment                               | \$ - | Utility Payment \$ -                               |
| Emergency Mental Health Services          | \$ - | OPERATIONS                             | \$ - | Utility Arrears                               | \$ - | Utility Arrears \$ -                               |
| Transportation                            | \$ - |  |      | FINANCIAL ASSISTANCE                          | \$ - | FINANCIAL ASSISTANCE \$ -                          |



# ESG-212 Admin Total Page

Administration Expense Detail - Page 1

ESG-212

Updated 1/15/2023

| AGENCY NAME                               |    | GRANT NUMBER | REQUEST NUMBER              | DATE        |
|---|----|--------------|-----------------------------|-------------|
| Administration Expense Types              |    |              |                             |             |
| Indirect Cost Rate                        | \$ | -            | Rent                        | \$ -        |
| Supplies                                  | \$ | -            | Utilities                   | \$ -        |
| Management, Oversight, and Coordination   | \$ | -            | Travel                      | \$ -        |
| Training                                  | \$ | -            | <b>ADMINISTRATION TOTAL</b> | <b>\$ -</b> |
| Third-Party Administration and Accounting | \$ | -            |                             |             |

#### INSTRUCTIONS

An HMIS or comparable database report is not required for administrative expenses, due to these costs not being recorded within the HMIS system. All expenses must be incurred and paid for within the grant period (11/1/2022 to 10/31/2023). Any dates outside of this range or in an inappropriate format will be underlined with conditional formatting. All expenses must have been paid for prior to being requested for reimbursement. ESG% may not exceed 100%. Any ESG% above 100% will be underlined with conditional formatting. Amount Paid by ESG may not exceed \$5,000.00 for a single physical asset. Please include the last four digits of the SSN for employee salary and benefits within the detail description. For each expense indicate the corresponding Expense Type. The expenses listed on this form will automatically populate on the "Request Summary" tab for their respective expense types under "Administration".

# ESG-212 Admin Expense Entry

Administration Expense Detail - Page 2

ESG-212

Updated 1/15/2023

| AGENCY NAME |                |              | GRANT NUMBER               | REQUEST NUMBER           | DATE      |                    |  |
|-------------|----------------|--------------|----------------------------|--------------------------|-----------|--------------------|--|
| 1           | Expense Type   |              | Incurred Period Start Date | Incurred Period End Date | Paid Date | Detail Description |  |
|             | Rent           |              | 2/1/2023                   | 2/28/2023                | 2/4/2023  |                    |  |
|             | Vendor         | Payment Type | Payment Number             | Total Expense Amount     | ESG%      |                    | Amount Paid by ESG   |
|             | ABC Management | Check        | 4591                       | \$ 1,200.00              | 10.00%    | \$ 120.00          | Feb. rent payment for offices, percent charged based off of square footage used for ESG funded services. |
| 2           | Expense Type   |              | Incurred Period Start Date | Incurred Period End Date | Paid Date | Detail Description |  |
|             | Supplies       |              | 2/22/2023                  | 2/22/2023                | 2/22/2023 |                    |  |
|             | Vendor         | Payment Type | Payment Number             | Total Expense Amount     | ESG%      |                    | Amount Paid by ESG   |
|             | Amazon.com     | Credit Card  | 4554                       | \$ 120.00                | 100.00%   | \$ 120.00          | Office Supplies used by Case Mangers, file folders, 4 reams of paper                                     |
| 3           | Expense Type   |              | Incurred Period Start Date | Incurred Period End Date | Paid Date | Detail Description |  |
|             |                |              |                            |                          |           |                    |  |
|             | Vendor         | Payment Type | Payment Number             | Total Expense Amount     | ESG%      |                    | Amount Paid by ESG   |
|             |                |              |                            |                          |           |                    |  |
| 4           | Expense Type   |              | Incurred Period Start Date | Incurred Period End Date | Paid Date | Detail Description |  |
|             |                |              |                            |                          |           |                    |  |
|             | Vendor         | Payment Type | Payment Number             | Total Expense Amount     | ESG%      |                    | Amount Paid by ESG   |
|             |                |              |                            |                          |           |                    |  |
| 5           | Expense Type   |              | Incurred Period Start Date | Incurred Period End Date | Paid Date | Detail Description |  |
|             |                |              |                            |                          |           |                    |  |
|             | Vendor         | Payment Type | Payment Number             | Total Expense 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           |              |                | 2/1/2023                   | 2/28/2023                | 2/4/2023           |  |
|   | Vendor         | Payment Type | Payment Number | Total Expense Amount       | ESG%                     | Amount Paid by ESG | Feb. rent payment for offices, percent charged based off of square footage used for ESG funded services. |
|   | ABC Management | Check        | 4591           | \$ 1,200.00                | 10.00%                   | \$ 120.00          |  |
| 2 | Expense Type   |              |                | Incurred Period Start Date | Incurred Period End Date | Paid Date          | Detail Description   |
|   | Supplies       |              |                | 2/22/2023                  | 2/22/2023                | 2/22/2023          |  |
|   | Vendor         | Payment Type | Payment Number | Total Expense Amount       | ESG%                     | Amount Paid by ESG | Office Supplies used by Case Mangers, file folders, 4 reams of paper                                     |
|   | Amazon.com     | Credit Card  | 4554           | \$ 120.00                  | 100.00%                  | \$ 120.00          |  |

# ESG-212 Emergency Expense Entry

|   |   |                |                |                             |                           |                    |  |
|---|---|----------------|----------------|-----------------------------|---------------------------|--------------------|--|
| 1 | Subcomponent and Expense Type               |                |                | Incurring Period Start Date | Incurring Period End Date | Paid Date          | Detail Description   |
|   | Operations - Rent                           |                |                | 2/1/2023                    | 2/28/2023                 | 2/3/2023           |  |
|   | Vendor                                      | Payment Type   | Payment Number | Total Expense Amount        | ESG%                      | Amount Paid by ESG | Feb. Rent for Shelter  |
|   | ABC Management                              | Debit Card     | 4556           | \$ 2,500.00                 | 100.00%                   | \$ 2,500.00        |  |
| 2 | Subcomponent and Expense Type               |                |                | Incurring Period Start Date | Incurring Period End Date | Paid Date          | Detail Description   |
|   | Operations - Utilities                      |                |                | 2/1/2023                    | 2/208/2023                | 3/5/2023           |  |
|   | Vendor                                      | Payment Type   | Payment Number | Total Expense Amount        | ESG%                      | Amount Paid by ESG | Feb. Gas Utility for Shelter   |
|   | Spire                                       | Check          | 58561          | \$ 54.85                    | 100.00%                   | \$ 54.85           |  |
| 3 | Subcomponent and Expense Type               |                |                | Incurring Period Start Date | Incurring Period End Date | Paid Date          | Detail Description   |
|   | Essential Services - Case Management Salary |                |                | 2/1/2023                    | 2/15/2023                 | 2/15/2023          |  |
|   | Vendor                                      | Payment Type   | Payment Number | Total Expense Amount        | ESG%                      | Amount Paid by ESG | SS#4554 - Salary for Case Manager, 20 hours worked Shelter Case Management |
|   | Smith, Taylor                               | Direct Deposit | 7580           | \$ 1,500.00                 | 50.00%                    | \$ 750.00          |  |

# ESG-212 HP & RRH Expense Entry

|   |   |                |                |                            |                          |                    |                    |
|---|---|----------------|----------------|----------------------------|--------------------------|--------------------|--------------------|
| 1 | Expense Type  |                |                | Incurred Period Start Date | Incurred Period End Date | Paid Date          | Detail Description |
|   | Rental Assistance - Rental Payment  |                |                | 2/1/2023                   | 2/28/2023                | <u>1/31/2023</u>   |                    |
|   | Vendor  | Payment Type   | Payment Number | Total Expense Amount       | ESG%                     | Amount Paid by ESG |                    |
|   | Rental Estates  | Check          | 8533           | \$ 550.00                  | 100.00%                  | \$ 550.00          |                    |
| 2 | Expense Type  |                |                | Incurred Period Start Date | Incurred Period End Date | Paid Date          | Detail Description |
|   | Rental Assistance - Rental Arrears  |                |                | 11/1/2022                  | 1/31/2023                | 1/31/2023          |                    |
|   | Vendor  | Payment Type   | Payment Number | Total Expense Amount       | ESG%                     | Amount Paid by ESG |                    |
|   | Rental Estates  | Check          | 8532           | \$ 1,650.00                | 100.00%                  | \$ 1,650.00        |                    |
| 3 | Expense Type  |                |                | Incurred Period Start Date | Incurred Period End Date | Paid Date          | Detail Description |
|   | Housing Relocation and Stabilization Services - Housing Stability Case Management |                |                | 2/1/2023                   | 2/15/2023                | 2/15/2023          |                    |
|   | Vendor  | Payment Type   | Payment Number | Total Expense Amount       | ESG%                     | Amount Paid by ESG |                    |
|   | Smith, Taylor   | Direct Deposit | 7580           | \$ 1,500.00                | 50.00%                   | \$ 750.00          |                    |

# ESG-212 Spilt Salary Expense Entry

| 3             | Subcomponent and Expense Type               |              |                | Incurring Period Start Date | Incurring Period End Date | Paid Date  | Detail Description |
|---------------|---|--------------|----------------|-----------------------------|---------------------------|--|--------------------|
|               | Essential Services - Case Management Salary |              |                | 2/1/2023                    | 2/15/2023                 | 2/15/2023  |                    |
|               | Vendor                                      | Payment Type | Payment Number | Total Expense Amount        | ESG%                      | Amount Paid by ESG   |                    |
| Smith, Taylor | Direct Deposit                              | 7580         | \$ 1,500.00    | 50.00%                      | \$ 750.00                 | SS#4554 - Salary for Case Manager, 20 hours worked Shelter Case Management |                    |

| 3             | Expense Type  |              |                | Incurring Period Start Date | Incurring Period End Date | Paid Date   | Detail Description |
|---------------|---|--------------|----------------|-----------------------------|---------------------------|---|--------------------|
|               | Housing Relocation and Stabilization Services - Housing Stability Case Management |              |                | 2/1/2023                    | 2/15/2023                 | 2/15/2023   |                    |
|               | Vendor  | Payment Type | Payment Number | Total Expense Amount        | ESG%                      | Amount Paid by ESG  |                    |
| Smith, Taylor | Direct Deposit  | 7580         | \$ 1,500.00    | 50.00%                      | \$ 750.00                 | SS#4554 - Salary for Case Manager, 20 hours worked HP Case Management |                    |





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# Part III

## HMIS/Comparable Database Reports

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# 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
  - Highlight expenses you bill for if report includes expenses not being reimbursed

# Client Roster

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/<br>Group ID | Client ID  | Count Clients in<br>HH | Entry Date | Exit Date  | LOS<br>(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] | 4                      | [REDACTED] | [REDACTED] | 53            | Head of household's child             | [REDACTED] | [REDACTED] | [REDACTED] |
| [REDACTED]          | [REDACTED] | 4                      | [REDACTED] | [REDACTED] | 53            | Head of household's spouse or partner | [REDACTED] | [REDACTED] | [REDACTED] |
| [REDACTED]          | [REDACTED] | 4                      | [REDACTED] | [REDACTED] | 53            | Self (head of household)              | [REDACTED] | [REDACTED] | [REDACTED] |

# Direct Assistance 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

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# Important ESG Contacts

- Drew Geer, ESG Program Administrator
  - [drew.geer@mhdc.com](mailto: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](mailto:brendan.irivng@mhdc.com)
  - 816-759-2875
  - Payment requests technical assistance, grant interface questions, ESG-212 inquires