### **ESG Requisition Forms**

Or: How I Learned to Stop Worrying and Love Excel

# **Purpose of Presentation**

- At the End of this Presentation, you should be able to:
  - Fill out a Requisition form with confidence and accuracy
  - Understand how the Requisition form works
  - Know how to submit a Requisition Form

# Presentation Table of Contents

- I. Basic Information About the Forms
  - What the Forms are For
  - When to Submit / When you'll get paidHow to Fill out and Submit the Form
- II. Steps to Use Each of the Three Forms
  - Emergency Services Form
  - Housing Stabilization Form
  - Non-Client Payment Form
- |||.

# For what is this form?

- Simply put, this form is how you get paid. This form tells the state what services have been rendered, to whom, and what payment your organization is due
- For ease of use and Uniformity this form has been made to be used in Excel, and then printed and signed
- The first two forms are for client-based payments for things like financial assistance. The third slide is for non-client-based payments, such as staff costs, or shelter operating costs

### When should this be Submitted?

- Requisition Forms should be submitted by the 15<sup>th</sup> of the month, for the previous month
- If the State receives payment by the 15<sup>th</sup>, your agency should receive payment by the 5<sup>th</sup> of the next month
- If you cannot get the form in by the 15<sup>th</sup>, you will still be paid, but one month later

### Street Outreach and Emergency Shelter Requisition Form

Requisition for NC ESG Program								
Client Regu	isition			Contract \$:				
				Contractor				
			Dat	e of requirition:				
				CHIN client ID:				
		Street Outreach or	Emorgone;	Shelter client;				
Documentation for each individual must be submitted separately. This requisition can only contain information for 1 household.								
		Documentation		ce covers this				
	Dollars	submitted with	period					
Street Outrea		requisition	(1000000	44444	Documentation included in the participant's file			
Contracted servi	ce for this par				* invoice for the service.			
engagement		Receipt, invoice,	from:		1			
		Receipt, invoice,	to:		1			
case management		or copy of	from:		1			
emergency		Receipt, invoice,	to: From:		I I			
health services		Receipt, involce,	to:					
emergency		Receipt, invoice,			1			
mental health		or copy of	from:		4			
services		check.	to:		I			
transportation		Receipt, invoice,	from:		1			
		or copy of	to:		1			
outreach and		Receipt, invoice,	from:		I i			
engagement		or copy of	to:					
					I			
		Documentation		ce covers this				
Emergency	Dollars	submitted with	period		1			
Shelter	Requested	requisition	100000	44444	Documentation included in the participant's file			
	·				* invoice for the service.			
Contracted servi	ce ror this par				4			
case		Receipt, invoice, or copy of			I I I I I I I I I I I I I I I I I I I			
management		check.	from:		I I I I I I I I I I I I I I I I I I I			
-			to:		1			
child care		Receipt, invoice,	from:		1			
cinid core		or copy of	to:		]			
education		Receipt, invoice,	from:					
services		or copy of	to:		1			
		Receipt, invoice,	from:		1			
legal services		or copy of	to:		1			
		check.			1			
transportation		Receipt, invoice,	from:		1			
		or copy of	to:		1			
mental health		Receipt, invoice,	from:		1			
services		or copy of	to:		1			
substance abuse		Receipt, invoice,	from:		1 · · · · · · · · · · · · · · · · · · ·			
treatment		or copy of	to:					
outpatient		check. Receipt, invoice,	from:		1			
health services		or copy of	to:		1			
life skills		Receipt, invoice,	from:					
training		or copy of	to:		1			
employment		Receipt, invoice,	from:		1			
assist & job		or copy of	rrom:		1			
training		check.	to:		I I			
			.0.		Signed Representative			
					orgined hepresentative			
Requisition	Totale				Drink d News			
nequiation	. otara				Printed Name			
~								
	et Outreach				Title			
	ency Shelter							
	a/Evaluation	NA			Signature			
Ad	ministration	NA						
	Total		\$0.00		]			

# How to Use the Top Box

	Requisition for NC ESG Program		
	<b>Client Requisition</b>	Contract #:	28788
Requisition Client R		Contractor	Loving Peace, Inc.
		Date of requisition:	10/1/2012
		CHIN client ID:	12345
	St	reet Outreach or Emergency Shelter client:	Street Outreach

- Contract #: Your 5 digit DHHS Contract number
- Contractor: The name of your organization
- Date of Requisition: Date Service Provided
- Street Outreach or Emergency Shelter: This is a drop box, you must select one of the choices, as this is how the requisition form populates the total dollars

## How to use the Middle Box

 The Middle Box is there to show what services were rendered, on what date, and how much the agency would like to be paid for said services. This is an example of a blank one for Emergency Shelter

Emergency	Dollars	submitted with	Assistance covers this period	
Shelter	Requested	requisition	(MM/DD/YYYY)	Documentation included in the participant's file  * invoice for the service.
Contracted servi	o for this nar	ticinant		" invoice for the service.
Contracted Servin		Receipt, invoice,		
case		or copy of check.		
management				_
		B 141 1	to:	_
child care		Receipt, invoice, or copy of check.	from:	_
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education		Receipt, invoice,	from:	
services		or copy of check.		
		Receipt, invoice,	from:	
legal services		or copy of check.	to:	-
transportation		Receipt, invoice,	from:	
		or copy of check.	to:	
mental health		Receipt, invoice,	from:	
services		or copy of check.	to:	
substance abuse		Receipt, invoice, or copy of check.	from:	_
treatment		or copy of check.	to:	
outpatient health		Receipt, invoice,	from:	
services		or copy of check.		
life skills training		Receipt, invoice,	from:	
-		or copy of check.		
employment		Receipt, invoice,	from:	
assist & job training		or copy of check.	to:	
training			ιυ.	Signed Representative
<b>.</b> ,.				
Requisition	Totals			Printed Name
Str	eet Outreach	\$0.00		Title
Emergency Shelter \$0.00				1110
-	ta/Evaluation	• • • • •	-	Signature
Administration NA				Jugnature
A	นาทยารแซแบ	INA	]	
	Tota		\$0.00	

# The Middle Box Continued

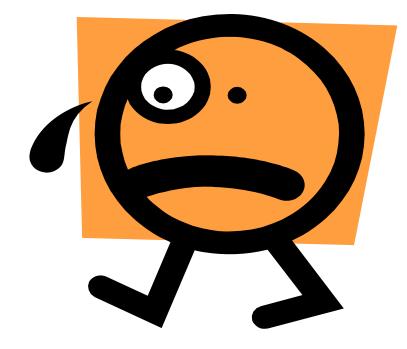
- Remember, the top box must reflect the service type for the totals box to populate.
- Put the amount for each service on behalf of the client, the dates of service, and appropriate documentation
- Shelter Operating Costs do not belong on this form, that will be covered

Emergency Shelter	Dollars Requeste	Documentation submitted with d requisition	period (MM/DD/Y	e covers this: YYY)	Documentation included in the participant's file
				,	* invoice for the service.
Contracted servi					
case		.00 Receipt, invoice,			
managemen		or copy of check	from:	10/1/2012	
managemen			to:	10/30/2012	
- Mail a second		Receipt, invoice,	from:		
child care		or copy of check	to:		
educatior		Receipt, invoice,	from:		
services		or copy of check			
		Receipt, invoice,	from:		
legal services		or copy of check	to:		
-					
transportatior	\$ 50	.00 Receipt, invoice,	from:	10/15/2012	
		or copy of check	to:	10/22/2012	
mental health		Receipt, invoice,	from:		
services		or copy of check			
substance abuse		Receipt, invoice,	from:		
treatmen		or copy of check			
outpatient health	\$ 200	00 Receipt, invoice,	to: from:	10/15/2012	
services	\$ 200	or copy of check		10/15/2012	
		Receipt, invoice,	from:	10/13/2012	
life skills training		or copy of check			
employmen		Receipt, invoice,	from:		
assist & job		or copy of check			
training			to:		
					Signed Representative
Requisition	Totals				Printed Name
Str	eet Outrea	ach \$0.00	)		Title
Emera	ency She		-		
Data/Evaluation NA					Signature
	dministrat				
	unninada				

# Outreach/E.S. Essential Services Wrap-Up

- The Excel formulas will use the top box, and the information in the middle box to calculate the requisition totals
- Upon finishing, print out the sheet, and sign it
- A Requisition sheet is necessary for everyone receiving Outreach and/or Shelter Essential Services
- There shall be only one household listed on each requisition form, or it will be inaccurate

### Questions?



## The Prevention/Rapid Re-Housing Requisition Form

- The next portion of this presentation will cover the Requisition form for Rapid Re-Housing and Prevention
- This form differs from the last in that it mostly regards financial assistance or paying for contracted services for a consumer, that being said, this form works basically the same way

### H.S. Requisition Form

Requisition for HC ESG Program **Client Requisition** 

Contract Caalesalar Caalesalar Dale of requisilias: CHIH alieal ID:

Persentian ar Rapid ReHanning atical: Persentian

Desemvelation for rank individual would reached the experience. This requisition was only contain information for 1 household.

	Dellare	Desservision askeilled with	Assistance searce this preied	
	Requested	regainilian	1000000 100000	Desservation included in the participant's file
Real Assistance,		Rearigl, issuise,	fram:	· real reasonableares for [HCHassingSeareb.com form or massal form]
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				errlified press. Required any lime a shild <5 will be living in the sail.
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				* lead-based paint form [if pre-?# boose with abild <5 ground], completed by
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### **Requisition Totals**

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	Provention	RapidRohowing	-
Financial Arristance	\$0.00	\$8.88	Printed Hame
Howing Services	\$0.00	\$8.88	
Data/Evaluation		НА	Tille
Administration		НА	
			Signalarr
Total		\$8.88	

# The Top Box

Requisition for NC ESG Program	
Client Requisition Contra	ct #: 12345
Contra	ctor Loving Peace, Inc
Date of requisi	ion: 10/1/2012
CHIN clien	ID: 12345
Prevention or Rapid ReHousing cl	ent: Rapid Rehousing

Documentation for each individual must be submitted separately. This requisition can only contain information for 1 household.

Documentation for each individual must be submitted separately. This requisition can only contain information for 1 household.

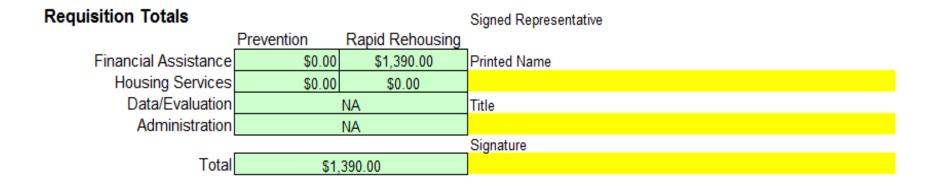
- As you can see, the whole form is a bit too large to look at in one frame, so we'll break it down, the same way we did with the E.S. form
- Once again, it is very important to use the drop box, and accurately select if this is a consumer of Prevention Services, or a Consumer of RRH Services, this is a part of how the total money owed is calculated
- Contract # should be your five digit DHHS contract number
- Contractor is the name of the provider
- Date of Requisition is the date the service was provided

# The Middle Box

- In this instance the consumer is receiving RRH services, and was aided in several categories
- Appropriate documentation to attach is listed on the right of the form
- For any category of assistance rendered, the green boxes must be filled out accurately

	Dollars	Documentation submitted with	Assistance covers this period	
	Requested	requisition	(MM/DD/YYYY)	Documentation included in the participant's file
Rent Assistance, current or in arrears	\$ 500.00	Receipt, invoice, or copy of check.	from: <u>10/1/2012</u> to: <u>10/31/2012</u>	<ul> <li>* rent reasonableness form (NCHousingSearch.com form or manual form)</li> <li>* for prevention only: Income certification form, HH income must be below 30% AMI for prevention assistance</li> <li>* HQS inspection form HUD 52580-A if assisting a client in remaining housing or moving to new housing</li> <li>* lead-based paint form (if pre-78 house with child &lt;6 yrs old), completed by certified person. Required any time a child &lt;6 will be living in the unit.</li> <li>* copy of the tenant's lease</li> <li>* HAP agreement</li> <li>* documentation of debt (e.g., a demand letter) if the assistance is for</li> </ul>
Rental application	\$ 40.00	Receipt, invoice,	from: 10/1/2012 to: NA	* rent reasonableness form (NCHousingSearch.com form or manual
Security deposit	\$ 500.00	Receipt, invoice, or copy of check.	from: 10/1/2012 to: NA	<ul> <li>* rent reasonableness form (NCHousingSearch.com form or manual form)</li> <li>* HQS inspection form HUD 52580-A (if moving). Not required on former unit if only received rent arrears.</li> <li>* lead-based paint form (if pre-78 house with child &lt;6 yrs old), completed by certified person. Not required on former unit if only received rent arrears.</li> <li>* copy of the tenant's lease</li> <li>* HQS inspection form HUD 52580-A if assisting a client in remaining</li> </ul>
Utility payment(s), current or in arrears		Receipt, invoice, or copy of check.	from: to:	<ul> <li>For prevention only: Income certification form, HH income must be below 30% AMI for prevention assistance</li> <li>lead-based paint form (if pre-78 house with child &lt;6 yrs old), completed by certified person. Not required on former unit if only received rent arrears.</li> <li>HQS inspection form HUD 52580-A if assisting a client in remaining housing or moving to new housing</li> <li>copy of utility bill</li> </ul>
Utility deposit	\$ 150.00	Receipt, invoice, or copy of check.	from: <u>10/1/2012</u> to: NA	* lead-based paint form (if pre-78 house with child <6 yrs old), completed by certified person. Not required on former unit if only received rent arrears. * HQS inspection form HUD 52580-A if assisting a client in remaining housing or moving to new housing
Moving cost assistance	\$ 200.00	Receipt, invoice, or copy of check.		* lead-based paint form (if pre-78 house with child <6 yrs old), completed by certified person. Not required on former unit if only received rent arrears. * HQS inspection form HUD 52580-A if assisting a client in remaining

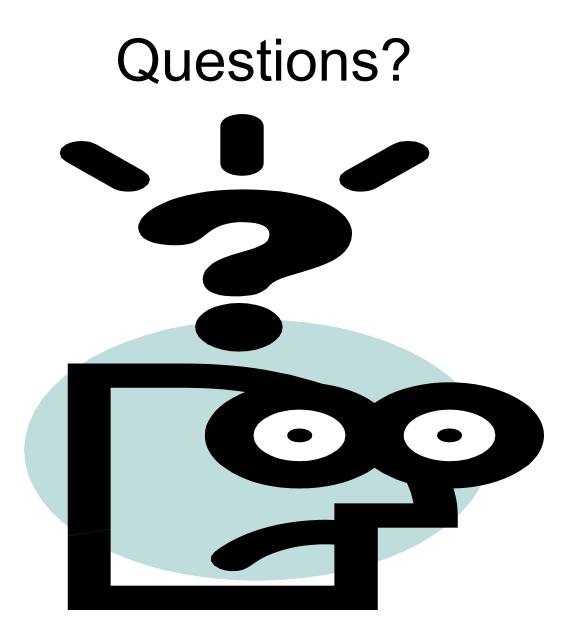
# The Totals Box



 In order for this box to work correctly you must put only one household per requisition form, put the accurate service in the drop down box at the top, and put the monies owed in the middle box.

## Prevention / RRH Slide Wrap Up

- The Excel formulas will use the top box, and the information in the middle box to calculate the requisition totals
- Upon finishing, print out the sheet, and sign it
- A Requisition sheet is necessary for everyone receiving Outreach and/or Shelter Essential Services
- There shall be only one household listed on each requisition form, or it will be inaccurate
- This presentation does not illustrate, but H.S. monies can also be used on certain contracted services on the form, such as credit repair or legal services



### The Non-Client Based Requisition Form

- There are certain ESG activities that are not as client based as the ones covered in the first two forms, this is where the Non-Client Requisition form is useful
- The Non-Client form covers (primarily) staff time for the following categories: Financial Assistance, Relocation/Stabilization, Outreach, Shelter Services, Shelter Operating Costs, HMIS expenses, Centralized or Coordinated Intake, and Administration
- This form works in much the same way as the first two, but requires documentation of hours spent on an activity. This form is also longer than the other two
- This presentation will show how to use the sections of this form

## What kind of things does the Non-Client Form cover?

- The Non-Client form covers (primarily) staff time for the following categories:
  - -Financial Assistance
  - -Relocation/Stabilization
  - -Outreach
  - Shelter Services
  - Shelter Operating Costs
  - HMIS expenses
  - Centralized or Coordinated Intake
  - -Administration

### Staff Time for Financial Assistance

- This form shows how many staff hours have been used on Financial Assistance, and how much money is required to compensate the provider
- Be mindful of whether this time was spent on Prevention or Rapid Re-Housing

NonClient Requisition (Staff Time & Operating Expense:	S)		Contract #:	1234	
Pages			Contractor:	Loving Peace, Inc.	
		Date o	f requisition:	10/1/2012	
Staff Time & Travel					
Il staff time spent on ESG should appear in one of the below "staff time" rows, and sh	ould be docume	ented with times	sheets.		
his requisition (unlike the Client Requisition) covers time and activities for multiple ho				lividual households.	
	1	for Rapid			
	for Prevention	Rehousing			
INANCIAL ASSISTANCE	Households	Households	Documenta	tion submitted with requisition	
taff time for Financial Assistance.	hours spent:	hours spent:		for each staff person that spent time of	
'his includes:			Financial As	ssistance.	
a) time for processing financial assistance payments (for rent assistance, security	\$ requested:	\$ requested:			
eposits, utility payments, moving cost assistance, motel/hotel vouchers).				These timesheets must indicate what time (on th	
b) time for performing housing inspections or paying fees-for-service for housing			· · ·	was spent on ESG Financial Assistanc	
spections, including travel time.				eet must indicate what time was for	
<li>c) time for preparing and submitting requisitions for reimbursement for these sectors.</li>				households and what time was for Rap	
ctivities. A time for making disk upperments to partner arganizations for these activities.			Re-nousing	households.	
<ul> <li>d) time for making disbursements to partner organizations for these activities.</li> <li>e) other time spent in order to accomplish Financial Assistance activities.</li> </ul>					
, , , ,		•			
Other expenses for Financial assistance	\$ requested:	\$ requested:		documentation is what your agency	
ncludes travel, lodging, mobile phone expenses, etc.				s internally (expense reports, receipts,	
Describe the expenses that are included in this line of this requisition.				justify payments or reimbursements.	
			i nesë will v	rary according to what the expense is for	

## Staff Time for Street Outreach, Filled Out

- This is an example of what it may look like to fill out the Non-Client form for Street Outreach
- Notice that under "Other" the blue box explains what other expenses there were for Street Outreach

3. STREET OUTREACH SERVICES		Documentation required in files
Staff time for Street Outreach Services.	hours spent:	Timesheets for each staff person that spent time on Street
This includes:	10	Outreach Services Services.
(a) time for performing engagement, assessment, case management, emergency	\$ requested:	
health and mental health services, and transportation.	\$ 100.00	These timesheets must indicate what time (on the timesheet) was
(b) time for submitting requisitions for reimbursement for these activities.	ψ 100.00	spent on Street Outreach Services.
(c) time for making disbursements to partner organizations for these activities.		
(d) other time spent in order to accomplish Street Outreach Services activities.		
Other expenses for Street Outreach Services	\$ requested:	Appropriate documentation is what your agency already uses
Includes travel, lodging, mobile phone expenses, etc.	\$ 35.00	internally (expense reports, receipts, invoices) to justify payments or
Describe the expenses that are included in this line of this requisition.		reimbursements. These will vary according to what the expense is
Mobile Phone Bill for Street Outreach Staff		for.

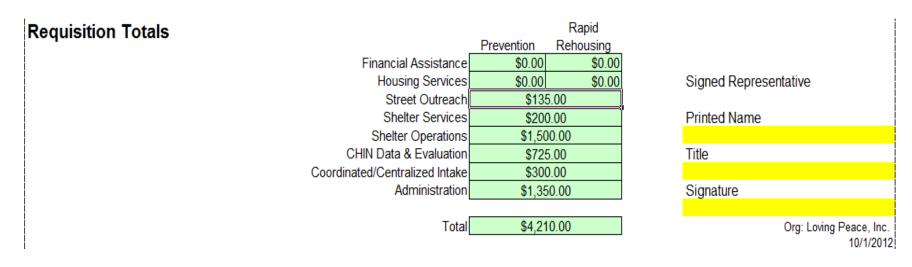
### A Couple More Examples of the Non-Client Form in Action

5. SHELTER OPERATIONS (Emergency Shelter and Transitional Housing) Staff time for providing services.	Documentation required in files Rent, utility, fuel, equipment, insurance, utilties, food, furnishings	
This includes:		and supply receipts to back up requisition
a) costs for rent for shelter, security, fuel, equipment, insurance, utilities, food,		Timesheets for each staff person that spent time on Shelter
urnishings, and supplies necessary to operate the shelter	\$ 1,500.00	Operations. Copies of invoices for shelter supplies and operating
b) time for submitting requisitions for reimbursement for these activities.		costs.
(c) time for making disbursements to partner organizations for these activities.		
d) other time spent in order to accomplish Shelter Operations.		These timesheets must indicate what time (on the timesheet) was
		spent on Shelter Operations.

6. CHIN DATA & EVALUATION		Documentation required in files
Staff time for Data & Evaluation.	hours spent:	Timesheets for each staff person that spent time on
This includes time for:	20	CHIN Data & Evaluation.
(a) doing CHIN data entry and monitoring CHIN data entry.	\$ requested:	
(b) performing grant management and oversight related to data and to program	\$ 200.00	These timesheets must indicate what time (on the
evaluation.		timesheet) was spent on CHIN Data & Evaluation.
(c) submitting requisitions for reimbursement for these activities.		
(d) making disbursements to partner organizations for these activities.		
(e) other time spent in order to accomplish Data & Evaluation activities.		
Other expenses for CHIN Data & Evaluation	\$ requested:	Appropriate documentation is what your agency
Includes travel, lodging, mobile phone expenses, etc. Specific examples include CHIN	\$525.00	already uses internally (expense reports, receipts,
user fees, equipment (e.g., computer), & internet access.		invoices) to justify payments or reimbursements.
Describe the expenses that are included in this line of this requisition.		These will vary according to what the expense is for.
CHIN User Fee (\$325), a New Computer (\$150), Monthly Internet (\$50)		
		If the Grantee purchases computer equipment, it
		must include a defense of why the Grantee opted for
		purchase vs. lease of equipment.

 This is an example of the Non-Client form being used to Requisition money for Shelter Operating Costs and CHIN costs

# **Example of Totals Screen**



- This is an example of how the Non-Client Totals look after the form is filled out. The Green Cells are populated from input above.
- At this point you would be ready to sign and print the Requisition form

### Questions?

