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 paid
  - How 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
- III.

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

Street Outreach and Emergency Shelter Requisition Form

Requisition for NC ESG Program

Client Requisition

Contract #:
Contractor:
Date of requisition:
CHIN client ID:
Street Outreach or Emergency Shelter client:

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

Street Outrea	Dollars Requested	Documentation submitted with requisition	Assistance covers this period ##########		Documentation included in the participant's file
Contracted service for this participant:					* invoice for the service.
engagement		Receipt, invoice,	from:		
			to:		
case management		Receipt, invoice, or copy of	from:		
			to:		
emergency health services		Receipt, invoice,	From:		
			to:		
emergency mental health services		Receipt, invoice, or copy of check.	from:		
			to:		
transportation		Receipt, invoice, or copy of	from:		
			to:		
outreach and engagement		Receipt, invoice, or copy of	from:		
			to:		

Emergency Shelter	Dollars Requested	Documentation submitted with requisition	Assistance covers this period ##########		Documentation included in the participant's file
Contracted service for this participant:					* invoice for the service.
case management		Receipt, invoice, or copy of check.	from:		
			to:		
child care		Receipt, invoice, or copy of	from:		
			to:		
education services		Receipt, invoice, or copy of	from:		
			to:		
legal services		Receipt, invoice, or copy of check.	from:		
			to:		
transportation		Receipt, invoice, or copy of	from:		
			to:		
mental health services		Receipt, invoice, or copy of	from:		
			to:		
substance abuse treatment		Receipt, invoice, or copy of check.	from:		
			to:		
outpatient health services		Receipt, invoice, or copy of	from:		
			to:		
life skills training		Receipt, invoice, or copy of	from:		
			to:		
employment assist & job training		Receipt, invoice, or copy of check.	from:		
			to:		

Signed Representative

Requisition Totals

Street Outreach	$0.00
Emergency Shelter	$0.00
Data/Evaluation	NA
Administration	NA
Total	$0.00

Printed Name

Title

Signature

How to Use the Top Box

Requisition for NC ESG Program

Client Requisition

Requisition
Client R

Contract #:	28788
Contractor	Loving Peace, Inc.
Date of requisition:	10/1/2012
CHIN client ID:	12345
Street 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 Shelter	Dollars Requested	Documentation submitted with requisition	Assistance covers this period *(MM/DD/YYYY)*	Documentation included in the participant's file
Contracted service for this participant:				* invoice for the service.
case management		Receipt, invoice, or copy of check.	from: to:	
child care		Receipt, invoice, or copy of check.	from: to:	
education services		Receipt, invoice, or copy of check.	from: to:	
legal services		Receipt, invoice, or copy of check.	from: to:	
transportation		Receipt, invoice, or copy of check.	from: to:	
mental health services		Receipt, invoice, or copy of check.	from: to:	
substance abuse treatment		Receipt, invoice, or copy of check.	from: to:	
outpatient health services		Receipt, invoice, or copy of check.	from: to:	
life skills training		Receipt, invoice, or copy of check.	from: to:	
employment assist & job training		Receipt, invoice, or copy of check.	from: to:	

Signed Representative

Requisition Totals

Street Outreach	$0.00
Emergency Shelter	$0.00
Data/Evaluation	NA
Administration	NA
Total	$0.00

Printed Name

Title

Signature

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 Requested	Documentation submitted with requisition	Assistance covers this period *(MM/DD/YYYY)*		Documentation included in the participant's file
Contracted service for this participant:					* invoice for the service.
case management	$ 300.00	Receipt, invoice, or copy of check.	from:	10/1/2012	
			to:	10/30/2012	
child care		Receipt, invoice, or copy of check.	from:		
			to:		
education services		Receipt, invoice, or copy of check.	from:		
			to:		
legal services		Receipt, invoice, or copy of check.	from:		
			to:		
transportation	$ 50.00	Receipt, invoice, or copy of check.	from:	10/15/2012	
			to:	10/22/2012	
mental health services		Receipt, invoice, or copy of check.	from:		
			to:		
substance abuse treatment		Receipt, invoice, or copy of check.	from:		
			to:		
outpatient health services	$ 200.00	Receipt, invoice, or copy of check.	from:	10/15/2012	
			to:	10/15/2012	
life skills training		Receipt, invoice, or copy of check.	from:		
			to:		
employment assist & job training		Receipt, invoice, or copy of check.	from:		
			to:		

Requisition Totals

Street Outreach	$0.00
Emergency Shelter	$550.00
Data/Evaluation	NA
Administration	NA
Total	$550.00

Signed Representative

Printed Name

Title

Signature

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 NC ESG Program

Client Requisition

Contract #:
Contractor:
Date of requisition:
CHIN client ID:
Prevention or Rapid ReHousing client: Prevention

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

	Dollars Requested	Documentation submitted with requisition	Assistance covers this period mm/dd/yyyy	Documentation included in the participant's file
Rent Assistance, current or in arrears		Receipt, invoice, or copy of check.	From: To:	* rent reasonableness form (NCHousingSearch.com form or manual form) * for prevention only: income certification form, HH income must be below 30% AMI for prevention assistance * HQS inspection form HUD 52580-A if assisting a client in remaining in housing or moving to new housing * lead-based paint form (if pre-78 house with child <6 yrs old), completed by certified person. Required any time a child <6 will be living in the unit. * copy of the tenant's lease * HAP agreement * documentation of debt (e.g., a demand letter) if the assistance is for rent arrears in a unit they no longer occupy. * documentation of compliance with Fair Market Rent
Rental application		Receipt, invoice,	From: To: NA	* rent reasonableness form (NCHousingSearch.com form or manual form)
Security deposit		Receipt, invoice, or copy of check.	From: To: NA	* rent reasonableness form (NCHousingSearch.com form or manual form) * HQS inspection form HUD 52580-A (if moving). Not required on former unit if only received rent arrears. * 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. * copy of the tenant's lease * HQS inspection form HUD 52580-A if assisting a client in remaining in housing or moving to new housing
Utility payment(s), current or in arrears		Receipt, invoice, or copy of check.	From: To:	* For prevention only: income certification form, HH income must be below 30% AMI for prevention assistance * 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 in housing or moving to new housing * copy of utility bill
Utility deposit		Receipt, invoice, or copy of check.	From: 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 in housing or moving to new housing
Moving cost assistance		Receipt, invoice, or copy of check.	From: To:	* 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 in housing or moving to new housing
Motel/Hotel voucher		Receipt, invoice, or copy of check. address: move-in date:	From: To:	* 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. Note: A household is only eligible for this assistance if they have a unit secured and are awaiting the day when the unit is available for move-in.
Contracted services for this participant:				* invoice for the service.
credit repair		Receipt, invoice, or copy of check.	From: To:	
legal services		Receipt, invoice, or copy of check.	From: To:	
mediation		Receipt, invoice, or copy of check.	From: To:	
case management		Receipt, invoice, or copy of check.	From: To:	
housing search & placement		Receipt, invoice, or copy of check.	From: To:	

Requisition Totals

	Prevention	Rapid Rehousing
Financial Assistance	$0.00	$0.00
Housing Services	$0.00	$0.00
Data/Evaluation	NA	
Administration	NA	
Total	$0.00	

Signed Representation

Printed Name

Title

Signature

The Top Box

Requisition for NC ESG Program

Client Requisition

Contract #:	12345
Contractor	Loving Peace, Inc
Date of requisition:	10/1/2012
CHIN client ID:	12345
Prevention or Rapid ReHousing client:	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 Requested	Documentation submitted with requisition	Assistance covers this period *(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: 10/1/2012 to: 10/31/2012	* rent reasonableness form (NCHousingSearch.com form or manual form) * for prevention only: Income certification form, HH income must be below 30% AMI for prevention assistance * HQS inspection form HUD 52580-A if assisting a client in remaining in housing or moving to new housing * lead-based paint form (if pre-78 house with child <6 yrs old), completed by certified person. Required any time a child <6 will be living in the unit. * copy of the tenant's lease * HAP agreement * documentation of debt (e.g., a demand letter) if the assistance is for
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	* rent reasonableness form (NCHousingSearch.com form or manual form) * HQS inspection form HUD 52580-A (if moving). Not required on former unit if only received rent arrears. * 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. * copy of the tenant's lease * HQS inspection form HUD 52580-A if assisting a client in remaining in
Utility payment(s), current or in arrears		Receipt, invoice, or copy of check.	from: to:	* For prevention only: Income certification form, HH income must be below 30% AMI for prevention assistance * 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 in housing or moving to new housing * copy of utility bill
Utility deposit	$ 150.00	Receipt, invoice, or copy of check.	from: 10/1/2012 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 in housing or moving to new housing
Moving cost assistance	$ 200.00	Receipt, invoice, or copy of check.	from: 10/1/2012 to: 10/1/2012	* 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 in

The Totals Box

Requisition Totals

	Prevention	Rapid Rehousing
Financial Assistance	$0.00	$1,390.00
Housing Services	$0.00	$0.00
Data/Evaluation	NA	
Administration	NA	
Total	$1,390.00	

Signed Representative

Printed Name

Title

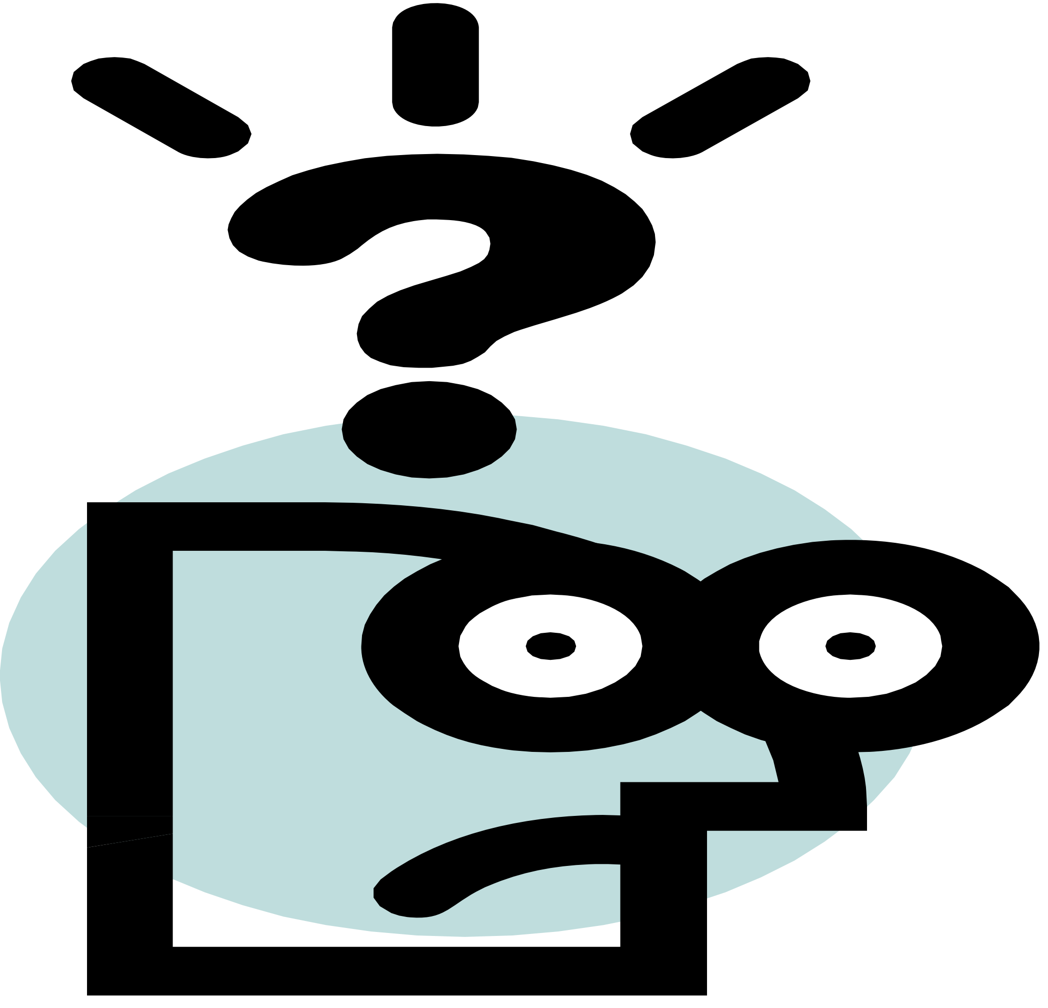
Signature

- 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

Questions?



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

Requisition for NC ESG Program

NonClient Requisition (Staff Time & Operating Expenses)

3 Pages

Contract #: 12345

Contractor: Loving Peace, Inc.

Date of requisition: 10/1/2012

Staff Time & Travel

All staff time spent on ESG should appear in one of the below "staff time" rows, and should be documented with timesheets.

This requisition (unlike the Client Requisition) covers time and activities for multiple households, and time that cannot be tied to individual households.

FINANCIAL ASSISTANCE	for Prevention Households	for Rapid Rehousing Households	Documentation submitted with requisition
Staff time for Financial Assistance. This includes: (a) time for processing financial assistance payments (for rent assistance, security deposits, utility payments, moving cost assistance, motel/hotel vouchers). (b) time for performing housing inspections or paying fees-for-service for housing inspections, including travel time. (c) time for preparing and submitting requisitions for reimbursement for these activities. (d) time for making disbursements to partner organizations for these activities. (e) other time spent in order to accomplish Financial Assistance activities.	hours spent: $ requested:	hours spent: $ requested:	Timesheets for each staff person that spent time on Financial Assistance. These timesheets must indicate what time (on the timesheet) was spent on ESG Financial Assistance. The timesheet must indicate what time was for Prevention households and what time was for Rapid Re-housing households.
Other expenses for Financial assistance Includes travel, lodging, mobile phone expenses, etc. Describe the expenses that are included in this line of this requisition.	$ requested:	$ requested:	Appropriate documentation is what your agency already uses internally (expense reports, receipts, invoices) to justify payments or reimbursements. These will vary 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. This includes: (a) time for performing engagement, assessment, case management, emergency health and mental health services, and transportation. (b) time for submitting requisitions for reimbursement for these activities. (c) time for making disbursements to partner organizations for these activities. (d) other time spent in order to accomplish Street Outreach Services activities.	hours spent: 10 $ requested: $ 100.00	Timesheets for each staff person that spent time on Street Outreach Services Services. These timesheets must indicate what time (on the timesheet) was spent on Street Outreach Services.
Other expenses for Street Outreach Services Includes travel, lodging, mobile phone expenses, etc. Describe the expenses that are included in this line of this requisition. Mobile Phone Bill for Street Outreach Staff	$ requested: $ 35.00	Appropriate documentation is what your agency already uses internally (expense reports, receipts, invoices) to justify payments or reimbursements. These will vary according to what the expense is for.

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

5. SHELTER OPERATIONS (Emergency Shelter and Transitional Housing)

		Documentation required in files
Staff time for providing services. This includes: (a) costs for rent for shelter, security, fuel, equipment, insurance, utilities, food, furnishings, and supplies necessary to operate the shelter (b) time for submitting requisitions for reimbursement for these activities. (c) time for making disbursements to partner organizations for these activities. (d) other time spent in order to accomplish Shelter Operations.	hours spent: 150 $ requested: $ 1,500.00	Rent, utility, fuel, equipment, insurance, utilties, food, furnishings and supply receipts to back up requisition Timesheets for each staff person that spent time on Shelter Operations. Copies of invoices for shelter supplies and operating costs. 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. This includes time for: (a) doing CHIN data entry and monitoring CHIN data entry. (b) performing grant management and oversight related to data and to program 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.	hours spent: 20 $ requested: $ 200.00	Timesheets for each staff person that spent time on CHIN Data & Evaluation. These timesheets must indicate what time (on the timesheet) was spent on CHIN Data & Evaluation.
Other expenses for CHIN Data & Evaluation Includes travel, lodging, mobile phone expenses, etc. Specific examples include CHIN user fees, equipment (e.g., computer), & internet access. Describe the expenses that are included in this line of this requisition. CHIN User Fee ($325), a New Computer ($150), Monthly Internet ($50)	$ requested: $525.00	Appropriate documentation is what your agency already uses internally (expense reports, receipts, invoices) to justify payments or reimbursements. These will vary according to what the expense is for. 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

Requisition Totals

	Prevention	Rapid Rehousing
Financial Assistance	$0.00	$0.00
Housing Services	$0.00	$0.00
Street Outreach	$135.00	
Shelter Services	$200.00	
Shelter Operations	$1,500.00	
CHIN Data & Evaluation	$725.00	
Coordinated/Centralized Intake	$300.00	
Administration	$1,350.00	
Total	$4,210.00	

Signed Representative

Printed Name

Title

Signature

Org: Loving Peace, Inc.
10/1/2012

- 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?