EHAP: Submitting Requests for Reimbursement

Basics

All EHAP funds* are distributed by Housing New Mexico on a reimbursement basis.

Reimbursement requests are **due on the 10th of each month**.

Agencies must submit a Request for Reimbursement **every month.** Even if no program funds were expended, agencies must still report client data in the County Report.

Reimbursements are submitted via the Online Invoicing System at: https://local.housingnm.org/OnlineInvoice/Login.aspx

Only approved users may access OIS. Contact the EHAP Program Manager if new users need to be added.

*Emergency Homeless Assistance Program (EHAP) funds from Housing New Mexico are a combination of federal (HUD) Emergency Solutions Grant (ESG) funds and state appropriations for homelessness. All EHAP funds are treated as ESG funds.

Resources

Emergency Solutions Grant CFR

HUD ESG Virtual Binders

HUD ESG FAQs

HUD Grants Financial Management Refresher Training (PDF)

Housing New Mexico EHAP page

(Includes links to the Written Standards and EHAP Program Manual)

Documentation Requirements

General ledger for the grant
- Must match what is being billed to the grant and show details on every expense
- Information on eligible EHAP/ESG expenses can be found in the CFR
    - Emergency Shelter activities
    - HMIS activities
    - Administrative activities

Backup documentation to support all expenses billed
- Invoices or receipts for items/services purchased
    - Packing slips or agency-generated invoices are not acceptable
    - Must include line-item detail
    - For any purchase where Housing New Mexico is only being billed part of the expense, backup documentation should show the specific amount billed to the grant
- Timesheets and Personnel Activity Reports (PARs) for all employee time billed
- All backup documentation should be combined into a single file (PDF)

Match report: Documents all match contributions required at least once a quarter. Must show where matching funds came from and what they were expended on

Client data reports
- County Report Template (available on the EHAP program page)
    - Agencies that use OSNIUM as their client database will submit an SF10 report instead of the County Report Template
- CAPER (HUD-mandated report that is built into HMIS/OSNIUM)