

Nebraska Homeless Assistance Program (NHAP)
INSTRUCTIONS FOR REQUESTING NHAP FUNDS

The Nebraska Homeless Assistance Program (NHAP) is composed of two funding sources: the Homeless Shelter Assistance Trust Fund (HSATF) and the State of Nebraska Non-Entitlement City allocation of the Emergency Shelter Grant Program (ESGP) from the U.S. Department of Housing and Urban Development (HUD). Each of these sources reimburses grantees for eligible activity expenses incurred. Please allow 4-6 weeks from the time your request for funds is received by Health and Human Services to the time when funds are received by your organization.

Your NHAP grant agreement outlines your funding amount and descriptions of allowable items in each category. Your organization must have drawn down all funds for the previous grant year, completed year-end reports, and fulfilled all prior grant agreement obligations before any funds can be drawn down for the current grant cycle. Documentation, such as cancelled checks, pay stubs, and receipts must be kept on file by the funded agency for all expenses paid through NHAP funds for at least six years. The Department will randomly select ESGP Drawdowns and HSATF Category Use Reports to request copies of this documentation for monitoring purposes throughout the year.

Please carefully read the detailed instructions below.

INSTRUCTIONS FOR REQUESTING HSATF FUNDS

1. The HSATF award is reimbursed in four **quarterly requests**: July-August-September; October-November-December; January-February-March and April-May-June. The first disbursement is issued when DHHS receives a **Request for Reimbursement & Documentation** cover sheet, which is submitted with the supporting report form of eligible expenses incurred during the first quarter (July 1 through September 30). Requests for the second and subsequent quarters cannot be processed before the first quarter has ended on September 30.
2. The NHAP forms must be used when submitting a **Request for Reimbursement & Documentation. SUBMIT DOCUMENTATION FOR THE QUARTERLY DISBURSEMENT ONLY** (1/4 OF THE TOTAL AWARD). If you include more documentation than what is needed, be sure to **INCLUDE** a copy of that documentation with your next request.
3. You must expend your HSATF and ESG funds in the categories outlined in part 1.00 (if any) and 1.01 Payment of your grant agreement. **If ineligible expenses are reported, pending and future requests for funds will be held until the funds are either returned or applied to eligible uses.** Disbursements of future year NHAP funds will not occur until all reports are submitted and are in compliance with the terms set forth in the grant agreement.
4. Budget revisions for changes in allocations between categories (Operations, Client Services, Homeless Prevention) may be granted for HSATF awards. Budget revisions are not granted for ESG awards, unless it is for line items within a funding category.
5. The SIGNATURE OF AUTHORIZED OFFICIAL must be the same as the signature on the Authorization to Request Funds form on file at the Department of Health and Human Services. If this official has changed, you must submit a new *Authorization to Request Funds* from with or before this request for HSATF payment.
6. The **Request for Reimbursement & Documentation** will be returned to your organization if: (1) any of the above instructions have not been followed; (2) The totals are incorrect; (3) ALL sections of the request have not been completed, including the Federal Tax Identification number, the correct NHAP or HSATF grant number, the Name of Authorized Official and Date is not filled out; and/or (4) The total on the cover sheet, Request for Reimbursement & Documentation, does not correspond with the category sheets.

INSTRUCTIONS FOR REQUESTING ESGP FUNDS

(does not include grantees in the City of Omaha)

1. Fund disbursement of the Emergency Shelter Grant Program (ESGP) is also a reimbursement process. A **Request for Reimbursement & Documentation** form must be submitted after your agency has expended the money. The request must be made within the corresponding category form(s), which are Facility Operations, Essential Services, Homeless Prevention, and Conversion/Rehabilitation/Renovation as stated in the grant agreement.
2. Request for Funds for ESG reimbursement may be done more frequently than quarterly. Any single Request for Funds must be over \$500, unless the total award is under \$500.
3. Reimbursement is only for allowable items and expenses incurred during the grant agreement period. If the Category form includes unallowable items or expenses not incurred during the contract period, the request for ESGP funds will be returned to the organization for correction within two weeks of its submission. Use the reference chart of eligible and ineligible activities. It is good practice to call the NHAP Program Specialist if you have any questions about allowable items before submitting the request for funds.
4. Reimbursement requests must include the above-mentioned form(s) with complete information.
5. The SIGNATURE OF AUTHORIZED OFFICIAL must be the same as the signature on the Authorization to Request Funds form on file at the Department of Health and Human Services. If this official has changed, you must submit a new Authorization to Request Funds form prior to or with the request for ESG funds.

If you have any questions, please contact: Charles W. Coley
(402) 471-9200
charles.coley@nebraska.gov

Charles W. Coley
Nebraska Homeless Assistance Program (NHAP)
Division of Children and Family Services
Department of Health and Human Services
301 Centennial Mall South, 4th Floor
PO Box 5025
Lincoln, NE 68509-5026

Submit all the requests for funds to: Courtney Parker
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Division of Children and Family Services
Department of Health and Human Services
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PO Box 5025
Lincoln, NE 68509-5026
courtney.parker@nebraska.gov

NOTE: Please make multiple copies of the enclosed forms for use throughout the grant cycle.