

ESG HMIS REIMBURSEMENT FORM

Costs of contributing data to HMIS or SDDVD (victim services providers database)

1) Hardware, Equipment & Software Costs

- Purchasing software or software licenses

Description of Request: _____ Total: _____

2) Staffing: Paying salaries for operating HMIS, including:

- Data Collection
- Completing data entry
- Monitoring & reviewing data quality
- Completing data analysis
- Reporting to the HMIS Lead
- Training staff on using the HMIS or comparable database
- Implementing & complying with HMIS requirements

Description of Request: _____ Total: _____

3) Training & Overhead

- Obtaining technical support
- Leasing office space
- Paying charges for electricity, gas, water, phone service & high-speed data transmission necessary to operate or contribute data to HMIS
- Paying costs of staff to travel to & attend HUD-sponsored & HUD-approved training on HMIS & programs authorized by Title IV of the McKinney-Vento Homeless Assistance Act

Description of Request: _____ Total: _____

TOTAL DATA COLLECTION REQUESTED \$ _____

****Please attach all documentation necessary to review the above requests****

Supervisor Signature: _____

Date: _____