



# **Request for Proposal for Accounting Services - Homelessness Prevention & Intervention Projects (RFP No. HPAS-2020)**

Alliance of Community Assistance Ministries, Inc. (ACAM) has recently received a contract award from the Texas Department of Housing and Community Affairs. Accordingly, ACAM hereby solicits proposals from qualified organizations.

## **RFP TIMELINE**

<b>Official Release Date: Tuesday, September 1, 2020</b>
<b>Full RFP posted at: <a href="https://acamweb.org/funding-vendor-opportunities/">https://acamweb.org/funding-vendor-opportunities/</a></b>
<b>RFP Questions Due by Wednesday, September 11, 2020 at 12PM CDT</b>
Please submit questions by email to Susan Young at <a href="mailto:syoung@acamweb.org">syoung@acamweb.org</a>
<b>Proposals Due: Wednesday, September 16, 2020 at 12:00 PM CDT</b>
<b>Anticipated Preliminary Award Announcements: Wednesday, September 23, 2020</b>
Internet website where addenda and answers to questions will be posted <a href="https://acamweb.org/funding-vendor-opportunities/">https://acamweb.org/funding-vendor-opportunities/</a>

**SUBMISSION REQUIREMENTS:** Email proposal to Susan Young, Compliance & Reporting Specialist at [syoung@acamweb.org](mailto:syoung@acamweb.org). The proposal cover sheet must be signed and dated by an authorized representative of the proposing organization.

**Responses to this request for proposals should be emailed to:  
Susan Young – Compliance & Reporting Specialist  
[syoung@acamweb.org](mailto:syoung@acamweb.org)**

**Late proposals will NOT be accepted**

If all or any portion of a response submitted is received late or is otherwise non-responsive due to equipment failure or operator error, the response or the applicable portion of the response will not be considered. In addition, ACAM is not liable for equipment failure or operator error.

The Alliance of Community Assistance Ministries, Inc. (ACAM) hereby requests proposals from accounting firms and/or contractors (“Contractors”) to perform accounting services for a one-year period, with the potential of being extended up to four additional years. Contracts may be renewed for subsequent time periods by mutual written agreement not to exceed four (4) years. In addition, contractors may be selected to serve under multiple, concurrent, and/or intersecting projects based on the availability of funding. Proposers would answer the RFP based on the details outlined in this request only. The one-year period begins October 1, 2020 specifically for ACAM Homelessness Prevention & Intervention projects funded through various private and government sources. We invite you or your firm to submit a proposal to us by **Wednesday, September 16th, 12pm**, for consideration. Proposals will be held in confidence and not released in any manner until after the contract(s) are awarded.

**I. Background Information**

- A. **General** - ACAM is a management support organization (MSO) that assists nonprofit organizations through high-impact collaboration, technical assistance and organizational development. ACAM has a challenging role with responsibilities to two sets of clients: the nonprofits to which they provide capacity building assistance; and the funding community, which expects measurable results from its investment in these programs.
- B. **Mission** – The ACAM Network advances collaboration to create community-wide solutions for thriving nonprofits, neighborhoods, and families.

**II. Budget and Homelessness Prevention & Intervention Funding** – ACAM has been awarded Homelessness Prevention & Intervention contracts from the Texas Department of Housing and Community Affairs (TDHCA):

- **ESG 9 CARES (1) \$300,000 8/1/2020-7/31/2021**
- **ESG 10 CARES (2) \$202,622 9/1/2020-8/31/2021**
- **ESG 11 \$155,500 11/1/2020-10/31/2021**

For these contracts and any other Homelessness Prevention & Intervention projects, the majority of the funding will be utilized for direct service of clients receiving services such as street outreach services, emergency shelter services, homelessness prevention & intervention services, as well as data analysis and administration. Some direct services to clients including case management are provided by contracted homelessness services providers (herein “Vendors”). While ACAM’s portion of the contracts is relatively small, ACAM will be responsible for the fiscal and program monitoring of any and all funds received. Each Vendor for Homelessness Prevention & Intervention projects is procured through an RFP process. Each project involves the monitoring of expenditures from multiple Vendors and the review of invoices. Bookkeeping activities are generally classified as an administrative cost to the program. Often the administrative costs are capped at approximately 3% of total program costs. ACAM may be required to match any funds expended dollar for dollar.

**III. Procurement Schedule**

<b>EVENT</b>	<b>DATE</b>
RFP Release Date	Tuesday, September 1, 2020
Proposal Due Date	Wednesday September 16, 2020 by 12:00 noon
Preliminary Award Notification Date	Wednesday, September 23, 2020
Estimated Award Date	Friday, September 25, 2020
Contract Start Date	Thursday, October 1, 2020

#### **IV. Scope of Accounting Services**

- A. ACAM has a separate bank account to manage Homelessness Prevention & Intervention funds, and currently utilizes QuickBooks Premier Nonprofit 2020. ACAM's primary accounting firm processes other operating monthly transactions and produces all necessary reports. The accounting work for ACAM's operations is not a part of this RFP. For ACAM's government-funded projects, ACAM has set up a separate company file and Contractor will provide ACAM's operating accountant with monthly journal entries to account for activity related to the government-funded projects. Separate classes and a chart of accounts are already set up for Homelessness Prevention & Intervention projects.
- B. ACAM provides each Homelessness Prevention & Intervention Vendor with a monthly reporting format that includes a detailed summary of all transactions by predetermined accounts. Each Vendor utilizes a unique set of revenue and expense accounts and submits all supporting documents with each monthly invoice for services rendered. The goal is to maintain the ability to report expenditures by Vendor while efficiently producing consolidated monthly transaction and expense reports. (ACAM has attached to this RFP a sample chart of accounts and Homelessness Prevention & Intervention financial policies and procedures.) The selected Contractor will be responsible for reviewing funder regulations, guidelines and other publications which impact the financial monitoring and reporting of Homelessness Prevention & Intervention projects.
- C. Vendors submit monthly expenditure reports with detailed transactions already coded utilizing the predetermined accounts which, once fully reviewed, are reported from one QuickBooks file to another QuickBooks file. ACAM's primary accounting firm has set up a reporting format to ensure the proper detail is maintained without requiring the manual re-entry of data into any system.
- D. The Contractor is required to review each Vendor's monthly report to ensure that sufficient supporting documentation has been provided for the transactions listed in the summary report. ACAM requires Vendors to submit all reports and supporting documents electronically. Supporting documents include, but are not limited to, payroll reports, copies of checks, leases to support rent payments and project-specific timesheets. The Contractor will provide technical assistance to Vendor representatives to assist in correcting any deficiencies or errors. Once reviewed, the Contractor will ensure that the reviewed and finalized reports for submission to the funders and all finalized backup documentation are provided to ACAM electronically.
- E. The Contractor will be required to ensure that (1) the transactions properly import into QuickBooks, and (2) monthly reports are produced for ACAM as well as each Vendor including, but not limited to, General Ledger, Project Specific Financial Statements and Balance Sheets.
- F. The Contractor will draft the final Monthly Expenditure Report (MER) in the respective funder's contractor system/grant reporting system for review and the ACAM CEO will provide final approval and submit the report to TDHCA or other sources.
- G. All records will be maintained by the Contractor in accordance with ACAM's policies and procedures for the duration of the contract. In addition, the Contractor will provide

reviewed and finalized records to ACAM not less than monthly. Any and all records will be surrendered to ACAM upon request.

- H. Estimated Transactions - ACAM contracts with two to three nonprofit Vendors on Homelessness Prevention & Intervention projects and also with appropriate outside organizations providing services that bring synergy to specific Homelessness Prevention & Intervention projects. Contractor will have transaction activity with all parties. The expected number of monthly transactions will be approximately 30-40 per month per Vendor and 10-20 for ACAM, or 100 to 140 total transactions per month.
- I. Estimated Hours – ACAM expects the work in this RFP to involve approximately 5-10 hours per month per project with most of the monthly work occurring within a 10-day period each month, resulting in short turn-around times. Financial reports are due to the Contractor approximately ten days before the Homelessness Prevention & Intervention deadlines of each month. **It is the Contractor’s responsibility to follow up with Vendors to provide financial technical assistance if needed to meet monthly deadlines.** Any issues with Vendor timeliness shall be reported to ACAM immediately. The Contractor will be responsible for drafting the MER and allowing sufficient time for the CEO to approve it. Weekends and holidays will need to be considered in determining when documents are due to get reports to the funder on or before the deadline for each month. Consolidated reports and reporting to funders will be due on or before a specific date of each month. Contractor is expected to add all internal and external deadlines to their calendar and budget project time accordingly.

### **Confidentiality**

The Contractor acknowledges that they may be furnished with information that is sensitive and/or considered confidential by ACAM (“Confidential Information”). The Contractor agrees that they will not at any time use or disclose to anyone any information which is designated in writing as Confidential Information by ACAM without prior written consent from ACAM, unless required by judicial, administrative or other governmental proceeding or court order. Confidential Information shall not mean information which is known to the trade, can be ascertained by the general public or is disclosed by third parties through no fault of the Contractor. The Contractor shall return all materials containing Confidential Information to ACAM upon termination of services for this project, if selected.

### **Qualifications**

Provide the qualifications and experience the firm has in the various categories described above in the Scope of Work, Board Certifications held, and résumés of the people assigned to do this work. List all key members of the firm that will be committed to this application. Indicate function of each individual who will provide services under the application.

Documented evidence of the Contractor’s qualification for this work and capacity to perform the work should be described within the proposal, including certifications and/or licenses as appropriate and information about prior contracts similar to that being solicited. The Contractor must demonstrate the capability to perform the above stated accounting and consulting services in accordance with generally accepted accounting principles, applicable OMB circulars, and other procedures as stated in applicable U.S. Department of Housing and Urban Development handbooks. The Contractor must also be available to support ACAM during its annual independent audit and

funder program audit(s)/desk review(s)/program monitoring(s) to answer any program-related financial questions and produce requested reports and/or supporting documents. Such support will be limited to the requests for information on the Homelessness Prevention & Intervention projects. In addition, the Contractor must be skillful in the use of Microsoft Office Excel and QuickBooks Premier for Nonprofits 2020.

### **Term of Accounting Services**

The contracts for the first set of projects for accounting services will commence on October 1, 2020. At the end of each project, both ACAM and the Contractor will have the option to terminate or renew this contract and renegotiate the fee for continued accounting services for similar services by mutual agreement. Such condition will be executable with at least thirty days' notice to the other party. Contracts may be renewed for subsequent time periods by mutual written agreement not to exceed four (4) years. In addition, contractors may be selected to serve under multiple, concurrent, and/or intersecting projects based on the availability of funding.

## **V. Content of Submission**

### **Document Requirements**

The following is a description of the minimum information, which must be supplied by Contractors in their proposals. It is open to all Contractors to give such supplementary facts or materials that they may consider being of assistance in the evaluation of the proposal submitted. Proposals that omit critical elements may be considered non-responsive. All pages of the application must be numbered. Application packages must contain, at a minimum, the following information and materials:

### **Letter of Transmittal**

1. Proposal cover sheet signed and dated by a Certifying Representative (see attachment) (This executed document shall be placed in front of the proposal.)
2. Evidence of good standing from the Texas Comptroller (Print from Link: <https://ourcpa.cpa.state.tx.us/coa/Index.html>)
3. Evidence of good standing from SAM (Print from Link) <https://www.sam.gov>

### **Executive Summary**

Provide a brief summary of the firm's approach to the work associated with the requested services demonstrating an understanding of the scope of work required and unique or innovative approaches to be utilized in performing these services.

### **Experience**

Describe how long the accountant or accounting firm has been in business under the present name and structure. Provide any other names under which the firm has done business and the dates it operated under each name and the locations at which it operated under each name.

Describe the accountant or accounting firm's experience in conducting comparable services, similar in scope to ACAM's requested services, during the most recent five-year period. Explain experience in recording match and leveraging funds for federal grants programs. Provide a list of companies or governmental organizations to which your firm is/are currently providing services. If this does not

include at least three (3) entities, then provide the names of the entities for which similar services have been provided.

For each entity include:

- a. The term (beginning and ending dates) of your contract agreement(s).
- b. A brief description of the scope of work.
- c. The name, address and telephone number of the individual that administered your contract(s).
- d. Explain the roles performed by the proposed personnel in the previous projects.

### **Task/Activity Plan**

The Contractor will specify budgeted hours and timetable for accounting services for each monthly cycle. The Contractor will state how they will carry out contract requirements in the event of an illness or other circumstance that may limit the Contractor's ability to complete the work requested in this RFP.

### **Estimated Fees**

Please state the proposed contract fee for providing accounting services for ACAM's Homelessness Prevention & Intervention projects as listed on page 2. The Contractor will only be allowed reimbursement to the maximum contracted amount agreed upon by both parties. Any additional expenses, unless agreed upon by ACAM in writing, will be the sole responsibility of the Contractor above the set maximum agreed-upon fee. Also, state estimated fees for the subsequent four years, under existing conditions, if ACAM were to request an extension and/or renewal of the same or similar projects.

The Contractor shall provide:

- 1) A cost per hour (hourly rate) that is to completion and not to exceed the cost per hour proposed;
- 2) Estimated hours per month per project;
- 3) A total monthly estimate per project;
- 4) Any monthly estimated in-kind or pro bono services per project; and
- 5) Total cost per project.

The fees negotiated with the selected Contractor shall be inclusive of all fees.

The Contractor's fee will be considered in addition to other technical factors in determining the offer most advantageous to ACAM. Because ACAM has limited resources, innovative and creative fee arrangements proposed by the Contractor that minimize risk and cost to ACAM will be considered favorably. Contractors shall provide complete information on any in-kind/pro bono services which may be provided in the course of providing services.

ACAM requests that proposers submit the proposed fees for each project listed in page 2 of this RFP. A sample format has been provided below.

Currently Awarded Projects	Standard Hourly Rate	Proposed Rate	Monthly Billable Hours	Proposed Pro Bono Hours (if applicable)	Monthly All-inclusive Total Fee	Monthly pro bono \$ Amount (if applicable)	Total Proposed Monthly Cost
ESG 9 CARES (1)							
ESG 10 CARES(1)							
ESG 11							

**Basis of Proposal**

The successful Contractor(s) will be expected to execute a standard professional service Contract with ACAM based on the proposal materials submitted and the requirements of this RFP and any future addenda thereto.

Contractors are advised to check that all parts of this RFP package have been received. Contractors shall be responsible for informing themselves with respect to all conditions, which might in any way affect the cost or performance of any of the work. Contractor assumes risk for any conditions which might in any way affect the cost or performance of any of the work, and no relief shall be given for errors or omissions by the Contractor.

**Confidentiality of Proposals**

All proposals and information concerning same shall remain confidential until all negotiations are completed and the preliminary notice of award is issued. Therefore, any part of the application that is not considered confidential, privileged, or proprietary under any applicable Federal, State or local law shall be available for public inspection upon completion of the procurement process. Any material submitted by the Contractor that is to be considered as confidential must be clearly marked as such; however, the applicable provisions of Federal, State and local laws shall govern the confidentiality of proposals despite anything contrary to this provision stated in the application. A payment schedule will be negotiated with selected contractor(s). ACAM reserve the right to offer a contract award greater or less than the amount requested in the proposal.

**VI. Conditions for Submission of Proposal**

All proposals in response to this request must meet the following conditions to be considered:

- The Contractor must address each of the accounting service requirements as stated in this Request for Proposal and describe its proficiency in Microsoft Excel and QuickBooks Premier for Nonprofits 2020.
- The Contractor shall submit information indicating if the proposing company is a Historically Underutilized Business (HUB).
- The Contractor shall furnish such additional information that ACAM may reasonably require to provide a comprehensive proposal review.
- ACAM will not be liable for any cost incurred in the preparation of proposals.

- The Contractor selected to provide these accounting services will not be eligible to perform the annual audit of ACAM, which will be covered under a separate, subsequent Request for Quote or Proposal.

**VII. Proposal Evaluation Criteria**

Selection of a successful Contractor(s) will be at the sole discretion of ACAM. If a contract is awarded, it will be awarded to the responsible firm(s) or individual(s) whose qualifications, price and other factors are deemed most advantageous to ACAM. Additionally, ACAM shall have the right to reject any and all proposals at its discretion and to negotiate portions thereof.

An evaluation team will be established to review Contractor responses to this RFP. Proposals will be evaluated by, but not limited to, the following criteria:

Evaluation Criteria	Maximum Points
1. Contractor’s compliance with all specifications and/or other requirements contained in this RFP	15
2. Relevant experience and qualifications	20
3. Reasonableness of contract price	50
a. Total Project Cost Not to Exceed	
b. Average Monthly Cost	
c. Hourly Rate (range where given)	
4. Contractor’s experience with applicable State of Texas and Federal accounting regulations	15
<b>Total Points</b>	<b>100</b>

During the proposal evaluation, ACAM reserves the right to call for supplementary information from Contractors and to meet with Contractor’s representatives listed in the application to clarify points of uncertainty or ambiguity. Contractors agree to cooperate fully and promptly in providing supplementary information or accepting meeting requests.

Proposals will be evaluated and ranked according to the points received. The highest ranked Contractors may be invited for an interview. Contractors should be prepared to discuss the proposed scope of work, including availability of equipment and staffing, accounting and payment procedures, schedules, qualification of subcontractors proposed for portions of the work, and other such items as are directly related to the proposal. ACAM will not be liable for the costs incurred by the Contractor in connection with attending a meeting or interview. Failure of a Contractor to respond to a request for additional information or clarification could result in rejection of the Contractor’s proposal.

**VIII. Submission**



Submit proposals by email to Susan Young, Compliance & Reporting Specialist, at [syoung@acamweb.org](mailto:syoung@acamweb.org) no later than **12:00 PM CDT on Wednesday, September 16, 2020**. Proposals received late or incomplete will not be considered. The timestamp on the recipient email will serve as the official time of submission. Early submissions are encouraged to avoid delivery issues. ACAM is not responsible for errors that may occur that prevent the timely arrival of proposals by email.

**Assistance** – ACAM will not provide assistance to any Contractor in the preparation of a proposal, but will, however, entertain **questions** through **Wednesday, September 11, 2020 at 12:00 p.m.** solely for the purpose of clarification of any instruction contained in this request. Please direct questions to Susan Young, Compliance & Reporting Specialist, at [syoung@acamweb.org](mailto:syoung@acamweb.org) or 713-341-5336. E-mail is the preferred format. Questions will not be accepted thereafter.

## **IX. Grievance Procedures**

Grievances arising from this RFP shall be processed in accordance with the posted Grievance Policy. This policy is posted to the ACAM website at <https://acamweb.org/funding-vendor-opportunities/>.

# ACAM Accounting Services Homelessness Prevention & Intervention RFP Application Cover Sheet

Organization (Offeror) Name and Address	Contact Person
Phone Number	RFP No. <b>HPAS-2020</b>
Contact Email Address	EIN OR TAX ID Number
Cage Number	HUB info.
DUNS Number	# of Employee
<p>Name &amp; Title of Certifying Representative Note: “Certifying Representative” means the individual who may legally submit proposals for the agency and enter into agreements (i.e. owner). You may identify a different contact person.</p> <p>Name: _____ Title: _____</p>	

I hereby certify that all information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate to the best of my knowledge.

Signature of Certifying Representative	Date
Signature of Preparer	Date

The undersigned, as Proposer, certifies that the Proposer has not, either directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competition in connection with this contract. The Proposer certifies they have not and will not participate in the development, review, and/or selection process.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Proposer Signature

# ACAM Accounting Services Homelessness Prevention & Intervention RFP Application Cover Sheet

## CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS

The undersigned certifies, to the best of its knowledge and belief, that it and its principals:

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal agency or ACAM;
- (b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification;
- (d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default; and
- (e) Will submit to ACAM information about each proceeding that occurs during this Contract Term or during the recordkeeping period that:
  - (1) Is in connection with this award;
  - (2) Reached its final disposition during the most recent five year period; and
  - (3) Is one of the following:
    - i. A criminal proceeding that resulted in a conviction, as defined below;
    - ii. A civil proceeding that resulted in a finding of fault and liability and payment of a monetary fine, penalty, reimbursement, restitution, or damages of \$5,000 or more;
    - iii. An administrative proceeding, as defined below, that resulted in a finding of fault and liability and your payment of either a monetary fine or penalty of \$5,000 or more or reimbursement, restitution, or damage in excess of \$100,000; or
    - iv. Any other criminal, civil, or administrative proceeding if:
      1. It could have led to an outcome described in this section (e) paragraph (3), items (i) – (iii) of this award term and condition;
      2. It had a different disposition arrived at by consent or compromise with an acknowledgment of fault on your part; and
      3. The requirement in this award term and condition to disclose information about the proceeding does not conflict with applicable laws and regulations.
  - (4) For purposes of section (e) of this certification the following definitions apply:
    - i. An "administrative proceeding" means a non-judicial process that is adjudicatory in nature in order to make a determination of fault or liability (e.g., Securities and Exchange Commission Administrative proceedings, Civilian Board of Contract Appeals proceedings, and Armed Services Board of Contract Appeals proceedings). This includes proceedings at the Federal and State level but only in connection with performance of a Federal contract or

# ACAM Accounting Services Homelessness Prevention & Intervention RFP Application Cover Sheet

- grant. It does not include audits, site visits, corrective plans, or inspection of deliverables.
- ii. A “conviction”, for purposes of this award term and condition, means a judgment or conviction of a criminal offense by any court of competent jurisdiction, whether entered upon a verdict or a plea, and includes a conviction entered upon a plea of nolo contendere.

Where the undersigned Vendor is unable to certify to any of the statements in this certification, such Vendor shall attach an explanation of why it cannot provide said certification to this Contract.

The undersigned Vendor further agrees and certifies that it will include the below clause titled “Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Subcontracts/Lower Tier Covered Transaction,” without modification, in all subcontracts and in all solicitations for subcontracts:

**“CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND  
VOLUNTARY EXCLUSION – SUBCONTRACTS/ LOWER TIER COVERED  
TRANSACTIONS**

*(1) The prospective lower tier participant/subcontractor certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal agency or ACAM.*

*(2) Where the prospective lower tier participant/subcontractor is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.*

**LOWER TIER PARTICIPANT/ SUBCONTRACTOR:**

**Entity Name, Entity Type**

By: \_\_\_\_\_ Signature Authority Name, Title

Date: \_\_\_\_\_”

This certification is a material representation of fact upon which reliance is placed when ACAM awards the grant. If it is later determined that Vendor knowingly rendered an erroneous certification, in addition to any other remedies available to the Federal Government, ACAM may terminate this Contract for cause or default.

**VENDOR:**

Entity Legal: \_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Account

20000 · Accounts Payable  
[43400 · In-Kind Support:43435 · Gifts in Kind - occupancy](#)  
[43400 · In-Kind Support:43440 · Gifts in Kind - Goods](#)  
[43400 · In-Kind Support:43441 · Gifts in Kind - Goods to CAMs](#)  
[43400 · In-Kind Support:43445 · Gifts in Kind - Services](#)  
[43400 · In-Kind Support:43446 · Gifts in Kind - Services to CAMS](#)  
13100 · Prepaid Expenses  
25000 · ESG Payables  
10100 · ESG Payable ACAM  
25400 · ESG Payables: FBCWC  
25300 · ESG Payables:WCC  
25200 · ESG Payables: MAM  
25100 · ESG Payables: HAAM  
24000 · Payroll Liabilities  
27200 · Other Liabilities  
62100 · Contract Services  
62110 · Accounting Fees  
62115 · ESG Accounting  
62120 · Fundraising/Grant Writer  
62125 · Program Mgmt /Reporting & Coordination  
62130 · Facilities and Equipment Services  
62140 · Legal Fees  
62150 · Capacity Assessments & Reviews  
62155 · Capacity Support for Nonmembers  
62160 · Program Evaluation  
62161 · Program Research  
62162 · Data & Systems Management  
62165 · ESG Coordination  
62170 · Consultant for Member Eds  
62180 · Consultants for Member Training  
62190 · Guest Speakers & Trainers  
62200 · Marketing Services  
62210 · Direct Services at CAMs  
62215 · IT System Consulting Cams  
62220 · Catastrophic Planning  
62230 · Strategic Planning  
62240 · Technology (IT support)  
[43400 · In-Kind Support:43435 · Gifts in Kind - occupancy](#)  
[43400 · In-Kind Support:43440 · Gifts in Kind - Goods](#)  
[43400 · In-Kind Support:43441 · Gifts in Kind - Goods to CAMs](#)  
[43400 · In-Kind Support:43445 · Gifts in Kind - Services](#)  
[43400 · In-Kind Support:43446 · Gifts in Kind - Services to CAMS](#)  
62300 · In Kind Services  
62301 · In Kind Services Distributed to CAMS

62500 · Grant Expense  
62501 · Goods on Behalf of Ministries  
62505 · Services on Behalf of Ministries  
62510 · Organization & Network Development  
62520 · Professional Development  
62530 · Infrastructure Development  
62531 · Simmons Opportunity Fund Grants  
62540 · School Supply Program  
62550 · Food Program  
**62560 · Homeless Prevention**  
62561 · Public Benefits Access Grants to Ministires  
**62562 · Rent Assistance Grants to POS**  
62570 · Non-member Grants PACE  
62580 · ESG Expenses  
62599 · Disaster Prep & Emergency Relief  
62595 · Non Construction Unmet Needs  
62596 · Employment Services Grants  
62800 · Facilities and Equipment  
62810 · Depr and Amort - Allowable  
[62830 · Donated Facilities](#)  
62835 · Lease Space  
62840 · Equip Rental and Maintenance  
62845 · Furniture Fixtures & Equipment <\$5,000  
62870 · Property Insurance  
65000 · Operations  
65010 · Books, Subscriptions, Reference  
65015 · Bank charges  
65020 · Postage, Mailing Service  
65030 · Printing and Copying  
[65035 · Supplies/Goods In Kind](#)  
[65036 · Supplies/Goods In Kind Distributed to CAMS](#)  
65040 · Supplies  
65045 · Minor Equipment  
65050 · Telephone, Telecommunications  
65055 · Meeting Expenses  
65060 · Payroll admin fee  
65070 · Membership Fees, Dues  
65080 · Miscellaneous  
65100 · Other Types of Expenses  
65120 · Insurance - Liability, D and O  
65160 · Other Costs

66000 · Payroll Expenses  
66100 · Salaries  
66200 · Payroll tax expense  
66250 · Unemployment insurance  
66300 · Workman's compensation  
66400 · SEP-IRA expense  
66500 · ST & LT Disability  
66600 · Group medical  
66700 · Dental  
66800 · Vision  
66900 · Stipends and Other Supports  
68310 · Conference, Convention, Meeting  
68320 · (DO NOT USE)  
68321 · Out of Town Travel Costs  
68322 · Mileage Reimbursements Only  
68323 · Parking Fees  
68324 · Paid Transport  
68330 · Member Networking/Training  
68340 · Member Annual Luncheon  
68350 · Member-Partner Birthday Event  
68360 · Member Event Support  
80000 · Ask My Accountant

**Alliance of Community Assistance Ministries, Inc. (ACAM)**  
 Emergency Solutions Grants (ESG) Program  
 Monthly Expenditure Report (MER) and Request for Payment  
**ESG #**

**Part I. Vendor Information**

**Vendor Organization:** *Vendor Name*  
**Address:** *Vendor Address*  
**Contract Term:** *9/1/20-8/31/21*  
**Report Period:** *first through the last day of the month*  
**Report Type:** *Monthly report #X*

**Part II. Budget**

**\*NOTE: Adjustments must be recorded in the current month. Please do not adjust prior months reports already submitted.**

Budgeted Activities	Budgeted Expenditures	Expenditures					Funds Remaining
		Monthly	Adjusted*	Returned	Cumulative		
Homelessness Prevention	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Housing Relocation and Stabilization Services-Financial (e.g. utility assistance)	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -
Housing Relocation and Stabilization Services-Services (e.g. case mgt.)	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -
Tenant-based rental assistance	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -
Homeless Management Information System (HMIS)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Data Collection	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Projected Expenditures + Total cumulative expenditures							\$ -
Total ESGA funds requested for the current contract term							\$ -
Refund							\$ -
Total ESG funds requested for the current contract term – (Total returned expenditures + refund)							\$ -
Net amount of this request							\$ -
Remaining Balance							\$ -
Variance should be zero							\$ -

**Part III. ACAM Non ESG-Credit Funds**

Activities	Budgeted Sources of Funding	Expenditures by Category			Remaining
		Monthly	Adjusted	Cumulative	ACAM Non-ESG Credit Reported Revenue
Other Non-ESG HUD Funds	\$ -	\$ -	\$ -	\$ -	\$ -
Other Federal Funds	\$ -	\$ -	\$ -	\$ -	\$ -
State Government	\$ -	\$ -	\$ -	\$ -	\$ -
Local Government	\$ -	\$ -	\$ -	\$ -	\$ -
Private Funds	\$ -	\$ -	\$ -	\$ -	\$ -
Other	\$ -	\$ -	\$ -	\$ -	\$ -
Fees	\$ -	\$ -	\$ -	\$ -	\$ -
Program Income	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL</b>	\$ -	\$ -	\$ -	\$ -	\$ -

ESG allowable activities that are allocable to the Program ( ACAM Non-ESG credit)	Budgeted	Expenditures by Program			Remaining
		Monthly	Adjusted	Cumulative	ACAM Non-ESG Credit Reported Expense
Homelessness Prevention	\$ -	\$ -	\$ -	\$ -	\$ -
Administration	\$ -	\$ -	\$ -	\$ -	\$ -
HMIS	\$ -	\$ -	\$ -	\$ -	\$ -
Other	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL</b>	\$ -	\$ -	\$ -	\$ -	\$ -
	<b>Variance should be zero</b>	\$0.00	\$ -	\$ -	\$ -

**REASON FOR ADJUSTMENT:**

**APPROVAL**

Vendor Organization Preparer Approval: Signature would go here

Date: \_\_\_\_\_

Vendor Organization Authorized Approval: Signature would go here

Date: \_\_\_\_\_

ACAM Approval: ACAM's signature would go here

Date: \_\_\_\_\_