

EMERGENCY SOLUTIONS GRANTS PROGRAM DRAW REQUEST DOCUMENTATION STANDARDS

Reimbursement Requirements

Tips to ensure quicker processing times:

- ✓ Ensure all information entered into GMS matches supporting documentation (paid date, pay period dates, amount and vendor).
- ✓ Ensure all documentation is in the same order as the line items in GMS. Combine documentation into one PDF or one PDF per activity.
- ✓ Ensure draws are submitted monthly, at minimum. No more than 5 draws submitted per month.
- ✓ Draw request minimum \$1,000 unless final draw or monthly cumulative total is less than \$1,000.
- ✓ If your agency has multiple grants - overhead costs, salaries, data entry, etc. must be split between those grants and not charged to ESG at 100%.
- ✓ Costs that incur before the contract start date are not eligible for reimbursement. Bills outside of the grant term must be prorated.
- ✓ ESG does not reimburse state taxes.
- ✓ Each client receiving ESG assistance must be entered on separate line items in GMS
- ✓ If your organization is a domestic violence agency, you do not have to list the client's name or payee/vendor if it will compromise the client, however, all other detail data fields must be completed.

Reimbursement Supporting Documentation

For a comprehensive list for all eligible ESG activities click this link: [ESG Program Components Quick Reference](#)

All line item expenses require the following supporting documentation:

- **Copy of the invoice**
- **Copy of check, receipt or other source documentation that evidences the date of payment, the payee, and the amount**
- **Copy of itemized receipt can be used in lieu of the above bullets**

In addition to above documentation, when requesting reimbursement for items listed below see additional guidance and/or documentation requirements:

- **Salaries**
 - Copy of timesheet with the **first draw** (If a new employee starts after the first request is submitted, please submit a timesheet for the new employee along with the first draw for which their salary is included)
 - For all draws, provide copy of payroll statements or paystubs
 - For all draws that include fringe benefits, include explanation of how your fringe is calculated
- **Transportation**
 - For mileage reimbursement –
 - Mileage log
 - Copy of check or proof of payment
 - For gas reimbursement (for agency vehicles only) – copy of the gas receipt
 - For Lyft and Uber rides – copy of receipt (reasonable tips are an eligible ESG cost)
 - For public transportation – copy of check and proof of payment. If buying in bulk, make sure each client's file is tracking when they receive bus passes or public transportation vouchers.
 - ESG does not reimburse for client gas, gas cards, client car repairs, client/staff car insurance, etc.

- **Rental arrears**
 - Rental Assistance Agreement signed by landlord can be accepted as invoice
- **Security Deposits, Rental Application fees & Last Month's Rent**
 - Pet deposits are not eligible
 - Security deposits cannot exceed two months' rent
 - Last Month's Rent must be paid at the same time the Security Deposit is paid
- **Moving costs**
 - ESG does not reimburse client for gas, gas cards, etc.
- **Data Entry – HMIS fees, software, equipment & training**
 - Travel can only be approved if it is HUD-sponsored and HUD-approved. Provide information on the conference/training along with invoices and proof of payment for reimbursement.
- **Legal Services**
 - Invoice for hours performed by licensed attorneys
 - ESG funds may be used only for these services to the extent that other appropriate legal services are unavailable or inaccessible within the community.
 - Include which eligible subject matter services are for. Outlined in 24 CFR 576.102(a)(1)(vi)(C)
- **Emergency outpatient health and mental health services – Shelter and Street Outreach ONLY**
 - ESG funds may be used only for these services to the extent that other appropriate health or mental health services are inaccessible or unavailable within the area.
 - Must be provided by a licensed professional.
- **Hotel/Motel costs – Under Emergency Shelter ONLY if there is no other shelter available**
 - **ESG does not reimburse for state taxes (county, city, and occupancy tax may be reimbursed)**
- **Outpatient Substance Abuse treatment services – Shelter ONLY**
 - Eligible treatment consists of client intake and assessment, and outpatient treatment for up to 30 days.
 - Must be provided by licensed or certified professionals.
 - ESG funds may only be used for these services to the extent that other appropriate substance abuse treatment services are unavailable or inaccessible within the community.
- **Shelter Operations - eligible costs are the costs of maintenance (including minor or routine repairs), rent, security, fuel, equipment, insurance, utilities, food, furnishings, and supplies necessary for the operation of the emergency shelter**
 - If shelter is operating under multiple grants total must be split between those grants. Indicate on the documentation how much is being charged to ESG.
 - **Maintenance and rent can only be charged to ESG if it was requested and approved by THDA during the Environmental Review process. If you are unsure if you received clearance for these costs, please contact THDA.**
- **Indirect Costs**
 - **Must provide letter citing from cost allocation plan the percentage of indirect costs that may be billed to ESG and copy of cost allocation plan prior to receiving reimbursement of indirect costs.**

Match Requirements

Tips to ensure quicker processing times:

- ✓ ESG funds must be matched dollar for dollar but does not have to be in the same category.
- ✓ ESG match can vary from month to month but will need to be caught up by the end of the third quarter.
- ✓ THDA will not process any pay request after the third quarter if match is not caught up. Submit "Match Only" draws in GMS to catch up on matching dollars.
- ✓ Match dollars must be incurred in the same grant year funds are awarded.
- ✓ If you are using a large sum for match like the cost of a building or another grant, please include the entire portion of match in one draw rather than splitting the match by each draw request.
- ✓ Matching funds must be used in accordance with all requirements that apply to ESG grant funds, except for the expenditure limits in 24 CFR 576.100. This includes requirements such as documentation requirements, eligibility requirements, and eligible costs.

Match Supporting Documentation

- **Donations**
 - List of items donated with monetary claim in the month you are claiming match (you can use general categories, i.e., food, clothing, household items, etc.)
 - Copy of donated checks or official documentation of in-kind monetary donations
- **Grant Award - Grants from private, local, state, and federal resources (if not statutorily prohibited by source)**
 - Documentation confirming the award of a grant that is eligible to use for ESG match
- **Value of donated building**
 - Copy of the assessed value of the building or rental value
 - A donated building may be counted as match one time, either in a lump sum or as a prorated amount divided by a set number of years.
- **Employee salary**
 - Documentation showing the following:
 - Name(s) of employee(s)
 - Title(s) of position
 - Amount of salary
 - Funding source (if not clear on paystub, please ensure that explanation is provided)
- **Volunteer Hours**
 - Log of volunteer hours with rate being charged for match. Total match amount should be included on the documentation.
 - Rates must be valued at rates consistent with those ordinarily paid for similar work at your agency. If you do not have employees performing similar work, the rates must be consistent with those ordinarily paid by other employers for similar work in the same labor market.
- **Program Income**
 - Documentation showing deposits of program income into bank account
 - Documentation showing that program income was spent on ESG eligible expenses, will accept ledger of purchased items