



EMERGENCY SOLUTIONS GRANTS (ESG) PROGRAM REIMBURSEMENT DOCUMENTATION STANDARDS

Reimbursement Requirements

Tips to ensure quicker processing times:

- ✓ Ensure all information entered into the reimbursement matches supporting documentation (paid date, pay period dates, amount and vendor).
- ✓ Ensure all documentation is in the same order as the line items. Combine documentation into one PDF per activity.
- ✓ Ensure draws are submitted monthly, at minimum. No more than 5 draws submitted per month.
- ✓ 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 are incurred 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.
- ✓ 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 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 costs require the following supporting documentation:
1. Copy of the invoice 2. Copy of check, receipt or other source documentation that evidences the date of payment, the payee, and the amount 3. 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 as the security deposit

- **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.
 - HMIS software, equipment and training that benefits more than one grant funded program with HMIS funds must be split evenly between programs

- **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 – Emergency 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 – eligible under Emergency Shelter ONLY if there is no other shelter available**
 - ESG does not reimburse state taxes (county, city, and occupancy tax may be reimbursed)
- **Outpatient Substance Abuse treatment services – Emergency 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), 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 do not have to be in the same category.
- ✓ THDA will not process any invoices after the third quarter if match is not caught up. ESG match can vary from month to month but will need to be caught up by the end of the third quarter.
- ✓ Match must be spent on activities within the same grant year funds are awarded.
- ✓ Match funds must be used in accordance with all requirements that apply to ESG grant funds. This includes documentation requirements, eligibility requirements, and eligible costs.

Match Supporting Documentation Cash vs. Noncash Contributions

Cash Contributions
• Grants from private, local, state, and federal resources (if not statutorily prohibited by source) • Cash resources or monetary donations • Revenues from fundraising efforts organized by the grantee • Grantee staff salaries working on grant eligible activities who aren't paid from the ESG Program grant but are paid from other agency resources • Program income - is the income received by the grantee directly generated by a grant-supported activity. Some examples include income from fees for services performed and rent and occupancy charges paid directly to the grantee by program participants or thrift store income.

All Cash Contribution match documentation requires the following supporting documentation:

1. Proof of the source of cash contribution
 - Deposit slips of cash resources, grant award, donation checks, proof of revenue from fundraising, proof of program income
2. Supporting documentation that cash contributions were spent on ESG eligible activities within the grant year:
 - Invoice and proof of purchase of all items **OR**
 - A ledger may be accepted showing the following:
 - Funding source
 - Date of purchase, payee and amount
 - Name and description of cost
 - The ESG eligible component the purchase is contributing to

Additional Cash Contribution match documentation requirements:

- **Grant Award - Grants from private, local, state, and federal resources (if not statutorily prohibited by source)**
 - Letter from grantee's Executive Director signed on letterhead certifying that the grant used for ESG match is not prohibited by the grant award
- **Employee salaries**
 - Pay stubs or other documentation showing the following:
 - Funding source (if not clear on paystub, please ensure that explanation is provided of where the funds are coming from)
 - Name(s) of employee(s)
 - Title(s) of position
 - Amount of salary being donated as match
 - Salaries submitted for match must also have an adequate method in place to track time spent on activities. We do not require this documentation with match submissions but THDA has the right to request these at any time to ensure compliance.

Noncash Contributions
• In-kind donations of property, equipment, goods, or services • Volunteer hours • Purchase value of any donated building

Documentation requirements and provisions for Noncash Contributions:

- **Value of 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.)
- **Value of donated building**
 - Copy of the assessed value of the building or rental value by a certified appraiser
 - 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.
 - Include the entire portion of match from donated building in one draw.
 - Building must be used for ESG activities

- **Value of donated office space**
 - Letter from the office owner certifying their customary rent charge and confirming donation of rent to the grantee for ESG services.
 - Proof that the value of donated space must not exceed the fair rental value of comparable space as established by an independent appraisal of comparable space and facilities in a privately-owned building in the same locality.
- **Volunteer Hours**
 - Log of volunteer hours with rate being charged for match. Total monetary match amount should be included on the documentation.
 - Provide proof that the rates are 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.
- **Donated in-kind services**
 - Copy of the formal Memorandum of Understanding (MOU) between the agency providing the in-kind service and the grantee
 - The MOU must establish a system to document the actual value of services provided during the term of the grant
 - Provide proof that the 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.
 - All MOUs must follow this format: [What are the minimum requirements of a Memorandum of Understanding \(MOU\) in - HUD Exchange](#)

Ineligible cash match	Ineligible noncash match
• Mainstream benefits paid directly to program participants • Match funds already designated for another project • Program participant savings (belong to participant, not program) • Funds from other sources that are spent on ineligible ESG activities	• Contributions that do not directly contribute to the ESG project. • Volunteer contributions that would occur whether or not your project existed (e.g., ongoing volunteer gardeners that visit agency weekly) • Volunteer contributions that do not directly benefit your ESG project • “Potential” or “estimated” services and donations. The in-kind donation must have been made. • Services and costs and that are not ESG eligible.