

ESG Financial Tracking Form

HMIS/DV ID Number: _____ Client Name: _____

Program (circle one):

Street Outreach

Emergency Shelter

Rapid Re-housing

Homelessness Prevention

This form is an optional tool to track financial services provided to household by the ESG program. We recommend this form be included in client files to ease internal and external monitoring practices. If a client enrolls in multiple programs offered under the ESG program, create a new Financial Tracking Form for each program enrollment. Costs to be tracked are only for individual service costs that can be tracked to each client. Program service costs do not need to be tracked per client.

All eligible costs can be found at [24 CFR Part 576](#).

Payment Date	Check Number	Payee	Financial Assistance Type	Amount

Below are eligible costs of the ESG program separated by ESG component. It is the subrecipient's responsibility to understand the limitations of each eligible cost. Costs that do not comply with the limitations may be subject for re-payment to THDA and/or denied reimbursement. All limitations to costs can be found at [24 CFR Part 576](#). If you have a question if a cost is eligible, reach out to ESG@thda.org prior to purchasing and requesting reimbursement.

List of Street Outreach Eligible Expenses	
Engagement	Urgent physical needs (providing meals, blankets, clothes, toiletries, etc.)
Case Management	Documentation gathering (obtaining IDs, birth certificates, etc.)
Emergency Health	Outpatient health & mental health services
Transportation	Public transportation to essential services, when public transportation is not available Lyft, Ubers and taxis are eligible costs

List of Emergency Shelter Eligible Expenses	
Essential Services	
	Documentation gathering (obtaining IDs, birth certificates, etc.)
	Child care
	Education Services
	Employment assistance & job training
	Outpatient health services
	Legal services
	Outpatient mental health services
	Outpatient substance abuse treatment services
	Transportation (public transportation, when public transportation is not available Lyft, Ubers and taxis are eligible costs)

List of RRH and HP Eligible Expenses		
Rental Assistance	Financial Assistance	Services Costs
Short-term rental assistance (1-3 months)	Rental Application Fees	Housing Search & Placement
Medium-term rental assistance (4+ months)	Security Deposits (pet deposits not eligible)	Housing Stability Case Management
Rental Arrears	Last month's rent	Mediation
	Utility Deposits	Legal Services
	Utility Payments	Credit Repair
	Moving Costs	