

# Emergency Solutions Grants CARES Act Part II Advanced Payment Workshop

Community Programs Division  
April 2021

## The purpose of the Emergency Solutions Grants CARES Act Part II (ESG-CV2) funding:

To prevent, prepare for, and respond to coronavirus, among individuals and families who are homeless or receiving homeless assistance and to support additional homeless assistance and homelessness prevention activities to mitigate the impacts created by coronavirus.

## The purpose of Advanced Payment funding:

To provide Grantees with access to the ESG CARES Act Part II Program funding in advance to help them mobilize the program activities they are approved to administer through the ESG-CV2 Program.

Advanced payment must be used within 30 days of the date of receipt.

## ESG-CV2 Advanced Payment Requirements

- ❖ ESG-CV2 Grantees are eligible to request up to 20% of their award in Advanced Payment.
- ❖ Advanced Payment requests will only be accepted twice a month, on the 1<sup>st</sup> and on the 15<sup>th</sup> (*if these dates fall on a weekend, THDA will use the next business day as the deadline*).
- ❖ Advanced Payment must be used/expended within 30 days from the date funds are received.
- ❖ Grantees must follow the rules, requirements, and guidelines for accessing and administering Advanced Payment funding, as detailed in 2 CFR § 200.305.

## Grantees must **remain** eligible for ESG-CV2 Advanced Payment by meeting the following requirements:

- ✓ Expending Advanced Payment within 30 days;
- ✓ Submitting receipts for Advanced Payment expenses upon use;
- ✓ Providing proper documentation for support of expense within the approved activity;
- ✓ Submitting reports in time;
- ✓ Limiting the number of monitoring findings; and
- ✓ Maintaining acceptable accounting standards.

## PLEASE NOTE:


- Failure to expend Advanced Payment on **approved activities** will require repayment of funds.
- Failure to expend Advanced Payment within the 30-day limit will require full repayment of the unused balance of Advanced Payment funding.
- Failure to meet the Advanced Payment requirements will require full repayment of unused balance of Advanced Payment and THDA reserves the right not approve subsequent Advanced Payment requests.

## How to request Advanced Payment

- Complete the ESG-CV2 Advanced Payment Request Form
- Submit to THDA via GMS
  - Log in to GMS
  - Go to the “Grant Setup” link on the left side of the screen
    - Scroll down on Grant Setup screen until you see the “Advanced Funding” section
    - Answer the question: Will you be requesting Advanced Funding? (select “Yes” to access funding)
    - Upload the Advanced Payment Request Form
      - You will see the request listed under the “Add Document” button

# Advanced Payment Request Form:





**2020 EMERGENCY SOLUTIONS GRANTS CARES ACT PART II (ESG-CV2)  
ADVANCED PAYMENT REQUEST FORM**

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

ACTIVITY	ESG-CV2 FUNDS
<b>STREET OUTREACH</b>	
Salaries	
Hazard Pay	
Travel	
Emergency Services	
Client Transportation	
Training	
Volunteer Incentives	
Portable Handwashing Stations	
<b>TOTAL:</b>	<b>\$</b>
<b>SHELTER – ESSENTIAL SERVICES/OPERATIONS/REHABILITATION</b>	
Salaries	
Hazard Pay	
Travel / Transportation	
Utilities	
Phone / Communications	
Rent	
Equipment	
Furniture	
Food	
Rehabilitation**	
Conversion**	
Acquisition**	
Rehabilitation**	
Major Rehabilitation**	
Conversion***	
Program Supplies	
Insurance	
Maintenance / Security Staff	
Client Legal Services / Costs	
Child Care	
Emergency Medical	
Counseling	
Job / Educational Training	
<b>TOTAL:</b>	<b>\$</b>

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<b>HOMELESSNESS PREVENTION</b>	
Financial Assistance	
Salaries	
Hazard Pay	
Hotel/Motel Vouchers	
Landlord Incentives	
Volunteer Incentives	
Other:	
<b>TOTAL:</b>	<b>\$</b>
<b>RAPID RE-HOUSING</b>	
Financial Assistance	
Salaries	
Hazard Pay	
Hotel/Motel Vouchers	
Landlord incentives	
Volunteer Incentives	
Other:	
<b>TOTAL:</b>	<b>\$</b>
<b>HMIS</b>	
Salaries	
Equipment	
Fees	
Travel	
Other:	
<b>TOTAL:</b>	<b>\$</b>

**TOTAL ADVANCED PAYMENT REQUESTED:**      \$

**CERTIFICATION BY SIGNATORY:**  
 By signing the Advanced Payment Request form, I acknowledge and agree to administer the Advanced Payment received from THDA to administer the Emergency Solutions Grants Program for the activities the undersigned Grantee ~~has been environmentally cleared~~ to perform through the Emergency Solutions Grants Program CARES Act Part II Program. Furthermore, I acknowledge and understand the rules, requirements, and guidelines for accessing and administering Advanced Payment funds, as detailed in 2 CFR § 200.305, which states **Advanced Payment funding must be spent within 30 days from the date of receipt**. Failure to expend the Advanced Payment properly, or within the 30-day limit, will require full repayment of the unused balance of Advanced Payment.

THDA reserves the right to approve or decline requests for Advanced Payment from Grantees who fail to abide by the 2 CFR § 200.305 requirements.

**AUTHORIZED SIGNATORY:**

Signature of Authorized Personnel: \_\_\_\_\_

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

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

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# Requesting Advanced Payment

- Dashboard
- Application
- Grant Setup**
- Create Draw Request
- Clients Served for ESG and ESG Cares

## Grant Setup

### Document Upload Defaults:

- Max file size: 25 MB
- Allowed file types: PDF, DOC, DOCX, XLS, XLSX, GIF, JPG, JPEG, PNG, SHP, SHX, DBF, PRJ, KML, SBX, SBN, CPG, XML, DWG

Documents and forms provided by THDA can be acquired from here: [THDA Documents](#)

### Documents

Date Approved

#### Executed Contract and Amendments

Select files...

#### W-9 Form

Select files...

#### Certification of Consistency with Local Consolidated Plan

Select files...

#### CARES Act Application

Select files...

Board Resolution for Policies & Procedures

Select files...

Proposed Policy and Procedures:

Did you use the THDA template?  Yes  No

Date Adopted by Board

Expense Methodology

Will you be requesting any of the following expenses?

Volunteer Incentives  Yes  No

Hazard Pay  Yes  No

Landlord Incentives  Yes  No

CV Training  Yes  No

- On the Grant Setup Screen Select Yes for will you be requesting Advanced Funding
- Upload the document for Advanced Funding

Advanced Funding

Will you be requesting Advanced Funding?  Yes  No

+ Add Document

File Name

Upload Time

2020 ESG QA Matrix.pdf


3/2/2021 12:08 PM



# Submitting Request for Advanced Payment

Monday, March 22, 2021 3:01 PM Hello KAllen@thda.org! [Log off](#)

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 Grants Management System 24:45

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Program: 2020 ESG CARES Act Part II (ESG-CV2) Applicant: WRA Nonprofit

Dashboard


Application

Grant Setup

**Create Draw Request**

Clients Served for ESG and ESG Cares

## Draw Request

**Funding Month & Year:**  

**Date Submitted:**   Final Draw

**Draw Number:**

**Service Date:**

**Draw Type:**

**Use Advanced Funding From:**

1. Select Create Draw request from the menu
2. Enter you Invoice Month & Year
3. Choose Request for Advanced Funding in the Draw Type drop down
4. Choose which Advanced funding you will be requesting

Line items for which funds are requested- attach detail of costs

Activity	ESG Request
Street Outreach	\$500.00
Shelter Activities (Essential Services + Operations)	\$0.00
Homelessness Prevention	\$0.00
Rapid Re-Housing	\$0.00
Data Collection (HMIS)	\$0.00
<b>Total This Request</b>	<b>\$500.00</b>

Documents

Draw Documentation

Select files...

+ Add Expense Detail

Activity	Expense Type	Utilization Date/Period	Amount Paid by ESG	Detail Description
<b>Street Outreach Total: \$500</b>				
Street Outreach	Services for Special Populations	3/1/2021 - 3/31/2021	\$500.00	

1 - 1 of 1 items

1. Click on Add Expense Detail to add items for the funds you are requesting
2. Upload your Draw Documentation that backs up your request
3. Click Save & Submit

Save

Cancel

Submit

## What happens next?

- THDA will receive the request and will schedule the Advanced Payment for disbursement the same day.
- Advanced Payment is drawn from the HUD portal upon request. THDA and Grantees **do not** have authorization to move funding around between activities after the funds have been drawn.
- Advanced Payment requests will only be accepted twice a month, on the 1<sup>st</sup> and 15<sup>th</sup> (*if these dates fall on a weekend, THDA will use the next business day as the deadline*).
- Advanced Payment must be used/expended within 30 days from the date funds are received. Failure to expend funds within 30 days will require reimbursement.
- Failure to submit support on a weekly/bi-weekly basis may cause a Grantee to become ineligible for future Advance Payments.

## What happens next?

- Advanced Payment is now in your account.
- Grantees should keep the funding separate from their other program funding.
- Grantee must have the ability to track the funds received and the expenses and/or purchases made with the Advanced Payment funds.
- Once funds have been expended, the Grantee must submit the receipts, copies of cleared checks, bank statements, bank summary reflecting the funds used to purchase services for the approved activity.
  - Follow the Draw Request Process to submit payment receipts.

## Things to know:

- ✓ Grantees may request Advanced Payment funding for all approved ESG-CV2 Activities
- ✓ You do not have to request the full 20% of the ESG-CV2 award in advance
- ✓ Request only the amount of funding you can expend within 30 days
- ✓ You may request Reimbursement Requests while administering Advanced Payment funding
  - To prevent confusion, we recommend you use the Advanced Payment funding for: Shelter, Prevention, and Rapid Rehousing and Reimbursement for Shelter and Data.

***\*This is a recommendation only. Each Grantee has the ability to administer the Advanced Payment for approved ESG-CV2 activities as needed.***

Grantees must be set up in PIMS before they can access GMS.

For questions on how to get set up in PIMS or GMS, see the **ESG - GMS User Set-Up Guide for CV2** located on the ESG Webpage:

<https://thda.org/government-nonprofit-partners/emergency-solution-grants-esg-program>



# Questions?

Please send any questions related  
to Advanced Funding to  
[ESG@Thda.org](mailto:ESG@Thda.org)