

Emergency Solutions Grants Program
Draw Request Documentation Standards

Important:

- **Ensure all information entered into GMS matches supporting documentation (paid date, amount and vendor)**
- **Ensure all documentation is in the same order as the line items in GMS**
- **Ensure Draws are submitted on a monthly basis, at minimum**
- **Draw request minimum \$1,000, unless final draw or monthly cumulative total is less than \$1,000**
- **Please combine documentation into one PDF when possible or by activity**

Required Documentation

- **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)
 - Copy of payroll statements/paystubs
 - Include explanation of fringe calculations in first draw of salary reimbursement
 - Please enter the correct “Pay Period Dates” as well as “Paid Date” in GMS
- **Utilities**
 - Copy of the invoice (indicate in GMS which portion is to be paid from the ESG funds)
 - Copy of Check
- **Transportation**
 - Mileage log must be included for mileage reimbursement
 - Copy of the gas receipt(s) must be included for gas reimbursement
 - ESG does not reimburse for client gas, gas cards, repairs, etc.
- **Equipment/Supplies**
 - Copy of the invoice (indicate which portion is to be paid from the ESG funds)
 - Copy of Check
 - ESG does not reimburse for taxes
- **Rent**
 - Copy of Check
 - Each line of the **expense details** must be entered in GMS for every client receiving financial assistance. Please list each client separately.
 - 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.

- **Security Deposits**
 - Copy of Invoice
 - Copy of Check
 - Each line of the **expense details** must be entered in GMS for every client receiving financial assistance. Please list each client separately.
 - 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, but you will need to complete the other fields.

- **Moving costs**
 - Submit a copy of the invoice (indicate which portion is to be paid from the ESG funds)
 - ESG does not reimburse client for gas, gas cards, repairs, etc.

- **Childcare**
 - Copy of invoice
 - Copy of Check
 - Each line of the expense details must be entered in GMS for every client receiving financial assistance.
 - Please list each client separately.
 - 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, but you will need to complete the other fields.

- **Data Entry**
 - Copy of invoice
 - Copy of check
 - Follow salary and equipment directions as needed

- **Food**
 - Copy of the receipt
 - ESG does not reimburse for taxes
 - If a gift card is purchased, you must include receipt for items purchased using the gift card

- **Hotel/Motel Vouchers**
 - Copy of the invoice (indicate which portion is to be paid from the ESG funds)
 - Copy of receipt
 - Please list each client separately
 - 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, but you will need to complete the other fields.
 - **ESG does not reimburse for state taxes (county, city, and occupancy tax may be reimbursed)**

- **Maintenance**
 - Copy of invoice (indicate which portion is to be paid from the ESG funds)
 - Copy of check

- **Furnishing**
 - Copy of the invoice (indicate which portion is to be paid from the ESG funds)
 - Copy of check
 - ESG does not reimburse for taxes