

## Emergency Solutions Grants Program

### Grant Management System Pay Request Process Information sheet

A complete payment request must be submitted via the THDA Grant Management System (“GMS”) along with any supporting documentation required by THDA. Supporting documentation may include, but is not limited to, personnel expenditure detail, equipment invoices, and/or proof of payment.

GMS is a web-based grant application and grant management system. Access to GMS is secure and grantees must login using online account credentials. The user accounts are tied to a specific email address. If an email address changes, or if it becomes inactive, the grantee must create a new account to continue accessing GMS. There are two GMS role designations for pay requests: “**Manager**” and “**User**.”

Each role has different permission levels as described below:

- **Program Manager:** Responsible for managing the program and users in GMS. Must be an employee of the applicant. This role is able to submit payment requests. Only a Manager role can change the assigned role for other users.
- **Program User:** This role may enter and edit data as well as upload documents prior to submission; however, this role is not able to submit payment requests. *Note: The roles in GMS are not necessarily required to match the hierarchy of the agency – some grantees might find that having multiple users at the manager level is more effective when submitting pay requests.*

Payment Requests that are complete and include all required back-up documentation will be processed within 30 days of submission. Please note that Payment Requests submitted without the appropriate documentation will be delayed until the requested documentation has been received.

All expenses should be separately itemized when entered into GMS. This process will create and serve as the **general ledger**. Therefore, it is not necessary to include a general ledger with the payment request.

**Please note: The following forms (previously issued by THDA) should not be submitted with the payment requests. These forms have been replaced by the GMS portal. All expenses must be separately itemized and entered into the GMS portal.**

1. **Request for Payment Form**
2. **Expense Detail Form**
3. **Budget Amendment Form**
4. **Match Certification Form**

Please refer to the “**Required Documentation**” section below for a list of required documentation. **All supporting/back-up documentation must be scanned in the order that each cost is listed in GMS.**

Please review the **ESG Expense Guide** for a list of eligible expenses associated with each activity (**Street Outreach, Shelter, Prevention, Rapid Rehousing, and Data Collection/HMIS**). Keep in mind that the ESG Expense Guide is not an exhaustive list of eligible and ineligible expenses. If you have any questions about expenses, please email: [esg@thda.org](mailto:esg@thda.org)

## Required Documentation

- **Salaries** – Require a 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. Enter the correct “Pay Period Dates” as well as “Paid Date” in GMS. Submit payroll statements/paystubs with draw request.
- **Utilities** – Submit a copy of the invoice and indicate in GMS which portion is to be paid from the ESG funds. Enter the total amount billed under the “**Total Amount**” column in GMS and the amount to be paid under the “**Amount Paid by ESG**” column.
- **Transportation** – When requesting reimbursement for mileage, a mileage log must be included. If reimbursement for gas is being requested, Please submit a copy of the gas receipt(s).
- **Equipment** – Submit a copy of the invoice and indicate in GMS which portion is to be paid from the ESG funds. Enter the total amount billed under the “**Total Amount**” column in GMS and the amount to be paid under the “**Amount Paid by ESG**” column.
- **Rent** – Documentation does not need to be submitted to THDA, but must be on file with the Grantee. 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** – Documentation does not need to be submitted to THDA, but must be on file with the Grantee. 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 and indicate in GMS which portion is to be paid from the ESG funds. Enter the total amount billed under the “**Total Amount**” column in GMS and the amount to be paid under the “**Amount Paid by ESG**” column.
- **Childcare** – Documentation/receipt that reflects the amount paid each week/month. Each line of the expense details must be entered in GMS for every client receiving financial assistance. Apprenticeship documents. 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** – on the Data Collection/HMIS sheet; please follow the same requirements as noted for salaries.
- **Food** – Please submit a copy of the receipt, making sure to deduct taxes since ESG does not pay taxes. Indicate in GMS which portion is to be paid from the ESG funds. Enter the total amount billed under the “**Total Amount**” column in GMS and the amount to be paid under the “**Amount Paid by ESG**” column.

- **Hotel/Motel Vouchers** – Submit a copy of the invoice and indicate in GMS which portion is to be paid from the ESG funds. Please list each client separately on the Expense Detail Form.
  - 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.
- **Maintenance** – Submit a copy of the invoice and indicate in GMS which portion is to be paid from the ESG funds. Enter the total amount billed under the **“Total Amount”** column in GMS and the amount to be paid under the **“Amount Paid by ESG”** column.
- **Supplies** - Submit a copy of the invoice and indicate in GMS which portion is to be paid from the ESG funds. Enter the total amount billed under the **“Total Amount”** column in GMS and the amount to be paid under the **“Amount Paid by ESG”** column.
- **Furnishing** – Submit a copy of the invoice and indicate in GMS which portion is to be paid from the ESG funds. Enter the total amount billed under the **“Total Amount”** column in GMS and the amount to be paid under the **“Amount Paid by ESG”** column.

### ESG-CV Cares eligible expenses

The following expenses are in addition to the expenses eligible under the ESG program as outlined above, however these expenses are only eligible for the limited time of the ESG-CV contract term.

**Training-** As permitted by the CARES Act, ESG-CV funds may be used for training on infectious disease prevention and mitigation for staff working directly to prevent, prepare for, and respond to coronavirus among persons who are homeless or at risk of homelessness and the use of funding shall not be considered administrative costs. **Training** expenses should be billed under **Street Outreach**. To bill for this expense, please submit salaries under the training expense tab. Please follow the requirement for **salaries** as outlined above.

**Hazard Pay-** As permitted by the CARES Act, funds may be used to pay hazard pay for recipient- or sub-recipient staff working *directly* to prevent, prepare for, and respond to coronavirus among persons who are homeless or at risk of homelessness. Please make sure to use the Hazard pay tab for any staff that is being paid hazard pay. Hazard pay amount should be broken out from regular salary cost.

Example: **Salaries** (tab) **Jane Doe: Time period- 2/1/2-2/12/21 \$500**

**Jane Doe: Time period- 2/1/21-2/12/21-Hazard pay \$300**

**Hazard pay-** does not require any additional documentation; but please remember to fill out the **Expense Detail** in GMS completely.

- **Landlord Incentives-**The eligible cost of paying for landlord incentives as reasonable and necessary to obtain housing for individuals and families experiencing homelessness and at risk of homelessness. The **first** draw of using landlord incentives must include a landlord incentive plan. The landlord incentive plan should outline (landlord eligibility, incentive amounts). Please follow the documentation requirement for **rent** as outlined above.
- **Volunteer Incentives-**The cost of providing reasonable incentives to volunteers (e.g. cashier checks or gift cards) who have been and are currently helping to provide necessary street outreach, emergency shelter, essential services, and housing relocation and stabilization services during the coronavirus outbreak. The **first** draw of using volunteer incentives must include a **volunteer incentive plan**. The volunteer plan should include (volunteer eligibility, incentive amounts). The documentation should include volunteer name (if applicable) and

amount volunteer received. This documentation should be signed and dated by staff. Submit a copy of the documentation and indicate in GMS which portion is to be paid from the ESG funds. Enter the total amount billed under the **“Total Amount”** column in GMS and the amount to be paid under the **“Amount Paid by ESG”** column.

- **Handwashing Stations and Portable Bathrooms**-The cost for installing and maintaining handwashing stations and bathrooms (e.g., porta potties) in outdoor locations for people experiencing unsheltered homelessness. Allowing ESG-CV funds to pay for the costs of handwashing stations and bathroom facilities will help prevent the spread of coronavirus by providing people living in unsheltered locations regular access to bathrooms and the ability to wash their hands. This expense can only be billed under street outreach as it is for unsheltered homeless. Submit a copy of the invoice and indicate in GMS which portion is to be paid from the ESG funds. Enter the total amount billed under the **“Total Amount”** column in GMS and the amount to be paid under the **“Amount Paid by ESG”** column.

### **Reporting Requirement**

- **Quarterly Reports** must be submitted by the due date. If THDA ESG staff **does not** receive the **quarterly reports** on time, THDA reserves the right per the grantee’s contract to not process any payment requests until a complete quarterly report is submitted to THDA.
- Please note: HUD requires additional reporting related to ESG-CV funds – both financial and client-level data. THDA receives some reports directly, but other reports are generated thru the grantee’s Homeless Management Information System (HMIS) and submitted by the HMIS Lead. THDA will notify grantees of expectations and deadlines at the end of each quarter and confirm the due date of each report.

Please email [esg@thda.org](mailto:esg@thda.org) if you have any questions about the pay request process.