

ESG Payment Request Process Workshop

GRANTS MANAGEMENT SYSTEM (GMS)

Community Programs Division
April 13, 2021



ESG Payment Request Process

- The pay request and advance payment process will take place in the Grants Management System (GMS).

<https://qagms.thda.org/Security/Login?ReturnUrl=%2f>



ESG Pay Requests

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.”

- **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.

ESG Pay Requests

- THDA has temporarily waived the following requirements:
 - Pay requests are due monthly!
 - THDA will not accept pay requests for costs that are over 60 days.



ESG 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 returned to the grantee and delayed until the requested documentation has been received.

ESG Pay Requests

- Supporting documentation may include, but is not limited to, personnel expenditure detail, equipment invoices, and/or proof of payment.
- THDA reserves the right to request any and all documentation related to the draw request.

ESG Pay Requests

- 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.

ESG Pay Requests

- Please explain who is being paid and what percentage of time is billed to ESG. For example:

Salaries and benefits.....\$4,351 Jane Doe – 75% shelter,

25% HMIS

John Smith – 50% RRH, 50% Prevention

- 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 Pay Requests

- Upon receipt, two THDA staff will review pay request and fill out voucher for payment.
- After Director's review and approval, the pay request is submitted to fiscal for reimbursement.

ESG Pay Requests

- Reimbursement will be deposited directly in grantee's account, typically within 2 weeks, no later than 30 days after receipt of a complete draw request.
- Holidays slow the process, so plan ahead for your reimbursements.

ESG Pay Requests

- May bill for both Direct and Indirect Costs.
- Direct Costs:
 - Costs for employee wages, travel, equipment, materials and services furnished specifically for the ESG grant.

ESG Pay Requests

➤ Indirect Costs:

- Costs incurred for rent, office supplies, insurance, utilities, etc... that benefit more than one program.
- ESG can only pay its percentage of total indirect costs according to the agency's approved cost allocation plan.
- If indirect costs will be billed, Grantee must provide letter citing from their cost allocation plan the percentage of indirect costs that may be billed to ESG and must provide copy of cost allocation plan.

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.
- **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.
- **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.
- **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.

Back Up Documentation

- HUD requires ALL employees whose time is billed to ESG to maintain time and attendance records. This standard includes exempt employees.
- Salaries (under any category): For the first pay request only, please submit copies of timesheets for all employees charged under ESG.

Required Documentation

- **Moving costs** – Submit a copy of the invoice and indicate in GMS which portion is to be paid from the ESG funds. Provide Prime contractor certified payrolls weekly or “no work” forms
- **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
- **Data Entry** – on the Data Collection/HMIS sheet; please follow the same requirements as noted for salaries.
- **Sales Taxes** – Should be deducted from the purchases of Goods and Services. sales taxes are not reimbursable expense under the ESG Grant.
- **Food** – on the Data Collection/HMIS sheet; please follow the same requirements as noted for salaries.
- **Hotel/Motel Vouchers** – 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.
- **Supplies** - Submit a copy of the invoice and indicate in GMS which portion is to be paid from the ESG funds.
- **Furnishing** – Submit a copy of the invoice and indicate in GMS which portion is to be paid from the ESG funds.

Back Up Documentation

- For Prevention and Rapid Rehousing Financial Assistance:
 - Client name or identification number
 - Client's address
 - Date of financial assistance

Back Up Documentation

- Prevention and Rapid Rehousing Financial Assistance:
 - Amount of assistance
 - What expense was for (application, deposit, rent, moving expenses, utilities, etc...)
 - Vendor Name: To whom was the check written?

Back Up Documentation

- Transportation: Grantees may charge mileage for personal vehicles, but mileage logs must be submitted with each pay request. Grantees may invoice gas, but grantee must submit gas receipt with each pay request. Maintenance bills for agency-owned vehicles are required.



Common Problems

- Timesheets are not included in first draw.
- Indirect costs are charged with no approved cost allocation plan submitted to THDA.
- Backup documentation does not support expenses charged.
- Salaries are not explained.
- Mileage logs are not included.
- Expenses are ineligible.



Common Problems

- HP/RRH information (date, vendor, client ID, amount) is not listed.
- HP/RRH financial assistance given to public housing units is not identified as deposit only.
- HP/RRH financial assistance is not separated.
- Match is not documented.

Summary/Contact Information

Please refer to the following user guides to ensure a successful draw request submission:

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

- Expense Guide
- Pay Request Information Sheet
- Please contact esg@thda.org for any questions or concerns.