# Emergency Solutions Grant (ESG)
## INSTRUCTIONS FOR MONTHY DRAW REQUEST

- Monthly draw requests are being received by SDHDA on a continual basis and reviewed in the order they are received. Monthly draw requests will <u>not</u> be accepted by fax or email.
- Please remember that only incurred expenses are eligible for reimbursement. Expenses that were incurred prior to the contract award date of July 24, 2012 or after the expiration date of January 24, 2014 are not eligible.
- A complete draw request must include the following items: Itemization Form, SDHDA form coordinating to the expense and supporting documentation for each expense. All forms and invoices/statements must be complete and include the agency name, date of service and a breakdown of charges. Stubs of invoices will not be accepted. Each client must be entered into the HMIS system prior to the draw request being submitted. An incomplete draw request will not be accepted or processed.
- Match documentation must be submitted with each draw request. Volunteer hours are eligible at a rate of $5/hour. Any remaining match dollars will be carried forward to the next draw request.
- If submitting a request that includes services provided by staff, documentation of staff salaries must be submitted with the initial draw. A copy of the employee's payroll and/or other supporting documentation must be submitted to document the hourly wage of the expense. If the task is being performed by staff of a sub-grantee agency you will need to send documentation of their hourly wage/payroll information also.
- If case notes are not being entered in the HMIS system a hard copy of the case notes must be included with the paperwork for each client.

The following is a list of the required documentation for each expense category:

***Street Outreach***

Complete the Street Outreach Reimbursement Form and include documentation of each expense submitted. Required documentation includes copies of case notes, treatment plans, invoices/statements from professionals who provided care, payroll information for staff, invoice of public transportation costs and documentation of transportation costs provided by staff.

***Emergency Shelter***

Complete the Emergency Shelter Reimbursement Form and include documentation of each expense submitted. Required documentation includes copies of case notes, invoices/statements from professionals who provided care under the Essential Services section, complete invoices/statements pertaining to any costs submitted under the Rehabilitation & Renovation and Shelter Operations section.

***Rapid Re-housing & Homeless Prevention***

***Services:***

- <u>Housing Search & Placement</u>: Completed Services Form; Documentation that shows the breakdown of charges and dates of service.
- <u>Housing Stability Case Management</u>: Completed Services Form; Documentation that shows the breakdown of charges and dates of service.
- <u>Mediation</u>: Completed Services Form; Documentation needs to include a description of the activity, dates, list of charges; any statement/invoices.
- <u>Legal Services</u>: Completed Services Form; Copy of statement/invoice that shows the provider, breakdown of charges and dates of service; Copy of your check showing payment has been made to the appropriate entity.
- <u>Credit Repair</u>: Completed Services Form; Copy of statement/invoice that shows the provider, breakdown of charges and dates of service; Copy of your check showing payment has been made to the appropriate entity.

***Financial Assistance:***

- Rental Application Fees: Completed Financial Assistance Form; Documentation from landlord/management company showing the rental application fee; Copy of check/voucher showing payment has been made to the appropriate entity.
- Security Deposit: Completed Financial Assistance Form; Copy of lease/rental agreement; Copy of check/voucher showing payment has been made to the appropriate entity.
- Last Months' Rent: Completed Financial Assistance Form; Copy of lease/rental agreement; Copy of documentation from landlord/management company showing amount due; Copy of check/voucher showing payment has been made to the appropriate entity.
- Utility Deposit: Completed Financial Assistance Form; Documentation from the utility company showing the address associated with the deposit and client name on the account; Copy of lease/rental agreement; Copy of check/voucher showing payment has been made to the appropriate entity.
- Utility Payments: Completed Financial Assistance Form; Copy of the shut off/disconnection notice from the utility company; Copy of utility bills showing months of coverage that assistance is being given or written verification from the utility company stating the amount due and the months associated with amount; Copy of lease/rental agreement; Copy of the check/voucher showing payment has been made to the appropriate entity.
- Moving Cost Assistance: Completed Financial Assistance Form; Copy of statement/invoice from truck rental company, moving company or storage facility; Copy of check/voucher showing payment has been made to the appropriate entity.

***Rental Assistance:***

- Short Term/Long Term Rental Assistance: Completed Rental Assistance Form; Eviction Notice or 3rd party documentation of eviction proceedings; Copy of the lease/rental agreement; Copy of your check showing payment has been made to the appropriate entity.
- Rental Arrears (up to 6 months): Completed Rental Assistance Form; Eviction Notice or 3rd party documentation of eviction proceedings; Documentation from the landlord/owner showing a breakdown of the rental arrears amount; Copy of the lease/rental agreement; Copy of your check showing payment has been made to the appropriate entity.

**Note: Documentation showing compliance with FMR limits, Rent Reasonableness & Minimum Habitability Standards must be completed prior to providing the assistance & should be retained in your files.*

***Administration Fees***

Allows reimbursement for general management/oversight/coordination associated with carrying out the conditions of the Emergency Solutions Grant. Eligible costs include:
(1)Salaries, wages & related costs of staff engaged in program administration, including: Preparing budgets & schedules; Developing systems for assuring compliance with program requirements; Developing interagency agreements & agreements with sub-recipients and contractors to carry out program activities; Monitoring program activities for progress and compliance; Preparing reports; Coordinating the resolution of audit & monitoring findings; Evaluating results; Managing & supervising staff; (2) Travel costs incurred for monitoring of sub-recipients; (3) Administrative services performed under third party contracts or agreements, including general legal services, accounting services & audit services; (4)Other costs for goods and services required for administration of the program, including rental or purchase of equipment, insurance, utilities, office supplies and rental & maintenance (but not purchase) of office space.
**How to submit for reimbursement**: The request should be listed in the Administrative Fee section of the Itemization Form with a description of the service, date range and the dollar amount requested. The completed Administration Fee Reimbursement Form must be attached to the Itemization Form along with a copy of staff payroll information (initial draw only) as supporting documentation of the expense.

***HMIS***

Allows reimbursement for reasonable and appropriate costs associated with operating an HMIS for purposes of collecting and reporting data required under HPRP and analyzing patterns of use of HPRP funds. Eligible costs include: (1) Purchase of HMIS software and/or user licenses; (2) Staffing: Paying salaries for operating HMIS, including: data collection, completing data entry, monitoring & reviewing data quality, completing data analysis, reporting to the HMIS lead, training staff on using the HMIS or comparable database, implement & complying with HMIS requirements; (3) Training & Overhead – obtaining technical support, leasing office space, paying charges for electricity, gas, water, phone service & high speed data transmission necessary to operate or contribute data to HMIS, paying costs of staff to travel to & attend HUD-sponsored & HUD-approved training on HMIS & programs authorized by Title IV of the McKinney-Vento Homeless Assistance Act.

**How to submit for reimbursement**: The request should be listed in the Data Collection section of the Itemization Form with a date of the purchase/service, brief description of the purchase/service and the amount being requested for reimbursement. Include the completed HMIS Reimbursement Form and supporting documentation which must include copies of the invoices/statements of purchases/leases, proof of payment and copy of the payroll information (initial draw only) explaining staff costs associated with the eligible items listed above.

**Training Expenses** – Travel reimbursement will be at the per diem rate. Meals and incidental rates: from 5:30 a.m. to 8:00 p.m. total for the day is actual expenses or up to $26.00 per day. Hotel room charges will be the actual room charge & taxes (must submit invoices). Mileage will be actual expenses (receipts must be submitted) or up to $.55/per mile.

***Note:*** **Domestic Violence Shelters** are prohibited from entering information into HMIS but must enter their client information into a comparable database. Your monthly draw requests must include a copy of each intake form along with all the information above. If the shelter chooses to cover or black out the client's name, a unique ID # must be given to the client. This ID # should be used for one client only and be posted on all of the client's paperwork throughout the duration of their participation in the program.