



Unified Government of Wyandotte County/Kansas City, Kansas
Department of Community Development

Emergency Solutions Grant (ESG) Program Reimbursement Procedures

Important: Submit items in the following order (Do Not Staple Items)

1. Reimbursement request form
2. Supportive documents for each budget category
 - a. If you want to list clients name, amounts & type of reimbursement, please do on separate sheet –
3. Match documentation

Reimbursement request form:

- Complete top section of form
- Complete budget information for each section of awarded funds
- Complete cumulative total section which should reflect the amount of the request
- **Attach a register tape to the right side of first page to demonstrate calculations (do not staple – use tape)**
- **Tape register figures should be listed in the order of the request**

Instructions for supporting documents:

- Place items in the same order as they are listed on the reimbursement request form and the budget category section forms
- Highlight the areas and amounts to be paid on invoices and receipts
- Note with red ink “pay only \$____” when the document exceeds the amount of the reimbursement request
- If the check is for more than the amount being reimbursed note how much is to be paid from the total amount by noting in red ink “pay only \$____”
- Attach tape register to support documents
- Documentation should include cleared checks
- Do not staple reimbursements
- Items on the tape register should be in the order of how documents are arranged
- **Black out first names, all but the last 4 numbers of the social security number and faces for clients on documents for confidentiality**
- Late charges are not eligible unless it's program participant rental/utility arrears

Required support documents for each category

Emergency Shelter

- Copies of contracts for services, invoices, receipts etc. for eligible costs
- Copies of canceled checks, bank statements, payment by phone documentation, payment by credit card documentation etc. to prove payment to a third-party vendor
- Additional documents may be requested depending on the situation

Prevention/ Rapid Re-Housing

- HMIS client form
- Copy of eviction notice, utility disconnect notice, any other notices (DV Shelters are required to submit the same documents however you may use client id numbers in place of client names)

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- **Rental assistance payments may only be made several days in advance of the rent due date for one month at a time**
- **Grant funds are only for clients in the city of Kansas City, KS**
- Copy of lease for tenants being assisted with first month's rent or rental deposits (must be signed by tenant-submit first page and signature page)
- Copy of Habitability Standards Inspection and Lead Based Inspection (ESG Forms No. 11-13 (No. 11 if applicable))
- Copy of Homeless Certification or At Risk of Homeless Certification (ESG Forms No. 2-3)
- Copies of canceled checks, bank statements, payment by phone documentation, payment by credit card documentation etc. to prove payment to a third-party vendor
- Additional documents may be requested depending on the situation

Match documentation

- ESG requires a 100% match which must be submitted with each reimbursement request.
- Contributions are only eligible as match only to the extent that if the sub recipient would have paid for such items, the cost would have been allowable.
- Examples of match documentation: 1) grant awards (excluding an ESG or CoC grant award), 2) cash match, 3) staff salaries (must include timesheets signed by employee and supervisor; need number of hours worked multiplied by rate per hour), 4) in-kind donations; donor can determine item worth (if ESG eligible), 5) non-cash contributions, including the value of any real property, equipment, goods, or services contributed to the ESG program.
- Examples of ineligible match are bicycles, tickets to events, dinners, fundraising activities – volunteer time spent on a fundraising activity or money given from a funder for fundraising activities cannot be used as match - but the cash donations raised during the fundraiser can and other ineligible items.
- If the match documentation exceeds the amount needed note in red ink "use only \$ ____"
- If match logs include ineligible match, sub recipients must clearly remove ineligible items and recalculate the eligible match contribution.
- Always refer to the contract/agreement to determine the correct match.

Submit reimbursement packets to:

Yvette Miller, Program Coordinator
Unified Government of Wyandotte County/KCK
Department of Community Development
701 N. 7th Street, Room 823
Kansas City, Kansas 66101
Phone: 913-573-5110

Please retain a copy of the reimbursement request submitted to the Unified Government for the organization's files and monitoring visits.