

ESG COMPLIANCE INFORMATION

REQUEST FOR PAYMENT AND
INVOICE DOCUMENTATION

PROCUREMENT

- Micro-purchase procedures
- Small purchase procedures
- Sealed bids
 - May utilize ADECA's Office of Minority Business Enterprise
- Competitive proposals
- Noncompetitive proposals

REIMBURSE- MENT REQUESTS

Supporting documentation should include:

- Expenditures to be reimbursed
- Expenditures paid with cash match/value of services provided as match
- Program income (returned deposits/fees for service)
- Invoice Documentation Cover Sheets

REIMBURSE- MENT REQUESTS

Supporting documentation should include:

- Prevention/Re-housing Documentation Checklist and supporting documents
- Timesheets showing actual time worked
- Summary of duties/activities performed
- Summary of expenditures

REIMBURSE- MENT REQUESTS

- Requests must be submitted at least quarterly
- Address on request, Certification Form, and in STAARS Vendor Payment System must be identical
- Signature on request and Certification Form must be identical
- Signature on budget and Certification Form must be identical

MATCH

- Can be obtained from any local, state, federal, or private source, except ESG
- Other program regulations must not prohibit those funds from being used as match for ESG
- If ESG is being used as match for another program, funding from that program cannot be used as match for ESG
- Program income must be used as match

MATCH

- Must be provided after date of grant agreement
- Cash contributions must be expended within the expenditure deadline
- Noncash contributions must be made within the expenditure deadline

MATCH

- Funds used to match another program cannot be used as match for ESG
- Services provided by individuals are valued at rates consistent with those ordinarily paid for similar work in the organization or by other local employers
- Do not use rates published by Independent Sector; use the minimum wage if there are no similar rates
- Professional service providers may use their standard rate (doctors, counselors)
- Document special rates for noncash contributions, such as donations or clothes or food items

INDIRECT COSTS

- Please contact ADECA for guidance before billing for indirect costs
- Must have an indirect cost rate proposal developed in accordance with 2 CFR 200 or use the 10% de minimis rate
- Must submit copy of proposal to ADECA

INDIRECT COSTS

Indirect costs charged to an activity with an expenditure limit:

Indirect Costs + Direct Costs = Total Costs

Total Costs are then compared to the Expenditure Limit