**Subrecipient:**

**Contract Number:**

**Second-tier Subrecipient:**

**Request for Payment Number:**

Instructions: Provide individual cover sheets for each second-tier subrecipient only when ESG-CV funds are requested. For each applicable Activity Cost Type listed below, list the total amount of ESG-CV funds requested. You may provide/attach any remarks or explanations as applicable. **Submit a detailed summary of individual expenditures for each Activity Cost Type.**

Staff and travel costs incurred while performing duties should be included in the applicable Activity Cost Type. Timesheets showing actual hours worked on ESG-CV budgeted activities must be documented. For each employee, attach a daily summary of duties performed for specific program participants to show relevance to the ESG-CV project. Keep the timesheets and summary of duties in your files.

When ESG-CV funds are requested, submit a list of program participants served/residents in shelter during the period covered by the request. Client numbers or HMIS/comparable database numbers may be used to preserve confidentiality.

**EMERGENCY SHELTER (NORMAL)**

|  |  |
| --- | --- |
| **Activity Cost Type** | **ESG-CV Funds Requested** |
| Essential Services |  |
| Operations |  |
| Renovation |  |
| Major Rehabilitation |  |
| Conversion |  |
| Hazard Pay |  |
| Volunteer Incentives |  |
| Training |  |
| **Total:** |  |

**Eligible Activities per Cost Type:**

* Essential Services costs include case management; childcare; education services; employment assistance and job training; outpatient health services; legal services; life skills training; mental health services; substance abuse treatment services; and transportation
* Operations costs include maintenance; rent; security; fuel; equipment; insurance; utilities; food; furnishings; supplies necessary for shelter operations; and hotel/motel vouchers (If funds were spent for a stay in a hotel/motel, provide documentation that no appropriate emergency shelter was available. Hotel stays may be provided when a program participant needs to isolate to keep from spreading coronavirus to other shelter residents or household members.)
* Renovation costs (including rehabilitation or conversion) include labor, materials, tools, and other costs
* Hazard Pay costs include salaries to pay staff working directly in support of coronavirus response
* Volunteer Incentives include costs of providing reasonable incentives to volunteers (cash or gift cards) who helped to provide necessary services during the coronavirus outbreak
* Training includes the cost of providing training on infectious disease prevention and mitigation for staff working directly to prevent, prepare for, and respond to the coronavirus

Remarks/Explanation: