**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 during the period covered by the request. Client numbers or HMIS/comparable database numbers may be used to preserve confidentiality.

**Attach the Prevention/Re-Housing Documentation Checklist if rental or financial assistance was provided.**

**HOMELESSNESS PREVENTION**

|  |  |
| --- | --- |
| **Activity Cost Type** | **ESG-CV Funds Requested** |
| **1. Rental Housing**  (includes arrears) |  |
| **2.A. Housing Relocation and Stabilization Services – Financial Assistance (list the total of all 2.A. activities)** |  |
| Rental Application Fees |  |
| Security Deposits |  |
| Last Month’s Rent |  |
| Utility Deposits |  |
| Utility Payments |  |
| Moving Costs |  |
| **2.B. Housing Relocation and Stabilization Services – Services (list the total of all 2.B. activities)** |  |
| Housing Search and Placement |  |
| Housing Stability Case Management |  |
| Mediation |  |
| Legal Services |  |
| Credit Repair |  |
| Other (please explain below) |  |
| **3. Hazard Pay** |  |
| **4. Landlord Incentives** |  |
| **5. Volunteer Incentives** |  |
| **6. Training** |  |
| **Total (1+2A+2B+3+4+5+6):** |  |

**Eligible Activities per Cost Type:**

* Hazard Pay costs include salaries to pay staff working directly in support of coronavirus response
* Landlord Incentives include signing bonuses equal to up to 2 months of rent; security deposits equal to up to 3 months of rent; paying the cost to repair damages incurred by the program participant not covered by the security deposit or that are incurred while the program participant is still residing in the unit; and paying the costs of extra cleaning or maintenance of a program participant’s unit or appliances. **Any amount paid cannot exceed three times the rent charged for the unit.**
* 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: