**Subrecipient:**

**Contract Number:**

**Second-tier Subrecipient:**

**Request for Payment Number:**

Instructions: Provide individual cover sheets for each second-tier subrecipient only when ESG funds are requested or Local/Matching funds were applied. For each applicable Activity Cost Type listed below, enter the total amount of ESG funds requested and/or the total amount of Local/Matching funds applied. You may provide/attach any remarks or explanations as applicable. Submit a detailed summary of individual expenditures for each Activity Cost Type (for both ESG and Local/Matching funds).

Staff and travel costs incurred while performing duties should be included in the applicable Activity Cost Type. Timesheets showing actual hours worked on ESG-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 project. Keep the timesheets and summary of duties in your files.

When ESG funds are requested and/or Local/Matching funds were applied, 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 Funds** | **Local/Matching Funds** |
| **1. Rental Assistance**  (includes arrears) |  |  |
| **2. Housing Relocation and Stabilization Services – Financial Assistance (list the total of 2a through 2f)** |  |  |
| 2a. Rental Application Fees |  |  |
| 2b. Security Deposits |  |  |
| 2c. Last Month’s Rent |  |  |
| 2d. Utility Deposits |  |  |
| 2e. Utility Payments |  |  |
| 2f. Moving Costs |  |  |
| **3. Housing Relocation and Stabilization Services – Services Costs (list the total of 3a through 3f)** |  |  |
| 3a. Housing Search and Placement |  |  |
| 3b. Housing Stability Case Management |  |  |
| 3c. Mediation |  |  |
| 3d. Legal Services |  |  |
| 3e. Credit Repair |  |  |
| 3f. Other (please explain below) |  |  |
| **Total (1+2+3):** |  |  |

Remarks/Explanation: