**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.

**STREET OUTREACH**

|  |  |
| --- | --- |
| **Activity Cost Type** | **ESG-CV Funds Requested** |
| Essential Services |  |
| Hazard Pay |  |
| Handwashing Stations/Portable Bathrooms |  |
| Volunteer Incentives |  |
| Training |  |
| **Total:** |  |

**Eligible Activities per Cost Type:**

* Essential Services costs consists of the following:
	+ Engagement costs include initial assessment of needs and eligibility; providing crisis counseling; addressing urgent physical needs (meals/blankets/clothes/toiletries); referral; and cell phone costs of outreach workers
	+ Case Management costs include using the centralized or coordinated assessment system; initial evaluation; determining eligibility; counseling; coordinating services; helping obtain benefits; evaluating progress; referral; and developing individualized housing/service plans
	+ Emergency Health Services costs include assessing health problems and developing treatment plans; assisting clients to understand their health needs; providing or helping clients obtain emergency medical treatment; and providing medication and follow-up services
	+ Emergency Mental Health Services costs include crisis interventions; prescription of psychotropic medications; explaining how to use and manage medications; and combinations of therapeutic approaches to address multiple problems
	+ Transportation costs include transporting unsheltered persons to service facilities; cost of clients’ travel on public transportation; mileage allowance to visit clients; purchasing/leasing a vehicle to conduct outreach (including gas, insurance, taxes, and maintenance), and staff costs to assist clients to use public transportation
* Hazard Pay costs include salaries to pay staff working directly in support of coronavirus response
* Handwashing Stations/Portable Bathrooms costs include installing and maintaining handwashing stations and bathrooms (e.g., porta potties) in outdoor locations for people experiencing unsheltered homelessness
* 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: