

ESG-CV Required Supporting Documentation

All ESG-CV Request for Funds must include the Emergency Shelter Grants (ESG) Environmental Review Form

Below is a list of supporting documentation needed to be submitted for each activity and program participant and/or shelter staff member (if applicable) in italics to the corresponding activity. With each program participant, the “Homeless Definition and Certification” form is required to be filled out. Please also ensure to submit a ledger of all expenses submitted for each Request for Funds and to keep a file for each program participant assisted through ESG-CV on how they qualify for eligibility of ESG-CV assistance.

**Proof of Payment is defined as your agency/organization’s ability to prove that payment was made through cancelled checks, bank statements highlighting deduction of payment, etc.*

***ESG-CV Request for Funds Attachment A provides explanation of how each ESG-CV expense prevents, prepares for, and/or responds to the coronavirus.*

Street Outreach Component

- Essential Services
 - Engagement – *timesheets detailing the activities completed each hour, paystubs, proof of payment*, and Attachment A***
 - Case Management – *timesheets detailing the activities completed each hour, paystubs, proof of payment*, and Attachment A***
 - Emergency health services – *medical bill/ invoice, proof of payment*, and Attachment A***
 - Emergency mental health services provided by a licensed professional of mental health conditions – *medical bill/ invoice, proof of payment*, and Attachment A***
 - Transportation – *bill/invoice, proof of payment*, and Attachment A***
 - Services for special populations – *the documentation needed for Engagement, Case Management, Emergency Health Services, Emergency Mental Health Services, and Transportation as listed above. Please keep in your agency/organization’s program participant file that the program participant assisted through Street Outreach – Services for Special Populations is eligible as a Special Population (homeless youth, victim services, people living with HIV/AIDS) under HUD’s definitions found in the ESG Regulations.*
- Training
 - *bill/invoice, proof of payment*, and Attachment A***
- Hazard Pay
 - *timesheets detailing the activities completed each hour, paystubs highlighting hazard pay, proof of payment*, and Attachment A***
- Volunteer Incentives
 - *List of Volunteers receiving incentives, description of incentive provided including number and cost, proof of payment*, and Attachment A***

Emergency Shelter component

- Essential Services
 - Case Management – *timesheets detailing the activities completed each hour, paystubs, proof of payment*, and Attachment A***
 - Child Care – *documentation that the child receiving care is under the age of 13 or if the child is disabled documentation that the child is under the age of 18, bill/ invoice, proof of payment*, and Attachment A***

- Education services – *documentation from housing provider that the educational services being provided by the ESG-CV grant are necessary for the program participant to obtain and maintain housing, bill/ invoice, proof of payment*, and Attachment A***
- Employment assistance and job training – *bill/invoice, explanation of provided employment assistance and job training, proof of payment*, and Attachment A***
- Outpatient health services – *medical bill/ invoice, proof of payment*, and Attachment A***
- Legal services; Fees based on the actual service performed (i.e., fee for service) are also eligible, but only if the cost would be less than the cost of hourly fees. Filing fees and other necessary court costs are also eligible. If the subrecipient is a legal services provider and performs the services itself, the eligible costs are the subrecipient's employees' salaries and other costs necessary to perform the services. - *documentation that the attorney providing service is licensed and in good standing with the bar association of ND, bill/ invoice, proof of payment*, and Attachment A***
- Life skills training – *bill/invoice, proof of payment*, and Attachment A***
- Mental Health Services provided by a licensed professional of mental health conditions – *medical bill/ invoice, proof of payment*, and Attachment A***
- Substance abuse treatment services – *bill/invoice, proof of payment*, and Attachment A***
- Transportation – *bill/invoice, proof of payment*, and Attachment A***
- Services for special populations - *the documentation needed for Engagement, Case Management, Emergency Health Services, Emergency Mental Health Services, and Transportation as listed above. Please keep in your agency/organization's program participant file that the program participant assisted through Essential Services – Services for Special Populations is eligible as a Special Population (homeless youth, victim services, people living with HIV/AIDS) under HUD's definitions found in the ESG Regulations.*
- Renovation
 - Eligible costs include labor, materials, tools, and other costs for renovation (including major rehabilitation of an emergency shelter or conversion of a building into an emergencyshelter). – *Contact ND Division of Community Services for guidance.*
- Shelter Operations
 - Eligible costs are the costs of maintenance (including minor or routine repairs), rent, security, fuel, equipment, insurance, utilities, food, furnishings, and supplies necessary for the operation of the emergencyshelter. – *bill/invoice/receipt, proof of payment*, and Attachment A***
 - Where no appropriate emergency shelter is available for a homeless family or individual, eligible costs may also include a hotel or motel voucher for that family or individual. – *bill/invoice/receipt, proof of payment*, and Attachment A***
- Hotel/Motel Costs
 - *bill/invoice/receipt, proof of payment*, and Attachment A***
- Training
 - *bill/invoice, proof of payment*, and Attachment A***
- Hazard Pay
 - *timesheets detailing the activities completed each hour, paystubs highlighting hazard pay, proof of payment*, and Attachment A***
- Volunteer Incentives
 - *Volunteer(s) receiving incentives, description of incentive provided including number and cost, proof of payment*, and Attachment A***
- Temporary Emergency Shelter – *Contact ND Division of Community Services for guidance.*

Rapid Rehousing Component

- Housing Relocation and Stabilization Services
 - Financial assistance costs
 - Rental application fees - *documentation from landlord that application fee is charged by owner to all applicants, bill/invoice, proof of payment*, and Attachment A***
 - Security deposits - *lease agreement, rental assistance agreement, bill/invoice, proof of payment*, and Attachment A***
 - Last month's rent - *lease agreement, rental assistance agreement, bill/invoice, proof of payment*, and Attachment A***
 - Utility deposits - *utility bill/invoice, proof of payment*, and Attachment A***
 - Utility payments - *utility bill/invoice, proof of payment*, and Attachment A***
 - Moving costs – *lease agreement, rental assistance agreement, bill/invoice, proof of payment*, and Attachment A***
 - Service costs
 - Housing search and placement - *timesheets detailing the activities completed each hour, paystubs, proof of payment*, and Attachment A***
 - Housing stability case management –*timesheets detailing the activities completed each hour, paystubs, proof of payment*, Attachment A** and ledger with columns including name of program participant, the length of time the program participant has spent in the shelter (if Emergency Shelter), what agency/organization housed them (if different than your agency/organization), if the program participant was housed, if the program participant was housed please provide a copy of the lease and rental assistance agreement.*
 - Mediation – *documentation from the owner/landlord or persons with whom the program participant is living explaining the reason mediation is necessary, if mediation is between owner/landlord and program participant the eviction notice or pre-eviction documentation is needed, bills/invoices, proof of payment*, and Attachment A***
 - Legal services: Fees based on the actual service performed (i.e., fee for service) are also eligible, but only if the cost would be less than the cost of hourly fees. Filing fees and other necessary court costs are also eligible. If the subrecipient is a legal services provider and performs the services itself, the eligible costs are the subrecipient's employees' salaries and other costs necessary to perform the services. – *documentation that the attorney providing service is licensed and in good standing with the bar association of ND, documentation that the legal services are for the program participant to obtain housing or that legal services are needed to prevent the program participant from losing current, permanent housing, bill/invoice, proof of payment*, and Attachment A***
 - Credit repair -Credit repair (this assistance does not include modification of a debt) – *bill/invoice, proof of payment*, if assistance is provided by your agency/organization timesheets detailing the activities completed each hour, paystubs, proof of payment*, and Attachment A***
- Short-term and Medium-term Rental Assistance – *rental assistance agreement, lease agreement, proof of payment*, and Attachment A***
 - Short-term rental assistance up to 3 months of rent
 - Medium-term rental assistance for more than 3 months but not more than 24 months
 - Payment of rental arrears for up to 6 months of rent in arrears, including any late fees
 - Rental assistance may be tenant-based or project-based
- Training
 - *bill/invoice, proof of payment*, and Attachment A***

- Hazard Pay
 - *timesheets detailing the activities completed each hour, paystubs highlighting hazard pay, proof of payment*, and Attachment A***
- Landlord Incentives
 - *Landlord receiving incentive, Program Participant rental assistance agreement, Program Participant lease agreement, description of incentive provided and cost, proof of payment*, and Attachment A***
- Hotel/Motel Costs – *bill/invoice/receipt, proof of payment*, and Attachment A***

HMIS Component

- *Pay the costs of contributing data to the HMIS – timesheets detailing activities completed each hour, paystubs, proof of payment*, if for HMIS TA assistance or software only; bill/invoice, proof of payment*, and Attachment A***

Administrative Activities

- *timesheets detailing the activities completed each hour, paystubs, proof of payment*, and Attachment A***

The above list is not all inclusive. For more information, please review 24 CFR Parts 91, 576, and ESG-CV Substantial Amendment for complete program information. All documents can be found at: <http://www.communityservices.nd.gov/community/emergency-solutions-grants>