

## **ESG Required Supporting Documentation**

### **All ESG 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 keep a file for each program participant assisted through ESG on how they qualify for eligibility of ESG 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.*

#### **Street Outreach Component**

- Essential Services
  - Engagement – *timesheets detailing the activities completed each hour, paystubs, and proof of payment\**
  - Case Management – *timesheets detailing the activities completed each hour, paystubs, and proof of payment\**
  - Emergency health services – *medical bill/ invoice, and proof of payment\**
  - Emergency mental health services provided by a licensed professional of mental health conditions – *medical bill/ invoice, and proof of payment\**
  - Transportation – *bill/invoice, and proof of payment\**
  - 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.*

#### **Emergency Shelter component**

- Essential Services
  - Case Management – *timesheets detailing the activities completed each hour, paystubs, and proof of payment\**
  - 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, and proof of payment\**
  - Education services – *documentation from housing provider that that the educational services being provided by the ESG grant are necessary for the program participant to obtain and maintain housing, bill/ invoice, and proof of payment\**
  - Employment assistance and job training – *bill/invoice, explanation of provided employment assistance and job training, and proof of payment\**
  - Outpatient health services – *medical bill/ invoice, and proof of payment\**
  - 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\**
  - Life skills training – *bill/invoice, and proof of payment\**
  - Mental Health Services provided by a licensed professional of mental health conditions – *medical bill/ invoice, and proof of payment\**

- Substance abuse treatment services – *bill/invoice, and proof of payment\**
- Transportation – *bill/invoice, and proof of payment\**
- 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, and proof of payment\**
  - 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, and proof of payment\**

### **Homeless Prevention Component**

*Please note all Program Participants receiving Homeless Prevention Assistance must be At-Risk of Homelessness. Please keep documentation of this in the Program Participants file at your agency.*

- Housing Relocation and Stabilization Services – annual income below 30% median family income
  - Financial assistance costs
    - Rental application fees – *documentation from landlord that application fee is charged by owner to all tenants, bill/invoice, eviction notice and/or documentation that the program participant is at-risk of homelessness, and proof of payment\**
    - Security deposits – *lease agreement, eviction notice and/or documentation that the program participant is at-risk of homelessness, rental assistance agreement, and proof of payment\**
    - Last month’s rent – *lease agreement, eviction notice and/or documentation that the program participant is at-risk of homelessness, rental assistance agreement, and proof of payment\**
    - Utility deposits – *utility bill/invoice, and proof of payment\**
    - Utility payments – *utility bill/invoice, and proof of payment\**
    - Moving costs – *lease agreement, eviction notice and/or documentation that the program participant is at-risk of homelessness, rental assistance agreement, bill/invoice, and proof of payment\**
  - Service costs
    - Housing search and placement – *lease and rental assistance agreement (if placement occurred), eviction notice and/or documentation that the program participant is at-risk of homelessness, timesheets detailing the activities completed each hour, paystubs, and proof of payment\**
    - Housing stability case management – *lease and rental assistance agreement (if housing is obtained), eviction notice and/or documentation that the program participant is at-risk of homelessness, timesheets detailing the activities completed each hour, paystubs, proof of payment\*, and a 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).*
- *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, and proof of payment\**
  - *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, and proof of payment\**
  - *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, and proof of payment\**
- *Short-term and Medium-term Rental Assistance – Rental assistance agreement, lease agreement, eviction notice and/or documentation that the program participant is at-risk of homelessness, and proof of payment\**
    - *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*

**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, and proof of payment\**
    - *Security deposits - lease agreement, rental assistance agreement, bill/invoice, and proof of payment\**
    - *Last month’s rent - lease agreement, rental assistance agreement, bill/invoice, and proof of payment\**
    - *Utility deposits - utility bill/invoice, and proof of payment\**
    - *Utility payments - utility bill/invoice, and proof of payment\**
    - *Moving costs – lease agreement, rental assistance agreement, bill/invoice, and proof of payment\**
  - **Service costs**
    - *Housing search and placement - timesheets detailing the activities completed each hour, paystubs, and proof of payment\**
    - *Housing stability case management –timesheets detailing the activities completed each hour, paystubs, proof of payment\*, 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, and proof of payment\**
- 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, and proof of payment\**
- 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, and proof of payment\**
- Short-term and Medium-term Rental Assistance – *rental assistance agreement, lease agreement, and proof of payment\**
  - 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

**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, and proof of payment\**

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