

Appendix A

Emergency Solutions Grant COVID-19 (ESG-CV) Client Eligibility and Eligible/Ineligible Costs for Homelessness Prevention

The Emergency Solutions Grant (ESG) Program Rule (24 CFR Part 576) outlines the costs that are eligible under the ESG program. This reference document summarizes the eligible cost guidance from the Rule and augments that information with clarifications from HUD and other funders and HUD guidance on ESG-CV funds. As the recipient of the ESG-CV funds, the City of Columbus may impose additional restrictions on the use of funds.

CLIENT ELIGIBILITY

Eligibility is based on 1) housing status, 2) household income, 3) the need for assistance, and 4) applicability of eviction moratoria.

Eligibility Requirements	Details	Required Documentation
Housing Status	<p><u>Category 1c</u>: The household's right to occupy housing will be terminated within 21 days</p> <p><u>Category 2</u>: The household must physically vacate the unit within 14 days as a result of an eviction action</p>	<p><u>Category 1c</u>: Written notification from the landlord or host home of termination, including the date of termination</p> <p><u>Category 2</u>: Court order from an eviction action requiring household to vacate residence within 14 days or notice equivalent to an eviction action under state law or notice to quit or notice to terminate under state law</p>
Household Income	At or below 50% of the average median family income (AMI) for Columbus and Franklin County	CSB Direct Client Assistance (DCA) application
Need for assistance	<p>Assistance is necessary to help the program participant regain stability in their current permanent housing or move into other permanent housing and achieve stability in that housing AND the household lacks sufficient resources or support networks immediately available to prevent them from entering emergency shelter or a place not meant for human habitation.</p> <p>Indications that assistance is necessary include: 1) the household has moved because of economic reasons 2 or more times during the 60 days immediately preceding program entry; 2) is living in the home of another because of economic hardship; 3) has been notified in writing that their right to occupy housing or living situation will be terminated within 21 days; 4) lives in a hotel/motel and the cost is not paid by other programs; 5) lives in an SRO or efficiency where more</p>	<p>Client self-certification is sufficient documentation of a lack of sufficient resources or support networks and that no subsequent residence has been identified</p> <p>Imminent loss of housing should be documented by eviction notices or emails/letters from landlords or hosts that includes the date that the household will lose access to housing</p> <p>Hotel/motel stays should be documented by receipts</p>

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	<p>than 2 persons live, or lives in a unit where more than 1.5 persons per room live; 6) is exiting a publicly funded institution or system of care; or 7) lives in unstable housing with an increased risk of homelessness.</p>	
Eviction moratoria	<p>Landlords cannot evict tenants for non-payment of rent if the client submits a signed declaration confirming that they meet the conditions in the CDC eviction moratorium order. If the household meets the conditions, they cannot be evicted and are not eligible for homelessness prevention assistance.</p> <p>If the landlord evicts the household in violation of the CDC order and Legal Aid cannot help, the household is eligible for homelessness prevention assistance</p> <p>A client who is not on the lease and is being forced to leave by the leaseholder within 14-21 days is eligible for homelessness prevention assistance regardless of whether eviction moratoria are in effect</p>	<p>Contact CSB if you need a sample declaration form for the CDC moratorium</p> <p>The CDC moratorium expires 12/31/2020</p>

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ELIGIBLE AND INELIGIBLE COSTS

HOMELESSNESS PREVENTION (24 CFR 576.103, 576.105, 576.106, 576.400) – Housing relocation and stabilization services and short-and/or medium-term rental assistance necessary to prevent an individual or family from moving into an emergency shelter or a place not meant for habitation.	
Eligible Costs	Notes and Resources
Housing relocation and stabilization services	The costs of homelessness prevention are only eligible to the extent that the assistance is necessary to help the program participant regain stability in the program participant’s current permanent housing or move into other permanent housing and achieve stability in that housing. Eligible relocation and stabilization costs are outlined in Appendix B.
Rental assistance	Eligible rental assistance costs are outlined in Appendix B. 12-month cap on rental assistance
Staff costs	The costs of labor, supplies, and materials incurred by the sub-recipient in directly providing services to program participants. The salary and benefit packages of staff who deliver the services. Additional hazard pay for staff working directly to prevent, prepare for, and respond to COVID-19 among people experiencing or at risk of homelessness. Work-related telephone, cell phone, and internet services for staff who deliver services. Community meeting expenses directly related to service provision. Training on infectious disease prevention and mitigation for staff working directly to prevent, prepare for, and respond to COVID-19 among people experiencing or at risk of homelessness. Volunteer incentives (cash or gift cards)
Ineligible Costs	Notes and Resources
Costs that were incurred outside the contract period or not mentioned above	

ADMINISTRATIVE (24 CFR 576.108) – Costs related to the planning and execution of ESG activities	
Eligible Costs	Notes and Resources
General management, oversight, and coordination	Salaries, wages, and related costs of the recipient’s staff, the staff of subrecipients, or other staff engaged in program administration. The sub-recipient may either include the entire salary, wages, and related costs allocable to the program of each person whose primary responsibilities with regard to the program involve program administration assignments, or the pro rata share of the salary, wages, and related costs of each person whose job includes any program administration assignments. The recipient may use only one of these methods for each fiscal year grant. <ul style="list-style-type: none"> < Preparing program budgets and schedules, and amendments to those budgets and schedules < Developing systems for assuring compliance with program requirements

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	<ul style="list-style-type: none"> < Developing interagency agreements and agreements with subrecipients and contractors to carry out program activities < Monitoring program activities for progress and compliance with program requirements < Preparing reports and other documents directly related to the program for submission to HUD < Coordinating the resolution of audit and monitoring findings < Evaluating program results against stated objectives < Managing or supervising persons who conduct administrative activities <p>Travel costs incurred for monitoring of sub-recipients.</p> <p>Administrative services performed under third-party contracts or agreements, including general legal services, accounting services, and audit services.</p> <p>Other costs for goods and services required for administration of the program, including rental or purchase of equipment, insurance, utilities, office supplies, and rental and maintenance (but not purchase) of office space.</p>
Training on ESG requirements	Costs of providing training on ESG requirements and attending HUD-sponsored ESG trainings
Staff costs	<p>The costs of labor, supplies, and materials incurred by the sub-recipient in directly providing administrative services.</p> <p>The salary and benefit packages of staff who deliver the services.</p> <p>Work-related telephone, cell phone, and internet services for staff who deliver services.</p> <p>Community meeting expenses directly related to service provision.</p>
Ineligible Costs	Notes and Resources
Staff and overhead costs directly related to carrying out homelessness prevention activities	Direct staff and overhead costs related to carrying out homelessness prevention activities are eligible as part of those activities and are not administrative costs
Costs that were incurred outside the contract period or not mentioned above	
Administrative costs are only eligible if specifically designated in your grant agreement	