



DEPARTMENT OF FAMILY AND SUPPORT SERVICES CITY OF CHICAGO

In order to assist delegate agencies identify eligible costs associated with the Emergency Solutions Grant (ESG) funding, the Department of Family and Support Services (DFSS) has outlined what costs are eligible within each budget category based on the different program models listed below.

Eligible categories of service include:

- Street Outreach
- Emergency Shelter
- Rapid Rehousing
- Homeless Prevention

The specific eligible costs for each of the service categories listed can be found in the detail provided below, along with a list of **ESG ineligible costs**. Any budgets that are funded by ESG are required to abide by all ESG funding regulations and cannot have ineligible ESG costs included, or they will be rejected.

All agencies that receive ESG funding OR receive funding that is used for a cash match for ESG will be required to follow ESG funding regulations within their budget. This means that by initialing the ESG Certification Form, you are certifying that you comply with the costing requirements of the ESG funding as outlined within this document.

ESG COST REQUIREMENTS

Street Outreach: ESG funds may be used for costs of providing essential services necessary to reach out to *unsheltered homeless people*.

Personnel/Fringe Benefits (0005/0044):

- Staff who have direct contact with clients relating to engagement and case management

Operating / Technical Services (0100):

- Maintenance, Rent, Security, and Insurance and Utilities

Travel (0200):

- As it relates to client engagement and case management

Professional and Technical Services (0140):

- Emergency Health Care Services and Emergency Mental Health Services

Materials and Supplies (0300):

- Food and fuel as it relates to providing case management to clients
- Client-based Items

Emergency Shelter: ESG funds may be used for costs of providing essential services *homeless families and individuals in emergency shelters* and operating emergency shelters.

Personnel/Fringe Benefits (0005/0044):

- Staff who have direct contact with clients relating to providing case management including food preparation staff, security and janitorial staff

Operating / Technical Services (0100):

- Maintenance, rent, security, insurance, and utilities necessary for shelter operations

Travel (0200):

- As it relates to case management for clients

Professional and Technical Services (0140):

- Child care, education services, employment & job training, outpatient health services, legal services, life skills training and mental health services

Materials and Supplies (0300):

- Food and fuel as it relates to providing case management to clients
- Client-based Items
- Furnishings and supplies necessary for shelter operations

Rapid Rehousing: ESG funds may be used for costs to provide housing relocation and stabilization services and short-term and/or medium-term rental assistance as necessary to help *individuals or families living in shelters or in places not meant for human inhabitation* move as quickly as possible into permanent housing and achieve stability in that housing.

Personnel/Fringe Benefits (0005/0044):

- Staff who have direct contact with clients relating to providing case management

Operating / Technical Services (0100):

- Maintenance, rent, security, insurance and utilities

Travel (0200):

- As it relates to case management for clients

Professional and Technical Services (0140):

- Housing Search and Placement and Housing Stability Management

Materials and Supplies (0300):

- As it relates to clients (no admin)

Other (0999):

- Short-term and medium-term rental assistance, rental arrears, rental application fees, security deposits, last month's rent, utility deposits and utility payments

Homelessness Prevention: ESG funds may be used to provide housing relocation and stabilization services and short-term and/or medium-term rental assistance necessary to *prevent individuals or families from becoming homelessness.*

Personnel/Fringe Benefits (0005/0044):

- Staff who have direct contact with clients relating to providing case management

Operating / Technical Services (0100):

- Maintenance, rent, security, insurance and utilities

Travel (0200):

- As it relates to case management for clients

Professional and Technical Services (0140):

- Housing Search and Placement and Housing Stability Case Management

Materials and Supplies (0300):

- As it relates to clients (no admin)

Other (0999):

- Short-term and medium-term rental assistance, rental arrears, rental application fees, security deposits, last month's rent, utility deposits and utility payments

ESG Ineligible Costs – These ineligible costs ONLY apply to agencies who directly receive ESG dollars from DFSS

ESG funds may *not* be used for the following expenses*:

ADMINISTRATION
Administrative Staff who do not provide direct participant service:
- Executive Director
- Finance/HR/IT
- Development Staff
- Audit Staff
- Program monitoring and evaluation staff
Administrative services performed under third-party contracts or agreement
Indirect Costs
Goods and services associated with the administration of the program (rental or purchase of office space, office supplies, etc.)
**Exception: anything directed to client services and direct supervision of staff related to monitoring and evaluation of program participants
RENOVATION
Major renovations to the shelter
HMIS
Staff associated with HMIS functions

*Agencies who receive contracts from DFSS that are utilized as the cash match for ESG, may include administrative costs in their budgets. *If you have any questions regarding what is eligible in your budget, please contact your Homeless Division Program Manager.*

AGENCY NAME _____ PO# _____ STAFF INITIALS _____