



Emergency Solutions Grants Program – Hotel/Motel Voucher Match Source Guidelines and Budget Guidance

ESG Program Match Sources

A 100% match is required. The matching requirement may be met by one or both of the following:

1. Cash contributions
2. Non-cash contributions. The value of any real property, equipment, goods, or services contributed to the grantee's ESG project, provided that if the grantee had to pay for them with grant funds, the cost would have been allowable. Non-cash contributions may also include the purchase value of any donated building.

Calculating the amount of non-cash contributions

1. To determine the value of any donated material or building, or of any lease, the grantee must use and document a method reasonably calculated to establish the fair market value.
2. Services provided by individuals must be valued at rates consistent with those ordinarily paid for similar work in the grantee's organization. If the grantee does not have employees performing similar work, the rates must be consistent with those ordinarily paid by other employers for similar work in the same labor market.
3. Some non-cash contributions are real property, equipment, goods, or services that, if the grantee had to pay for them with grant funds, the payments would have been indirect costs. Matching credit for these contributions must be given only if the grantee has established, along with its regular indirect cost rate, a special rate for allocating to individual projects or projects the values of those contributions.

Instructions:

Please complete the Match Worksheet found on the Files tab of the Solicitation. The Total Amount of Match should be equal to or greater than the ESG amount requested. The ESG budget and match should be for a 12-month projection.

DCA will verify these amounts for compliance! Be realistic and be prepared to provide verification if funds are awarded!

Matching funds cannot be duplicated across projects. For example: Funds used for ESG cannot be used to match CoC or S+C



Budget Guidance

- A. Personnel. The cost of arranging and coordinating, the move of project participants into a hotel/motel is eligible. Component services and activities consist of:
 - a. Conducting the initial evaluation, including verifying and documenting eligibility;
 - b. Counseling;
 - c. Developing, securing, and coordinating housing resources for project participants;
 - d. Monitoring and evaluating project participant progress;
 - e. Providing information and referrals to other providers;
 - f. Providing ongoing risk assessment and safety planning with victims of domestic violence, dating violence, sexual assault, and stalking; and
 - g. Developing an individualized housing and service plan, including planning a path to permanent housing stability.
- B. Travel/Transportation The cost of arranging and coordinating the move of program participants into a hotel/motel is eligible.
- C. Hotel/Motel payments. The costs of hotel/motel stays up to 30 days per household are eligible, including the cost of transportation necessary to move a household into the hotel/motel.