

Application II, Transitional Housing

General Information – Transitional housing is designed to provide intensive services to increase the housing stability of high needs populations, including participants addressing mental health, substance abuse, domestic violence issues, and homeless and runaway youth. Transitional Housing stays are typically between 90 days and two years. Funding preference will be given to projects with shorter lengths of stay and those that demonstrate a practice of assisting project participants move in to permanent housing.

Applicants may apply for \$30,000 - \$40,000 in funding.

1. Project Information and Background

Applicant (Agency) Legal Name

HMIS Agency Key

Contact Person

Contact Person Phone

Contact Person Email

*(Current) HMIS Project Name

*(Current) HMIS Project Key

*Please note that project name and key referenced here will be used by DCA in all future correspondence if grant is awarded. If this is a new project please indicate by entering “new” for the Project Key.

List Primary Site Name(s) to be Utilized for Project:

Name:

Name:

Name:

HUD Local Consolidated Plan Certification of Consistency for this project attached from:

- | | | | |
|---|---|--|---|
| <input type="checkbox"/> Albany | <input type="checkbox"/> Cobb County
(including Marietta) | <input type="checkbox"/> Gainesville | <input type="checkbox"/> Sandy Springs |
| <input type="checkbox"/> Athens-Clarke | <input type="checkbox"/> Columbus-Muscogee | <input type="checkbox"/> Gwinnett County | <input type="checkbox"/> Savannah |
| <input type="checkbox"/> Atlanta | <input type="checkbox"/> Dalton | <input type="checkbox"/> Henry County | <input type="checkbox"/> Valdosta |
| <input type="checkbox"/> Augusta-Richmond | <input type="checkbox"/> DeKalb County | <input type="checkbox"/> Hinesville | <input type="checkbox"/> Warner Robins |
| <input type="checkbox"/> Brunswick | <input type="checkbox"/> Fulton County
(including Roswell) | <input type="checkbox"/> Johns Creek | |
| <input type="checkbox"/> Cherokee County | | <input type="checkbox"/> Macon | <input type="checkbox"/> Not Applicable –
Balance of State |
| <input type="checkbox"/> Clayton County | | <input type="checkbox"/> Rome | |

Are the beds in this program located in:

Dedicated Facilities Scattered Site

Scattered site apartments are:

Owned by agency Leased in agency's name

Are you applying for operating assistance? Yes No

Are you applying for supportive services? Yes No

Check all the counties that will have access to services offered by this program:

- | | | | | |
|--|------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| <input type="checkbox"/> Appling | <input type="checkbox"/> Cobb | <input type="checkbox"/> Grady | <input type="checkbox"/> McDuffie | <input type="checkbox"/> Sumter |
| <input type="checkbox"/> Atkinson | <input type="checkbox"/> Coffee | <input type="checkbox"/> Greene | <input type="checkbox"/> McIntosh | <input type="checkbox"/> Talbot |
| <input type="checkbox"/> Bacon | <input type="checkbox"/> Colquitt | <input type="checkbox"/> Gwinnett | <input type="checkbox"/> Meriwether | <input type="checkbox"/> Taliaferro |
| <input type="checkbox"/> Baker | <input type="checkbox"/> Columbia | <input type="checkbox"/> Habersham | <input type="checkbox"/> Miller | <input type="checkbox"/> Tattnall |
| <input type="checkbox"/> Baldwin | <input type="checkbox"/> Cook | <input type="checkbox"/> Hall | <input type="checkbox"/> Mitchell | <input type="checkbox"/> Taylor |
| <input type="checkbox"/> Banks | <input type="checkbox"/> Coweta | <input type="checkbox"/> Hancock | <input type="checkbox"/> Monroe | <input type="checkbox"/> Telfair |
| <input type="checkbox"/> Barrow | <input type="checkbox"/> Crawford | <input type="checkbox"/> Haralson | <input type="checkbox"/> Montgomery | <input type="checkbox"/> Terrell |
| <input type="checkbox"/> Bartow | <input type="checkbox"/> Crisp | <input type="checkbox"/> Harris | <input type="checkbox"/> Morgan | <input type="checkbox"/> Thomas |
| <input type="checkbox"/> Ben Hill | <input type="checkbox"/> Dade | <input type="checkbox"/> Hart | <input type="checkbox"/> Murray | <input type="checkbox"/> Tift |
| <input type="checkbox"/> Berrien | <input type="checkbox"/> Dawson | <input type="checkbox"/> Heard | <input type="checkbox"/> Muscogee | <input type="checkbox"/> Toombs |
| <input type="checkbox"/> Bibb | <input type="checkbox"/> Decatur | <input type="checkbox"/> Henry | <input type="checkbox"/> Newton | <input type="checkbox"/> Towns |
| <input type="checkbox"/> Bleckley | <input type="checkbox"/> DeKalb | <input type="checkbox"/> Houston | <input type="checkbox"/> Oconee | <input type="checkbox"/> Treutlen |
| <input type="checkbox"/> Brantley | <input type="checkbox"/> Dodge | <input type="checkbox"/> Irwin | <input type="checkbox"/> Oglethorpe | <input type="checkbox"/> Troup |
| <input type="checkbox"/> Brooks | <input type="checkbox"/> Dooly | <input type="checkbox"/> Jackson | <input type="checkbox"/> Paulding | <input type="checkbox"/> Turner |
| <input type="checkbox"/> Bryan | <input type="checkbox"/> Dougherty | <input type="checkbox"/> Jasper | <input type="checkbox"/> Peach | <input type="checkbox"/> Twiggs |
| <input type="checkbox"/> Bulloch | <input type="checkbox"/> Douglas | <input type="checkbox"/> Jeff Davis | <input type="checkbox"/> Pickens | <input type="checkbox"/> Union |
| <input type="checkbox"/> Burke | <input type="checkbox"/> Early | <input type="checkbox"/> Jefferson | <input type="checkbox"/> Pierce | <input type="checkbox"/> Upson |
| <input type="checkbox"/> Butts | <input type="checkbox"/> Echols | <input type="checkbox"/> Jenkins | <input type="checkbox"/> Pike | <input type="checkbox"/> Walker |
| <input type="checkbox"/> Calhoun | <input type="checkbox"/> Effingham | <input type="checkbox"/> Johnson | <input type="checkbox"/> Polk | <input type="checkbox"/> Walton |
| <input type="checkbox"/> Camden | <input type="checkbox"/> Elbert | <input type="checkbox"/> Jones | <input type="checkbox"/> Pulaski | <input type="checkbox"/> Ware |
| <input type="checkbox"/> Candler | <input type="checkbox"/> Emanuel | <input type="checkbox"/> Lamar | <input type="checkbox"/> Putnam | <input type="checkbox"/> Warren |
| <input type="checkbox"/> Carroll | <input type="checkbox"/> Evans | <input type="checkbox"/> Lanier | <input type="checkbox"/> Quitman | <input type="checkbox"/> Washington |
| <input type="checkbox"/> Catoosa | <input type="checkbox"/> Fannin | <input type="checkbox"/> Laurens | <input type="checkbox"/> Rabun | <input type="checkbox"/> Wayne |
| <input type="checkbox"/> Charlton | <input type="checkbox"/> Fayette | <input type="checkbox"/> Lee | <input type="checkbox"/> Randolph | <input type="checkbox"/> Webster |
| <input type="checkbox"/> Chatham | <input type="checkbox"/> Floyd | <input type="checkbox"/> Liberty | <input type="checkbox"/> Richmond | <input type="checkbox"/> Wheeler |
| <input type="checkbox"/> Chattahoochee | <input type="checkbox"/> Forsyth | <input type="checkbox"/> Lincoln | <input type="checkbox"/> Rockdale | <input type="checkbox"/> White |
| <input type="checkbox"/> Chattooga | <input type="checkbox"/> Franklin | <input type="checkbox"/> Long | <input type="checkbox"/> Schley | <input type="checkbox"/> Whitfield |
| <input type="checkbox"/> Cherokee | <input type="checkbox"/> Fulton | <input type="checkbox"/> Lowndes | <input type="checkbox"/> Screven | <input type="checkbox"/> Wilcox |
| <input type="checkbox"/> Clarke | <input type="checkbox"/> Gilmer | <input type="checkbox"/> Lumpkin | <input type="checkbox"/> Seminole | <input type="checkbox"/> Wilkes |
| <input type="checkbox"/> Clay | <input type="checkbox"/> Glascock | <input type="checkbox"/> Macon | <input type="checkbox"/> Spalding | <input type="checkbox"/> Wilkinson |
| <input type="checkbox"/> Clayton | <input type="checkbox"/> Glynn | <input type="checkbox"/> Madison | <input type="checkbox"/> Stephens | <input type="checkbox"/> Worth |
| <input type="checkbox"/> Clinch | <input type="checkbox"/> Gordon | <input type="checkbox"/> Marion | <input type="checkbox"/> Stewart | |

2. Capacity Information for this project:

How many beds does this project have TOTAL?	
How many beds does this project have for households <u>without</u> children under 18?	
How many beds does this project have for households with children under 18?	
How many units does this project have for households with children under 18?	
Do the household types in the beds fluctuate based on need?	

Notes on Capacity:

3. Individuals and Families Served:	
Daily Average Housed	
Number of homeless adults housed annually (unduplicated):	
Number of homeless children housed annually (unduplicated):	
Total Number of homeless persons housed annually (unduplicated) (sum lines b & c):	
Total Number of homeless households housed annually:	
Are 100% of transitional housing facilities reserved exclusively for persons who are “homeless” by HUD definition? If “No,” consult DCA.	<input type="checkbox"/> Yes <input type="checkbox"/> No

COMPLIANCE

4. Organizations that provide ESG funds for projects that serve families with children under age 18 may not deny admission to any family based on the age of any child. Will you accommodate all families regardless of familial status?

N/A, this project does not serve families with children.

Yes, applicant assures that its projects are in compliance with this HEARTH Act provision.

a. If Yes, describe arrangements to be provided in order to accommodate all families with children, particularly those with teenage boys if any.

b. If your project previously denied access to families based on the age of a child, but no longer have that requirement, please describe how you reformed this practice.

c. Any group of people that present together for assistance and identify themselves as a family, regardless of age or relationship or other factors, are considered to be a family and must be served together as such.

N/A, this project does not serve families.

Yes, applicant assures that its projects are in compliance with this HEARTH Act provision.

If Yes, describe arrangements made in the project in order to accommodate families regardless of composition.

5. McKinney-Vento Compliance

If your project services families, please describe how you ensure all children are connected with McKinney services within their school.

6. Coordinated Entry

All ESG subgrantees are required by the HEARTH Act to use the common assessment as designated by their Continuum of Care. Do you agree to implement use of the centralized intake and assessment for use with all potential ESG project participants once it is created?

Yes No

7. Length of Stay

What is the average length of stay for this project?

Please provide further explanation as necessary.

8. Homeless Involvement

Describe the involvement of homeless persons in carrying out this project: Note that by ESG regulation, and “to the maximum extent practicable, the applicant must involve homeless individuals and families in constructing, renovating, maintaining, and operating facilities assisted under ESG, in providing services assisted under ESG, and in providing services for occupants of facilities assisted under ESG. This involvement may include employment or volunteer services.”

9. Homeless Need

Describe **HOMELESS** need in your area. Utilize DCA Homeless Count Report and Continuum of Care bed data, including the number of sheltered and unsheltered homeless families and individuals.

What steps do you take, if any, to ensure meaningful access to programs and activities for limited English proficiency (LEP) persons and persons with disabilities?

10. Alternative Project Types

Explain why this project has not yet converted to another project type such as rapid re-housing, emergency shelter, or permanent supportive housing.

11. Targeted Populations

Check the boxes below to describe the special populations served by this project. Please be advised that projects serving populations not listed here may not be funded.

- Mental health
- Substance abuse
- Domestic violence
- Homeless and runaway youth

12. Entry/Eligibility Requirements

a. Briefly discuss eligibility requirements including intake processes, fees, requirements for clients upon entering project, etc.

b. Does the project ensure that participants are not screened out for service? Yes No
Describe your policy supporting this:

c. Are participants required to have income for entry? Yes No
Describe your policy supporting this.

d. Are participants screened out for active substance abuse? Yes No
Describe your policy supporting this.

i. Do you conduct drug or alcohol testing at entry? Yes No

ii. Does a positive drug or alcohol test keep a participant out of the program? Yes No

e. Are participants required to have a criminal background check for entry? Yes No
Describe your policy supporting this:

f. Does having a criminal record (with exceptions for state-mandated restrictions) prohibit a referral from entering the project? Yes No
Describe your policy supporting this.

g. Does a history of domestic violence (e.g. lack of a protective order, period of separation from abuser, or law enforcement involvement) prohibit someone from entering the project?
 Yes No
Describe your policy supporting this.

h. Does the project ensure that participants are not terminated from the program for the following reasons? (check all that apply)

- Failure to participate in supportive services
- Failure to follow the individual service plan
- Failure to make progress on a service plan
- Loss of income or failure to improve income
- Being a victim of domestic violence

13. Project Requirements

Briefly discuss layout, conditions, and hours of operation, if 24-hour staff available on site or on call. Describe access for persons with disabilities and list any reasonable accommodations your facility provides to ensure that prospective clients with a wide range of needs can be served.

Briefly discuss house rules and all requirements of participants during enrollment, reasons for dismissal, termination/eviction processes, appeal procedures, etc.

CASE MANAGEMENT AND STABLE HOUSING

14. Housing Support Standards

If awarded funding, do you agree to conduct the Barriers to Housing Stability Assessment for heads of households for EACH household served by this project?

Yes No

If no, please explain.

If your project received DCA funding in the past year, describe how your agency is implementing the Housing Support Standards:

15. Case Management

Does the applicant develop goals and a personalized, formal plan for individual and families? Discuss how supportive services OUTSIDE OF THOSE APPLIED FOR IN THIS APPLICATION are provided to project participants (on site, off site, other agencies involved, etc.). *Describe services for which you are seeking DCA transitional housing funding in the table provided at the end of this application.*

On how many occasions will participants receive a case management service from your agency during an average enrollment period?

This program does not provide Case Management services

16. Stable Housing Performance Measures

List and describe the permanent housing options made available to participants of this program.

This program does not provide permanent housing

17. Employment Assistance

What support, if any, does the Applicant provide to participants for obtaining or maintaining employment? If employment support is provided by a 3rd party, please describe. Include a formal MOA if a 3rd party is used.

This program does not provide employment assistance

Are residents at applicant's location(s) generally required or expected to obtain a job? Yes No

If yes, what time frame?

Please explain

18. Mainstream Benefits

Describe the efforts your project makes to connect participants with mainstream benefits and services. What percentage of participants will complete applications for benefits while in project?

19. Staffing

What is the TOTAL number of staff and/or volunteers utilized for this project?

List staff employed by your agency to work in this project by position (house managers, case managers, etc.). Check the box that describes their employment status, and describe their duties and qualifications as relevant.

Position:
Employment status: **Full-time or equivalent** **Part-time** **Volunteer**
Duties:

Position:
Employment status: **Full-time or equivalent** **Part-time** **Volunteer**
Duties:

Position:
Employment status: **Full-time or equivalent** **Part-time** **Volunteer**
Duties:

Position:
Employment status: **Full-time or equivalent** **Part-time** **Volunteer**
Duties:

Position:
Employment status: **Full-time or equivalent** **Part-time** **Volunteer**
Duties:

Position:
Employment status: **Full-time or equivalent** **Part-time** **Volunteer**
Duties:

Position:
Employment status: **Full-time or equivalent** **Part-time** **Volunteer**
Duties:

HOMELESS MANAGEMENT INFORMATION SYSTEMS

20. DV Comparable Database (*DOMESTIC VIOLENCE PROJECTS ONLY*)

Are you currently using the DV Comparable Database to track participants served by this project?

Yes No

21. Pathways Homeless Management Information System (HMIS) (NON-DOMESTIC VIOLENCE AGENCIES)

If you are a first-time applicant for DCA funds, please answer the following questions:

Does your agency currently use Pathways HMIS?

Yes No N/A

If you are not a family violence agency and you selected “No,” explain why you aren’t currently using Pathways HMIS, and describe your plan for using Pathways to implement this project.

MATCHING

22. Match Sources

A 100% match is required. The applicant may include the value of any donated material or building, the value of any lease on a building, any salary paid to staff to carry out the project of the recipient, and the value of the time and services contributed by volunteers to carry out the project according to guidance provided by DCA in the application guidelines. Discuss match sources.

TRANSITIONAL HOUSING SERVICES

23. Summary of Supportive Services REQUESTED in this application - Please indicate services offered as a part of this project either by applicant or by collaborative partners. Note that services listed are not exclusively ESG-eligible but are generally regarded to be necessary for homeless persons to achieve stability.

Applied for in this application?	Service Type	Name the key staff person or outside organization responsible for providing each service	Provider of Service	
			Applicant or staff member	Outside Agency
a. <input type="checkbox"/> Yes	LIFE SKILLS		<input type="checkbox"/>	<input type="checkbox"/>
If yes, describe:				
b. <input type="checkbox"/> Yes	ONGOING CASE MANAGEMENT		<input type="checkbox"/>	<input type="checkbox"/>
If yes, describe:				
c. <input type="checkbox"/> Yes	EMPLOYMENT ASSISTANCE / JOB TRAINING		<input type="checkbox"/>	<input type="checkbox"/>
If yes, describe:				
d. <input type="checkbox"/> Yes	SUBSTANCE ABUSE SERVICES		<input type="checkbox"/>	<input type="checkbox"/>
If yes, describe				
e. <input type="checkbox"/> Yes	EDUCATION SERVICES		<input type="checkbox"/>	<input type="checkbox"/>
If yes, describe				

Applied for in this application?	Service Type	Name the key staff person or outside organization responsible for providing each service	Provider of Service	
			Applicant or staff member	Outside Agency
f. <input type="checkbox"/> Yes	OUTPATIENT HEALTH SERVICES		<input type="checkbox"/>	<input type="checkbox"/>
If yes, describe:				
g. <input type="checkbox"/> Yes	CHILD CARE		<input type="checkbox"/>	<input type="checkbox"/>
If yes, describe:				
h. <input type="checkbox"/> Yes	MENTAL HEALTH SERVICES		<input type="checkbox"/>	<input type="checkbox"/>
If yes, describe:				
i. <input type="checkbox"/> Yes	LEGAL SERVICES		<input type="checkbox"/>	<input type="checkbox"/>
If yes, describe:				
j. <input type="checkbox"/> Yes	TRANSPORTATION FOR HOUSING SEARCH, EMPLOYMENT, HEALTH CARE		<input type="checkbox"/>	<input type="checkbox"/>
If yes, describe:				

Provide a **COMPLETE PROJECT** budget below. Include all matching funds in Column b. **whether you are seeking DCA funding for that category or not.**

<u>Transitional Housing Project Budget</u> Item	a. <u>ESG Request (Cash Only!)</u>	b. <u>Matching Funds(may be non-cash)</u>	c. <u>Total Budget</u>
Case Management:			
1. Personnel / Services			
2. Matching, Name:			
3. Matching, Name:			
Child Care:			
4. Personnel / Services			
5. Matching, Name:			
6. Matching, Name:			
Education Services:			
7. Personnel / Services			
8. Matching, Name:			
9. Matching, Name:			
Employment Assistance and Job Training			
10. Personnel / Services			
11. Matching, Name:			
12. Matching, Name:			
13. Matching, Name:			
14. Matching, Name:			
Legal Services			
15. Personnel / Services			
16. Matching, Name:			
Life Skills Training			
17. Personnel / Services			
18. Matching, Name:			
19. Matching, Name:			
Mental Health Services			
20. Personnel / Services			
21. Matching, Name:			
Outpatient Health Services			
22. Personnel / Services			
23. Matching, Name:			

<u>Transitional Housing Project Budget</u> <u>(Continued)</u> <u>Item</u>	<u>a. ESG</u> <u>Request (Cash</u> <u>Only!)</u>	<u>b. Matching</u> <u>Funds(may</u> <u>be non-cash)</u>	<u>c.</u> <u>Total</u> <u>Budget</u>
Substance Abuse Treatment Services			
24. Client Intake and Assessment			
25. Outpatient Treatment			
26. Group & Individual Counseling			
27. Drug Treatment			
28. Matching, Name:			
Transportation			
29. Public Transportation for Consumers			
30. Mileage Allowances for Staff			
31. Leasing / Vehicle Operations			
32. Public Transportation for Staff			
33. Matching, Name:			
Housing Operations			
34. Maintenance / Repairs			
35. Rents			
36. Security			
37. Equipment, Name:			
38. Insurance			
39. Utilities			
40. Food			
41. Furnishings, Name:			
42. Supplies, Name:			
43. Hotel / Motel Vouchers			
44. Matching, Name:			
45. Matching, Name:			
1. <u>TOTAL EXPENSES</u>	_____	_____	_____
		<u>This column must meet or exceed Column a. to document the 100% match requirement</u>	
<i>*Note that matching funds by source must be disclosed. If this project is approved for ESG funds, DCA may, at its sole discretion, choose not to participate in all proposed cost items.</i>			

Other Cash and Matching Resources Available for Transitional Housing Project

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

(1) *Cash contributions.*

(2) *Noncash 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 costs would have been allowable. Noncash contributions may also include the purchase value of any donated building.

- o *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 noncash 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 value of those contributions.

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

<u>Funds Provided for THIS PROJECT ONLY!</u> Funds otherwise provided to the agency may not be included!	<u>Project Name</u>	<u>Amount - Use * to indicate cash</u>
Department of Community Affairs	ESG	
Department of Housing and Urban Development	SHP	
Local Government (City)		
Local Government (County)		
GA Department of Human Services		
GA Dept. BH & DD		
Other State Agency		
United Way		
Faith Based Organizations		
Foundations		
Fundraising Events		
In-kind Professional Services		
Cash Donations		
Volunteer Services		
Donations		
Participant Fees		
Other		
Total (Include Additional Pages if Necessary)		

Budget Guidance

Transitional Housing - ESG funds may be used for costs of providing essential services to homeless families and individuals in transitional housing. Further note that the age, of a child under age 18 must not be used as a basis for denying any family's admission to transitional housing or services to families with children under age 18.

a. Case management. The cost of assessing, arranging, coordinating, and monitoring the delivery of individualized services to meet the needs of the project participant is eligible. Component services and activities consist of: (A) Using the centralized or coordinated assessment system as required under § 576.400(d); (B) Conducting the initial evaluation required under § 576.401(a), including verifying and documenting eligibility; (C) Counseling; (D) Developing, securing, and coordinating services and obtaining Federal, State, and local benefits; (E) Monitoring and evaluating project participant progress; (F) Providing information and referrals to other providers; (G) Providing ongoing risk assessment and safety planning with victims of domestic violence, dating violence, sexual assault, and stalking; and (H) Developing an individualized housing and service plan, including planning a path to permanent housing stability.

b. Child care. The costs of child care for project participants, including providing meals and snacks, and comprehensive and coordinated sets of appropriate developmental activities, are eligible. The children must be under the age of 13, unless they are disabled. Disabled children must be under the age of 18. The child-care center must be licensed by the jurisdiction in which it operates in order for its costs to be eligible.

c. Education services. When necessary for the project participant to obtain and maintain housing, the costs of improving knowledge and basic educational skills are eligible. Services include instruction or training in consumer education, health education, substance abuse prevention, literacy, English as a Second Language, and General Educational Development (GED). Component services or activities are screening, assessment and testing; individual or group instruction; tutoring; provision of books, supplies and instructional material; counseling; and referral to community resources.

d. Employment assistance and job training. The costs of employment assistance and job training projects are eligible, including classroom, online, and/or computer instruction; on-the-job instruction; and services that assist individuals in securing employment, acquiring learning skills, and/or increasing earning potential. Learning skills include those skills that can be used to secure and retain a job. Services that assist individuals in securing employment consist of employment screening, assessment, or testing; structured job skills and job-seeking skills; special training and tutoring, including literacy training and prevocational training; books and instructional material; counseling or job coaching; and referral to community resources.

e. Outpatient health services. Eligible costs are for the direct outpatient treatment of medical conditions and are provided by licensed medical professionals. Emergency Solutions Grant (ESG) funds may be used only for these services to the extent that other appropriate health services are unavailable within the community. Eligible treatment consists of assessing a project participant's health problems and developing a treatment plan; assisting project participants to understand their health needs; providing directly or assisting project participants to obtain appropriate medical treatment, preventive medical care, and health maintenance services, including emergency medical services; providing medication and follow-up services; and providing preventive and non-cosmetic dental care.

f. Legal services. (A) Eligible costs are the hourly fees for legal advice and representation by attorneys licensed and in good standing with the bar association of the State in which the services are provided, and by person(s) under the supervision of the licensed attorney, regarding matters that interfere with the project participant's ability to obtain and retain housing. (B) Emergency Solutions Grant (ESG) funds may be used only for these services to the extent that other appropriate legal services are unavailable or inaccessible within the community. (C) Eligible subject matters are child support, guardianship, paternity, emancipation, and legal separation, orders of protection and other civil remedies for victims of domestic violence, dating violence, sexual assault, and stalking, and appeal of veterans and public benefit claim denials. (D) Component services or activities may include client intake, preparation of cases for trial,

provision of legal advice, representation at hearings, and counseling. (E) 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. (F) Legal services for immigration and citizenship matters and issues relating to mortgages are ineligible costs. Retainer fee arrangements and contingency fee arrangements are ineligible costs.

g. Life skills training. The costs of teaching critical life management skills that may never have been learned or have been lost during the course of physical or mental illness, domestic violence, substance use, and homelessness are eligible costs. These services must be necessary to assist the project participant to function independently in the community. Component life skills training are budgeting resources, managing money, managing a household, resolving conflict, shopping for food and needed items, improving nutrition, using public transportation, and parenting.

h. Mental health services. (A) Eligible costs are the direct outpatient treatment by licensed professionals of mental health conditions. (B) ESG funds may only be used for these services to the extent that other appropriate mental health services are unavailable or inaccessible within the community. (C) Mental health services are the application of therapeutic processes to personal, family, situational, or occupational problems in order to bring about positive resolution of the problem or improved individual or family functioning or circumstances. Problem areas may include family and marital relationships, parent-child problems, or symptom management. (D) Eligible treatment consists of crisis interventions; individual, family, or group therapy sessions; the prescription of psychotropic medications or explanations about the use and management of medications; and combinations of therapeutic approaches to address multiple problems.

i. Substance abuse treatment services. (A) Eligible substance abuse treatment services are designed to prevent, reduce, eliminate, or deter relapse of substance abuse or addictive behaviors and are provided by licensed or certified professionals. (B) ESG funds may only be used for these services to the extent that other appropriate substance abuse treatment services are unavailable or inaccessible within the community. (C) Eligible treatment consists of client intake and assessment, and outpatient treatment for up to 30 days. Group and individual counseling and drug testing are eligible costs. Inpatient detoxification and other inpatient drug or alcohol treatment are not eligible costs.

j. Transportation. Eligible costs consist of the transportation costs of a project participant's travel to and from medical care, employment, child care, or other eligible essential services facilities. These costs include the following: (A) The cost of a project participant's travel on public transportation; (B) If service workers use their own vehicles, mileage allowance for service workers to visit project participants; (C) The cost of purchasing or leasing a vehicle for the recipient or subrecipient in which staff transports project participants and/or staff serving project participants, and the cost of gas, insurance, taxes, and maintenance for the vehicle; and (D) The travel costs of recipient or subrecipient staff to accompany or assist project participants to use public transportation.

k. 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 transitional housing.