

ESG & ESG-CV Office Hours

2/9/2022



How to ask a question...

- Question Format:
 - All questions must be submitted in the chat box
 - Please type your organization and question into the chat box
 - The team will read questions out loud at the end of the presentation and will provide answers if possible throughout the presentation
 - All questions and answers entered into the chat box will be recorded as part of the public record



Agenda

- Announcements
- ESG/ESG-CV Updates
- Office Hours Update
- ESG/ESG-CV Q&A
- Brown Bag Session: Indirect Costs

New HCD Training Series

CA HCD announces a New & Non-Traditional Providers training series that will provide foundational knowledge about ESG and ESG-CV to new and non-traditional providers.

“New and non-traditional” includes providers that are:

- New to ESG or ESG-CV funding; or,
- Not traditionally involved with ESG or ESG-CV (for example: providers focused on racial equality, tribal nations); or,
- Any other providers that wish to expand their ESG or ESG-CV knowledge and skills.

Each month, trainers will focus on a single ESG and ESG-CV core topic. Topics will begin with large group presentations, continue with smaller opt-in learning sessions, and finish with one-on-one Training and Technical Assistance (TTA), as requested. **The first session begins 2/15/22 and you can register for the series by clicking here:**

<https://zoom.us/meeting/register/tJwtfu-opjMiH9TRq0od23pzxHK3S8GOERxd>

New HCD Form for Reimbursement Process

The following guidance applies to both ESG AND ESG-CV sub-recipients:

- When sub-recipients submit their reimbursement requests (aka RFF for ESG-CV and DER for ESG-annual) there may be corrections/changes that need to be made.
- The Standard Form 209's purpose is to provide official documentation that the RFF/DER needs to be corrected
- When a change is required, the HCD Representative will be filling out and sending a Standard Form 209 (the form will be sent in eCivis if the reimbursement was submitted into eCivis OR the form will be emailed if the reimbursement was submitted via email for review)
- In order to avoid triggering the form 209, sub-recipients should do their best to ensure the RFF/DER is completed properly. Things to always double check for include: Approved *current* budget as is listed in eCivis, reimbursement dollar request in eCivis matches the RFF/DER forms, billing dates are correct, proper backup documentation is submitted

STATE OF CALIFORNIA – DEPARTMENT OF FINANCE
INVOICE DISPUTE NOTIFICATION
STD. 209 (REV. 7/2006)

Clear

Print

(Mail in a window envelope.)		DATE OF DISPUTE
VENDOR ADDRESS		INVOICE NUMBER
		AMOUNT
		INVOICE DATE
		REFERENCE NUMBER(S)
(fold)		

The invoice referenced above is disputed for the following reasons:

- | | |
|---|--|
| <input type="checkbox"/> Goods/Services not received | <input type="checkbox"/> Duplicate billing |
| <input type="checkbox"/> Noncompliance with contract | <input type="checkbox"/> Invoice belongs to another department |
| <input type="checkbox"/> Incorrect billing/amount due | <input type="checkbox"/> Damaged goods |
| <input type="checkbox"/> Partial shipment received | <input type="checkbox"/> Invoice not properly executed |

To review the previous ESG-CV RFF webinar, click here:

<https://www.youtube.com/watch?v=4bjKFOEyl2E>

ESG Updates

2021 ESG Applications

- We are finishing up our Review
- Award announcements will be the end of February 2022

2020 ESG (annual) Contracts

Detailed Expense Reports (DERs)

- Use our DER form to submit with each RFF. If you need a blank one, contact your ESG Rep.
- Be detailed and itemize out as much as possible on the DERs
- **Staff Charges: Provide Staff TITLES!**

ESG Updates

2020 Contracts - continued

- **Expenditure Deadline: July 7, 2022**
 - Be sure you are expending your ESG annual funds

ESG Updates

ESG Team Members:

- Diana Prado
- Giovanni Martinez
- Sarah Theobald
- Tuesday Cool
- Sam Lieu
- Anthony Zepeda

We have realigned our grant management territories. You may have a new ESG Grant Rep.

Please reach out to your Rep or contact us at: ESGNOFA@hcd.ca.gov

ESG-CV Reminders & Updates

- All ESG-CV sub-recipients that provided their contact information should have received an email from HCD with a link to access the monitoring site. Please check your email spam folder if you did not receive the link. If it is not in your spam folder, please contact your Grant Administrator if your contact person did not receive an email with the link to access the site.

HCD Office Hours Updates

Upcoming Office Hours topics:

- 2/16/2022: CA HCD ESG-CV Monitoring
- 2/23/2022: Housing First Principles
- 3/2/2022: Trauma Informed Practices

COVID Response Resources

Standing Up Infection Control Measures:

- [Alternative Approaches to Sheltering](#)
- [Shelter Preparedness Checklist](#)
- [Creative Staffing Solutions \(See Appendix 1\)](#)
- [COVID Informational Flyers](#)
- [Vaccine Messaging Toolkit](#)
- [Eligible ESG Program Costs for Infectious Disease Preparedness](#)

CDC and NHCHC Guidance:

- [Strategies for Proactive Universal Testing](#)
- [Guidance for Service Providers to Respond to COVID](#)

ESG Resource Links

[ESG Regulations](#) - (update published April 2017)

[ESG-CV Notice](#)

General ESG Information

- [HUD ESG Landing Page](#)
- [ESG Program Overview](#)
- [ESG Program HMIS Manual](#)
- [ESG Minimum Habitability Standards ES and Permanent Housing](#)

[ESG Standards and Inspections](#)

[Habitability Example Checklist](#)

TA Resources:

- [Disease Risks and Homelessness](#) - landing page for resources on a wide range of topics
- [ESG-CV Notice Summary](#)
- [Flexibilities/Waivers Granted by the CARES Act + Mega Waiver and Guidance](#) - applicable Waivers on pages 11-14
- [Strategies to Design and Implement a Successful ESG-CV Program](#)
- [IDIS Fact Sheet for ESG and ESG-CV Funds Setup](#)
- [ESG-CV Quarterly Reporting Calendar](#)
- [National Alliance RRH Toolkit](#)

Questions?



Contact Us...

- If you have any further questions, please contact us:
 - Annual ESG – Please reach out to your ESG Representative or ESG@hcd.ca.gov
 - ESG-CV – Please reach out to your Grant Administrator

HCD ESG-CV Indirect Costs

- Tyler Bridges
- David Munoz



Agenda

- Indirect Cost Reconciliation Overview
- How to:
 - Complete updated RFF and Budget Revision forms
 - Complete budgets amendments in eCivis
- Next Steps
- Q&A

Indirect Costs

Overview

Purpose

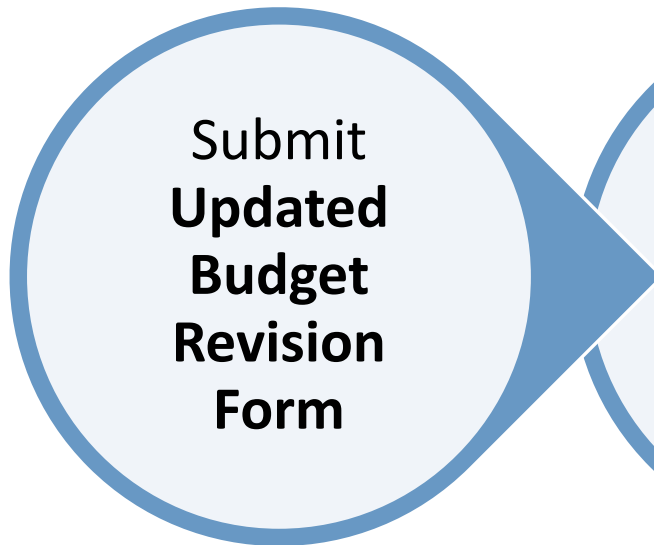
- The purpose of this training is to walk through the next steps for reconciling indirect cost budgets and expenditures in eCivis

Applicability

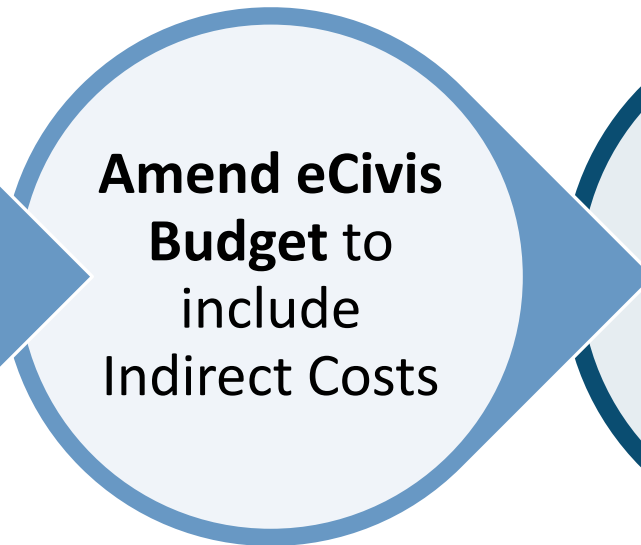
- This training applies to all **ESG-CV** grantees, especially those that will seek reimbursement of indirect costs in eCivis for their ESG-CV award

Timeline

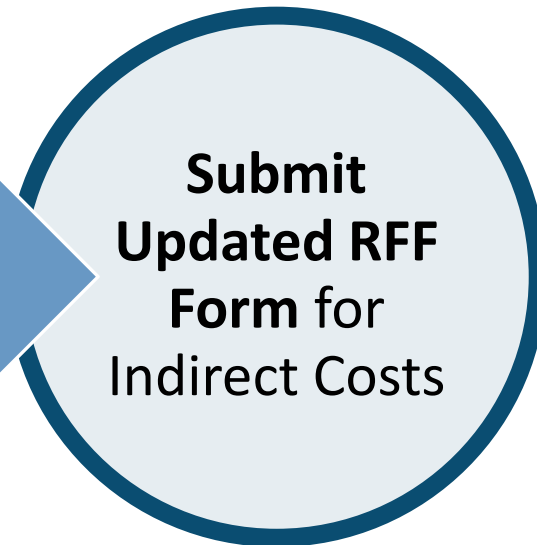
February 2022



February 2022



March 2022



Resources

- Your GA will email the following resources after today's presentation:
 - Updated RFF Form
 - Updated Budget Revision Form
 - Indirect Cost Reconciliation Cheat Sheet
 - Steps to amend eCivis Budget for Indirect Costs

Updated Budget

Revision Form

Updates to Budget Revision Form

- The Budget Revision Form has been updated to differentiate between budgets for direct and indirect costs
- The **Updated Budget Revision Form** replaces the existing form and must be used by all ESG-CV grantees effectively immediately, even grantees not charging indirect costs to the ESG-CV award

Who Must Use the New Form?

- ESG-CV grantees that will charge indirect costs:
 - To update budgets for direct costs and indirect costs by budget component
 - Must include pending or planned budget amendments
- ESG-CV grantees that will not charge indirect costs:
 - No submission necessary at this time
 - All future budget amendments must be submitted using the updated form

Updates to Budget Revision Form

Budget Revision Breakdown							
REVISION #:	<input type="text"/>	HCD REPRESENTATIVE:	<input type="text"/>				
GRANTEE:	<input type="text"/>	CONTRACT NUMBER:	<input type="text"/>				
ADDRESS:	<input type="text"/>	CONTACT PERSON:	<input type="text"/>				
CITY:	<input type="text"/>	PHONE NUMBER:	<input type="text"/>				
STATE:	<input type="text"/>	E-MAIL ADDRESS:	<input type="text"/>				
		ZIP CODE:	<input type="text"/>				
<p>The amounts below should reflect the total ESG-CV Original Approved Budget, Current Approved Budget and the New Budget Request. Please see the 'Budget Revision Justification' spreadsheet for a list of ESG-CV funded activities under each budget component.</p>							
INDIRECT COST METHOD	<input type="text"/>						
INDIRECT COST RATE	<input type="text"/>						
ESG Funding Activities	Current Approved Budget		New Budget Request				
	Direct Costs	Indirect Costs	Total Budget	Direct Costs	Indirect Costs	Total Budget	
*Note: All formulas in this spreadsheet will auto-calculate; do not alter any formulas or totals.							
Emergency Shelter and Temporary Emergency Shelter (TES)			\$0.00			\$0.00	
Street Outreach			\$0.00			\$0.00	
Homelessness Prevention			\$0.00			\$0.00	
Rapid Re-Housing			\$0.00			\$0.00	
HMIS			\$0.00			\$0.00	
Local Grant Administration			\$0.00			\$0.00	
TOTAL ESG-CV BUDGET	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00



Insert Indirect Cost Method and Rate

Updates to Budget Revision Form

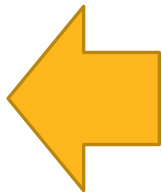
Budget Revision Breakdown

REVISION #:	<input type="text"/>	HCD REPRESENTATIVE:	<input type="text"/>
GRANTEE:	<input type="text"/>	CONTRACT NUMBER:	<input type="text"/>
ADDRESS:	<input type="text"/>	CONTACT PERSON:	<input type="text"/>
CITY:	<input type="text"/>	PHONE NUMBER:	<input type="text"/>
STATE:	<input type="text"/>	E-MAIL ADDRESS:	<input type="text"/>
		ZIP CODE:	<input type="text"/>

The amounts below should reflect the total ESG-CV Original Approved Budget, Current Approved Budget and the New Budget Request. Please see the 'Budget Revision Justification' worksheet for a list of ESG-CV funded activities under each budget component.

INDIRECT COST METHOD	<input type="text"/>
INDIRECT COST RATE	<input type="text"/>

ESG Funding Activities	Current Approved Budget			New Budget Requested		
	Direct Costs	Indirect Costs	Total Budget	Direct Costs	Indirect Costs	Total Budget
<i>*Note: All formulas in this spreadsheet will auto-calculate; do not alter any formulas or totals.</i>						
Emergency Shelter and Temporary Emergency Shelter (TES)			\$0.00			\$0.00
Street Outreach			\$0.00			\$0.00
Homelessness Prevention			\$0.00			\$0.00
Rapid Re-Housing			\$0.00			\$0.00
HMIS			\$0.00			\$0.00
Local Grant Administration			\$0.00			\$0.00
TOTAL ESG-CV BUDGET	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00



Enter Budgets for Direct and Indirect Costs separately

Submitting Updated Budget Revision Form

1. Update Budget Revision Form to add indirect cost budgets
2. Submit to Grant Administrator via email; receive approval
3. Upload in eCivis along with amended budget

eCivis Budget

Amendment

Amending eCivis Budget for Indirect Costs

- The following slides walkthrough the process for amending eCivis budgets to:
 1. Remove existing indirect cost budgets
 2. Add new indirect cost budgets
 3. Edit existing direct cost budgets
 4. Upload approved Updated Budget Revision Form

Who Must Amend eCivis Budgets?

- ESG-CV grantees that will charge indirect costs:
 - To update budgets for direct costs and indirect costs by budget component
 - To complete pending or planned budget amendments
- ESG-CV grantees that will not charge indirect costs:
 - That have indirect cost budgets that must be removed
 - To complete pending or planned budget amendments




Remove Existing Indirect Cost Budgets

Grant Amendment

AWARD DETAILS FINANCIAL INFORMATION FINALIZE GOALS

This amendment includes a financial change

Budget Stage: Post-Award

Actions:   

Budget Summary

\$1,575,000.00	Total Direct Costs	\$0.00	Match / Cost Share
\$0.00	Total Indirect Costs	\$0.00	Program Income
\$1,575,000.00	Total Amount (Direct + Indirect)		

Budget Settings

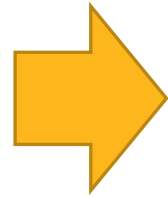
Indirect Costs	De Minimus Rate	10.00	%
Match / Cost Share	Not Applicable	0.00	% \$ 0.00



Change indirect Costs Method to **N/A** in Budget Settings

Correct Budget Items ('Categories')

Select the **Budget Item** to expand budget table



Budget Items				
	<u>Ext Cost</u>	<u>Direct Cost</u>	<u>Ind Cost</u>	<u>Cost Share</u>
1. Emergency Shelter	\$0.00	\$1,575,000.00	\$0.00	\$0.00
2. Street Outreach	\$0.00	\$0.00	\$0.00	\$0.00
3. Homelessness Prevention	\$0.00	\$0.00	\$0.00	\$0.00
4. Rapid Re-Housing	\$0.00	\$0.00	\$0.00	\$0.00

Add/Edit Direct/Indirect Cost Budgets

1. Emergency Shelter

	<u>Ext Cost</u>	<u>Direct Cost</u>	<u>Ind Cost</u>
Emergency Shelter Totals:	\$0.00	\$1,350,000.00	\$150,000.00

Title	Description	Units	Unit Cost	Extended Cost	Cost	GL Code	Item Type
Emergency Shelter	Direct	0.00	\$0.00	\$0.00	\$1,350,000.00		Direct Cost
Emergency Shelter	Indirect	0.00	\$0.00	\$0.00	\$150,000.00		Indirect Cost

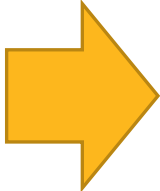
[+ Add Row](#)



- Add **Indirect Cost** line item
- Edit **Direct Cost** line item

Upload Budget Revision Form


Upload Budget
Revision Form



Grant Amendment

AWARD DETAILS FINANCIAL INFORMATION FINALIZE GOALS

Please upload any files necessary to include with your grant amendment. These documents will be added to your original award package. It is highly recommended that you include a narrative explaining your grant a

Upload File 

Amendment Files

Show entries

File Name	File Size	Actions
No files have been uploaded		

Showing 0 to 0 of 0 entries

Updated RFF

Form

Updates to RFF Form

- The RFF Form has been updated to add new sections to report indirect costs
- The **Updated RFF Form** replaces the existing form and must be used by all ESG-CV grantees effectively March 1st, 2022, even grantees not charging indirect costs to the ESG-CV award

When Must Updated RFF Form be Used?

- **February RFF**
 - Use Existing RFF Form
- **March RFF**
 - Separate Updated RFF Form for indirect costs only
 - Separate Updated RFF Form for direct costs only
- **April RFF and moving forward**
 - Single Updated RFF Form, but for all direct and indirect costs

1 | Updates to RFF: Budget Categories

Other Street Outreach Expenditures						
<u>1</u> Budget Component	<u>2</u> Cost Type	<u>3</u> Activity	<u>4</u> Period (Pay/Billing Periods)		<u>5</u> Line Item (Description of Expense and Period Covered)	<u>6</u> ESG-CV Amount Requested
Street Outreach	Direct Cost	CES	From:			
			To:			
Other Shelter Costs Subtotal						\$0.00

Indirect Costs						
<u>1</u> Budget Component	<u>2</u> Cost Type	<u>3</u> Activity	<u>4</u> Period (Pay/Billing Periods)		<u>5</u> Line Item (Description of Expense and Period Covered)	<u>6</u> ESG-CV Amount Requested
Street Outreach	Indirect Cost	Indirect Costs	From:			
			To:			
Indirect Costs Subtotal						\$0.00
Street Outreach Total						\$0.00



New Section at the bottom of each **budget category tab**

What Indirect Costs Should be Reported?

- **ESG-CV Grantee Indirect Costs**
 - Must be reported in the new “Indirect Costs” section at the bottom of each budget category
- **Subrecipient Indirect Costs**
 - Must be reported in the existing sections by budget category and activity

Where to Report Indirect Costs

Other Street Outreach Expenditures						
1 Budget Component	2 Cost Type	3 Activity	4 Period (Pay/Billing Periods)		5 Line Item (Description of Expense and Period Covered)	6 ESG-CV Amount Requested
Street Outreach	Direct Cost	CES	From:			
			To:			
Other Shelter Costs Subtotal						\$0.00



- ESG-CV Grantee Direct Costs
- Subrecipient Direct and Indirect Costs

Indirect Costs						
1 Budget Component	2 Cost Type	3 Activity	4 Period (Pay/Billing Periods)		5 Line Item (Description of Expense and Period Covered)	6 ESG-CV Amount Requested
Street Outreach	Indirect Cost	Indirect Costs	From:			
			To:			
Indirect Costs Subtotal						\$0.00
Street Outreach Total						\$0.00



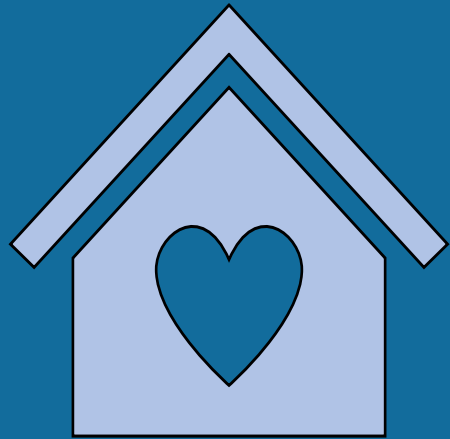
- ESG-CV Grantee Indirect Costs only

Indirect Costs

Reconciliation
Next Steps

Next Steps

1. Receive updated forms and resources from GA
2. Submit regular Direct Cost RFF in eCivis (Feb)
3. Complete updated Budget Revision Form (Feb)
4. Amend eCivis Budget (Feb)
5. Submit Indirect Cost RFF in eCivis (March)
6. Submit regular Direct Cost RFF in eCivis (March)



Questions?

HCD ESG-CV Indirect Costs

- Tyler Bridges
- David Munoz

