

ESG & ESG-CV Office Hours

11/17/2021



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

- ESG Updates
- ESG-CV Updates
- Upcoming Webinar Trainings: Landlord Engagement Workshop
- Monitoring Your Sub-subrecipients
- Q&A Session

Upcoming Office Hours Topics

- 11/24/21: CANCELED Due to Thanksgiving Holiday
- 12/01/21: Request for Funds Overview

ESG Updates

- 2021 ESG applications are currently under review.
- 2018 ESG Contracts: **Expenditure Deadline was: 09-12-21**
- 2019 ESG Contracts: **Expenditure Deadline was: 10-22-21**
 - Please submit your final Request for Funds (RFFs) for 2018 AND 2019 as soon as possible.
 - Detailed Expense Reports (DERs) are always required with each RFF
 - Submit your Close Out Certification
 - The ESG team is here to help: ESGNOFA@hcd.ca.gov

ESG-CV Reminders & Updates

- A reminder that those filing monthly RFFs should be in the final stages of preparation for November's submission. If you do not file monthly you are still responsible for knowing totals per component spent in October based on the terms in your fully executed Standard Agreement.

ESG-CV Reminders & Updates

- Indirect Cost Update:
 - Indirect Costs training was held yesterday. This training focused on the ESG/ESG-CV management of indirect costs. It provided a high-level overview of the federal requirements around indirect costs and detail how CA HCD will manage the reimbursement of indirect costs.
 - HCD has initiated the process of properly accounting for direct and indirect costs in Grants Network and Subrecipient Agreements in order for your agency to seek reimbursement for indirect costs in arrears and moving forward in connection with your ESG-CV Subrecipient Agreement with HCD. To aid in this process, please complete and submit the Budget Template (provided by your Grant Administrator) using the Budget Template Training Materials as a resource to complete the Budget Template.
 - If your agency is using a method other than the De Minimis Indirect Cost Method, please submit a copy of your agency's current Cost Allocation Plan or Negotiated Indirect Cost Rate Agreement (NICRA), including the signature page (signed by the US Department of Health and Human Services (HHS) or another authorized agency) that contains your indirect cost rate(s) during the period of performance of your Subrecipient Agreement with HCD.
 - If your agency is NOT seeking reimbursement for indirect costs, please indicated as such on the Budget Template and complete the Budget Template.
 - Please complete this request no later than **Wednesday, November 24, 2021.**

Upcoming Training for ESG-CV: Landlord Workshop series

- HCD is announcing a training course through the ESG-CV Consulting and Staffing Services ICF contract, titled “Landlord Engagement, Recruitment, and Retention Workshop series”.
 - The series is designed to be “a la carte”, meaning you only sign up for the in-depth workshops that are relevant to your local landlord engagement, recruitment, and retention efforts. Each workshop will vary in length by topic and audience size. Workshops are designed as a progressive series with hands on Training and Technical Assistance (TTA) offered post workshop session for more hands-on landlord engagement, recruitment, and retention TTA.
 - The intended audience of this workshop series is ESG-CV Administrative Entities, CoC leadership and Board, permanent housing providers (RRH, PH, PSH) and other stakeholders involved with landlords. Each community is expected to select no more than 3-5 participants for each workshop.
- Workshop topics include: Landlord Engagement Nuts & Bolts; Centralized Landlord Engagement; Landlord Recruitment and Retention Boot Camp; and Landlord Engagement Community Events

Upcoming Training for ESG: Landlord Workshop series

- The first session is on 11/30 session from 9:00am-11:45am PST and is titled “Landlord Engagement Nuts and Bolts: Things to Consider”
 - This session will provide discussion on the use of landlord incentives that may be offered through your engagement efforts and how to create a tailored landlord incentive package for your community or program. This session will also focus on the policies, procedures, and forms that may be useful to streamline and guide your landlord engagement efforts.
 - Note: This session discusses how to mitigate landlord concerns related to habitability inspections and features Peer-to-peer opportunities on the nuts and bolts of Landlord Engagement, Recruitment and Retention.
 - To register, click here: [Registration Link](#)
- The Balance of the Landlord Engagement Nuts and Bolts will be scheduled in the coming weeks:
 - Session II: Office Hours
 - Session III: Master Leasing and Sponsor-Based Rental Assistance (SBRA)
 - Session IV: Using the Existing Rental Market

Monitoring Your Sub-subrecipients

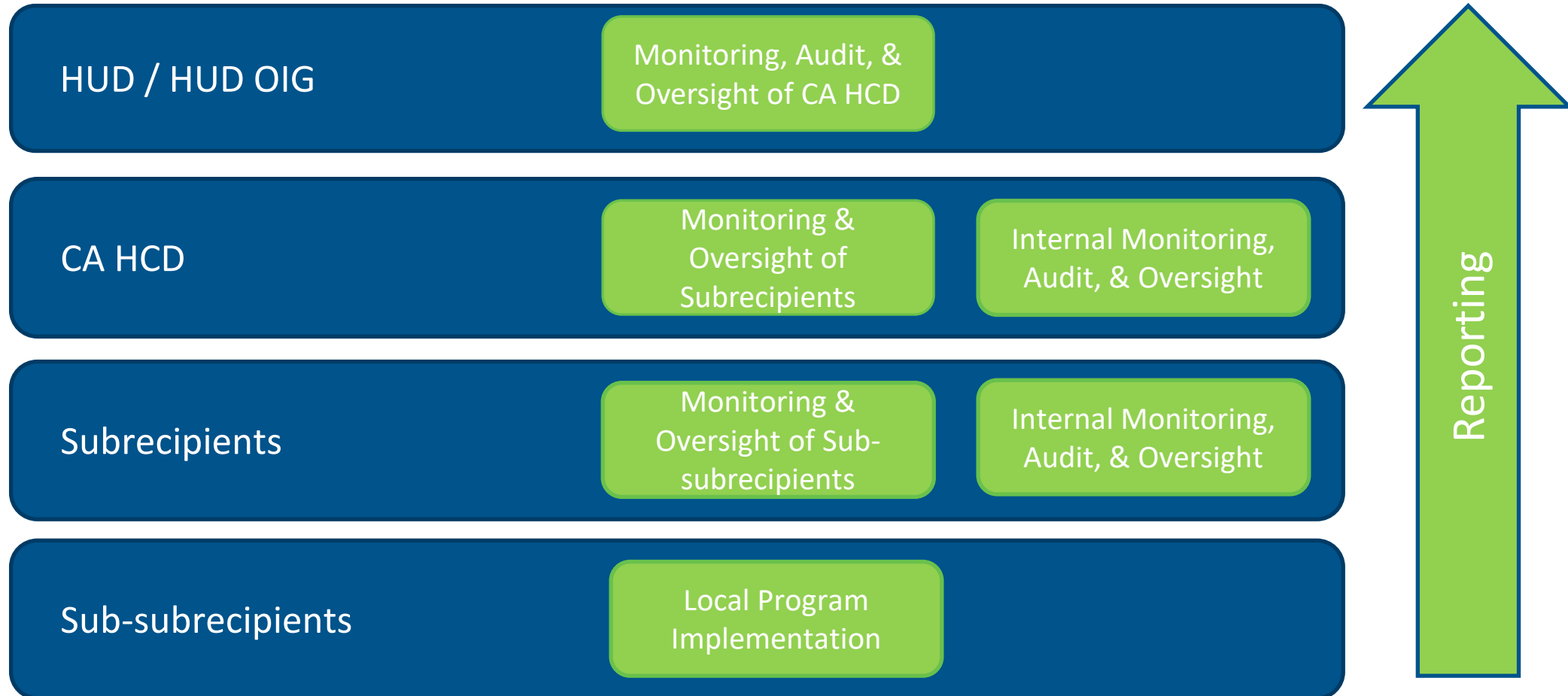
Monitoring Overview

- The State of California's Department of Housing and Community Development (CA HCD) is required to monitor each program, function, or activity funded by its ESG & ESG-CV award
 - In turn, HCD contracts state that all sub-recipients will monitor their sub-subrecipients.
- Monitoring is not limited to a one-time event but is rather an ongoing process that assesses the quality of ESG & ESG-CV funded program performance over the life of the Standard Agreement and involves continuous communication and evaluation
- The goal of this process is to assist ESG & ESG-CV funded programs with improving performance, increasing capacity, and avoiding or remedying instances of non-compliance

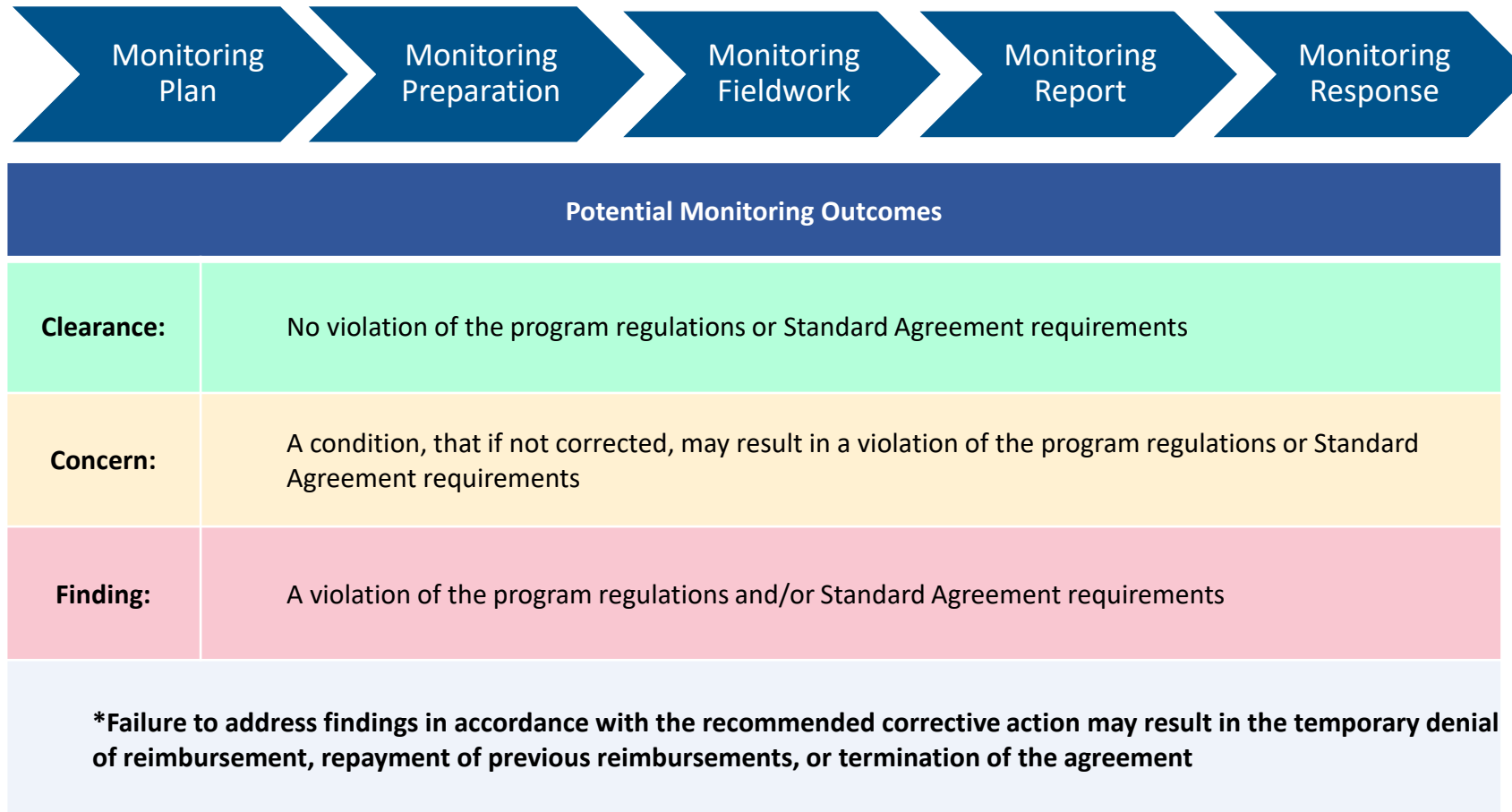
Monitoring Overview

- Sub-recipients are required to monitor and report on the performance of their ESG & ESG-CV funded programs, including those implemented by:
 - Internal departments and divisions
 - Service providers and contractors
- Subrecipients are expected to make all program records available to CA HCD for, and to participate in, regular monitoring events
 - In turn, subrecipients are expected to monitor/collect program records from their sub-subrecipients

Roles & Responsibilities



Process & Outcomes



Monitoring Plan



Develop Plan

Finalize Plan

- The monitoring plan serves as a roadmap for monitoring.
- Subrecipients are encouraged to develop a plan that prioritizes monitoring higher risk sub-subrecipients
- Subrecipients may want to complete a **Monitoring Plan Tracker** to identify:
 - All sub-subrecipients in order from highest to lowest risk
 - The projected timeline of the monitoring events
 - Sub-subrecipient contact information
 - The type of monitoring event (on-site or desk) to be conducted and the area(s) that will be reviewed

Monitoring Plan



Develop Plan

Finalize Plan

- All sub-recipients should have a Monitoring Plan/Policies & Procedures that outlines how they will monitor their sub-subrecipients. Plan may include:
 - On-site/desk procedures
 - Monitoring process (i.e. notification to sub-subrecipients, document collection, follow-up/summary of findings)
 - Frequency of monitoring
 - Tool/checklist/questions to be used/asked
- HUD is working on an ESG Virtual Binder on Monitoring.
 - Sign up for HUD email lists to be notified when virtual binders are released.
<https://www.hudexchange.info/mailinglist/subscribe/>

Monitoring Plan



Develop Plan

A **Desk Monitoring** consists of an in-depth financial review of at least one Request for Funds (RFF) per grantee, per quarter, to ensure appropriate source documentation is maintained

Finalize Plan

An **On-Site Monitoring** is a comprehensive review of high-risk grantees and their compliance with one or more program requirements including, but not limited to, activity and participant eligibility, data collection and reporting, as well as other federal requirements

On-Site Monitoring may be conducted remotely due to extenuating circumstances

Monitoring Preparation



Develop
Strategy

Assemble
Records

Send Intent to
Monitor Letter

Entrance
Conference
Agenda

Complete a **Monitoring Strategy** for each sub-subrecipient being monitored by defining the type of monitoring (on-site or desk) to be performed, the area(s) that will be reviewed, and the checklists to be used

Identify any records that will be reviewed during the monitoring in the **Document Request Checklist**

Monitoring Preparation

Monitoring
Plan

Monitoring
Preparation

Monitoring
Fieldwork

Monitoring
Report

Monitoring
Response

Develop
Strategy

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Records

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DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

ESG-CV Monitoring Strategy

Subrecipient Name:	Name	
Subrecipient POC and Contact Information	Name, Title, Address, Phone, Email	
Risk Assessment Score and Rank:	Score:	Rank:
Type of Monitoring:	On-site / Desk	
Date of Monitoring:	Beginning and End Date	
Location of Monitoring:	Address	
Lead Monitor:	Name	
Monitoring Team:	Names	
Areas to be Reviewed:	Financial Management, Activity Eligibility, National Objective, etc.	
Checklists to be Used:	Exhibit 1-1; Exhibit 1-2; etc.	
Number of Open Findings:	0	
Other Areas of Concern:	Underperformance, high number of citizen complaints, etc.	
Travel Arrangements and Costs:	Driver, hotel or other costs	
Estimated Staff Hours:	Three day event x five monitors @ eight hours per day = 120 hours	

Prepared By:

Name: _____ Signature: _____ Date: _____

Approved By:

Name: _____ Signature: _____ Date: _____

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

ESG-CV Document Request Checklist

General Administration and Capacity	
<input type="checkbox"/>	Written Standards related to ESG-CV funded projects and activities
<input type="checkbox"/>	Executed Standard Agreement and amendment(s), if applicable
<input type="checkbox"/>	Organizational chart including staff working on ESG-CV programs
<input type="checkbox"/>	List of key personnel and job descriptions
<input type="checkbox"/>	Names of key personnel and resumes
<input type="checkbox"/>	Staffing plan for unfilled positions including staff turnover
<input type="checkbox"/>	Evidence of training provided to all ESG-CV funded staff
Financial	
<input type="checkbox"/>	Approved budget
<input type="checkbox"/>	Requests for Funds (RFFs) submitted to HCD
<input type="checkbox"/>	Invoices and supporting documentation for all costs reimbursed with ESG-CV funds
<input type="checkbox"/>	Accounting records (e.g., chart of accounts, general ledger, expenditure report, etc.)
Contracts and Procurement	
<input type="checkbox"/>	Subcontracts and other written agreements governing ESG-CV funds
<input type="checkbox"/>	Procurement records
Project/Activity Records	
<input type="checkbox"/>	Clientele list (number of clients, status of application, address or location of assistance)
<input type="checkbox"/>	Evidence of activity delivery per scope of work in Standard Agreement
<input type="checkbox"/>	Progress reports submitted to HCD
<input type="checkbox"/>	Documentation that project meets a National Objective
<input type="checkbox"/>	Evidence of compliance with Duplication of Benefits requirements
<input type="checkbox"/>	Environmental Review Records (ERR)
Monitoring and Audits	
<input type="checkbox"/>	Monitoring and Audit reports issued (HCD, HUD, HUD OIG, or single auditor)
<input type="checkbox"/>	Evidence of actions taken in response to findings or recommendations, if applicable
<input type="checkbox"/>	Evidence of internal oversight measures
Citizen Complaints	
<input type="checkbox"/>	Citizen complaint tracker
<input type="checkbox"/>	Citizen complaints and responses

*NOTE: Additional documentation may be requested based on the type of activity implemented, the monitor's examination of documentation provided, or discussions with implementing staff or clients

Monitoring Preparation



DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

ESG-CV Monitoring File Checklist

Develop
Strategy

Assemble
Records

Send Intent to
Monitor Letter

Entrance
Conference
Agenda

Subrecipient Name:	Name
Type of Monitoring:	On-site / Desk

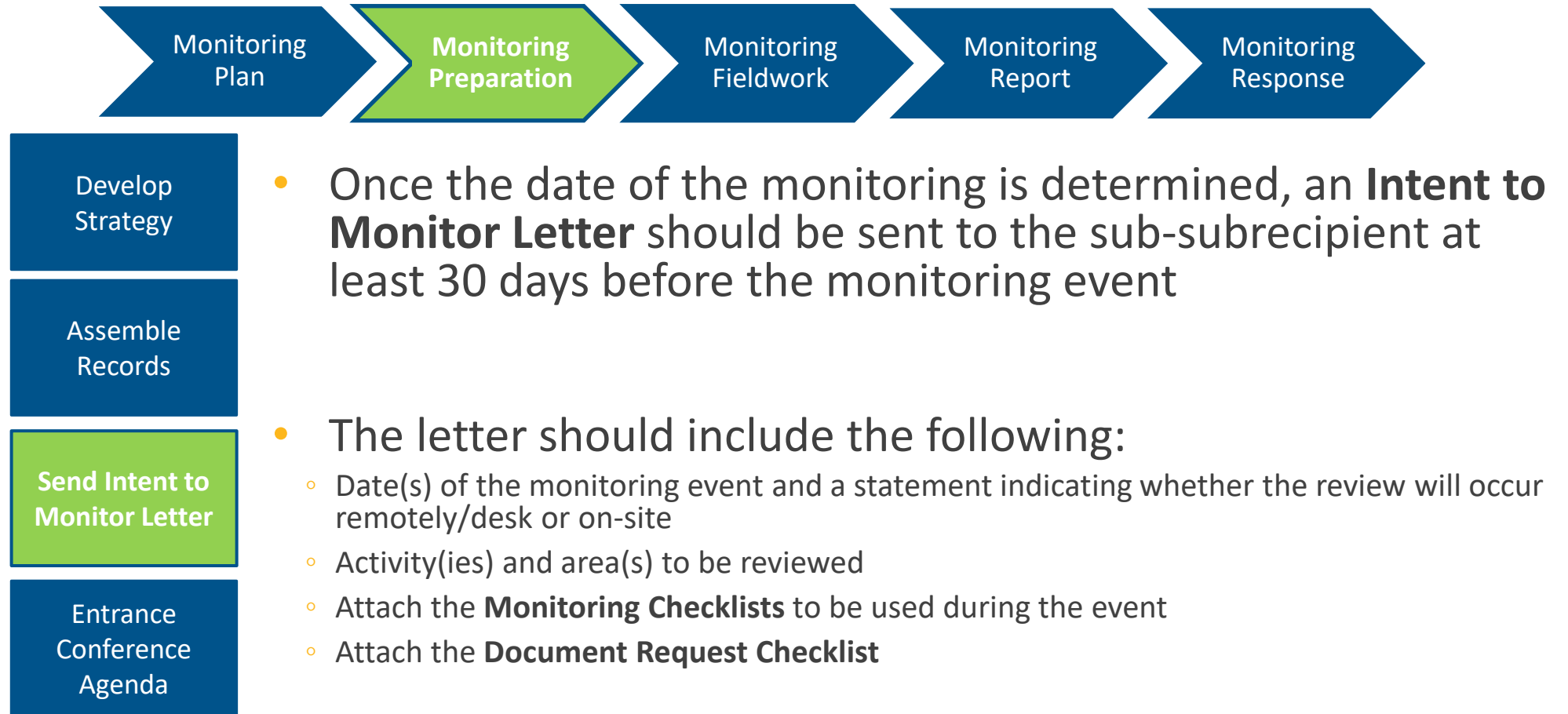
General		
<input type="checkbox"/>	Risk Assessment Worksheet	Date:
<input type="checkbox"/>	Intent to Monitor Letter	Date:
<input type="checkbox"/>	Completed Monitoring Review Checklist(s)	Date:
<input type="checkbox"/>	Copies of Documents Reviewed	
<input type="checkbox"/>	Completed Monitoring Report	Date:
<input type="checkbox"/>	Follow-Up Correspondence	Date:
<input type="checkbox"/>	Clearance Letter	Date:

Monitoring Review Checklist(s) Used		
<input type="checkbox"/>	Enter description (e.g., Exhibit 1-1)	
<input type="checkbox"/>	Enter description (e.g., Exhibit 1-2)	
<input type="checkbox"/>	Enter description (e.g., Exhibit 1-3)	
<input type="checkbox"/>	Enter description (e.g., Exhibit 1-4)	

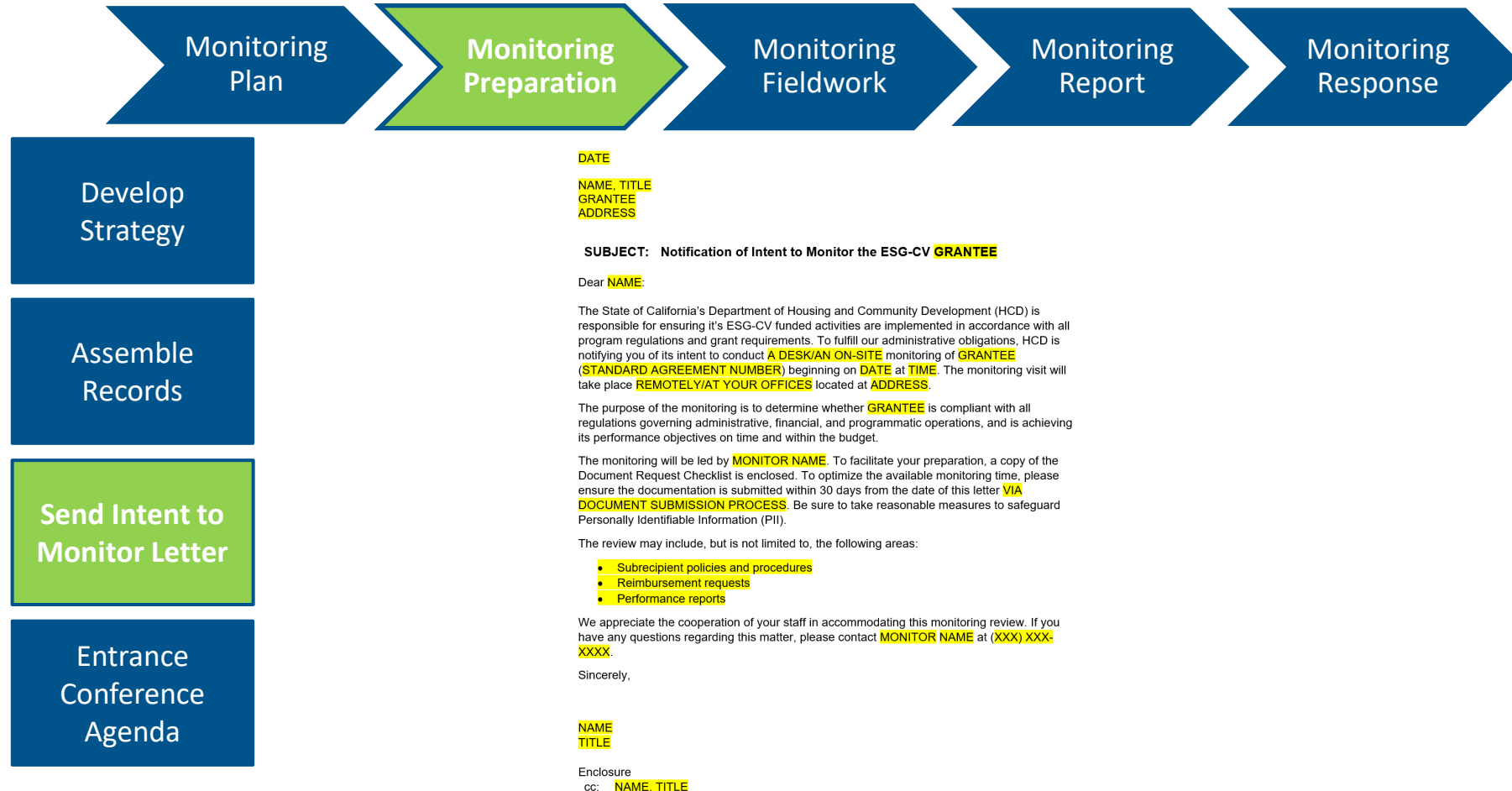
Other		
<input type="checkbox"/>	Enter description	
<input type="checkbox"/>	Enter description	
<input type="checkbox"/>	Enter description	
<input type="checkbox"/>	Enter description	

Assemble a file for each monitoring to be performed utilizing a **Monitoring File Checklist**

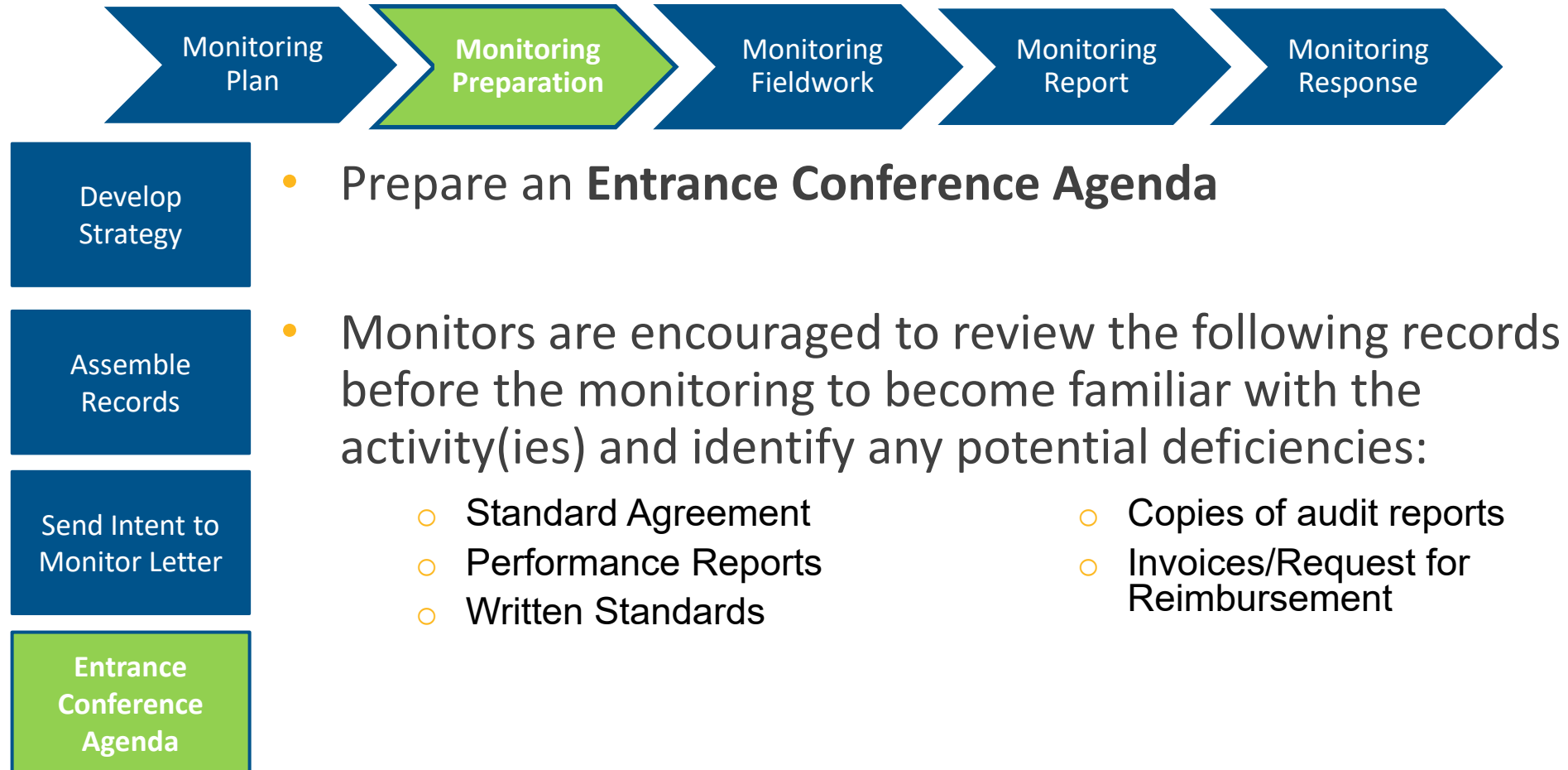
Monitoring Preparation



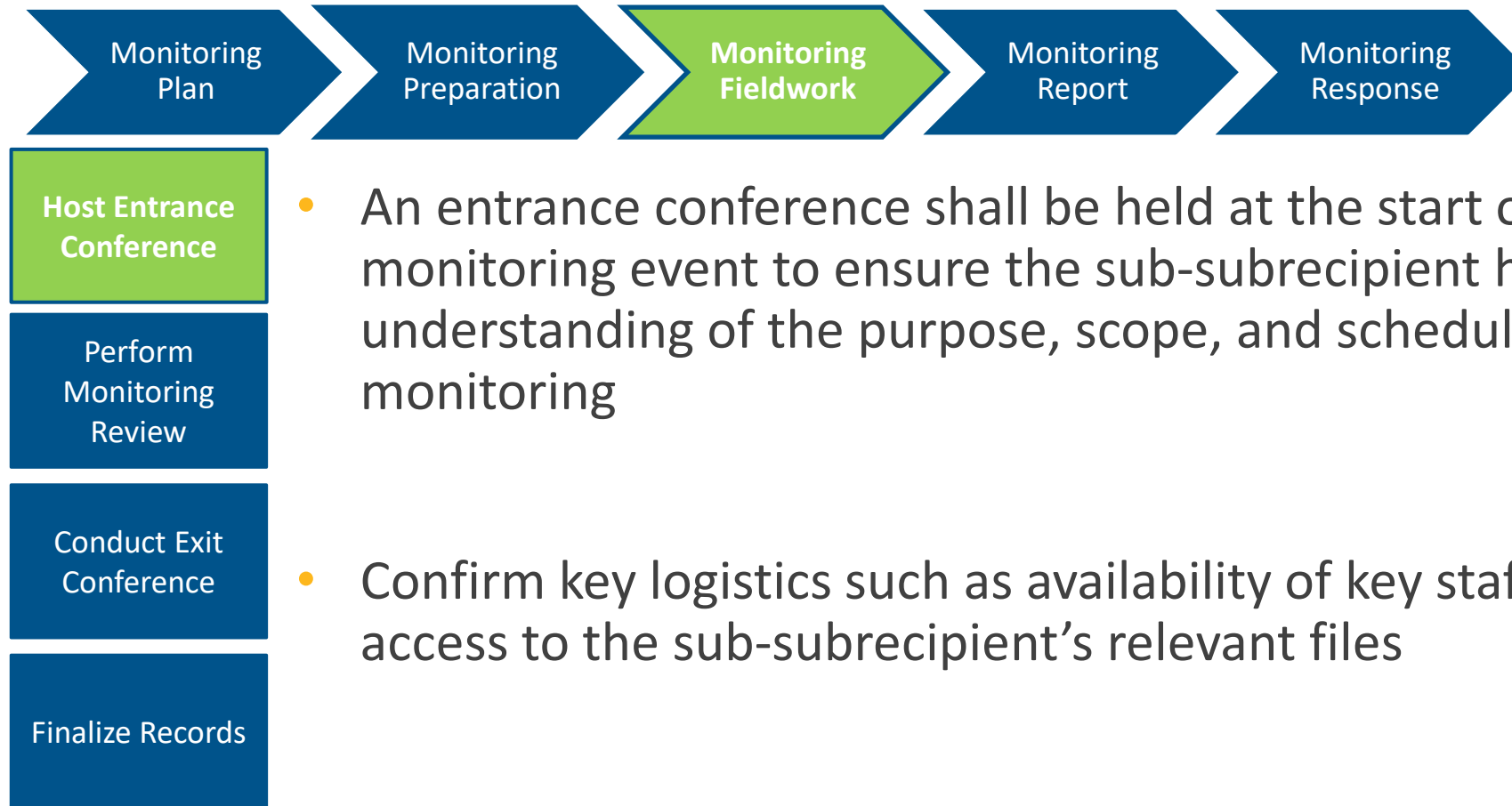
Monitoring Preparation



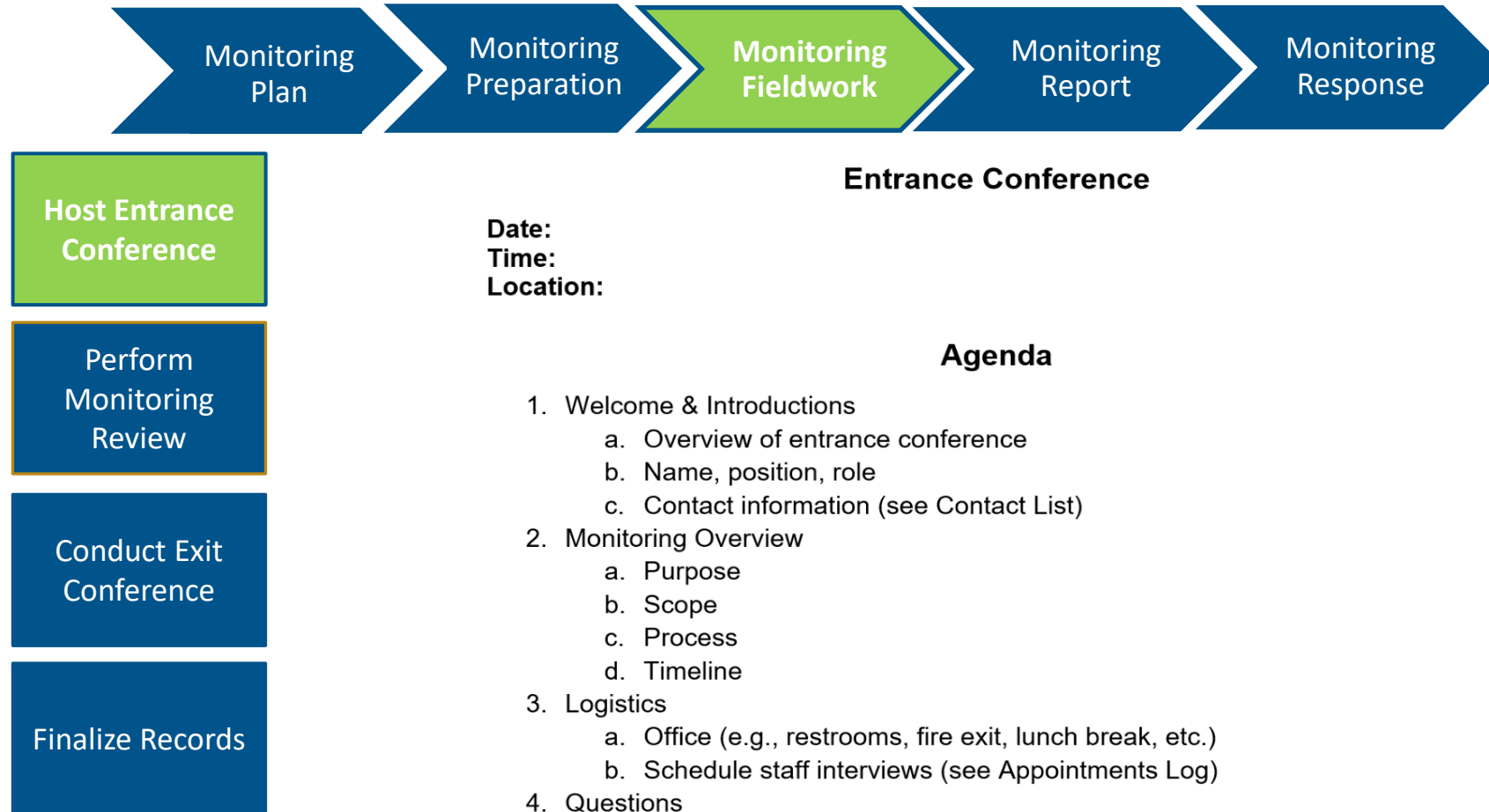
Monitoring Preparation



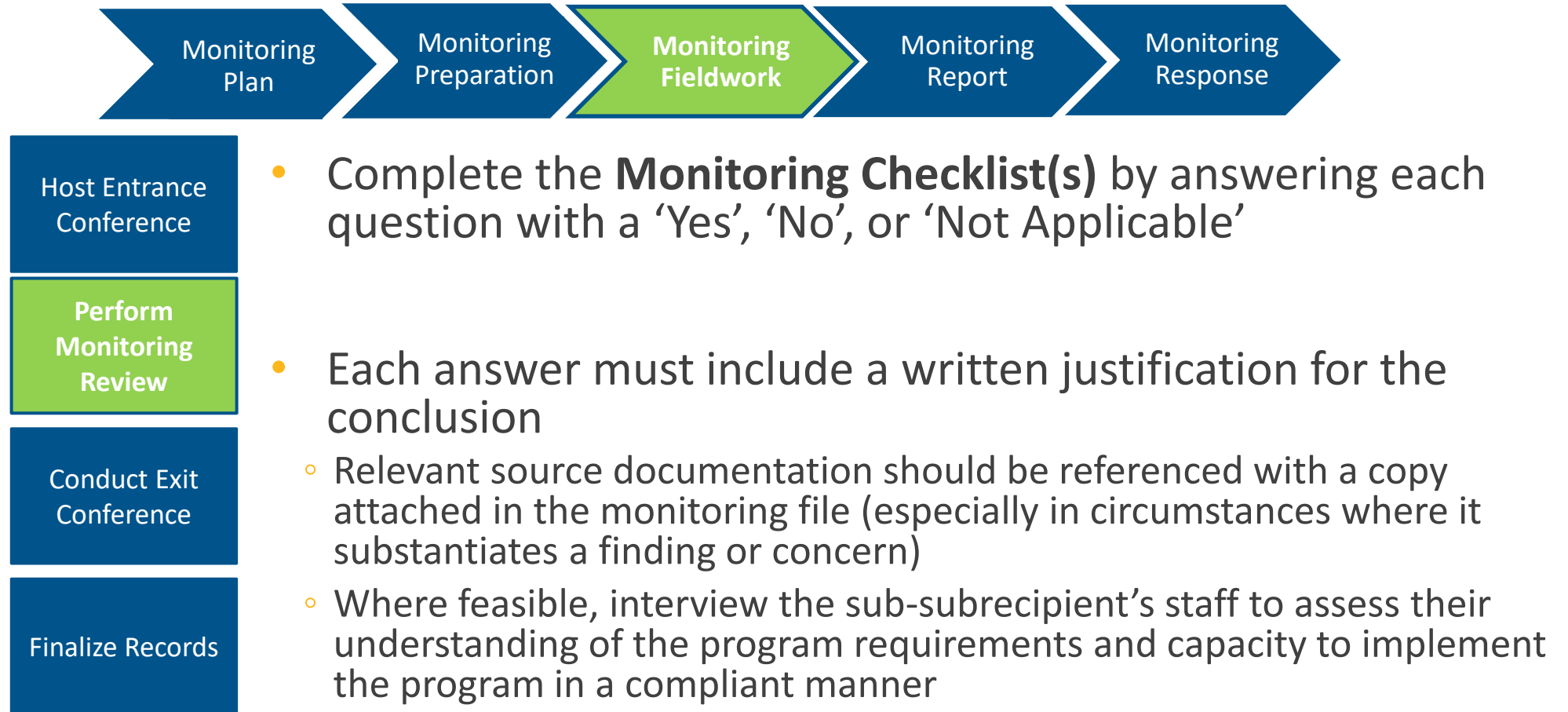
Monitoring Fieldwork



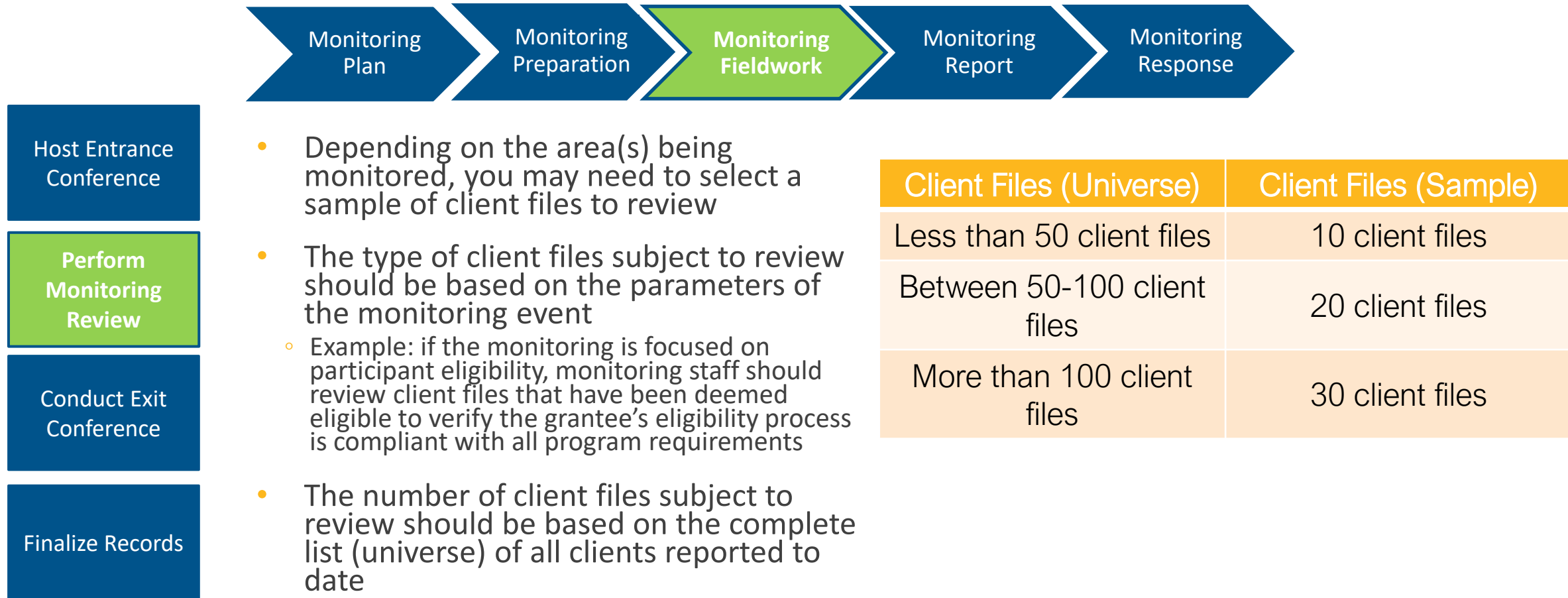
Monitoring Fieldwork



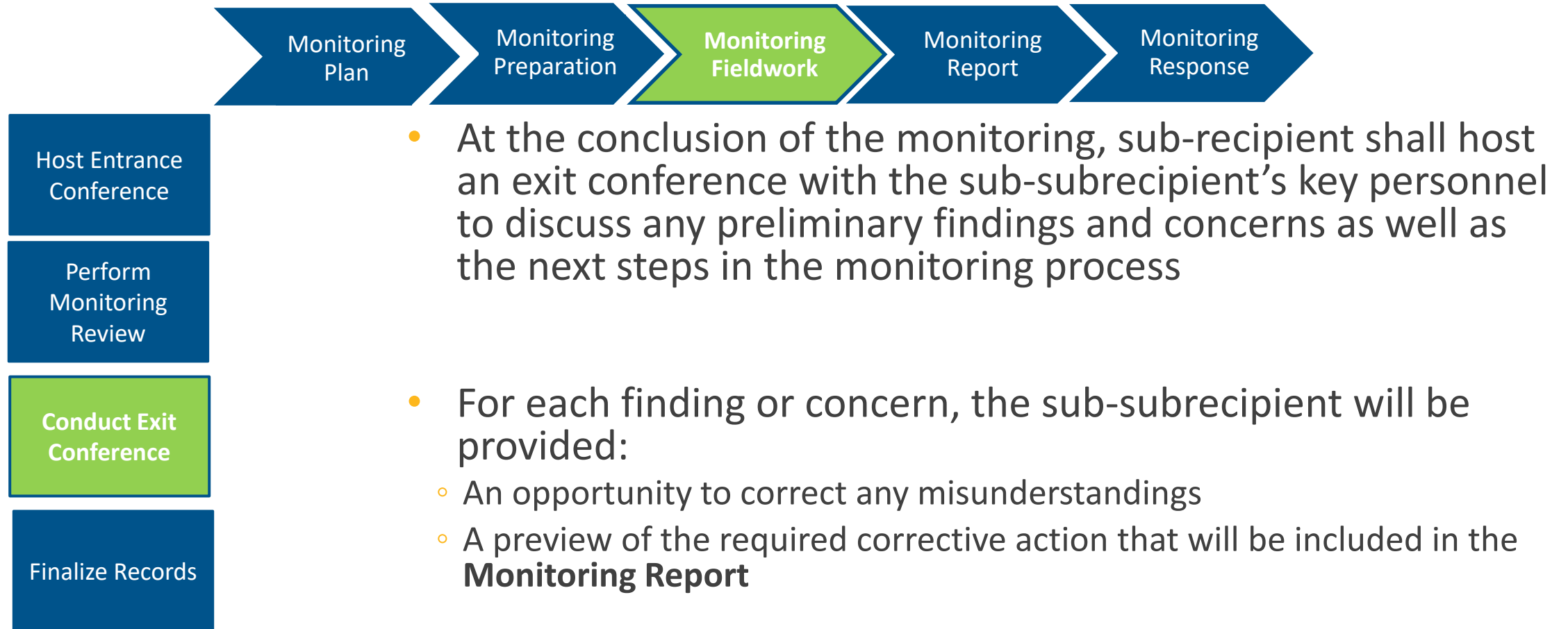
Monitoring Fieldwork



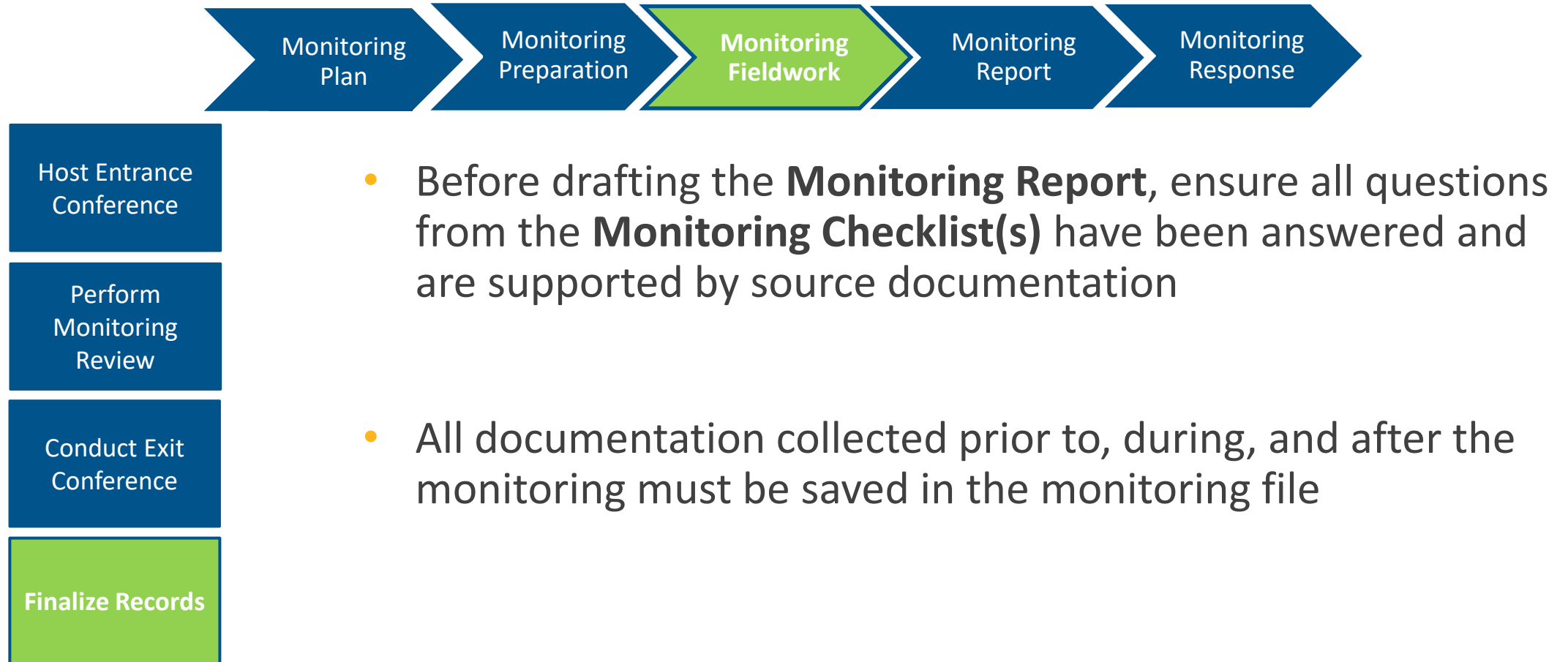
Monitoring Fieldwork



Monitoring Fieldwork



Monitoring Fieldwork



Monitoring Fieldwork



Host Entrance
Conference

Perform
Monitoring
Review

Conduct Exit
Conference

Finalize Records

- Sub-recipient will review the monitoring event file to ensure the source documentation supports the conclusions drawn in the **Monitoring Checklist(s)**
- Upon approval, the **Monitoring Plan Tracker** (if you are using one) should be updated to reflect the findings, concerns, and observations that will be included in the **Monitoring Report**

Monitoring Report



Prepare
Monitoring
Report

Issue
Monitoring
Report

Update Records

- Prepare a draft **Monitoring Report** to the sub-subrecipient outlining the results of the monitoring event including:
 - Date of the monitoring
 - Scope of the monitoring review
 - Any findings, concerns, or observations for the sub-subrecipient
 - Required corrective actions needed
 - Timeline for response

Monitoring Report



Prepare
Monitoring
Report

Issue
Monitoring
Report

Update Records

- Sub-recipient will review the draft **Monitoring Report** to ensure all findings and concerns include the condition, criteria, cause, effect and required corrective action
- Once approved, the final **Monitoring Report** should be issued to the sub-subrecipient within 30 days after the monitoring review

Monitoring Report



Prepare
Monitoring
Report

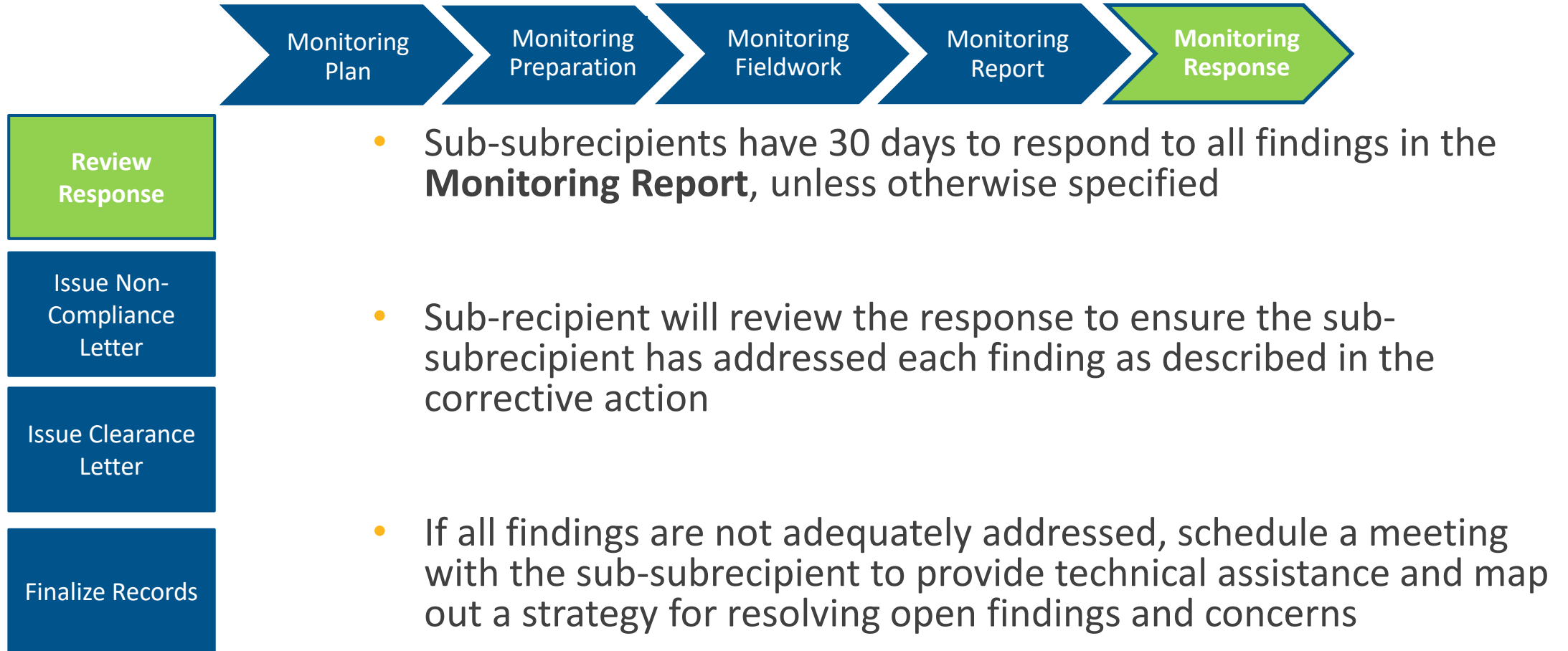
- Ensure all necessary documentation and correspondence is maintained in accordance with the **Monitoring File Checklist**

Issue
Monitoring
Report

- Update the **Monitoring Plan Tracker** to include key information and deadlines associated with each monitoring event, any findings and concerns, and the status of each

Update Records

Monitoring Response



Monitoring Response



Review
Response

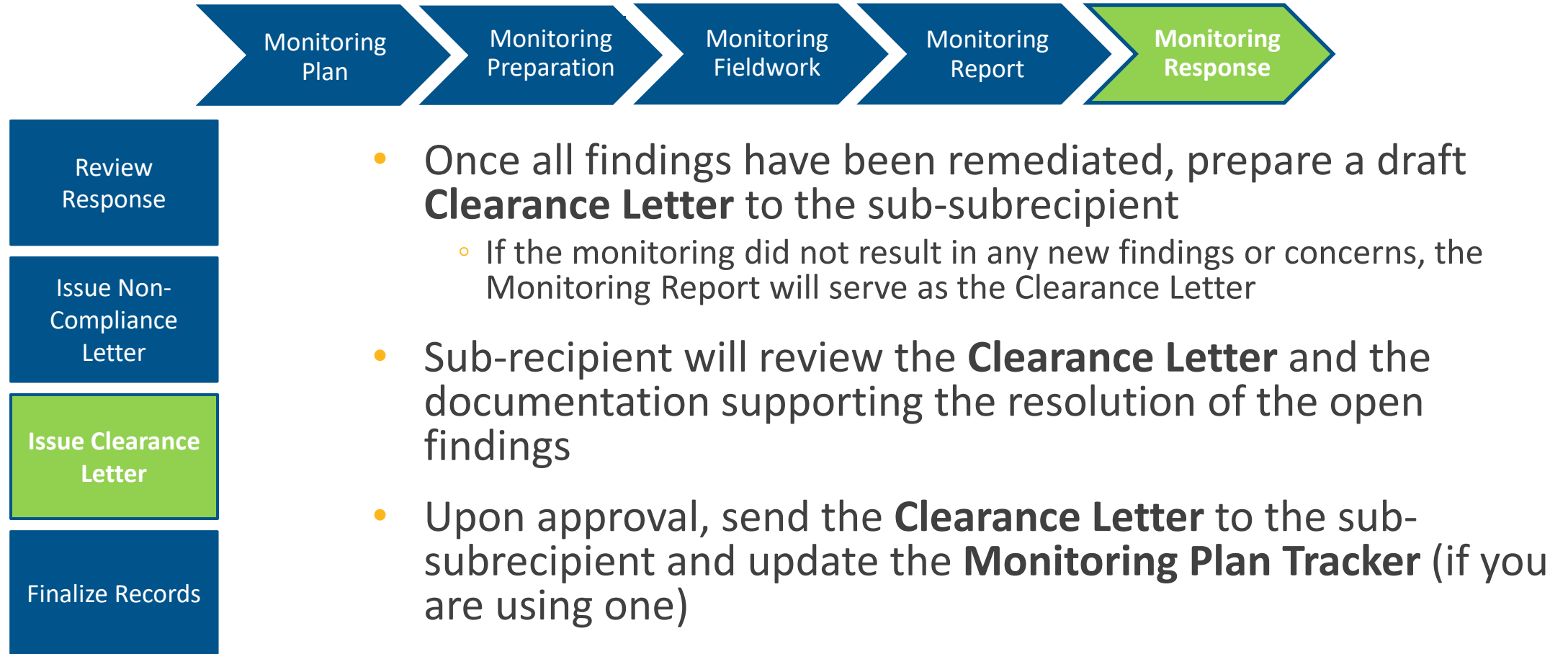
Issue Non-
Compliance
Letter

Issue Clearance
Letter

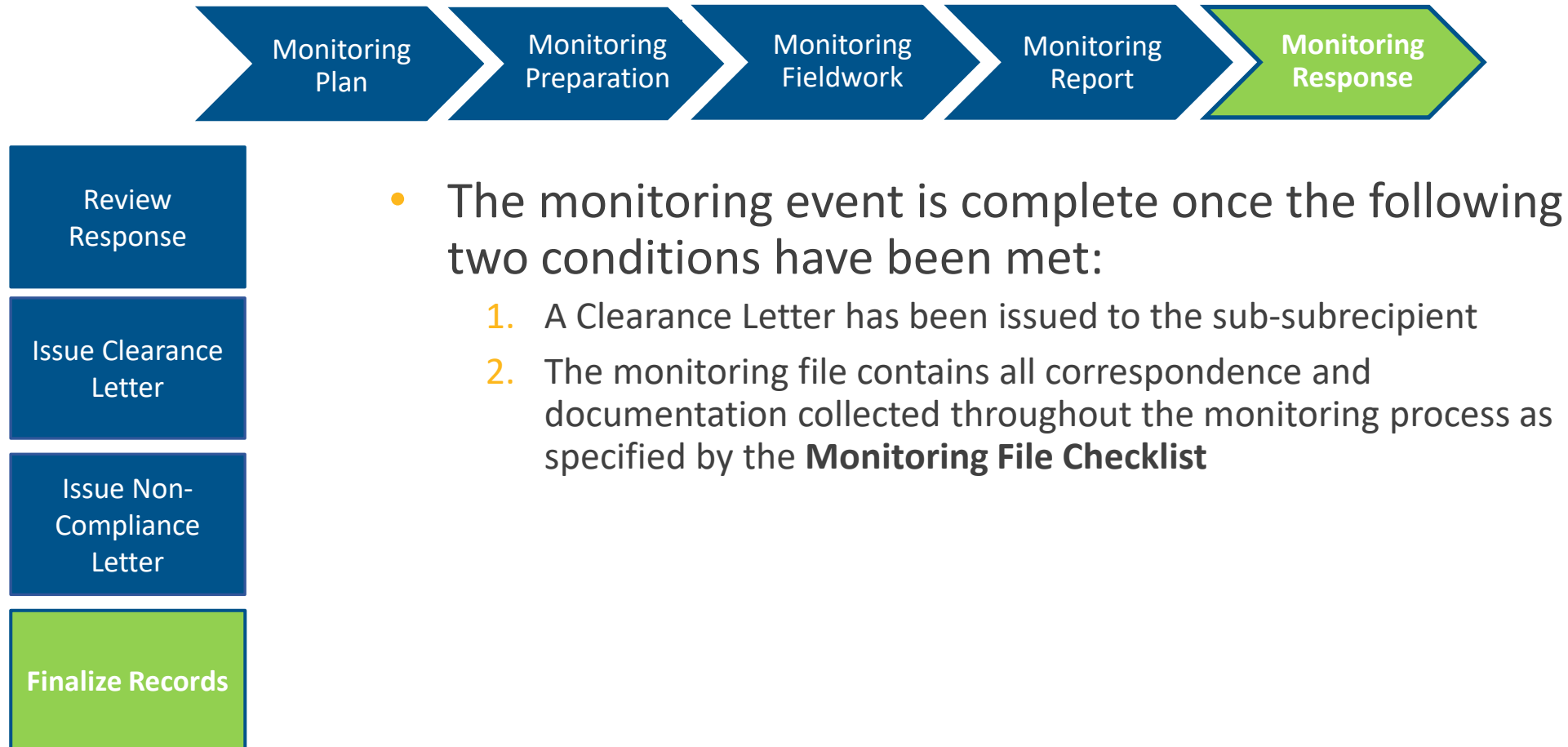
Finalize Records

- If a written response is not received within 30 days of the **Monitoring Report** being issued, you may want to consider issuing a **Non-Compliance Letter** to the sub-subrecipient requesting their response within 15 days
- Sub-recipient may choose to take one or more of the following actions if a grantee fails to correct identified deficiencies:
 - Temporarily withhold reimbursements until findings are addressed
 - Request the repayment of previous reimbursements for disallowed costs
 - Wholly or partly suspend or terminate the award

Monitoring Response



Monitoring Response



What does California HCD want to see to show you are monitoring?

- When it comes time for you to be monitored as the sub-recipient of ESG/ESG-CV funds, HCD will request to review one full monitoring package completed for one sub-subrecipient.
- Your monitoring package may include:
 - Your monitoring policies/procedures/plan
 - Copies of monitoring letters
 - Monitoring tool/checklist used
 - Findings/summary reports



Questions?

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](#)

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](#)

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