ESG & ESG-CV Office Hours 12/01/2021



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 Training Opportunities
- Request for Funds Reimbursement Process
- Q&A

ESG Updates

2021 ESG Applications

- Currently under Review
- Award announcements are anticipated the end of December 2021 or January 2022

2018 and 2019 Contracts – **Submit your Final RFFs**

- Final RFF along with the DER
- Certificate of Completion
- Expend all funds if possible (if you have a remaining balance, let your ESG Grant Rep know this)

ESG Updates

Mini-Monitoring has Begun!

- Starting with your 2020 ESG (annual) Contracts, you will be asked to provide backup documentation for 3 expenses on every RFF/DER submitted
- Your ESG Grant Rep will send you an email with the identified expenses and the type of documentation you are required to submit to them (within 5 business days)
- This will be part of the workflow process going forward

ESG-CV Reminders & Updates

- California Department of Public Health released new <u>infection control guidance for shelters</u>
 [<u>cdph.ca.gov</u>] last week. This will be of interest to sub-recipients that operate shelters and do system planning.
- If you have not yet completed the Indirect Cost Excel Task please send that to your ESG-CV Grant Admin as soon as possible, they were due on 11-24. This is a required task for all grantees.
- If you have not yet completed the Risk Analysis Excel and Question Task please send those to your ESG-CV Grant Admin as soon as possible, they were due on 11-30. This is a required task for all grantees.

HCD Training Recordings Now On Website

- Seven trainings have been posted to HCD's website, including previous Office Hours recordings.
- Click here: https://www.hcd.ca.gov/grants-funding/active-funding/esg.shtml
- To access recordings and scroll down to the section titled Training, Technical Assistance, and Frequently Asked Questions (FAQs). Click on the section title and the trainings will open in a drop-down list.

Upcoming Training Opportunities

- New webinar series: Building Blocks for Coming Home- How California Communities Can Create Housing Opportunities for People with Complex Needs Leaving the Justice System
 - This virtual discussion series will introduce participants to key strategies to address homelessness for people with complex care needs leaving incarceration, with a focus on increasing access to housing and services and funding opportunities and strategies to sustain this work.
 - Next session is Thursday, December 9, 2021; all webinars will take place from 12:00pm-1:30pm PST
 - Link to Register: <u>Building Partnerships Between Housing and Criminal Justice Systems in California</u>
- Racial Equity and Data: 12/2/21 from 12:00-1:30pm PST
 - This session will discuss ways communities can review quantitative data to understand "what" and then determine effective ways to gather qualitative data to understand the "why" so that effective strategies can be created to intentionally address disparities.
 - Audience: ESG-CV sub-recipients and HMIS Leads
 - Link to Register: <u>Registration</u>

ESG-CV Request for Funds (RFF) Process

Completing an RFF: The Basics

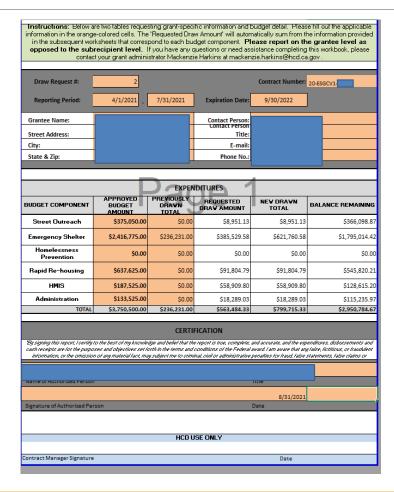
- Use the current RFF and workflow document to assist in submitting ready to approve RFF.
- Update the cover sheet (tab 1: Request for Funds) accordingly with previous draw amounts.
- Confirm that amounts totaled in each tab (SO/ES/HP/RRH/HMIS/ADMIN) are the same amount shown on the Request for Funds tab.
- Confirm your backup documentation matches what you have been requested to submit.
- If you are triggering an Environmental Review process, you need to ensure that no costs were incurred before the approval. In addition, you will need to have the full review available during monitoring.
- HCD Subs: Make sure that the signature on your RFF matches the approved signature from your resolution submitted to HCD. Please note you will need the ability to sign electronically via Adobe or physically sign and scan to submit.
- Upload your information into eCivis with all attachments labeled clearly and separated by type.
- Stay in touch with your GA! They might have clarifying questions and communication is key to this process.

Completing an RFF: The Basics

• When you submit your back up documentation it should always show the full picture of the reimbursement.

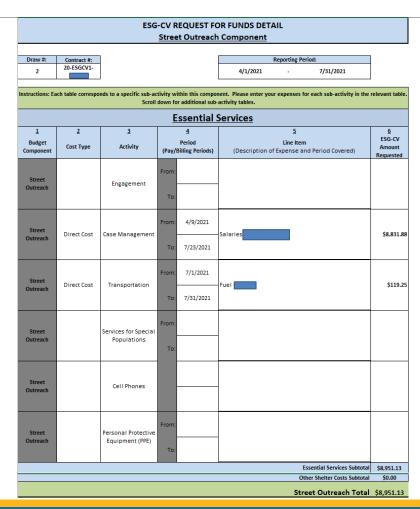


The RFF Process: The Form



The RFF Process: Street Outreach

- Note that our total amounts on this form match the amount listed on the cover page of the RFF.
- Be sure to add a description that can include something like: "Salaries for street outreach workers for reporting period listed."
- Confirm that all amounts in the requested column add up to the correct total.
- Determine which line item you will provide back up for.



The RFF Process: Street Outreach

Welcome to West Lane Fuel

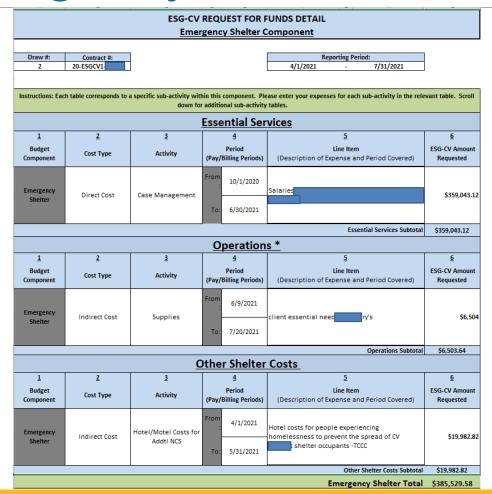
Request/Invoice Date:	7/1/2021	Invoice/Account#				
Payment due by:			, , , ,			
Vendor / Employee:						
Address:			Mark			
List the expense accounts.	, programs, Contract (if kno	own) and amount for eac	h type of purch	ase		
Expense Account	Program	Contract		mount		
Transport/Fuel		C E	ganes	30.00		
Fees & interest charged	Admin	Admin				
				regional de Marcillo		
	Autolitin varieta		ner i r <u>adio.</u> Protes paris	<u>na dia kabu</u> Nada kaca		
				Structure.		
				See See See		
		TOTAL	s	30.00		
Description/Justification				20100		
	Transportation for s	Out reach				
				4544		
		Required paperwork must be attached		hed		
Payment by			when turned into Finance			
Check # Credit Card (Specify card)		Client Assistance C				
Petty Cash Receipt #		Invoice(s)	Mileage Log			
		Other (Specify)				
Return to:		☐ Mail to the abo	ve address			
Requested By:		Approved By:				
		CEO Approval:		30 St. 11		
		(CEO must approve	requests over \$2,	500)		
inance Manager:				0 6 202		
***************************************		/Date Entered	JUI	0 0 505		

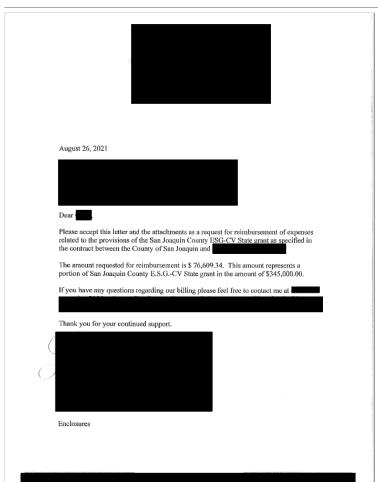
07/01/21 9:13:42 AM Register: 1 Trans #: 2812 Op You: cashter: Sharon	ID: 3
*** REPRINT 1** REPRINT *** REPR	INT ***
	30.00 99
Subtotal = \$ Tax =	30.00 \$0.00
Total = \$	30.00
*** REPRINT *** REPRINT *** REPR	INT ***
Change Due =	\$0.00
Credit \$	30.00
. han a man	
Signature:	

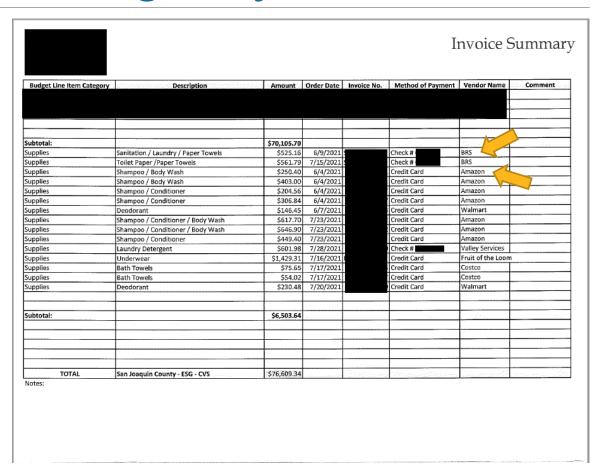
Thank you for shopping local

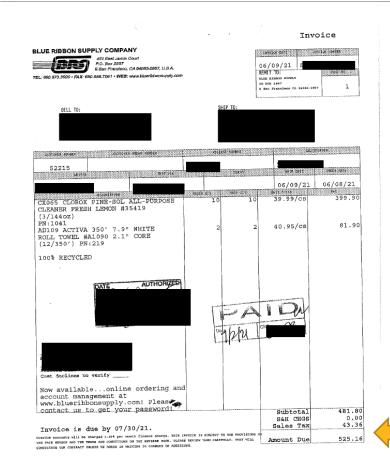
Page 3 VALERO FLEET Valero' ACTIVITY FOR ACCOUNT Payments, Credits, and Other Adjustments Post Date Transaction Description \$ Amount 06/22/2021 Payment - Thank You -107.68 Total Payments, Credits, and Other Adjustments \$-107.68 Purchase Activity For Card Transaction Date Post Date Products Units (Gai) Store name St Discount \$ Amount (Uni,Dal,etc...) 07/01/2021 09:14 07/02/2021 30.00 07/02/2021 15:00 07/05/2021 UNL 0.00 30.00 Total Purchase Activity \$60.00 Purchase Activity For Card Transaction Date Post Date Products (Uni,Dal,etc...) 08/15/2021 14:27 06/16/2021 Prompt Driver ID Odomeler Total Purchase Activity \$30,00 TOTAL PURCHASE ACTIVITY FOR ACCOUNT TOTAL PURCHASE ACTIVITY

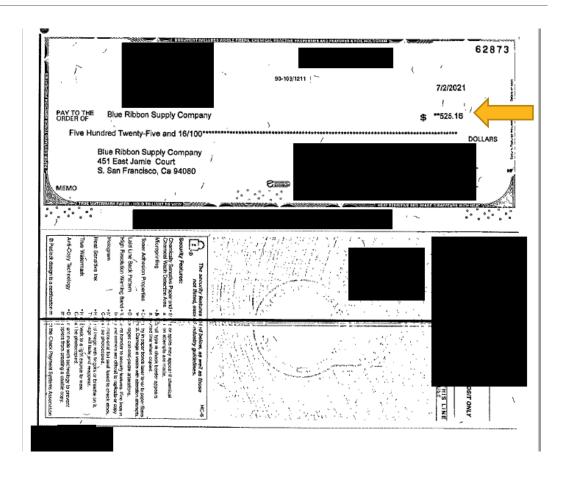
- Note that our total amounts on this form match the amount listed on the cover page of the RFF.
- Be sure to add a description that can include something like: "Client essential needs for XYZ shelter"
- Confirm that all amounts in the requested column add up to the correct total.
- Determine which line item you will provide back up for.





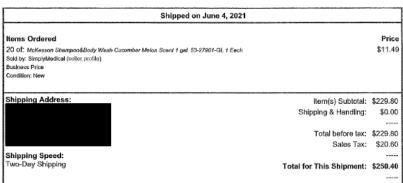






amazon.com





Paymo	ent information
Payment Method:	Item(s) Subtotal: \$229.80
	Shipping & Handling: \$0.00
Billing address	****
	Total before tax: \$229.80
	Estimated Tax: \$20.60
	Grand Total: \$250.40
Credit Card transactions	June 4, 2021: \$250.40

To view the status of your order, return to Order Summary

ACCOUNT ACTIVITY

Date of

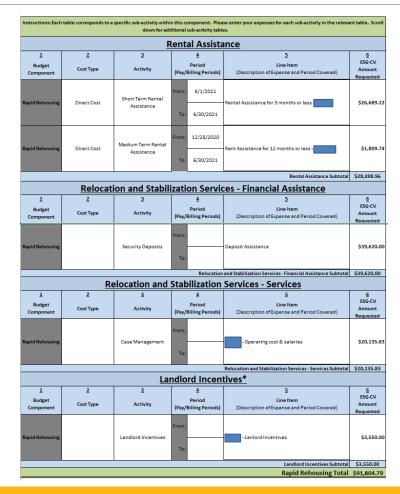
	Merchant Name or Transaction Description	\$ Amount
5/29		
5/12	LOCAL DUMPSTER RENTAL 856-255-3315 GA	395.00
V13 ·	AMZN Mktp US*2L29P1VH2 Amzn.com/bill WA	98.70
√14	AMZN Mktp US*2L4BG8QP0 Amzn.com/bill WA	32.68
	Amazon.com*2L2VL2QU2 Amzn.com/bill WA	43.45
	AMZN Mktp US*2R6WC9291 Amzn.com/bill WA	45.45 25.65
	Amazon.com*2R1FF1JM2 Amzn.com/bill WA	37.38
/29	FRUIT.COM 855-258-4534 KY	37.38 438.64 →
VO1	AMZN Mktp US*2R3TK8S92 Amzn.com/bill WA	48.44
	BACKGROUNDCHECKS.COM) 8663008524 TX	45.45
	Amezon.com*2R8PA3I72 Amzn.com/bill WA	40.45 94.60
	ZORO TOOLS INC 855-2899676 IL	215.60
/06	AMZN Mktp US*2X1MM15P1 Amzn.com/bill WA	
	AMZN Mktp US*2X6UI15J1 Amzn.com/bill WA	250.40
	3B *BLACKBAUD BILLING 800-468-8998 SC	403.00
	Arnazon.com*2X19U9412 Amzn.com/bill WA	788.35
	AMZN Mktp US*2X5YK2D4† Amzn.com/bill WA	24.22
	MZN Mktp US*2X1QZ2TI2 Amzn.com/bill WA	306.84
	MZN Mktp US*2X0H657Y1 Amzn.com/bill WA	17.42
		204.56
- -	OCAL DUMPSTER RENTAL 855-255-3315 GA	395.00

2021 Totals Year-to-Date

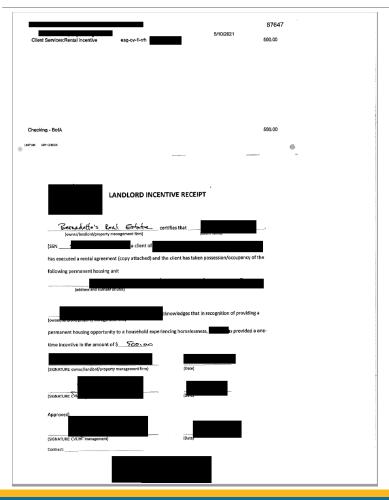
Conditions of Use | Privacy Notice @ 1996-2020, Amazon.com, Inc.

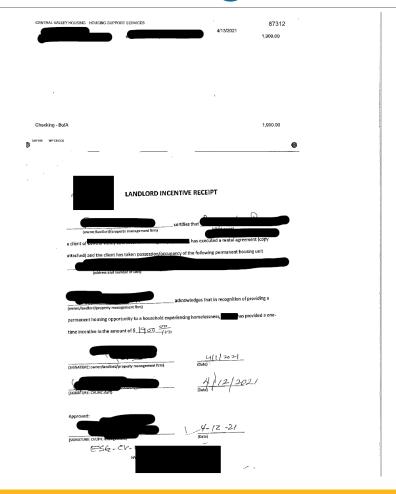
The RFF Process: Rapid Rehousing

- Note that our total amounts on this form match the amount listed on the cover page of the RFF.
- Be sure to add a description that can include something as basic as: "XYZ Landlord Incentives"
- Confirm that all amounts in the requested column add up to the correct total.
- Determine which line item you will provide back up for.

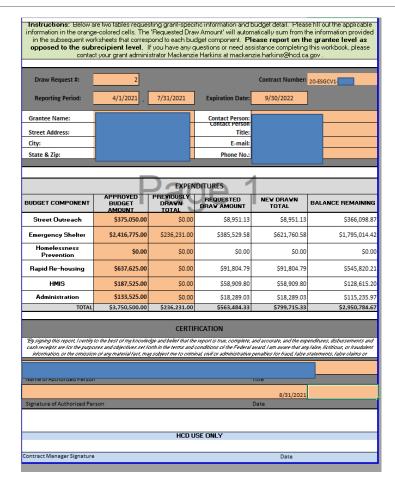


The RFF Process: Rapid Rehousing





The RFF Process: eCivis Organization



Category	Spend	Match	Spend + Match	Award Remaining
1. Emergency Shelter	\$ 385,529.58	\$ 0.00	\$ 385,529.58	\$ 2,180,544.00
2. Street Outreach	\$ 8,951.13	\$ 0.00	\$ 8,951.13	\$ 375,050.00
3. Homelessness Prevention	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
4. Rapid Re-Housing	\$ 91,804.79	\$ 0.00	\$ 91,804.79	\$ 637,625.00
5. HMIS	\$ 58,909.80	\$ 0.00	\$ 58,909.80	\$ 187,525.00
6. Local Grant Administration	\$ 18,289.03	\$ 0.00	\$ 18,289.03	\$ 133,525.00
Report Total	Spend	Match	Spend + Match	
	\$ 563,484.33	\$ 0.00	\$ 563,484.33	
	100.00 %	0.00 %		

The RFF Process: eCivis Organization

Financial Report Files:

Search:

File Name	File Size	Created On	Actions
20-ESGCV-00015_Cost Verification(2)_Signed.pdf	332.1 Kb	08/31/2021	≛
20-ESGCV1-00015_DER_4-1-21 to 7-31-21.xlsx	165.0 Kb	08/31/2021	≛
DER Backup Admin-salaries.pdf	87.6 Kb	08/31/2021	<u>*</u>
DER Backup ES-supplies.pdf	1.8 Mb	08/31/2021	<u></u>
DER Backup HMIS-equipment.pdf	1.2 Mb	08/31/2021	≛
DER Backup RRH-landlord incentives.pdf	70.5 Kb	08/31/2021	<u>±</u>
DER Backup SO-trasportation.pdf	605.9 Kb	08/31/2021	<u>*</u>

Showing 1 to 7 of 7 entries

Previous

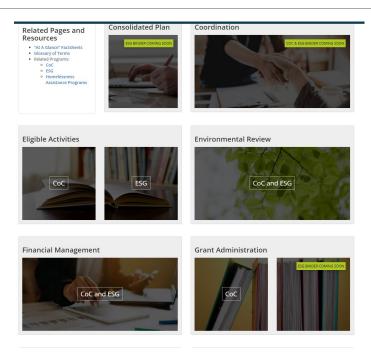
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Next

The RFF Process: Wrap Up and Community Thoughts

- A document with example back up documentation will be provided in the coming weeks. This will not be exhaustive therefore always check with your GA for further clarification.
- HCD is working to remedy the issues around Indirect Costs in eCivis and on the RFF form. Further
 information will be available soon.
- It is your responsibility as the <u>Subrecipient</u> of these funds to ensure your <u>subrecipients</u> are keeping accurate information regarding their reimbursements. You can use the RFF process as a type of monitoring for your subs. Sub subs need to provide information as requested by HCD's Sub.
- You can request your subrecipients use the RFF to request funds from you and then use that information to roll into your larger request to HCD.
- When HCD monitors these funds you will be required to provide all back up documentation for each line item in the chosen RFF's. Be sure you have this information on hand to ensure a smooth successful monitoring.
- Ask questions! Your GA is here to help you in this process.

New HUD Resource!



https://www.hudexchange.info/homelessness-assistance/coc-esg-virtual-binders/

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:

- <u>Disease Risks and Homelessness</u> 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

Questions?



Contact Us...

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