

ESG & ESG-CV Office Hours

10/13/2021



How to ask a question...

- Webinar questions:
 - Click “Q & A” chat bubble to submit a question to the team
 - Please type in the "Your Name" box your name, organization and region associated with your question
 - The team will read questions out loud at the end of the presentation and will provide answers if possible
 - All questions will be saved and recorded as part of the public record



Agenda

- ESG Updates
- ESG-CV Updates: Quarterly Reporting: Q4
- Q&A

ESG Updates

- All 2021 ESG applications are due by 5:00pm, October 19, 2021
 - All applications must be submitted through eCivis – the online Grants Network System. **You can access the link to eCivis (online applications) on the ESG Webpage.**
 - Applications can be submitted in both allocations on a 'rolling' basis (prior to the October 19th deadline)
 - 2019 ESG Contracts: **Expenditure Deadline is: 10-22-21**

ESG Updates

What's New in the 2021 NOFAs:

- Applications must be submitted through the eCivis online grants network system. (No paper/binders will be accepted this year)
- **Resolution Template – must be used by all applicants:** Please refer to the BoS or CoC NOFAs for information on submitting Resolutions.
- 'The application must include a completed Authorizing Resolution (AR) approved by the Applicant's governing board. The AR designates a person or persons responsible for, and authorized to execute, all documents related to the application for ESG funds and submittal of funds requests. Please see the instructions for completing the AR, along with AR form (template) on the ESG website. Failure to use the AR form provided by HCD will require execution of a corrected AR and may delay execution of HCD's Standard Agreement for ESG funds.
- 'If a governing body must prepare a separate resolution concurrently that conforms to its local standard, it may do so, so long as the AR (authorizing resolution) form provided by HCD is completed in full.'

ESG-CV Reminders & Updates

- HUD Q4 ESG-CV Jot Form **is due to HCD by 10/19/2021** <https://form.jotform.com/212708359096160>
- RFF reimbursement for funds spent through September 30, 2021, is due in eCivis by 10/30/2021. Remember to redact all Personal Identifying Information from your RFF submissions.
- Office Hours registration link: https://zoom.us/webinar/register/WN_hJUf6WxaSOemGvJCP5wYhQ Once registered, an option will appear to add the meeting as a recurrence to your calendar.
- Racial Equity Foundation Training: 11/2/2021 from 11:00 am – 12:30 pm
<https://docs.google.com/forms/d/e/1FAIpQLSdCzyB5b-SAo-LOS296MdwqHjn2NCutByGjOv-9q2AGdMackQ/viewform>
- Emails went out last week about additional ESG-CV funding. Please respond to the email today if your community needs more funding. Homelessness Prevention will not be funded. Communities that receive additional funds should review paragraph 4 in their official Round 2 Resolution (amendment) to ensure it authorizes additional funds. If not, your Grant Administrator can work with you to develop a new amendment.



**State of California
Business, Consumer Services and Housing Agency**

BCSH's new guide is intended to drive progress on homelessness and racial justice by effectively braiding State and Federal investments to create better outcomes.

With placement from Street Outreach being one of the new required performance metrics of HHAP-3 funds, ESG-CV can be used to fund and build capacity of SO projects. HHAP-3 funds can then be applied when ESG-CV funds have been expended, which will ensure funding continuity and avoid loss of capacity.

https://www.bcsb.ca.gov/hcfc/documents/covid19_strategic_guide_new_funds.pdf



ESG-CV Q4 Quarterly Reporting (July 1-September 30, 2021)

Due Date

Expenses and Narratives

Jotform: Page by Page

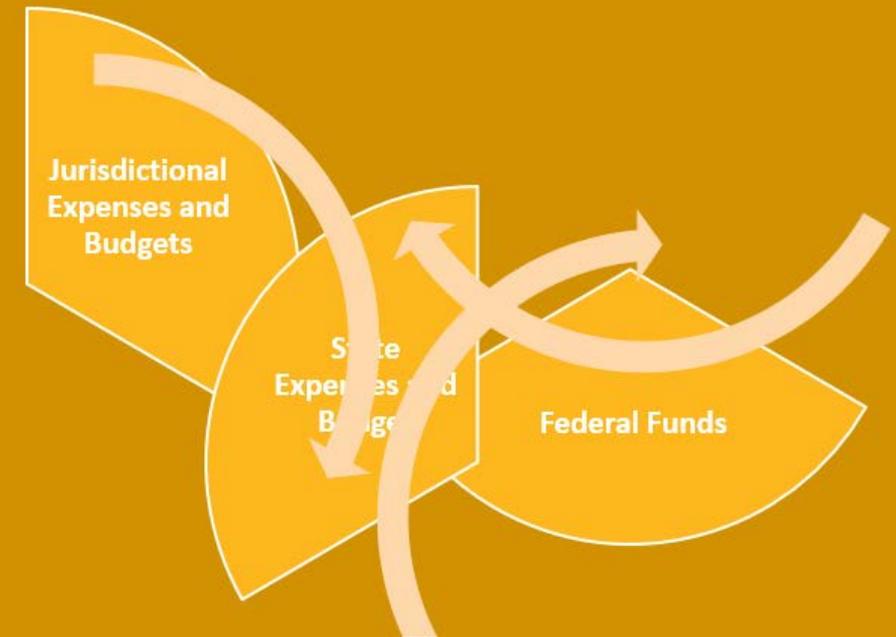
Q&A

ESG-CV Quarterly Reporting: Due Dates

HUD requires each recipient of this ESG allocation, referred to as ESG-CV, to submit reports quarterly. CA HCD is HUD's recipient, so we must submit our report for the whole state to HUD by October 30.

ESG-CV Report Submissions	Due Date
Start to September 30, 2020	October 30, 2020
October 1, 2020 to December 31, 2020	January 30, 2021
January 1, 2021 to March 31, 2021	April 30, 2021
April 1, 2021 to June 30, 2021	July 30, 2021
July 1, 2021 to September 30, 2021	October 30, 2021
October 1, 2021 to December 31, 2021	January 30, 2022
January 1, 2022 to March 31, 2022	April 30, 2022
April 1, 2022 to June 30, 2022	July 30, 2022
July 1, 2022 to September 30, 2022	October 30, 2022

Additional submissions as needed until the grant is closed out.



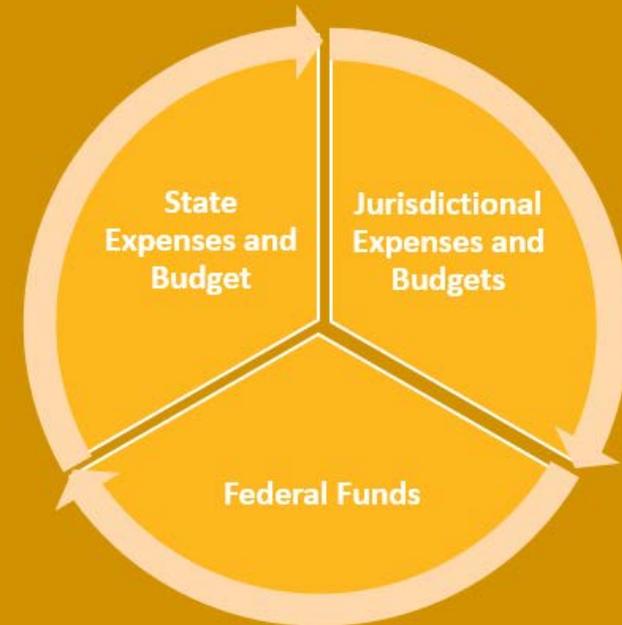
ESG-CV Quarterly Reporting: Due Dates

In order for HCD to submit by October 30, we need every HCD grantee in the state to submit by

TUESDAY, OCTOBER 19 BY 5 P.M.

ESG-CV Report Submissions	Due Date
Start to September 30, 2020	October 30, 2020
October 1, 2020 to December 31, 2020	January 30, 2021
January 1, 2021 to March 31, 2021	April 30, 2021
April 1, 2021 to June 30, 2021	July 30, 2021
July 1, 2021 to September 30, 2021	October 30, 2021
October 1, 2021 to December 31, 2021	January 30, 2022
January 1, 2022 to March 31, 2022	April 30, 2022
April 1, 2022 to June 30, 2022	July 30, 2022
July 1, 2022 to September 30, 2022	October 30, 2022

Additional submissions as needed until the grant is closed out.



ESG-CV Quarterly Reporting Invoiced in Q4

**First report Q4
expenses**



**I've gotta submit this by TUESDAY,
OCTOBER 19 at 5 p.m.**

**What were the RFF expenditures
submitted from July 1 – September
30?**

**SO, ES, TES, RRH, HP, HMIS, Admin...
Wait...TES ?!?!**

ESG-CV Quarterly Reporting Amount Accrued to Date

Expended (Q4 + Q3 + Q2 + Q1)
+
Accrued (Q4 + Q3 + Q2 + Q1)
=
EVERYTHING*
(even TES)

Then report all
accruals and expenses



“Everything” consists of expenses and accruals from September 1, 2020* – September 30, 2021.

“Accruals” might be an estimate if an invoice hasn't yet been received. Since the expense was incurred during the quarter, they still count as an “Accrual”.

**Possibly earlier. Consult with your Grant Administrator about tie back expenses before the 10/19 due date.*

ESG-CV Quarterly Reporting Narrative Requirements



Now tell us about your projects in the narrative

Some component expenditures *require* a narrative. We'll review these under each category.

Include a description in the text box (max. 2,500 characters total for all required items under that component)

- Assistance provided
- How you used the service to prevent, prepare for, and respond to COVID-19
- Why it was necessary for your crisis response effort.

Example: Hazard pay for outreach staff on the Santiago Canyon project to notify homeless residents of the encampment about opportunities for shelter, vaccination, and other to provide PPE

ESG-CV Quarterly Reporting: Notes Before we Jot

Expectations With Your Subs

Establish deadlines with your subs for obtaining information

If you submit RFFs monthly and work with subs about projects and spending a deadline may not be necessary

Either way, the information is necessary to create an accurate quarterly report for submission by Tuesday October 19 at 5 p.m.

Expenses to Report

“Amount Invoiced in Q4”
Includes all expenses submitted on any RFF submitted in Q4 (even if unreimbursed)

Amount Accrued to Date
All ESG-CV expenses invoiced and not yet invoiced from all grant activities during all previous reporting periods

This Might Not Feel Intuitive

RFF Reporting and Quarterly Reporting expenditures **WON'T MATCH.**

RFF data are funds reported to HCD (whether or not paid).

Quarterly Report includes actuals + accruals during the quarter, as well as expenditures since grant inception.

ESG-CV Quarterly Reporting Jotform Screen-by-Screen



Welcome

This form is to report on Quarter 4 (July 1 – September 30, 2021) activities and expenses for ESG-CV. You will also be asked about unbilled, cumulative accruals from all reporting quarters.

START →



Grantee*

Please use the dropdown to select your organization.

- County of Butte
- County of Contra Costa
- County of El Dorado

ESG-CV Quarterly Reporting Jotform Screen-by-Screen



Name*
Please enter your first and last name.

First Name Last Name

← PREVIOUS NEXT →



Email*
Please enter your email address.

example@example.com

← PREVIOUS NEXT →

ESG-CV Quarterly Reporting Jotform Components Selection

ALL components in
your approved
budget

 Components*

Please select ALL components that are in your approved budget, even if you did not spend money in those components during this quarter (Q4).

<input type="checkbox"/> Street Outreach	<input type="checkbox"/> Emergency Shelter
<input type="checkbox"/> Temporary Emergency Shelter	<input type="checkbox"/> Homeless Prevention
<input type="checkbox"/> Rapid Rehousing	<input type="checkbox"/> HMIS
<input type="checkbox"/> Administration	

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Number of pages
to complete

Even if you spent
\$0 during Q4

Here we go...

ESG-CV Quarterly Reporting Jotform: Street Outreach

Invoiced in Q4
(Expenses submitted to CA HCD in an RFF during Q4—even if not yet paid)

TIP:
You must use a “0” (zero) when there are no expenditures to list.

Street Outreach*

Please enter the amounts for each Street Outreach sub-component. Enter 0 if no amount was invoiced or accrued. Items marked with an * will require a narrative.

For column one: Include all expenses submitted to CA HCD during Q4, even if not yet paid.
For column two: Include all ESG-CV expenses *not yet invoiced* but expended from all past ESG-CV grant activities.

	Amount Invoiced in Q4 (7/1-9/30/2021)	Amount Accrued to Date (1/20/2020-9/30/2021)
Cell Phones (ESG/ESG-CV)	15000	78000

Street Outreach Expenses to Report

Essential Services
Cell Phones (ESG/ESG-CV)
Cell Phones (CoC/YHDP)
PPE for Participants
Staff Training*
CoC-wide training for non-ESG staff*

Coordinated Entry*
Hazard Pay *
Handwashing Stations and Portable Bathrooms*
Volunteer Incentives*
Laundry Services*
Vaccine Incentives*

Accrued to Date
(All ESG-CV expenses not yet invoiced, but incurred, from past ESG-CV grant activities)

TIP:
*An asterisk means that this item requires a narrative on the next page.

ESG-CV Quarterly Reporting Jotform: Street Outreach Narrative

Writing the Narrative

1. Assistance provided
2. How the service prevented, prepared for, and responded to COVID-19
3. Why it was a necessary effort.

Street Outreach Narrative*

Please provide a narrative between 50-200 characters if you spend funds in the following categories:
Training for ESG-Staff (SO), CoC wide training for non-ESG staff, Coordinated Entry COVID Enhancements, Hazard Pay, Handwashing Stations & Portable Bathrooms, Volunteer Incentives, Laundry Services, or Vaccine Incentives.

Hazard Pay

Outreach Staff on the Santiago Canyon project to notify homeless residents of the encampment about opportunities for shelter, vaccination, and to provide PPE

Handwashing Stations & Portable

St. Esteban's Streets program, four 3-unit modular showers located at the intersection of Baker and 4th, as well as 9 portable toilets

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ESG-CV Quarterly Reporting Jotform: Emergency Shelter

Emergency Shelter*

Please enter the amounts for each Emergency Shelter sub-component. Enter 0 if no amount was invoiced or accrued. Items marked with an * will require a narrative.

For column one: Include all expenses submitted to CA HCD during Q4, even if not yet paid.

For column two: Include all ESG-CV expenses not yet invoiced but expended from all past ESG-CV grant activities.

Emergency Shelter Expenses to Report

Essential Services	Renovations
Cell Phones	Major Rehabilitation
Hotel/Motel Costs	Conversion
Essential Services in Hotel/Motel Costs	Hazard Pay*
PPE for Program Participants	Handwashing Stations & Portable Bathrooms*
Transportation ONLY to vaccine or testing events*	Volunteer Incentives*
Operations	Training*
	Vaccine Incentives*

Emergency Shelter Narrative*

Please provide a narrative between 50-200 characters if you spend funds in the following categories:

Transportation ONLY for community-wide transportation to vaccine or testing events, Hazard Pay, Handwashing Stations & Portable Bathrooms, Volunteer Incentives, or Vaccine Incentives.

Essential Services in hotel/motel costs

\$652 was paid to The Heights Motel by St. Elmo's to repair a window broken by CES client.

Renovations

Activities on Scrub Oak Shelter did not trigger an Environmental Review per HUD regulations

Vaccine Incentives

38 homeless individuals were vaccinated at Scrub Oak Shelter. Each received \$50, for a total of \$1,900.

“Renovations” and “Major Rehabilitation” should include information about whether an environmental review was required. If yes, Environmental Review expenses are reported under Administration.

“Essential Services in hotel/motel costs” include funds used for cleaning of client hotel/motel rooms and to repair damages above normal wear and tear of the room.

ESG-CV Quarterly Reporting: Temporary Emergency Shelter

- ❖ TES needs to be broken out separately for Q4 Reporting.

- ❖ Break out expenses based on the shelter project

- ❖ Define the shelter project using HUD's criteria for TES (all must apply):

- Structure or portion of a structure is used to provide shelter to individuals and families displaced from their normal place of residence or sheltered/unsheltered locations due to a natural disaster or public health emergency
- Local public health official determined that temporary emergency shelter is necessary for the community's coronavirus response
- Structure or portion of a structure is in use for the period needed for coronavirus response or September 30, 2022, whichever is earlier.

ESG-CV Quarterly Reporting

Jotform: Temporary Emergency Shelter

Temporary Emergency Shelter Narrative*

Please provide a narrative between 50-200 characters if you spend funds in the following categories: Essential Services, Operations, Leasing Existing Real Property or Temp Structures, Acquisitions of Real Property, Renovations of Real Property, Transportation ONLY for community-wide transportation to vaccine or testing events, Hazard Pay, Handwashing Stations & Portable Bathrooms, Volunteer Incentives, Laundry Services, or Vaccine Incentives.

All expenditures in below categories are for the Armory Building which was set up as a Temporary Emergency Shelter which opened on August 4, 2020, and is still in operation.

Essential Services

Case Management for 43 clients residing at the structure during Q4

Operations

Nightly security guard costs during Q4

Lease Existing Real Property or Temp Structures

Monthly lease fees to the Armory for use of the building

Handwashing Stations and Portable Bathrooms

Establishment of 2 mobile shower/toilet units (4 stalls each) placed in the parking lot for use of Armory clients

Laundry Services

Armory client clothes; sheets and towels used by Armory clients

Temporary Emergency Shelter Expenses To Report

Essential Services*

Operations*

Leasing Existing Real Property or Temp Structures*

Acquisitions of Real Property*

Renovations of Real Property

Transportation ONLY to vaccine or testing events*

Hazard Pay*

Handwashing Stations & Portable Bathrooms*

Volunteer Incentives*

Training*

Laundry Services*

Vaccine Incentives*

Other Shelter Costs*

ESG-CV Quarterly Reporting Jotform: Homelessness Prevention

Homelessness Prevention*

Please enter the amounts for each Homeless Prevention sub-component. Enter 0 if no amount was invoiced or accrued. Items marked with an * will require a narrative.

For column one: Include all expenses submitted to CA HCD during Q4, even if not yet paid.

For column two: Include all ESG-CV expenses not yet invoiced but expended from all past ESG-CV grant activities.

	Amount Invoiced in Q4 (7/1-9/30/2021)	Amount Accrued to Date (1/20/2020-9/30/2021)
Rental Assistance	<input type="text" value="0"/>	<input type="text" value="0"/>
Relocation and Stabilization Services: Financial Assistance	<input type="text" value="0"/>	<input type="text" value="0"/>
Cell Phones (ESG/ESG-CV)	<input type="text" value="0"/>	<input type="text" value="0"/>
Essential Services to HP/RRH	<input type="text" value="0"/>	<input type="text" value="0"/>
Furniture/Furnishings	<input type="text" value="0"/>	<input type="text" value="0"/>
PPE for program participants	<input type="text" value="0"/>	<input type="text" value="0"/>

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Unlikely to have expenditures to report in HP, but if you do, please provide a narrative since HP funds were mostly phased out in February 2021.

TIP

If only zeroes are entered on the page, you will not be taken to a narrative page.

ESG-CV Quarterly Reporting Jotform: Rapid Rehousing

Rapid Rehousing Expenses To Be Reported

Essential Services
Rental Assistance
Relocation and Stabilization (Financial)
Relocation and Stabilization (Services)
Cell Phones
Essential Services to HP/RRH
Furniture/Furnishings
PPE for Program Participants
Renters Insurance
Sponsor-based Rental Assistance
Hazard Pay*
Landlord Incentives*
Volunteer Incentives*
Training*
Vaccine Incentives*

Rapid Rehousing*

Please enter the amounts for each Rapid Rehousing sub-component. Enter 0 if no amount was invoiced or accrued. Items marked with an * will require a narrative.

For column one: Include all expenses submitted to CA HCD during Q4, even if not yet paid.

For column two: Include all ESG-CV expenses not yet invoiced but expended from all past ESG-CV grant activities.

Amount Invoiced in Q4 (7/1-

Amount Accrued to Date (1/20/2020-

With the release of ESG-CV Notice CPD 21-08 in July, ESG-CV Rental Assistance includes Project-Based Rental Assistance (PBRA), Tenant-Based Rental Assistance (TBRA), and now Sponsor-Based Rental Assistance (SBRA).

Sponsor-Based Rental Assistance requires tenants to reside in housing owned or leased by a nonprofit agency—including a community mental health agency established as a nonprofit. It's a great way to support local Homekey projects.

Landlord Incentives can pay for signing bonuses, security deposits, damage repairs not covered by the security department either while tenant is in residence or upon move-out, and extra cleaning or maintenance. The incentive maxes out at three times the amount of rent charged for the unit (a \$1,000/month rental unit can have up to \$3,000 in landlord incentives applied through ESG-CV funds).

ESG-CV Quarterly Reporting Jotform: HMIS

HMIS*

Please enter the amounts for each HMIS sub-component. Enter 0 if no amount was invoiced or accrued.
For column one: Include all expenses submitted to CA HCD during Q4, even if not yet paid.
For column two: Include all ESG-CV expenses not yet invoiced but expended from all past ESG-CV grant activities.

	Amount Invoiced in Q4 (7/1-9/30/2021)	Amount Accrued to Date (1/20/2020-9/30/2021)
Hardware, Equipment and Software Costs	<input type="text" value="5732"/>	<input type="text" value="31649"/>
Staffing, Salaries for Operating HMIS	<input type="text" value="7342"/>	<input type="text" value="26491"/>
Training and Overhead	<input type="text" value="0"/>	<input type="text" value="2730"/>

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HMIS Expenses To Be Reported

Hardware, Equipment and Software Costs

Staffing , Salaries for Operating HMIS

Training and Overhead

No narrative required for HMIS

ESG-CV Quarterly Reporting Jotform: Administration

Administration*

Please enter the amounts for each Administration sub-component. Enter 0 if no amount was invoiced or accrued.
For column one: Include all expenses submitted to CA HCD during Q4, even if not yet paid.
For column two: Include all ESG-CV expenses not yet invoiced but expended from all past ESG-CV grant activities.

	Amount Invoiced in Q4 (7/1-9/30/2021)	Amount Accrued to Date (1/20/2020-9/30/2021)
General Management, Oversight and Coordination	<input type="text" value="17277"/>	<input type="text" value="93479"/>
Training	<input type="text" value="0"/>	<input type="text" value="0"/>
Environmental Review	<input type="text" value="0"/>	<input type="text" value="0"/>

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Administration Expenses To Be Reported

General Management, Oversight and
Coordination

Training

Environmental Review (addressed
under ES and TES, but expenditure
appears here)

No narrative required for Administration

ESG-CV Quarterly Reporting Jotform: Finish Line



Signature*

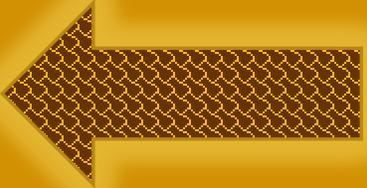
Please sign using your mouse or touch device.



[Clear](#)

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SUBMIT



ESG-CV Quarterly Reporting Questions



TUESDAY, OCTOBER 19 BY 5 P.M.

ESG-CV Quarterly Reporting Resource Links

Link to Jotform <https://form.jotform.com/212708359096160>

HUD General Reporting Guidance <https://www.hudexchange.info/resource/6181/covid19-homeless-system-response-emergency-solutions-grant-program-esg-cv-reporting-guidance/>

HUD Original ESG-CV Reporting Guidance

<https://files.hudexchange.info/resources/documents/COVID-19-Homeless-System-Response-ESG-CV-Supplemental-Reporting-Instructions.pdf>

HUD ESG-CV Supplemental Reporting Guidance Quarter 4

<https://files.hudexchange.info/resources/documents/COVID-19-Homeless-System-Response-ESG-CV-Supplemental-Reporting-Instructions-Q4.pdf>

TUESDAY, OCTOBER 19 BY 5 P.M.

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