Emergency Solutions Grants (ESG) Program Office Hours – Mini Monitoring of 2023 Grants

Amanda Lockwood, Specialist

Tuesday Cool, Specialist
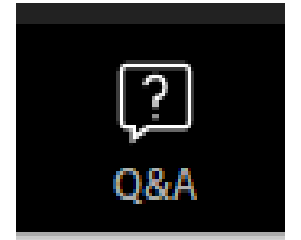
Anthony Zepeda, ESG Representative

December 4, 2024

How to ask a question…

Question Format

❖ All Questions must be submitted in the Question & Answer (Q&A) Box:

- Please type your organization name and question.

❖ The team will read questions out loud at the end of the presentation and will also provide answers (if possible) throughout the presentation.

❖ All questions and answers entered into the Q&A box will be recorded as part of the public record.

Slides and Recording

Both the slides and recording will be sent to all participants within <u>two weeks</u> of this event.
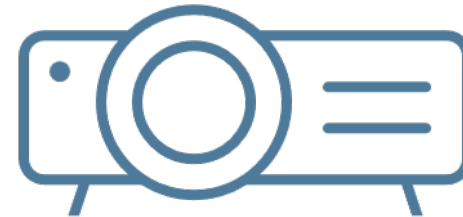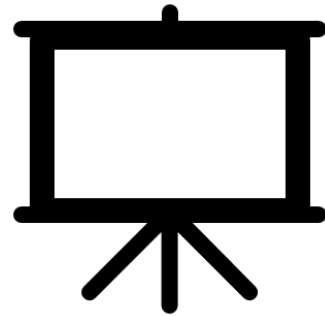
Agenda

❖ Welcome and Introductions

❖ ESG Updates

❖ Spotlight Series: **Mini-Monitoring of 2023 Grants**

❖ ESG Q&A

ESG Leadership Team

❖ Janice Waddell, *Assistant Deputy Director*

❖ Felicity Gasser, *Branch Chief, Community Development Branch*

❖ Chelsea Meuleman, *Section Chief, ESG & Reporting Section*

❖ Timothy Koop-Whittley, *ESG Program Manager*

❖ Tuesday Cool, *Specialist*

❖ Amanda Lockwood, *Specialist*

ESG Team Representatives

❖ Sam Lieu   Sam.Lieu@hcd.ca.gov

❖ Giovanni Martinez   Giovanni.Martinez@hcd.ca.gov

❖ Diana Prado   Diana.Prado@hcd.ca.gov

❖ Anthony Zepeda   Anthony.Zepeda@hcd.ca.gov

Please reach out to your ESG Representative listed above or contact us at:
ESGNOFA@hcd.ca.gov

ESG Updates

Upcoming Office Hours Schedule*:

❖ **December 18th, 2024 – ESG Guidelines Webinar**

❖ **December 25th & January 1st – NO Office Hours**

❖ **January 15th, 2025 – Office Hours – 2024 NOFA Resolutions**

❖ **January 22nd, 2025 – Office Hours – 2024 NOFA**

*Dates are tentative and subject to change

ESG Updates

2024 ESG NOFA Schedule*:

❖ **December 31st, 2024 – Release 2024 NOFA**

❖ **January 31st, 2025 – Application Portal Opens**

❖ **March 28th, 2025 – Applications Due in eCivis**

❖ **June 2025 – Award Announcements**

Dates are tentative and subject to change

ESG – 2022 Closeout Process

❖ Final Financial Report/Request for Funds (RFF) should be submitted to your ESG Grant Representative

❖ Upload your final RFF and Certificate of Completion into a regular Financial Report into eCivis
  • Do not submit a Closeout Report at this time

❖ If your final RFF has already been approved:
  • Email the Certificate of Completion to your HCD Representative
  • ESG Representative will upload it into the system on the back end

ESG – 2022 Closeout Process

❖ Closeout Financial Report will need to be completed in eCivis at a later date

❖ Your HCD Representative will contact you when this task needs to be completed

ESG – 2023 Grant Updates

❖ Awards and Contract are being finalized, approved and executed in eCivis

❖ Email your ESG representative if your **Budget** and/or **Goals** need to be changed/updated in eCivis

❖ Once your contract has been finalized, you can add "Users" in eCivis
  - Reach out to your ESG representative if you need assistance

2023 Grants

Spending Milestones

Percentage of ESG Award that must be expended	Milestone Deadline
20%	120 days after execution of contract
50%	180 days prior to expenditure deadline
80%	60 days prior to expenditure deadline

(24 CFR 576.203)

Questions?

ESG Office Hours – Spotlight Series

Mini-Monitoring of 2023 Grants

December 4, 2024

Annual ESG Monitoring: Overview

❖ The California Department of Housing and Community Development is the state recipient of HUD's ESG Funds

❖ HCD is responsible for ensuring that its ESG-funded activities are implemented in accordance with all program regulations and grant requirements.

❖ HCD is required to annually Monitor our ESG subrecipients

Annual ESG Monitoring: Overview

❖ To determine whether ESG subrecipients are in compliance with all regulations and requirements governing:

- Administrative
- Financial
- Programmatic Operations

❖ Are subrecipients achieving stated Performance Objectives/Goals?

❖ Is the project On-Schedule and operating within the stated Budget?

Annual ESG Monitoring: Overview

❖ <u>HCD ESG: Two Types of Monitoring</u>

- **Annual Monitoring**

- **Mini Monitoring**

ESG Monitoring: Annual

❖ <u>Annual Monitoring:</u>

- Once a Year

- HUD Risk Analysis Results

- Comprehensive – Administrative, Financial, Operational, Contractual

- Deep-dive Review of Grantee ESG Program (and sub-subs)

ESG Monitoring: Mini-Monitoring

❖ <u>Mini Monitoring:</u>

- Selected Request for Funds (RFF) and Detailed Expense Report (DER)

- Line-Item Review

- Back-up Documentation (Client Files, Payroll Records, HMIS, etc.)

- Catch problems while they are small

ESG Monitoring: Mini-Monitoring

❖ <u>Mini Monitoring Process:</u>

- Submit RFF and DER in eCivis

- ESG Grant Representative Review

- ESG Rep Selects Specific Line Items & Request Supporting Documentation

- Review and Approval (or STD 209)

ESG Mini-Monitoring of 2023 Grants

❖ <u>All first RFFs will require full backup documentation</u>

- Grantee will submit RFF and DER

- Include all supporting documentation in eCivis at time of RFF submittal

- All Personally Identifying Information (PII) must be redacted

- STD 209 will be issued while documentation is reviewed

- RFF will be processed when review is completed

ESG Mini-Monitoring of 2023 Grants

❖ <u>All subsequent RFFs will require:</u>

- Submit RFF and DER

- Supporting documentation for two line-items per component (excluding Indirect Costs)

- Grantee may select line-items to document

- Include full client files (redacted) for Rapid Rehousing (RRH) and Homelessness Prevention (HP)

ESG Mini-Monitoring of 2023 Grants

❖ <u>General Reminders:</u>

- Backup documentation submitted through eCivis must be fully redacted of PII

- HCD reserves the right to request additional supporting documentation

- Grantees are encouraged to submit RFFs monthly. RFFs MUST be submitted at least quarterly.

- Do not submit multiple small RFFs. Please combine multiple small requests into a single document

ESG Guidelines Resources

❖ESG Webpage:

[Emergency Solutions Grants Program (ESG) | California Department of Housing and Community Development](#)

❖ ESG Program Team Contact:

[ESGNOFA@hcd.ca.gov](#)

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HCD values diversity at all levels of the Department and is committed to fostering an environment in which employees from a variety of backgrounds, cultures, and personal experiences are welcomed and can thrive. We believe the diversity of our employees and their unique ideas inspire innovative solutions to complex housing challenges.

Join us and help improve the lives of all Californians.

To find jobs at HCD:
Visit: jobs.ca.gov and click "Advanced Job Search."
- Search for California Department of Housing and Community Development

New to state service? Don't worry.
You can view the step-by-step process on jobs.ca.gov.