

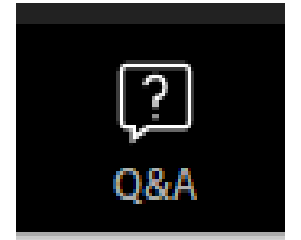
# Emergency Solutions Grants (ESG) Program Office Hours – 2024 NOFA Application TA

March 26, 2025





# How to ask a question...



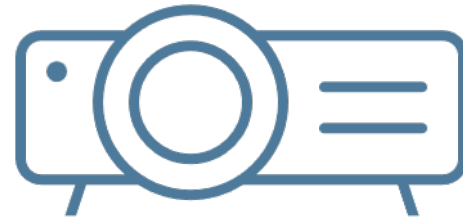
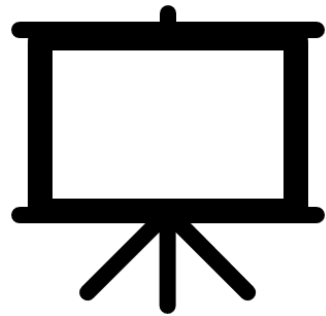
## Question Format

- ❖ 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 two weeks of this event.





# ESG Updates

## **2024 ESG NOFA Schedule\*:**

- ❖ Application Portal is **NOW OPEN**
- ❖ March 28<sup>th</sup>, 2025 – Applications Due in eCivis by 5:00pm (PDT)
- ❖ July 2025 – Award Announcement

*\*Dates are tentative and subject to change*



# ESG - 2023 Grant Updates

## ❖ Performance Milestones Reminders:

- ❖ Expenditure deadline for 2023 contracts is August 17, 2025.
- ❖ Grantees are required to submit at least one Request for Funds (RFF) per quarter (we highly recommend monthly).
- ❖ The 2025 ESG RFF Form and all other ESG financial reporting documents can be found on the ESG webpage under "Forms"



# ESG – 2023 Grant Updates

## ❖ Request For Funding Requirements

### ❖ First RFF:

- Full Back-up Documentation Required for all DER Line Items
- RRH & HP must have approved Policies & Procedures
- Redact all Personally Identifying Information (PII)



# ESG – 2023 Grant Updates

## ❖ Request For Funding (RFF) Requirements

### ❖ Second (and subsequent) RFFs:

- Supporting documentation for two line-items per component
- Grantee to select the line-items to document\*
- Include full client files for RRH and HP
- Redact all Personally Identifying Information (PII)

*\*HCD reserves the right to request additional documentation (as applicable)*



# ESG Updates

## General Updates:

- ❖ **2024 Contract Templates (Exhibits) are now posted on the ESG webpage under "Notice of Funding"**
- ❖ **Include your approved Policies & Procedures letters with your 2024 NOFA application**
- ❖ **Check your eCivis Accounts – correct contact information**
- ❖ **If you have submitted an RFF in eCivis, please look out for eCivis emails if the ESG team has returned the RFF for changes**





# ESG Team Representatives

❖ Sam Lieu

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❖ Giovanni Martinez

[Giovanni.Martinez@hcd.ca.gov](mailto:Giovanni.Martinez@hcd.ca.gov)

❖ Anthony Zepeda

[Anthony.Zepeda@hcd.ca.gov](mailto:Anthony.Zepeda@hcd.ca.gov)

Please reach out to your ESG Representative listed above or contact us at:

[\*\*ESGNOFA@hcd.ca.gov\*\*](mailto:ESGNOFA@hcd.ca.gov)

# ESG Office Hours – Spotlight Series

## 2024 ESG NOFA Application TA

ESG Program Team

March 26, 2025





# ESG – 2024 NOFA: Resolutions

***Can you confirm that the authorizing resolution must follow the template provided by HCD in order to be accepted as part of the ESG application?***

Yes, applicants must submit their Authorizing Resolution on the HCD-provided templates

***Our local governing body requires an authorizing resolution different than the required HCD template:***

If your Governing Board requires a template that differs from the required HCD ESG Authorizing Resolution, then your agency may submit two resolutions:

1. The Required HCD ESG Authorizing Resolution; and
2. An Authorizing Resolution that conforms to the local standards of your Governing Board



# ESG – 2024 NOFA: Resolutions

***We are going to submit a 3-year Authorizing Resolution, do we enter the 3-year total or the 1-year total from Appendix A?***

- For a 3-year Authorizing Resolution, you will list the 3-year amount in the Authorizing Resolution.
- For a 1-year Authorizing Resolution, you will list the 1-year amount in the Authorizing Resolution.

***Why do we enter 150% in Section XX and 25% in Section XXX?***

- For a 3-year Authorizing Resolution, you will list the 3-year amount in the Authorizing Resolution.



# ESG – 2024 NOFA: CoC Recommendation Letter

## Who signs the CoC Recommendation letter?

- The Authorized Representative for the CoC.

### CERTIFICATION

Name: \_\_\_\_\_

Title of Authorized Representative\*: \_\_\_\_\_

Signature of Authorized Representative\*: \_\_\_\_\_

Date: \_\_\_\_\_

\*Must be signed by the Authorized Representative of the CoC\*



# ESG – 2024 NOFA: Budget & Goals

***Should we enter the 1-year or 3-year budget in eCivis at the time of application?***

You should enter the 1-year total. The budget will be updated in subsequent years via an amendment.

***For the Indirect Costs Budget Worksheet, should we enter the 1-year or 3-year amount in eCivis?***

You should enter the 1-year amount.

***We cannot enter our budget and/or project goals in eCivis.***

Online example provided during Office Hours



# ESG – 2024 NOFA: Indirect Cost Workbook

## *What is the Indirect Cost Workbook?*

- If you are claiming Indirect Costs, the Indirect Cost Workbook identifies the Indirect Costs in your budget
- The Indirect Costs Workbook does not auto-populate so applicants will need to ensure their totals are correct.

## *What is our Indirect Costs Rate?*

- Majority of applicants will claim the “De Minimis” Indirect Costs Rate of 15%
- Your Indirect Costs Rate for ESG will be determined by your Finance department/Accounting Team.



# ESG – 2024 NOFA: Indirect Cost Workbook

## ESG Proposed Budget

<b>Grantee Name:</b>	Example
<b>Indirect Cost Method:</b>	De Minimis
<b>Indirect Cost Rate:</b>	15%

ESG Amount Requested			
Activity Component	Direct Amount	Indirect Amount	Total Amount
Street Outreach	<b>\$1,000.00</b>	<b>\$150.00</b>	<b>\$1,150.00</b>
Emergency Shelter	\$0.00	\$0.00	\$0.00
Homelessness Prevention	\$0.00	\$0.00	\$0.00
Rapid Re-Housing	<b>\$5,000.00</b>	<b>\$750.00</b>	<b>\$5,750.00</b>
HMIS	\$0.00	\$0.00	\$0.00
Administration	\$0.00	\$0.00	\$0.00
<b>Total</b>	<b>\$6,000.00</b>	<b>\$900.00</b>	<b>\$6,900.00</b>

Budget Cap Compliance			
Activity Component	Max Allowed	Proposed	Compliant
SO & ES	\$4,140.00	\$1,150.00	Y
Administration	\$517.50	\$0.00	Y





# ESG – 2024 NOFA: TIN & STD 204

*Also, checking that form STD 204 is only required for a nonprofit?*

- Yes. Non-profits will submit a STD 204.
- Government entities will submit a TIN

*Do these forms need to be signed by the authorized representative named on the resolution or can another position sign?*

These forms should be signed by the person in your agency authorized to sign financial documents. It will vary agency by agency.

*We cannot locate the sections in eCivis to upload the STD 204.*

You can locate this upload slot under the "Application" section where you identify your organization type (nonprofit.)



# ESG – 2024 NOFA: General Questions

## *Where can we find all of the requirements for the 2024 ESG NOFA Application?*

- Pages 15-16 of the 2024 ESG NOFA identify the Threshold Requirements for your application to be considered for funding
- Pages 16-17 also list the State and Federal requirements for the ESG program.
- The last portion of the ESG application lists all the Threshold Requirements of the eCivis Application



# ESG – 2024 NOFA: General Questions

*The 2024 Application is different than previous years, where can I find section XXXX?*

- 2024 Application was streamlined to improve the overall process
- Changes in Component Requirements (added some, deleted others)
- New Minimums required for Participant Triage, Written Standards, Coverage Areas, and Housing Problem Solving
- New requirements in Street Outreach and Emergency Shelter:
  - Diversion
  - Rapid Exit



# ESG Resources

## ❖ ESG Webpage:

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

## ❖ 2024 ESG NOFA:

[2024-esg-nofa-amendment.pdf](#)

## ❖ ESG Program Team Contact:

[ESGNOFA@hcd.ca.gov](mailto:ESGNOFA@hcd.ca.gov)



Questions?



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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](https://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](https://jobs.ca.gov).