ESG & ESG-CV Office Hours
2/9/2022
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

- Announcements
- ESG/ESG-CV Updates
- Office Hours Update
- ESG/ESG-CV Q&A
- Brown Bag Session: Indirect Costs
CA HCD announces a New & Non-Traditional Providers training series that will provide foundational knowledge about ESG and ESG-CV to new and non-traditional providers.

“New and non-traditional” includes providers that are:
• New to ESG or ESG-CV funding; or,
• Not traditionally involved with ESG or ESG-CV (for example: providers focused on racial equality, tribal nations); or,
• Any other providers that wish to expand their ESG or ESG-CV knowledge and skills.

Each month, trainers will focus on a single ESG and ESG-CV core topic. Topics will begin with large group presentations, continue with smaller opt-in learning sessions, and finish with one-on-one Training and Technical Assistance (TTA), as requested. **The first session begins 2/15/22 and you can register for the series by clicking here:** [https://zoom.us/meeting/register/tJwtfu-opjMiH9TRq0od23pzxHK3S8GOERxd](https://zoom.us/meeting/register/tJwtfu-opjMiH9TRq0od23pzxHK3S8GOERxd)
New HCD Form for Reimbursement Process

The following guidance applies to both ESG AND ESG-CV sub-recipients:

• When sub-recipients submit their reimbursement requests (aka RFF for ESG-CV and DER for ESG-annual) there may be corrections/changes that need to be made.

• The Standard Form 209’s purpose is to provide official documentation that the RFF/DER needs to be corrected.

• When a change is required, the HCD Representative will be filling out and sending a Standard Form 209 (the form will be sent in eCivis if the reimbursement was submitted into eCivis OR the form will be emailed if the reimbursement was submitted via email for review).

• In order to avoid triggering the form 209, sub-recipients should do their best to ensure the RFF/DER is completed properly. Things to always double check for include: Approved current budget as is listed in eCivis, reimbursement dollar request in eCivis matches the RFF/DER forms, billing dates are correct, proper backup documentation is submitted.

To review the previous ESG-CV RFF webinar, click here: https://www.youtube.com/watch?v=4bjKFOEyj2E
ESG Updates

2021 ESG Applications

• We are finishing up our Review
• Award announcements will be the end of February 2022

2020 ESG (annual) Contracts

Detailed Expense Reports (DERs)

• Use our DER form to submit with each RFF. If you need a blank one, contact your ESG Rep.
• Be detailed and itemize out as much as possible on the DERs
• Staff Charges: Provide Staff TITLES!
ESG Updates

2020 Contracts - continued

• Expenditure Deadline:  July 7, 2022
  • Be sure you are expending your ESG annual funds
ESG Updates

**ESG Team Members:**

- Diana Prado
- Giovanni Martinez
- Sarah Theobald
- Tuesday Cool
- Sam Lieu
- Anthony Zepeda

We have realigned our grant management territories. You may have a new ESG Grant Rep.

Please reach out to your Rep or contact us at: ESGNOFA@hcd.ca.gov
ESG-CV Reminders & Updates

• All ESG-CV sub-recipients that provided their contact information should have received an email from HCD with a link to access the monitoring site. Please check your email spam folder if you did not receive the link. If it is not in your spam folder, please contact your Grant Administrator if your contact person did not receive an email with the link to access the site.
HCD Office Hours Updates

Upcoming Office Hours topics:

• 2/16/2022: CA HCD ESG-CV Monitoring
• 2/23/2022: Housing First Principles
• 3/2/2022: Trauma Informed Practices
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
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
Questions?
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
HCD ESG-CV Indirect Costs

- Tyler Bridges
- David Munoz
Agenda

• Indirect Cost Reconciliation Overview
• How to:
  ◦ Complete updated RFF and Budget Revision forms
  ◦ Complete budgets amendments in eCivis
• Next Steps
• Q&A
Indirect Costs

Overview
Purpose

- The purpose of this training is to walk through the next steps for reconciling indirect cost budgets and expenditures in eCivis
Applicability

- This training applies to all ESG-CV grantees, especially those that will seek reimbursement of indirect costs in eCivis for their ESG-CV award
Timeline

February 2022
- Submit Updated Budget Revision Form

February 2022
- Amend eCivis Budget to include Indirect Costs

March 2022
- Submit Updated RFF Form for Indirect Costs
Resources

• Your GA will email the following resources after today’s presentation:
  ◦ Updated RFF Form
  ◦ Updated Budget Revision Form
  ◦ Indirect Cost Reconciliation Cheat Sheet
  ◦ Steps to amend eCivis Budget for Indirect Costs
Updated Budget
Revision Form
Updates to Budget Revision Form

- The Budget Revision Form has been updated to differentiate between budgets for direct and indirect costs.
- The **Updated Budget Revision Form** replaces the existing form and must be used by all ESG-CV grantees effectively immediately, even grantees not charging indirect costs to the ESG-CV award.
Who Must Use the New Form?

- ESG-CV grantees that will charge indirect costs:
  - To update budgets for direct costs and indirect costs by budget component
  - Must include pending or planned budget amendments
- ESG-CV grantees that will **not** charge indirect costs:
  - No submission necessary at this time
  - All future budget amendments must be submitted using the updated form
Updates to Budget Revision Form

<table>
<thead>
<tr>
<th>INDIRECT COST METHOD</th>
<th>INDIRECT COST RATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESG Funding Activities</td>
<td>Direct Costs</td>
</tr>
<tr>
<td>Emergency Shelter and Temporary Emergency Shelter (TES)</td>
<td>$0.00</td>
</tr>
<tr>
<td>Street Outreach</td>
<td>$0.00</td>
</tr>
<tr>
<td>Homelessness Prevention</td>
<td>$0.00</td>
</tr>
<tr>
<td>Rapid Re-Housing</td>
<td>$0.00</td>
</tr>
<tr>
<td>HMIS</td>
<td>$0.00</td>
</tr>
<tr>
<td>Local Grant Administration</td>
<td>$0.00</td>
</tr>
<tr>
<td>TOTAL ESG-CV BUDGET</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

*Note: All formulas in this spreadsheet will auto-calculate; do not alter any formulas or totals.*

Insert Indirect Cost Method and Rate
Updates to Budget Revision Form

Enter Budgets for Direct and Indirect Costs separately
Submitting Updated Budget Revision Form

1. Update Budget Revision Form to add indirect cost budgets
2. Submit to Grant Administrator via email; receive approval
3. Upload in eCivis along with amended budget
Amending eCivis Budget for Indirect Costs

• The following slides walkthrough the process for amending eCivis budgets to:
  1. Remove existing indirect cost budgets
  2. Add new indirect cost budgets
  3. Edit existing direct cost budgets
  4. Upload approved Updated Budget Revision Form
Who Must Amend eCivis Budgets?

- ESG-CV grantees that will charge indirect costs:
  - To update budgets for direct costs and indirect costs by budget component
  - To complete pending or planned budget amendments
- ESG-CV grantees that will **not** charge indirect costs:
  - That have indirect cost budgets that must be removed
  - To complete pending or planned budget amendments
Remove Existing Indirect Cost Budgets

Change indirect Costs Method to **N/A** in Budget Settings
Correct Budget Items (‘Categories’)  

Select the **Budget Item** to expand budget table

<table>
<thead>
<tr>
<th>Budget Items</th>
<th>Ext Cost</th>
<th>Direct Cost</th>
<th>Ind Cost</th>
<th>Cost Share</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Emergency Shelter</td>
<td>$0.00</td>
<td>$1,575,000.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>2. Street Outreach</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>3. Homelessness Prevention</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>4. Rapid Re-Housing</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>
Add/Edit Direct/Indirect Cost Budgets

1. Emergency Shelter

<table>
<thead>
<tr>
<th>Title</th>
<th>Description</th>
<th>Units</th>
<th>Unit Cost</th>
<th>Extended Cost</th>
<th>Cost</th>
<th>GL Code</th>
<th>Item Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency Shelter</td>
<td>Direct</td>
<td>0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$1,350,000.00</td>
<td>Direct Cost</td>
<td>Direct Cost</td>
</tr>
<tr>
<td>Emergency Shelter</td>
<td>Indirect</td>
<td>0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$150,000.00</td>
<td>Indirect Cost</td>
<td>Indirect Cost</td>
</tr>
</tbody>
</table>

- Add **Indirect Cost** line item
- Edit **Direct Cost** line item
Upload Budget Revision Form
Updated RFF Form
Updates to RFF Form

- The RFF Form has been updated to add new sections to report indirect costs.
- The **Updated RFF Form** replaces the existing form and must be used by all ESG-CV grantees effectively March 1\(^{st}\), 2022, even grantees not charging indirect costs to the ESG-CV award.
When Must Updated RFF Form be Used?

• **February RFF**
  ◦ Use Existing RFF Form

• **March RFF**
  ◦ Separate Updated RFF Form for *indirect costs only*
  ◦ Separate Updated RFF Form for *direct costs only*

• **April RFF and moving forward**
  ◦ Single Updated RFF Form, but for *all direct and indirect costs*
# Updates to RFF: Budget Categories

## Other Street Outreach Expenditures

<table>
<thead>
<tr>
<th>Budget Component</th>
<th>Cost Type</th>
<th>Activity</th>
<th>Period (Pay/Billing Periods)</th>
<th>Line Item (Description of Expense and Period Covered)</th>
<th>ESG-CV Amount Requested</th>
</tr>
</thead>
<tbody>
<tr>
<td>Street Outreach</td>
<td>Direct</td>
<td>CES</td>
<td>From:</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>To:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Other Shelter Costs Subtotal** $0.00

## Indirect Costs

<table>
<thead>
<tr>
<th>Budget Component</th>
<th>Cost Type</th>
<th>Activity</th>
<th>Period (Pay/Billing Periods)</th>
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<tr>
<td>Street Outreach</td>
<td>Indirect</td>
<td></td>
<td>From:</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>To:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Indirect Costs Subtotal** $0.00

**Street Outreach Total** $0.00

New Section at the bottom of each budget category tab
What Indirect Costs Should be Reported?

- **ESG-CV Grantee Indirect Costs**
  - Must be reported in the new “Indirect Costs” section at the bottom of each budget category

- **Subrecipient Indirect Costs**
  - Must be reported in the existing sections by budget category and activity
Where to Report Indirect Costs

<table>
<thead>
<tr>
<th>Budget Component</th>
<th>Cost Type</th>
<th>Activity</th>
<th>Period [Pay/Billing Periods]</th>
<th>Description of Expense and Period Covered</th>
<th>ESG-CV Amount Requested</th>
</tr>
</thead>
<tbody>
<tr>
<td>Street Outreach</td>
<td>Direct</td>
<td>CES</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Street Outreach</td>
<td>Indirect</td>
<td>Indirect Costs</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **ESG-CV Grantee Direct Costs**
- **Subrecipient Direct and Indirect Costs**
- **ESG-CV Grantee Indirect Costs only**

Street Outreach Total: $0.00
Indirect Costs Subtotal: $0.00
Other Shelter Costs Subtotal: $0.00

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**Other Street Outreach Expenditures**

<table>
<thead>
<tr>
<th>Line Item</th>
<th>ESG-CV Amount Requested</th>
</tr>
</thead>
<tbody>
<tr>
<td>From:</td>
<td></td>
</tr>
<tr>
<td>To:</td>
<td></td>
</tr>
</tbody>
</table>

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**Indirect Costs**

<table>
<thead>
<tr>
<th>Description of Expense and Period Covered</th>
<th>ESG-CV Amount Requested</th>
</tr>
</thead>
<tbody>
<tr>
<td>From:</td>
<td></td>
</tr>
<tr>
<td>To:</td>
<td></td>
</tr>
</tbody>
</table>
Indirect Costs

Reconciliation

Next Steps
Next Steps

1. Receive updated forms and resources from GA
2. Submit regular Direct Cost RFF in eCivis (Feb)
3. Complete updated Budget Revision Form (Feb)
4. Amend eCivis Budget (Feb)
5. Submit Indirect Cost RFF in eCivis (March)
6. Submit regular Direct Cost RFF in eCivis (March)
Questions?
HCD ESG-CV Indirect Costs

- Tyler Bridges
- David Munoz