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)
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 [infection control guidance for shelters](cdph.ca.gov) last week. This will be of interest to sub-recipient agencies 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: Building Partnerships Between Housing and Criminal Justice Systems in California

- **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: Registration
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
• 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

Valero FLEET

Statement

ACTIVITY FOR ACCOUNT

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Total Purchase Activity: $0.00

TOTAL PURCHASE ACTIVITY FOR ACCOUNT: $0.00

TOTAL PURCHASE ACTIVITY: $0.00

Thank you for shopping local.
The RFF Process: Emergency Shelter

- 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.
The RFF Process: Emergency Shelter

August 24, 2021

Dear [Recipient],

Please accept this letter and the attachments as a request for reimbursement of expenses related to the provision of the San Joaquin County (SJC) COVID-19 grant as specified in the agreement between the County of San Joaquin and [Organization]. The amount requested for reimbursement is $76,069.54. This amount represents a portion of the San Joaquin County (SJC) COVID-19 grant in the amount of $45,000.00.

If you have any questions regarding our billing, please feel free to contact me at [Contact Information].

Thank you for your continued support.

Sincerely,

[Your Name]
The RFF Process: Emergency Shelter
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

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# The RFF Process: eCivis Organization

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Showing 1 to 7 of 7 entries

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 Subrecipient of these funds to ensure your subrecipients 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:**
- **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
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