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](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](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](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.
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.

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.

<table>
<thead>
<tr>
<th>ESG-CV Report Submissions</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start to September 30, 2020</td>
<td>October 30, 2020</td>
</tr>
<tr>
<td>October 1, 2020 to December 31, 2020</td>
<td>January 30, 2021</td>
</tr>
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</tr>
<tr>
<td>July 1, 2022 to September 30, 2022</td>
<td>October 30, 2022</td>
</tr>
</tbody>
</table>

*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.**

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<th>ESG-CV Report Submissions</th>
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</tr>
</tbody>
</table>

*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 ?!?!
“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

<table>
<thead>
<tr>
<th>Expectations With Your Subs</th>
<th>Expenses to Report</th>
<th>This Might Not Feel Intuitive</th>
</tr>
</thead>
<tbody>
<tr>
<td>Establish deadlines with your subs for obtaining information.</td>
<td>“Amount Invoiced in Q4” Includes all expenses submitted on any RFF submitted in Q4 (even if unreimbursed).</td>
<td>RFF Reporting and Quarterly Reporting expenditures WON’T MATCH.</td>
</tr>
<tr>
<td>If you submit RFFs monthly and work with subs about projects and spending a deadline may not be necessary.</td>
<td>Amount Accrued to Date All ESG-CV expenses invoiced and not yet invoiced from all grant activities during all previous reporting periods.</td>
<td>RFF data are funds reported to HCD (whether or not paid).</td>
</tr>
<tr>
<td>Either way, the information is necessary to create an accurate quarterly report for submission by Tuesday October 19 at 5 p.m.</td>
<td></td>
<td>Quarterly Report includes actuals + accruals during the quarter, as well as expenditures since grant inception.</td>
</tr>
</tbody>
</table>
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.
ESG-CV Quarterly Reporting
Jotform Screen-by-Screen
EKG-CV Quarterly Reporting
Jotform Components Selection

ALL components in your approved budget

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.

**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.

## Street Outreach Expenses to Report

<table>
<thead>
<tr>
<th>Essential Services</th>
<th>Coordinated Entry*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cell Phones (ESG/ESG-CV)</td>
<td>Hazard Pay *</td>
</tr>
<tr>
<td>Cell Phones (CoC/YHDP)</td>
<td>Handwashing Stations and Portable Bathrooms*</td>
</tr>
<tr>
<td>PPE for Participants</td>
<td>Volunteer Incentives*</td>
</tr>
<tr>
<td>Staff Training*</td>
<td>Laundry Services*</td>
</tr>
<tr>
<td>CoC-wide training for non-ESG staff*</td>
<td>Vaccine Incentives*</td>
</tr>
</tbody>
</table>

### 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.

<table>
<thead>
<tr>
<th>Amount Invoiced in Q4 (7/1-9/30/2021)</th>
<th>Amount Accrued to Date (1/20/2020-9/30/2021)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cell Phones (ESG/ESG-CV)</td>
<td></td>
</tr>
<tr>
<td>15000</td>
<td>78000</td>
</tr>
</tbody>
</table>
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.
**ESG-CV Quarterly Reporting**

**Jotform: Emergency Shelter**

**Emergency Shelter Expenses to Report**

- **Essential Services**
  - Cell Phones
  - Hotel/Motel Costs

- **Essential Services in Hotel/Motel Costs**

- **PPE for Program Participants**

- **Transportation ONLY to vaccine or testing events***

- **Operations**

- **Renovations**

- **Major Rehabilitation**

- **Conversion**

- **Hazard Pay***

- **Handwashing Stations & Portable Bathrooms***

- **Volunteer Incentives***

- **Training***

- **Vaccine Incentives***

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**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.

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**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.

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**“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.
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

**Leasing 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*
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*

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 Expenses To Be Reported

Hardware, Equipment and Software Costs

Staffing, Salaries for Operating HMIS

Training and Overhead

No narrative required for HMIS
### Administration Expenses
To Be Reported

<table>
<thead>
<tr>
<th>General Management, Oversight and Coordination</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amount Involved in Q4 (7/1-9/30/2021)</td>
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<tr>
<td>Amount Accrued to Date (1/20/2020-9/30/2021)</td>
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<table>
<thead>
<tr>
<th>Training</th>
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<td>Amount Accrued to Date (1/20/2020-9/30/2021)</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Environmental Review</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amount Involved in Q4 (7/1-9/30/2021)</td>
</tr>
<tr>
<td>Amount Accrued to Date (1/20/2020-9/30/2021)</td>
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</tbody>
</table>

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

No narrative required for Administration
ESG-CV Quarterly Reporting
Jotform: Finish Line
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 Original ESG-CV Reporting Guidance  

HUD ESG-CV Supplemental Reporting Guidance Quarter 4  

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