

ESG Office Hours – Spotlight Series

ESG Annual Reporting Process

ESG and Reporting Teams

May 19, 2026





QUESTION FORMAT

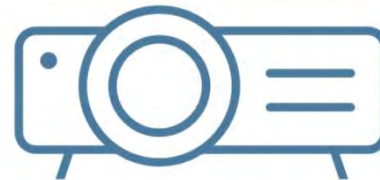
- All questions must be submitted in the Question and Answer (Q&A) box
- Please include your name and organization name
- The team will read the question out loud at the end of the presentation. We will also answer in the Q&A box as applicable.
- All questions and answers entered into the Q&A box will be recorded as part of the public record.





SLIDES AND RECORDING

- Both the slides and recording will be available to all participants on the ESG webpage within two to three weeks of today's event. .





TODAY'S AGENDA

1. ESG Program Updates
2. Spotlight Series: ESG Annual Reporting Process
3. Q & A and Technical Assistance





ESG PROGRAM UPDATES

- June Office Hours – Monitoring Training
- Updates to RFF Process
- Office Hours Invite Process





ESG GRANT REPRESENTATIVES

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Please reach out to your ESG representative listed above or contact us at the ESG NOFA inbox

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



Questions?

ESG Office Hours – Spotlight Series

ESG Annual Reporting Process



State of California ESG Annual Performance Report (APR)

Office Hours Training

Virtual

May 19, 2026, at 11:00 A.M.

California Department of Housing and Community Development (HCD)
Division of Federal Financial Assistance (DFFA)
Funding from - U.S. Department of Housing and Urban Development (HUD)

Presented by: Chelsea Barragan, ESG and HUD Reporting Supervisor II





Agenda

- ✓ What the ESG APR is & what HCD requires this year
- ✓ Step-by-step: How to upload CSV files into Sage
- ✓ Workbook 1 — what to complete & due date
- ✓ Workbook 2 — what to complete & due date
- ✓ Reminders, common issues, Q&A



What is an APR?

- ▶ An Annual Performance Report (APR) is a report to collect data for updates to the Consolidated Annual Performance and Evaluation Report (CAPER).
- ▶ Prior Fiscal Year Data (July 1, 2025 – June 30, 2026)
- ▶ Required annually by HUD



What Subrecipients Receive By Email

- ▶ APR memo
- ▶ Workbook 1 (ESG Projects)
- ▶ Workbook 2 (Eligible Cost & Match)

- ▶ Reminders
 - ◆ Submit in original Excel format. PDFs are not accepted.
 - ▶ Do not change reimbursement totals in Workbook 2.



Workbook 1 – Key Requirements

- ▶ Include all ESG HCD–funded projects for the reporting period
- ▶ Verify the contact email (Sage sends the upload link)
- ▶ Select the correct component type from the dropdown
 - ▶ Use exact HMIS project names
- ▶ One row per project
- ▶ Due **June 15**



Workbook 2 – Key Requirements

- ▶ Enter the breakdown of eligible cost categories
- ▶ Reimbursement totals are locked – do not change
- ▶ Include only HCD-reimbursed costs from 7/1/25–5/15/26
- ▶ Complete and e-sign the Match tab
- ▶ If e-sign doesn't work: print → sign → scan PDF and still submit Excel
- ▶ Total Match must equal total draw amount



Workbook 2 – Cost Worksheet

Please fill out all sections (yellow cells) applicable to your contract			
Homelessness Prevention (HP)		Rapid Re-Housing (RR)	
Total HP reimbursed from 07/01/2025 - 05/15/2026	\$25,000	Total RR reimbursed from 07/01/2025 - 05/15/2026	\$25,000
Rental Assistance		Rental Assistance	
Relocation and Stabilization Services - Financial Assistance		Relocation and Stabilization Services - Financial Assistance	
Relocation and Stabilization Services - Services		Relocation and Stabilization Services - Services	
Total HP Expenses	\$ -	TOTAL RR Expenses	\$ -
Emergency Shelter (ES)		Street Outreach (SO)	
Total ES reimbursed from 07/01/2025 - 05/15/2026	\$20,000	Total SO reimbursed from 07/01/2025 - 05/15/2026	\$20,000
Essential Services		Essential Services	
Operations		Hazard Pay	
Renovation		Volunteer Incentives	
Major Rehab		Training	
Conversion		Handwashing Stations/Portable Bathrooms	
TOTAL ES Expenses	\$ -	TOTAL SO Expenses	\$ -
Other ESG Expenditures			
Total Other reimbursed from 07/01/2025 - 05/15/2026	\$10,000		
HMS	\$ 9,000		
Administration	\$ 1,000		
TOTAL Other ESG Expenses	\$ 10,000		

- ▶ Fill out yellow cells with breakdown of total expenses HCD provided in purple cells.
- ▶ Do not change amounts in purple cells.
- ▶ Total Expenses in blue cells should match purple cells.



Workbook 2 – Cost Worksheet

TOTALS			
TOTAL EXPENDITURES	Total for all Activities	Total HCD/ESG has reimbursed from 07/01/2025 - 05/15/2026	Difference
	\$100,000	\$100,000	\$0
Emergency Shelter Assistance Provided			
Emergency Shelter Utilization (Including Day Centers)		Note: Subrecipients should count all emergency shelter beds, whether or not they are ESG funded	
<p>For "Total Number of Bed-Nights Available": The subrecipient should enter the total number of slots (beds) that are available in a year. For example, if they are all year-round beds, it would be 365 times the number of emergency shelter beds; if some are seasonal as well (e.g., only winter) then they would add in the number of nights each bed is available.</p> <p>For "Total Number of Bed-Nights Provided": The subrecipient should enter the number of beds that were filled each night.</p>		Assistance Provided	
		Number of Units	
		Total Number of Bed - Nights Available	20000
Total Number of Bed - Nights Provided	15000		

- ▶ Total Activity and Total Reimbursed should auto populate and must match.
- ▶ Difference must show \$0.
- ▶ Enter Number of Units for ES Assistance (if applicable).



Workbook 2 – Match Worksheet

MATCH VERIFICATION WORKSHEET	
ESG Subrecipient Name	
ESG Contract Number	
Total Grant Awarded	\$100,000.00
Total Expenditures Reimbursed (from Cost Worksheet)	\$100,000.00
Total Match Verification Required	\$100,000.00

- ▶ “Total Match Verification Required” must match Total Reimbursed Amount from Cost Worksheet tab.
- ▶ Complete yellow cells only.



Workbook 2 – Match Worksheet

CASH MATCH		
Enter the amount of cash match for each source listed. For Description, enter the name of the specific program or other relevant descriptor for the source of match. If there is more than one program providing match from a specific source, list all program names in the Description column, and include the combined total in the Amount column.		
SOURCE	DESCRIPTION	AMOUNT
Other Non-ESG HUD Funds		
Other Federal Funds		
State Government		
Local Government		
Private Funds		
Other		
Fees		
Program Income		
TOTAL CASH MATCH		\$0.00
IN-KIND MATCH (NON CASH)		
Enter the amount of in-kind match to be provided from each source. In the Source column, list the organization or entity providing the in-kind match. In the Description column, enter a description of the in-kind resource (e.g., volunteer hours, donated supplies, etc.). In the Amount column, enter the value of the in-kind resource, calculated pursuant to 2 CFR 200.		
SOURCE	DESCRIPTION	AMOUNT
TOTAL IN-KIND MATCH		\$0.00
TOTAL MATCH		\$0.00
TOTAL MATCH NEEDED		\$0.00
DIFFERENCE		\$0.00

- ▶ Complete Cash or In-Kind yellow cells.
- ▶ Difference at bottom should show \$0.



Workbook 2 – Match Worksheet

By signing below, I am certifying that:

- I am an authorized representative to sign this certification
- All match information entered above is valid and correct to best of my knowledge; and
- All match sources listed were used for ESG eligible activities and applied pursuant to applicable federal, state, local and any other governing statute, regulation and guidance.

Print Name, Title

Date

X

Signature (First Name, Last Name)

Make sure to complete all required forms before signing, as no changes can be made once the document is signed. To sign, double click on the "X" to add your electronic signature.

- ▶ Complete Signature section.
- ▶ Double click on X to electronically sign.



Understanding the Sage CSV Upload

- ▶ CSV Upload in Sage is required. Sage does not accept manual data entry
- ▶ Must be created by the subrecipient's HMIS
- ▶ Must be in the current APR CSV format
- ▶ Is always a single ZIP file

Note: Comma Separated Value (CSV)—a file format which stores numbers and text from a database in plain text using commas as a separator between fields.



Where the CSV Comes From (HMIS)

What Subrecipients must do:

- ✓ Log into their HMIS
- ✓ Run the APR report
- ✓ Select CSV-CAPER format
- ✓ Save ZIP file to computer
- ✓ Do not unzip, rezip, or password-protect the file

Note: If HMIS cannot generate the file → contact HMIS Lead (not HCD).



Step-by-Step: Uploading CSV to Sage

- ▶ Open the link sent by Sage
- ▶ Click “Choose File”
- ▶ Select the CSV ZIP file
- ▶ Click “Upload & Test”
- ▶ Review results
- ▶ If it passes: click “Save This Upload”
- ▶ If it fails: email errors to HMIS Lead



Email Sample: Uploading CSV to Sage

Sage CAPER Upload Link - Updated

Sage HMIS <sage@sagehmis.info>
To: Barkzai, Farid@HCD

Reply Reply All Forward Tue 5/5/2026 9:09 AM

Follow up. Start by Tuesday, May 5, 2026. Due by Tuesday, May 5, 2026.

Important RUSH Reporting Information

You are receiving this email because you received Rapid Unsheltered Survivor Housing (RUSH) funding from ESG: California Nonentitlement - CA. They have created this link for you through Sage to submit your CAPER CSV Report to them.

LINK: <https://www.sagehmis.info/js/csytest.aspx?key=|QIToYXUd> [sagehmis.info]

This link may only be used to submit a CAPER CSV Report for: PH - Rapid Re-Housing – LACDA RUSH ESC.

ESG: California Nonentitlement - CA has asked for your CSV to be uploaded by 11/14/2025. Questions about this submission should be directed to , Farid Barkzai (farid.barkzai@hcd.ca.gov) (916)263-5096, Chelsea Barragan (chelsea.meuleman@hcd.ca.gov) (916)450-3083.

Steps to submit:

- Generate the CAPER CSV Report from your HMIS or comparable database for the date range and the program identified in the link. (Click on the link to see the information)
- Click on the link above to submit your report.
- Upload the zipped CSV file by following the instructions on the page.

HELPFUL TIPS:

- Each project submits one CAPER CSV Report (different projects may not be bundled into one report).
- The report **MUST** be generated by your HMIS or, if you are a victim service provider, your report must be generated by your comparable database.
- Your HMIS Lead Agency will be able to support you in finding and generating the report from your HMIS, please contact them if you have any questions.
- Your grant recipient, ESG: California Nonentitlement - CA, has identified your project type. If you believe the project type is incorrect, please contact them directly. Project type instructions from HUD are found in the [ESG Program HMIS Manual \[hudexchange.info\]](#).
- Your report must be generated as specified in the [CoC APR and ESG CAPER HMIS Programming Specifications \[hudexchange.info\]](#).
- For additional information, contact the [HUD Exchange Ask a Question \[hudexchange.info\]](#) portal. Please select Sage in Step 2 for your question to be routed to the correct desk for assistance.

Need more help?

- Find guidebooks, trainings and more at www.sagehmis.info [sagehmis.info] or on the [HUD Exchange \[hudexchange.info\]](#).
- The [Sage User Manual \[hudexchange.info\]](#) provides guidance for creating or editing user accounts, for getting started in Sage, and for Sage account administrators.
- If you require further assistance, please submit an [AAQ via the HUD Exchange \[hudexchange.info\]](#) indicating your question is related to Sage in Step 2.





Sample: Uploading CSV to Sage



This link may only be used to upload the FY2026 CAPER CSV Report for:

Organization Name:	Union Station Homeless Services	ESG Component Type:	PH - Rapid Re-Housing
Project Name:	LACDA RUSH ESG	Program Year:	7/1/2024 to 6/30/2025
This link was sent by:	ESG: California Nonentitlement - CA	Due to be completed by:	11/14/2025

Upload your FY2026 CAPER CSV

ESG: California Nonentitlement - CA has provided you this link to upload your annual ESG Report that your recipient will submit to HUD as part of their Consolidated Annual Performance Evaluation Report (CAPER). Your annual ESG Report uploaded in Sage must be generated by your HMIS or comparable database named: "FY2026 CAPER CSV Report". Please follow these steps to upload your report:

1. Generate your FY2026 CAPER CSV Report from your HMIS or comparable data base for the program year shown above.
2. Save the file in a place where you can find it easily. The file must be read only so you cannot change any data in the file, or it will not upload into Sage.
3. Click on the Browse... button below. Your computer's file directory will appear. Find the CAPER CSV Report you saved and double click or open it. This will make your file available to Sage, and you will see the name of the file next to Browse.
4. Check the box next to "I am not a Robot" and follow the verification steps if necessary.
5. Click on the green "Upload CAPER" button.

Choose File No file chosen

I'm not a robot
reCAPTCHA is changing its terms of service. [Take action.](#)



Upload CAPER



Common Errors

- ▶ Wrong file (using APR CSV vs CAPER CSV) Project type mismatch
- ▶ Structural errors → HMIS programming issue
- ▶ Double-zipped file
- ▶ Missing required tables

Note: These errors must be fixed in HMIS, not in Sage.



Thank you!

Thank you for your participation. Your feedback helps us in our efforts to promote safe, affordable homes and vibrant, inclusive, sustainable communities for all Californians.

For more information, or to send a comment or question, please email ESGNOFA@hcd.ca.gov





Questions?



ESG 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.



HAVE A GREAT DAY

NEXT OFFICE HOURS – JUNE 16