

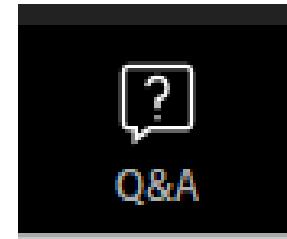
# Emergency Solutions Grants (ESG) Program Office Hours – 2024 RFF Forms & Live Demo

November 5, 2025





# How to ask a question...



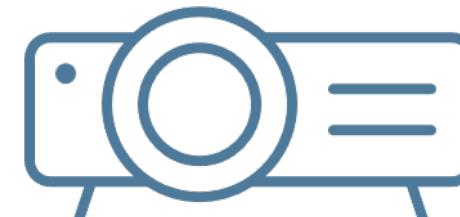
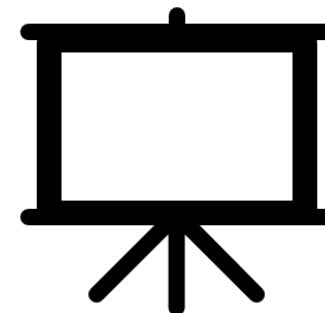
## Question Format

- ❖ 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 approximately two weeks of this event.





## ESG – 2024 Contracts

### ❖ Prior to Submitting 1<sup>st</sup> RFF:

- ❖ Liability Insurance Forms
- ❖ Authorized Signatory Forms
- ❖ Review Contract “Timely Submission Dates”

*\*\*CoC Quarterly Reporting*





## ESG – 2024 Contracts

### ❖ Reminders for 1<sup>st</sup> RFF:

- ❖ Full Monitoring of All Line Items
- ❖ Billing starts at date of Award Letter
- ❖ Suggest Staff Time and Keep it Simple





# ESG Team Representatives

- ❖ Sam Lieu [Sam.Lieu@hcd.ca.gov](mailto:Sam.Lieu@hcd.ca.gov)
- ❖ Giovanni Martinez [Giovanni.Martinez@hcd.ca.gov](mailto:Giovanni.Martinez@hcd.ca.gov)
- ❖ Ryan Un [Ryan.Un@hcd.ca.gov](mailto:Ryan.Un@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)



# Questions?

# ESG Office Hours – Spotlight Series

## 2024 RFF Forms & Live Demo

ESG Program Team

November 5, 2025





# ESG – 2024 Standard Agreements

## ❖ Submitting an RFF

- RFF Form – Signed PDF
- Detailed Expense Report – Excel
- Supporting Documentation – Client Files, Invoices, etc.
- eCivis





# ESG – 2024 Standard Agreements

## ❖ Previous FY RFF Process (2023 contracts😊)

- RFF Form – Signed PDF
- Detailed Expense Report – Excel
- Supporting Documentation – Client Files, Invoices, etc.
- eCivis





# ESG – 2024 Standard Agreements

## ❖ 2025 RFF Process (for 2024 contracts😊)

- Simplify and streamline the RFF submission process
- Accurately tracking Indirect Costs through the life of the contract
- Combined RFF & DER into one form
- Indirect Costs Worksheet





# ESG – 2024 Standard Agreements

Live Demo:  
Submitting an RFF in eCivis

Timothy Koop-Whittley  
ESG Program Manager



# Questions?



# ESG – 2024 Standard Agreements

## ❖ 2025 Indirect Costs Process

- Past years – 10% Federal de minimis rate
- FY24 Grant Year – Changes to de minimis rate & indirect costs
- Federal emphasis on accurately applying indirect costs
- New Indirect Costs Worksheet for 2024 Contracts / RFFs





# 2024 Indirect Costs Calculator

## ❖ 2024 Indirect Costs:

- Starting GY 2024 the de minimis is 15%
- Not all direct costs are eligible for Indirect Costs
- The Indirect Costs Calculator will help you establish Indirect Costs





## 2024 Modified Total Indirect Costs

❖ Costs that are eligible for indirect costs are:

- Direct salaries, wages and benefits
- Supplies and Materials
- Up to \$50,000 of each subaward
- Modified Total Indirect Costs (MTDC)





# 2024 Modified Total Indirect Costs

## ❖ Indirect Costs Calculator:

ESG Rapid Re-Housing Budget Detail			
Essential Services			
Activity	Direct Amount	Indirect Amount	Total Amount
Housing Search and Placement		\$0.00	\$0.00
Housing Stability Case Management		\$0.00	\$0.00
Legal Services		\$0.00	\$0.00
Mediation		\$0.00	\$0.00
Credit Repair (i.e. Credit Counseling)		\$0.00	\$0.00
Supplies		\$0.00	\$0.00
Equipment		\$0.00	\$0.00
Financial Assistance			
Rental Application Fees		\$0.00	\$0.00
Security Deposits		\$0.00	\$0.00
Utility Deposits		\$0.00	\$0.00
Moving Costs		\$0.00	\$0.00
Rental Assistance (Short- & Medium-Term)		\$0.00	\$0.00
Rental Arrears		\$0.00	\$0.00
Utility Payments		\$0.00	\$0.00
Subaward / Subrecipient			
Subaward / Subrecipient #1		\$0.00	\$0.00
Subaward / Subrecipient #2		\$0.00	\$0.00
Subaward / Subrecipient #3		\$0.00	\$0.00
Subaward / Subrecipient #4		\$0.00	\$0.00
Total	\$0.00	\$0.00	\$0.00





# 2024 Indirect Costs Calculator

❖ [Live Demo](#)



## 2024 Indirect Costs Special Notes

### ❖ HCD grantees with subawards:

- Your subgrantee may take Indirect Costs at the same rate as yours.
- Your subgrantee's Indirect Costs are your direct costs.
- Enter a single line item on your DER as Direct Costs.
- Not eligible for additional Indirect Costs





## 2024 Indirect Costs Special Notes

### ❖ HCD grantees with subawards:

- You may take Indirect Costs on up to \$50,000 of each subaward
- Claim these cost when you have reimbursed your sub-awardee.
- Enter the amount reimbursed in the Subaward section of the IDC Calculator.

Subaward / Subrecipient				
3 Subaward / Subrecipient #1		\$0.00	\$0.00	
4 Subaward / Subrecipient #2		\$0.00	\$0.00	
5 Subaward / Subrecipient #3		\$0.00	\$0.00	
6 Subaward / Subrecipient #4		\$0.00	\$0.00	
7 Total	\$0.00	\$0.00	\$0.00	



# Questions?



# ESG Resources

- ❖ **ESG Webpage:**

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

- ❖ **ESG Program Team Contact:**

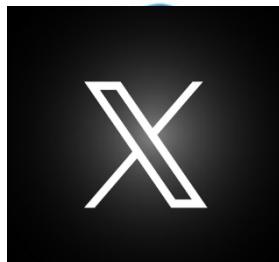
[ESGNOFA@hcd.ca.gov](mailto:ESGNOFA@hcd.ca.gov)



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# Join Team HCD

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).