Emergency Solutions Grants (ESG) Program

Office Hours – Submitting RFFs

February 18, 2026

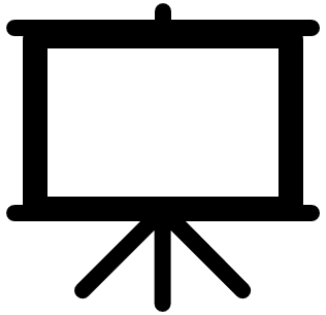
How to ask a question…

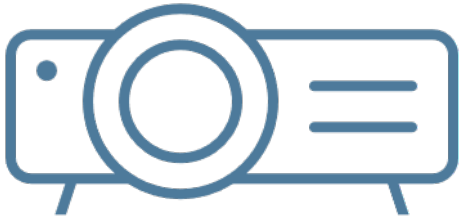
Question Format

- 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.





Today's Agenda

1. ESG Updates & Announcements
2. Spotlight Series
3. Technical Assistance (TA) Q&A

ESG – Program Updates

- 2025 Contract Amendments
  - ESG Representative or CoC Contact
  - 2025 Allocations
  - 2025 Budgets
  - Amendment Approval Required
  - Amendment Processing / No RFFs

ESG – Program Updates

- 2025 Fair Market Rent (FMR)
  - HUD approved for HCD to continue to waive FMR
  - Waiver is now approved for January 18, 2025, through October 2026 or upon release of 2027 FMR
  - Completing FMR & Rent Reasonableness still required
  - Note in client file that you using FMR waiver

ESG – Program Updates

- Combined HHAP and ESG Office Hours
  - April 2026
  - 3rd Tuesday of the month. 10am-noon
  - 10am-11am HHAP / 11am-noon ESG
  - New Invite / Registration will be sent

ESG – Program Updates

- Combined HHAP and ESG Office Hours
  - Reducing the number of Office Hours meetings
  - Combining Resources
  - Braiding Funding / Identifying Opportunities
  - Increased TA and Customer Service

ESG – Program Updates

- 2024 Contracts
  - Expenditure Milestones and Deadlines
  - Larger Draws on next RFF submittal
  - Work with your ESG Grant Representative
  - ESG resources quickly deployed

ESG Team Representatives

- Sam Lieu — Sam.Lieu@hcd.ca.gov
- Giovanni Martinez — Giovanni.Martinez@hcd.ca.gov
- Ryan Un — Ryan.Un@hcd.ca.gov

Please reach out to your ESG Representative listed above or contact us at:

ESGNOFA@hcd.ca.gov

Questions?

ESG Office Hours – Spotlight Series

Submitting RFFs - Refresher

ESG Program Team

February 18, 2026

ESG Spotlight: Submitting RFFs

- **HCD Wants to Pay You!**
  - Deploy ESG funds to your community
  - Address Homelessness Issues in your community
  - Assist People in your community
  - Help your Agency complete its mission

ESG Spotlight: Submitting RFFs

❖ Submitting RFFs – Required Elements:

1. RFF Form
2. DER Spreadsheet
3. Supporting Documentation
4. Component Requirements
5. RFF # Requirements
6. eCivis

Submitting RFFs: RFF Form

Draw Request # :			
Contract # :		HCD Representative:	
Reporting Period:	-	Expiration Date:	
Grantee Name:		Contact Person:	
Address:		Contact Person Title:	
City:		E-mail:	
State & Zip:		Phone No.:	

Submitting RFFs: RFF Form

BUDGET BREAKDOWN			REQUEST THIS PERIOD	YEAR TO DATE BREAKDOWN		
Budget Component	Approved Budget	Previously Drawn	Draw Amount	Total Drawn	Percent Drawn	Budget Remaining
Emergency Shelter *	$500,000	$0	$3,200	$3,200	1%	$496,800
ES Indirect Costs*	$50,000	$0	$0	$0	0%	$50,000
Street Outreach	$0	$0	$0	$0	0%	$0
SO Indirect Costs	$0	$0	$0	$0	0%	$0
Homelessness Prevention	$0	$0	$0	$0	0%	$0
HP Indirect Costs	$0	$0	$0	$0	0%	$0
Rapid Re-Housing	$200,000	$0	$42,000	$42,000	21%	$158,000
RR Indirect Costs	$0	$0	$0	$0	0%	$0
HMIS	$0	$0	$0	$0	0%	$0
HMIS Indirect Costs	$0	$0	$0	$0	0%	$0
Administration	$0	$0	$0	$0	0%	$0
Admin Indirect Costs	$0	$0	$0	$0	0%	$0
TOTAL:	$750,000	$0	$45,200	$45,200	6%	$704,800

Submitting RFFs: RFF Form

1) "I certify to the best of my knowledge and belief that the information provided herein is true, complete, and accurate. I am aware that the provision of false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil, or administrative consequences including, but not limited to violations of U.S. Code Title 18, Sections 2, 1001, 1343 and Title 31, Sections 3729-3730 and 3801-3812."

☐ Yes ☐ No

2) "I certify to the best of my knowledge and belief that none of the funds made available for a Federal financial assistance program for infrastructure may be obligated for a project unless all of the ***iron, steel, manufactured products, and construction materials*** *used in the project are produced in the United States." (Build America, Buy America Act, P.L. 117-58, Secs 70911 - 70917)." **

☐ Yes ☐ No ☐ N/A

3) If an environmental review is required, has it been completed?

☐ Yes ☐ No ☐ N/A

4) With this Request for Funds, were any funds used to acquire equipment valued in excess of $5,000? ***If yes, fill out the tab labeled "Equipment" in this Excel form.***

☐ Yes ☐ No ☐ N/A

Name of Authorized Person	**Title:**
Signature of Authorized Person	**Date:**

Submitting RFFs: Detailed Expense Report

Grantee Name	Contract #	Draw #

Reporting Period:
-

1	2	3	4	5	6	7	8	9	10	11
Budget Component	Activity (dropdown)	Staff Costs/ Non-Staff Costs (dropdown)	Direct Costs/ Indirect Costs (dropdown)	Vendor	Period (Pay/Billing Periods)	Line Item (Description of Expense and Period Covered)	Check Number/ Journal Entry	Check Date/ Journal Entry Date	Check Total (Gross)	ESG Amount Requested
Administration					From: To:					
Administration					From: To:					
Administration					From: To:					

ESG Spotlight: Submitting RFFs

❖ Submitting RFFs – Required Elements:

1. RFF Form
2. DER Spreadsheet
3. Supporting Documentation
4. Component Requirements
5. RFF # Requirements
6. eCivis

ESG RFFs – Supporting Documentation

- ESG provides funding and support through five components:
  - Street Outreach
  - Emergency Shelter
  - Homelessness Prevention
  - Rapid Rehousing
  - HMIS
- Supporting Documentation will vary by ESG Program Component

ESG RFFs – Supporting Documentation

❖ Know the Requirements of your Awarded Components

- Policies & Resources | California Department of Housing and Community Development

❖ Reach out to your Grant Representative for Assistance.

Supporting Documentation – Component Requirements

- Rapid Re-Housing Complete Client Files:
  - Verification of Homeless Status
  - Signed Rental Agreement
  - VAWA Certifications
  - FMR & RR
  - Copies of paid checks for Rental Assistance
  - And more……

RFFs: Supporting Documentation

Case Information			
Agency & Program Name:			
Head of Household Client ID:		**Application Date:**	
		Program & HMIS Entry Date:	
Client Status:	☐ New to program ☐ Continuing client ☐ Ineligible client (see Eligibility Section)	**ESG Program:**	☐ Rapid Re-Housing

Household Information		
Required Documentation	**In File**	**Date**
☐ HMIS ESG Intake Form **(inclusive of all ESG-required HMIS data elements)** **Household information is entered in HMIS and should be printed and included in the case file* ☐ HMIS Release of Information or equivalent form Further Information: ESG Program HMIS Manual	☐	
Documentation of screening or Intake Form for Coordinated Entry	☐	

RFF # Requirements

- First RFF: HCD will review ALL Line Items on the DER

- Second RFF: Grantee will choose and highlight TWO Line Items on the DER and submit Supporting Documentation

Entering RFF in eCivis

- eCivis must match the RFF Form, the DER and the Supporting Documentation
  - Reporting Period
  - RFF #
  - Budget and Line Item Totals

Submitting RFFs – Wrap Up & TA

❖ Submitting RFFs – Required Elements:

1. RFF Form
2. DER Spreadsheet
3. Supporting Documentation
4. Component Requirements
5. RFF # Requirements
6. eCivis

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

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