

Emergency Solutions Grants (ESG) Program

Office Hours – Submitting RFFs, Part 2

March 18, 2026

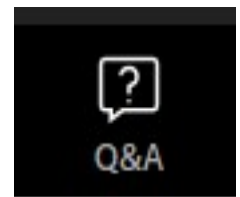




How to ask a question...

Question Format

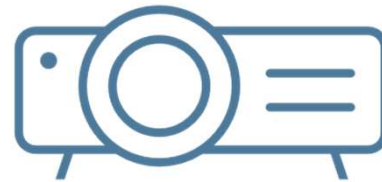
- ❖ All Questions must be submitted in the Question & Answer (Q&A) Box:
 - Please type your organization name and question.
- ❖ The team will read questions out loud at the end of the presentation and will also provide answers (if possible) throughout the presentation.
- ❖ All questions and answers entered into the Q&A box will be recorded as part of the public record.





Slides and Recording

Both the slides and recording will be available to all participants on the ESG webpage within approximately two to three weeks of this event.





Today's Agenda

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





ESG – Program Updates

❖ 2025 Funding Allocations

- ❖ 2025 Allocations
- ❖ 2025 Budgets
- ❖ Amendment Approval Required

❖ **Amendment Processing / No RFFs**





ESG – Program Updates

❖ 2024 Contracts

- ❖ Expenditure Milestones and Deadlines
- ❖ Larger Draws on next RFF submittal
- ❖ Work with your ESG Grant Representative





ESG – Program Updates

❖ Combined HPD and ESG Office Hours

- ❖ April 21st, 2026
- ❖ 3rd Tuesday of the month. 10am-noon
- ❖ 10am-11am HHAP / 11am-noon ESG
- ❖ New Invite / Registration





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 – Part 2

ESG Program Team

March 18, 2026





ESG Spotlight: Submitting RFFs

❖ HCD Wants to Pay You!

- ❖ Deploy ESG funds in 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



ESG Spotlight: Submitting RFFs

❖ Submitting RFFs – Best Practices:

1. Naming Conventions
2. RFF Form & eCivis
3. Payroll
4. Personally Identifying Information (PII)
5. Rapid Rehousing & Homelessness Prevention
6. Indirect Costs



ESG Spotlight: Submitting RFFs

❖ Best Practices – General Reminders:

- Do not alter the RFF form or DER spreadsheet
- Ensure correct coding for each activity on the DER
- RFF Form: Complete the Certifications Section
- Check Reimbursement box in eCivis



ESG Spotlight: Submitting RFFs

❖ Naming Conventions:

- Include Grant Number on RFF, DER, IDC, Supporting
- Line Item on DER for Client Assistance – Feb Rent
- PDF Client File Name: **HMIS # 206015**

25	Rapid Re-Housing	Rental Assistance	Non-Staff Costs	Direct Costs	Mary Sunshine	From: 2/1/2026	Feb Rent HMIS # 2026015	2878	2/16/2026	\$1,500.00	\$1,500.00
26					To: 2/28/2026						
27	Rapid Re-Housing	Rental Assistance	Non-Staff Costs	Direct Costs	Ricky Bob	From: 2/1/2026	Feb Rent, HMIS # 2025090	2879	2/16/2026	\$760.00	\$760.00
28					To: 2/28/2026						



ESG Spotlight: Submitting RFFs

❖ Naming Conventions – Client Files:

- One PDF per client file
- HMIS Number on each file
 - HMIS Number must match the DER expense
- File name the same as the line item
- Supporting documents need to be easily tied to line item



ESG Spotlight: Submitting RFFs

❖ RFF Form - Reminders:

- Update and include previously drawn amount
- If budget was amended, include updated amounts
- All Totals match (RFF, DER, eCivis)
- Check the reimbursement box in eCivis



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:



ESG Spotlight: Submitting RFFs

❖ Best Practices – Documenting Payroll:

- Single line-item for each paycheck issued
- Include job title in the line-time description
- Wages, taxes & benefits included on one line

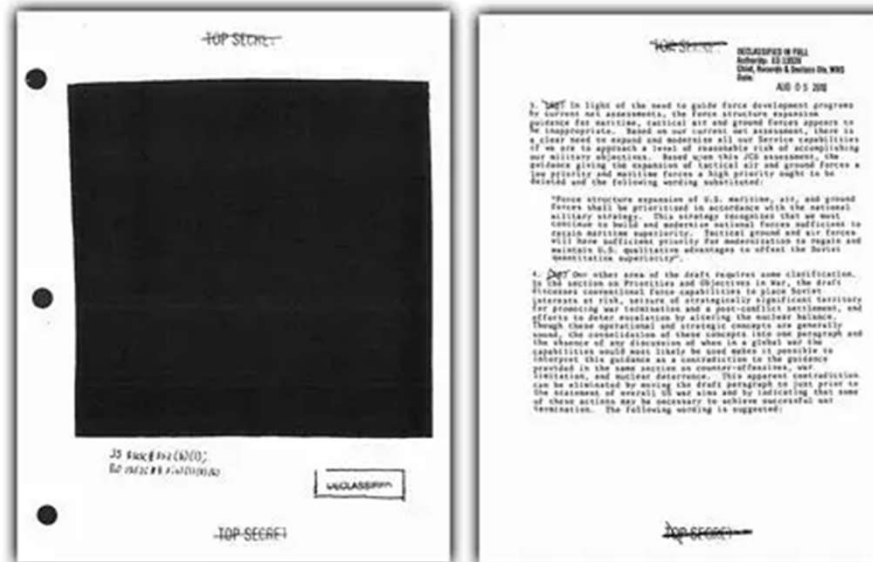
Emergency Shelter	Essential Services	Staff Costs	Direct Costs	Paylocity	From: 10/12/2025	Case Manager - John Smith	various	various	
					To: 10/25/2025				
Emergency Shelter	Essential Services	Staff Costs	Direct Costs	Paylocity	From: 9/28/2025	Resident Coordinator - Joe Hill	various	various	
					To: 10/11/2025				



ESG Spotlight: Submitting RFFs

❖ Personally Identifying Information (PII):

- Too much redaction – can't be verified
- Not enough redaction – PII violation





ESG Spotlight: Submitting RFFs

❖ Personally Identifying Information (PII):

- ❑ Redacting = “Goldilocks” approach
 - Name / SS # / DOB

- ❑ Include HMIS number:
 - On all client files
 - DER
 - Supporting documentation





ESG Spotlight: Submitting RFFs

❖ Client File Documentation: RRH & HP

- Require reevaluation documentation in client file
- RRH - every 12 months. Must certify:
 - That client does not exceed 30% of AMI
 - And lacks sufficient resources and support networks to stay housed without ESG funds



ESG Spotlight: Submitting RFFs

❖ Client File Documentation: RRH & HP

- ❑ HP - every 3 months. Must certify:
 - That client does not exceed 30% of AMI
 - And lacks sufficient resources and support networks to stay housed without ESG funds

- ❑ *HP Monitoring requires client files for ALL line items listed on DER



ESG Spotlight: Submitting RFFs

❖ Client File Documentation: RRH & HP

RRH and HP Activities are

- Relocation & Stabilization Services-Financial Assistance
 - Security deposits
 - Application fees
 - Utility payments
 - Utility arrears
- Rental Assistance
 - Rental assistance
 - Rental arrears
- Relocation & Stabilization Services
 - Staff costs
 - Other related expenses

1	2	3	4
Budget Component	Activity (dropdown)	Staff Costs/ Non-Staff Costs (dropdown)	Direct Costs/ Indirect Costs (dropdown)
Rapid Re-Housing	Relocation & Stabilization Services - Financial Assistance	Non-Staff Costs	Direct Costs
Rapid Re-Housing	Rental Assistance	Non-Staff Costs	Direct Costs



ESG Spotlight: Submitting RFFs

❖ Best Practices – Indirect Costs

- ❑ If Indirect Costs (IDC) are included on DER an IDC Calculator must be completed for each component

Grantee Name:	Grantee Name		
Indirect Cost Method:	De Minimis		
Indirect Cost Rate:	15.00%		
ESG Amount Requested			
Activity Component	Direct Amount	Indirect Amount	Total Amount
Street Outreach	\$0.00	\$0.00	\$0.00
Emergency Shelter	\$4,500.00	\$675.00	\$5,175.00
Homelessness Prevention	\$0.00	\$0.00	\$0.00
Rapid Re-Housing	\$18,975.00	\$2,846.25	\$21,821.25
HMIS	\$0.00	\$0.00	\$0.00
Administration	\$0.00	\$0.00	\$0.00



ESG Spotlight: Submitting RFFs

❖ Reminder – Indirect Costs

- ❑ Grantees are required to use Modified Total Direct Costs (MTDC)

MTDCs:

- Direct salaries, wages and fringe benefits
- Supplies and Materials
- Services
- Travel
- Up to first \$50,000 of each subaward

Not MTDCs:

- Equipment
- Capital expenditures
- Participant support costs
- Grantee rental costs
- Portion of each sub-award >\$50,000



ESG Spotlight: Submitting RFFs

❖ Best Practices – Indirect Costs

- IDC do not need to have an activity entered
- IDC will be a single Line Item for each component
- IDC Line Item will be the amount calculated on the IDC Calculator

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
Emergency Shelter		Non-Staff Costs	Indirect Costs	NA	From: 1/1/2026 To: 1/31/2026	15% of MTDC from IDC calculator	NA	NA	\$675.00	\$675.00



ESG Spotlight: Submitting RFFs

❖ Reminder – Indirect Costs

- ❑ Sub-grantees are not required to submit an IDC Calculator to HCD-but must use MTDC
- ❑ If sub-grantee takes IDC. Grantee takes this as a Direct Cost

		To:		
Direct Costs	Provider 1	From:	1/1/2026	Provider 1, 15% of MTDC indirect costs
		To:	1/31/2026	



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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