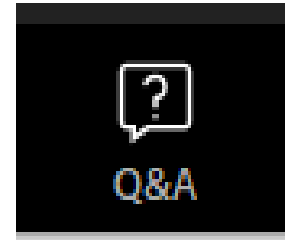# Emergency Solutions Grants (ESG) Program Office Hours – Budget Amendments & Revisions

July 16, 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 <u>two weeks</u> of this event.
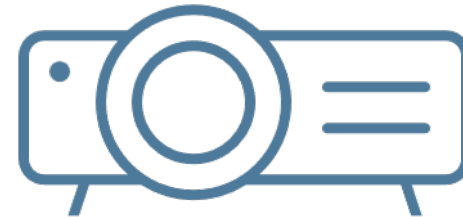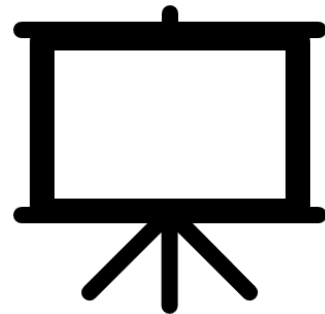
ESG Updates

2024 ESG NOFA – Funding Awards:

- ❖ July 2025 – Award Announcements

- ❖ Contract Exhibits are available on the ESG webpage

- ❖ Notifications have been sent out

- ❖ Standard Agreements are being developed

ESG Updates

2024 ESG Awards:

❖ Standard Agreements are being developed and will be sent out to awardees

❖ *Do not make any changes to Goals or Budget until Standard Agreement has been signed and executed*

ESG Updates

2022-23 Annual Performance Reporting (APR)

- ❖ Workbook 1 – Part 1   *Due June 16, 2025*

- ❖ Workbook 2   **Due by July 15, 2025**

- ❖ Workbook 1 – Part 2   **Due by July 15, 2025**

ESG - 2023 Grant Updates

❖Performance Milestones Reminders:

   ❖ Expenditure deadline for 2023 contracts is August 18, 2025.

   ❖ Final RFF is due mid-September

   ❖ If already spent, reach out to your Grant Representative for a Certificate of Completion.

ESG - 2023 Grant Updates

❖Request for Funding (RFF) Reminders:

  ❖ Submit RFF in PDF format

  ❖ Submit DER in Excel format

  ❖ Organize and label your supporting documentation

  ❖ <mark>Highlight the line items for supporting documentation</mark>

ESG - 2023 Grant Updates

❖RFFs – Indirect Costs

    ❖ Should be a single line item on DER (per component)

    ❖ No more than 10% of predetermined Direct Costs

    ❖ Percentage may vary if you have an approved NICRA on file

ESG Team Representatives

❖ Sam Lieu   Sam.Lieu@hcd.ca.gov

❖ Giovanni Martinez   Giovanni.Martinez@hcd.ca.gov

❖ Anthony Zepeda   Anthony.Zepeda@hcd.ca.gov

Please reach out to your ESG Representative listed above or contact us at:
ESGNOFA@hcd.ca.gov

ESG – Office Hours Updates

❖ Office Hours will be moving to a monthly format in August 2025

    ❖ July 30th Office Hours have been cancelled

    ❖ Next Office Hours session will be August 13th, 2025

    ❖ Grant Representatives are available to provide TA

Questions?

Budget Revisions

❖ Revisions are for changes at or below 25% of total budget

❖ <u>Examples</u>

- Changing totals for component activities

- Changing amounts between Direct and Indirect Costs

- Not adding a component or activity

Budget Amendments and Revisions

Notice of Funding	Apply Now	Webinars	Reporting & Compliance

Background	Eligibility	Forms	ESG-RUSH	Resources	Awards	Trainings	Archive

ESG Forms

- ESG Request for Funds (RFF) and Sample Request for Funds (XLS)
- ESG Authorized Signatories Identify Form (RFFs Only) (PDF)
  - Use this form for requests for reimbursement
- ESG Budget Revision Workbook (XLS)
  - Use this form to request revisions (budget or line item) or Contract Amendments.
- ESG Certificate of Completion (XLS)
  - Use this form to close out the contract when funds have been exhausted or contract period ends, whichever comes first.
- ESG Detailed Expense Report (DER) (XLS)
- ESG Eligible Expense Guide (PDF)
- Government Tin (PDF)
- STD 204 - Payee Data Record (PDF)
  - Required when receiving payment from the State of California in lieu of IRS W 9
- Annual Performance Reports
  - 2024-2025 ESG APR MBE WBE Workbook (XLS)

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
DIVISION OF FEDERAL FINANCIAL ASSISTANCE
EMERGENCY SOLUTIONS GRANT PROGRAM (Rev 12/2024)
651 Bannon Street, Suite 400
Sacramento, CA 95811
Email: ESGNOFA@hcd.ca.gov

EMERGENCY SOLUTIONS GRANTS PROGRAM
BUDGET REVISION/AMENDMENT FORM

Budget Breakdown

REVISION #:	
GRANTEE:	#REF!
ADDRESS:	
CITY:	
STATE:	

CONTRACT NUMBER:	
CONTACT PERSON:	
PHONE NUMBER:	
E-MAIL ADDRESS:	
ZIP CODE:	

Emergency Shelter

Costs	ESG Budget
Essential Services	$0
Shelter Operations	$0
Indirect Costs	$0
Total	**$0**

Street Outreach

Costs	ESG Budget
Essential Services	0
Shelter Operations	0
Indirect Costs	0
Total	**$0**

Homelessness Prevention

Staff Costs	ESG Budget
Housing Relocation & Stabilization Services	$0
Short and Medium Term Rental Assistance	$0
Indirect Costs	$0
Total	**$0**

Rapid Re-housing

Staff Costs	ESG Budget
Housing Relocation & Stabilization Services	$0
Short and Medium Term Rental Assistance	$0
Indirect Costs	$0
Total	**$0**

Local Grant Administration

Staff Costs	ESG Budget
Training on ESG Requirements	$0
Consolidation Plan	$0
General Management / Oversight / Coordination	$0
Environmental Review	$0
Indirect Costs	$0
Total	**$0**

HMIS

Staff Costs	ESG Budget
Staffing	$0
Hardware, Equipment & Software Costs	$0
Training & Overhead	$0
Indirect Costs	$0
Total	**$0**

Budget Revisions

❖ Fill out the <u>ESG Budget Revision Workbook</u>

❖ Account for Indirect Costs in the <u>Budget Rev Justification</u> sheet

❖ Convert to PDF, authorized rep signs, email to ESG rep

❖ Submit via eCivis, make changes in eCivis budget including Indirect Costs

Amendments (Contract)

❖ Amendments are for changes greater than 25% of total budget

❖ Cannot remove RRH, must stay at 40% or more

❖ Adding an activity (if allowed)

Budget Amendments and Revisions

❖ RRH must be 40% of total budget

❖ Grant Admin cannot be moved

❖ An RFF that has not been approved will hold up the process

❖ Deadline for 2023 grants to make budget revisions is **July 31**

❖ An incomplete draft will hold up eCivis – complete the amendment or delete

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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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 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.