

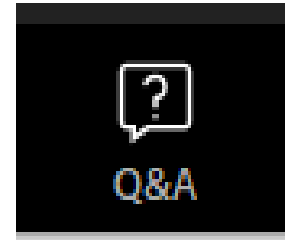
Emergency Solutions Grants (ESG) Program Office Hours – Wrapping Up 2023 Contracts

August 13, 2025





How to ask a question...



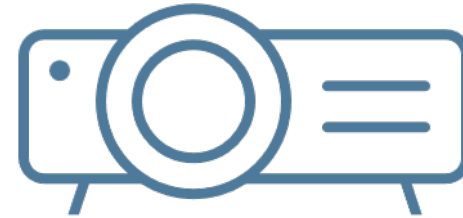
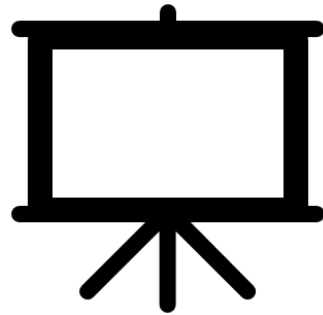
Question Format

- ❖ 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 Updates

2024 ESG NOFA – Funding Awards:

- ❖ 2024 Funds have been awarded
- ❖ Notifications have been sent out
- ❖ Standard Agreements are being developed
- ❖ Contract Exhibits are available on the ESG webpage



ESG Team Representatives

❖ Sam Lieu

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❖ Giovanni Martinez

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❖ Anthony Zepeda

Anthony.Zepeda@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)



ESG – Office Hours Updates

- ❖ Office Hours will be moving to a monthly format in August 2025
- ❖ Next Office Hours session will be September 17th, 2025
- ❖ Grant Representatives are available to provide TA



Questions?

ESG Office Hours – Spotlight Series

Wrapping Up 2023 Contracts

ESG Program Team

August 13, 2025





ESG - 2023 Expenditure Deadlines

- ❖ Expenditure deadline for 2023 contracts is **August 18, 2025.**
 - Cut-off date for all 2023 ESG expenditures

- ❖ Final RFF is due **September 15, 2025**
 - Submit all RFFs as soon as possible
 - Can be out of sequence
 - Reach out to your rep for questions on supporting documentation

- ❖ **Certificate of Completion must be included with final RFF**



ESG - 2023 Expenditure Date FAQs

- ❖ *Can HCD grant a contract/expenditure date extension?*
 - *No. The dates are set by HUD.*
- ❖ *What if we are unable to spend down the grant by August 18th?*
 - *Contact your representative or the NOFA Inbox*
- ❖ *Can HCD help us spend our remaining grant funds?*
 - *Yes*



ESG - 2023 Expenditure Date FAQs

❖ *How to Spend Down Your Remaining Funds*

- *Can incur costs as of Award Letter Date*
 - *12-12-23 for most non-profits*
 - *Earlier date for most CoCs*
- *Staff Costs, Training, Services*
- *Rental Arrears*
- *Housing Search and Placement*

Component: Rapid Re-Housing. These activities are designed to move homeless people quickly to permanent housing through housing relocation and stabilization services and short- and/or medium-term rental assistance. § 576.104

Activity types:

Rental Assistance**	Housing Relocation and Stabilization Services	
	Financial Assistance	Services Costs
<u>Eligible costs:</u> <ul style="list-style-type: none">• Short-term rental assistance• Medium-term rental assistance• Rental arrears <p>**Rental assistance can be project-based or tenant-based.</p>	<u>Eligible costs:</u> <ul style="list-style-type: none">• Rental Application Fees• Security Deposits• Last Month's Rent• Utility Deposits• Utility Payments• Moving Costs	<u>Eligible costs:</u> <ul style="list-style-type: none">• Housing Search and Placement• Housing Stability Case Management• Mediation• Legal Services• Credit Repair



ESG - 2023 Expenditure Deadlines

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ESG – Wrapping up 2023 Grants

❖ Submitting Your Final RFF(s):

- ❖ Submit RFF form in PDF format
- ❖ Submit DER in Excel format
- ❖ Organize and label your supporting documentation
- ❖ Highlight the line items for supporting documentation



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



EMERGENCY SOLUTIONS GRANT PROGRAM REQUEST FOR FUNDS FORM

Draw Request # :	1	HCD Representative:	Your Rep Name Here
Contract # :	23-ESG-XXXXX	Expiration Date:	10/17/2025
Reporting Period:	1/1/2025 - 2/15/2025	Contact Person:	Best Person to Answer Questions
Grantee Name:	Your Grantee Name	Contact Person Title:	Best Person's Title
Address:	Your Address	E-mail:	Best Person's Email
City:	Your City	Phone No.:	Best Person's Phone Number
State & Zip:	Your State and Zip		

ESG EXPENDITURES BREAKDOWN

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	\$100,000	\$100,000	20%	\$400,000
ES Indirect Costs*	\$50,000	\$0	\$1,000	\$1,000	2%	\$49,000
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	\$0	\$0	\$0	\$0	0%	\$0
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:	\$550,000	\$0	\$101,000	\$101,000	18%	\$449,000



CERTIFICATIONS

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

Authorized Representative Name

Title of Authorized Representative

Name of Authorized Person

Title:

Anthony Zepeda

Date of RFF

Signature of Authorized Person

Date:

HCD USE ONLY

Grant Management Representative Signature

Date:

ESG DETAILED EXPENSE REPORT (DER)
Emergency Shelter Component

Draw #:	Contract #:
1	23-ESG-18005

Reporting Period:		
6/1/2024	-	9/30/2024

Abbreviation Key	
SC= Staff Costs	Non SC= Non Staff Costs

1	2	3	4		5	6	7	8	9
Budget Component	Activity	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-SC: Shelter Operations	Shelter Name	From:	7/1/2024	Shelter Food: Local Food Company	86125	7/1/2024	\$14,675	\$10,883
			To:	7/1/2024					
Emergency Shelter	Non-SC: Shelter Operations	Shelter Name	From:	7/1/2024	Shelter Food: Local Food Company	86157	7/11/2024	\$8,348	\$766
			To:	7/31/2024					
Emergency Shelter	Non-SC: Shelter Operations	Shelter Name	From:	7/1/2024	Shelter Food: Walmart	14456589	7/18/2024	\$12	\$12
			To:	7/31/2024					
Emergency Shelter	Non-SC: Shelter Operations	Shelter Name	From:	7/1/2024	Shelter Food: Local Grocery Store	253589	7/9/2024	\$35	\$35
			To:	7/31/2024					
Emergency Shelter	Non-SC: Shelter Operations	Shelter Name	From:	7/1/2024	Shelter Food: Local Grocery Store	4213541	7/18/2024	\$2,255	\$1,332
			To:	7/31/2024					
Emergency Shelter	Non-SC: Shelter Operations	Shelter Name	From:	7/1/2024	Shelter Food: Walmart	125468	7/6/2024	\$27	\$27
			To:	7/31/2024					
Emergency Shelter	Non-SC: Shelter Operations	Shelter Name	From:	6/28/2024	Shelter Food: Little Caesars	3565235	6/28/2024	\$116	\$116
			To:	7/31/2024					
Emergency Shelter	Non-SC: Shelter Operations	Shelter Name	From:	7/1/2024	Shelter Food: Little Caesars	85231132	7/5/2024	\$116	\$116
			To:	7/31/2024					
Emergency Shelter	Non-SC: Shelter Operations	Shelter Name	From:	6/28/2024	Shelter Food: Little Caesars	1123548	7/12/2024	\$116	\$116
			To:	7/31/2024					
Emergency Shelter	Non-SC: Shelter Operations	Shelter Name	From:	7/1/2024	Shelter Food: Little Caesars	54123851	7/19/2024	\$116	\$116
			To:	7/31/2024					
Emergency Shelter	Non-SC: Shelter Operations	Shelter Name	From:	7/1/2024	Shelter Food: Little Caesars	58454551	7/22/2024	\$116	\$116
			To:	7/31/2024					



ESG – Wrapping up 2023 Contracts

❖ First RFF:

- Full Back-up Documentation Required for all DER Line Items
- Full Client Files Required for all Rental Assistance claims
- ESG RRH & HP Client File Checklists



ESG – Rapid Rehousing & HP

❖ What is a Complete Client File?

- Homelessness Certification
- HMIS Report – with entry dates
- Housing Stability Plan
- Signed, Completed Lease Agreement
- Completed FMR & Rent Reasonableness Certification
- Rental Assistance Agreement
- Habitability Inspection
- Lead Based Paint Assessment
- VAWA Addendum



RFF Supporting Documentation

Street Outreach

- ❖ Receipts (Small Purchases)
- ❖ Timesheets, Payroll Documents, Pay Stubs

Emergency Shelter

- ❖ Supplies (Receipts)
- ❖ Timesheets, Payroll Documents, Pay Stubs
- ❖ Insurance (Invoice, Payment)



ESG – Wrapping up 2023 Contracts

❖ Second (and subsequent) RFFs*:

- Supporting documentation for two line-items per component
- Grantee to select the line-items to document*
- Include full client files for RRH and HP

** HCD reserves the right to request additional documentation (as applicable)*



RFFs & DERs: Best Practices

- ❖ Correct Reporting Period
- ❖ HCD Representative Name
- ❖ Eligible Activity
- ❖ Detailed Line-Item Description
- ❖ Reach out to your representative or NOFA inbox if you need assistance



Supporting Documentation: Best Practices

- ❖ Client Files identified by HMIS number
- ❖ Headers or Title Pages for Multiple Files
- ❖ Highlight the DER Line Items that correspond to Supporting Documentation (Second and subsequent RFFs)
- ❖ Make it simple to review
- ❖ Tell the story



Administration Backup Documentation



Emergency Shelter Backup Documentation



Rapid Rehousing Backup Documentation




ESG – Wrapping Up 2023 Contracts

❖ 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



Rapid Re-Housing	SC: HR & SS - Financial Assistance	Top Town Ca	From:	4/1/2025	Payroll-case manager	483373	4/3/2025	\$6,898	\$352
			To:	4/30/2025					
Rapid Re-Housing	SC: HR & SS - Financial Assistance	Top Town Ca	From:	4/1/2025	Payroll-case manager	483373	4/3/2025	\$6,898	\$70
			To:	4/30/2025					
Rapid Re-Housing	Non-SC: Short & Medium - Term Rental Assistance	Top Town Ca	From:	4/1/2025	Rental Assistance- HMIS 12345	483373	4/3/2025	\$6,898	\$525
			To:	4/30/2025					
Rapid Re-Housing	Non-SC: Short & Medium - Term Rental Assistance	Top Town Ca	From:	5/1/2025	Rental Assistance- HMIS 12345	484026	5/1/2025	\$15,030	\$467
			To:	5/31/2025					
Rapid Re-Housing	SC: HR & SS - Financial Assistance	Top Town Ca	From:	5/1/2025	Rental Assistance- HMIS 12346	484026	5/1/2025	\$15,030	\$257
			To:	5/31/2025					
Rapid Re-Housing	Non-SC: HR & SS	Top Town Ca	From:	5/1/2025	Deposit Assistance- HMIS 12345	484026	5/1/2025	\$15,030	\$2,395
			To:	5/31/2025					
Rapid Re-Housing	Non-SC: HR & SS	Top Town Ca	From:	5/1/2025	Deposit Assistance- HMIS 12346	484026	5/1/2025	\$15,030	\$257
			To:	5/31/2025					
Rapid Re-Housing	Indirect Costs	Top Town Ca	From:	5/1/2025	Indirect Costs-10% of \$7562				\$756
			To:	5/31/2025					
TOTAL									\$8,319

[Emergency Solutions Grants Program Final Guidelines – December 10, 2024 \(PDF\)](#)

ESG Program Manual

- [CA ESG Subrecipient Program Manual \(PDF\)](#)

Emergency Shelter

- [ESG Emergency Shelter Policy \(PDF\)](#)
- [ESG Client File Checklist – Emergency Shelter Form \(PDF\)](#)
- [ESG-CV Client File Checklist – Emergency Shelter Form \(PDF\)](#)

Homelessness Prevention

- [Homelessness Prevention Manual \(PDF\)](#)
- [ESG Homeless Prevention Manual Checklist \(PDF\)](#)
- [ESG Client File Checklist – Homelessness Prevention Form \(PDF\)](#)
- [ESG-CV Client File Checklist – Homelessness Prevention Form \(PDF\)](#)



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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