

OFFICE HOURS
ESG-CV Reporting
Q4

For use on: 9-30-2021

Webinar Format and Housekeeping Items

- 60 minutes total, including Q&A portion
- Participants are muted by default
- To ask a question at any time, use the Chat Box feature to the left of the presentation slides
- We will answer as many questions as possible during the Q&A portion of the webinar
- After the webinar, please submit any outstanding questions to HUD AAQ
- Recording and slide presentation will be posted on the HUD Exchange



Today's Presenters

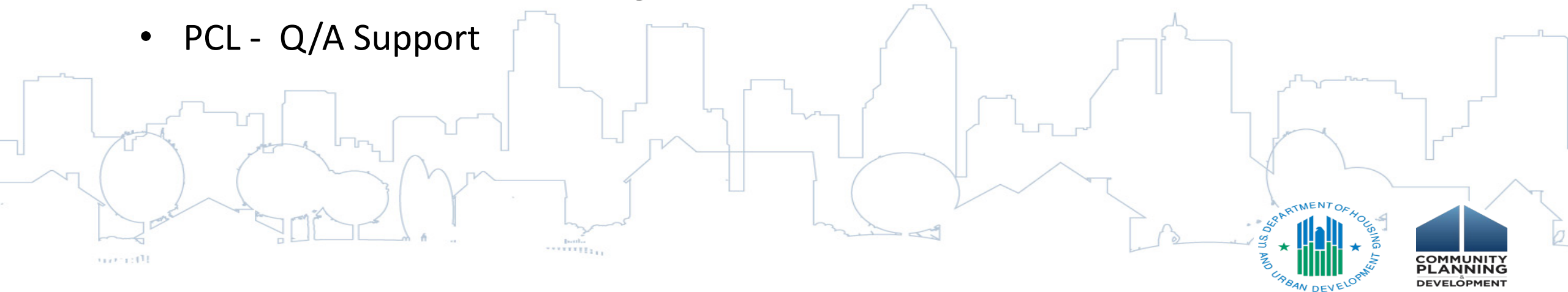
Marlisa Grogan, HUD – Office of Special Needs Assistance Programs

William Snow, HUD – Office of Special Needs Assistance Programs

Michelle Budzek, The Partnership Center, Ltd.

Assisted by:

- TDA – Adobe Connect Management and Coordination
- PCL - Q/A Support



Q4

ESG-CV Report Submissions	Due Date
Initial -- Start to September 30, 2020	October 30, 2020
Q1 -- October 1, <u>2020</u> to December 31, 2020	January 30, 2021
Q2 -- January 1, <u>2021</u> to March 31, 2021 •	April 30, 2021
Q3 -- April 1, <u>2021</u> to June 30, 2021	July 30, 2021
Q4 -- July 1, <u>2021</u> to September 30, 2021	October 30, 2021
Q5 -- October 1, <u>2021</u> to December 31, 2021	January 30, 2022
Q6 -- January 1, <u>2022</u> to March 31, 2022	April 30, 2022
Q7 -- April 1, <u>2022</u> to June 30, 2022	July 30, 2022
Q8 -- July 1, <u>2022</u> to September 30, 2022	October 30, 2022



Updated Guidance

Updated guidance available on the [HUD Exchange](#) and directly from the Sage launchpad

Submission Launchpad

Submission Status 7/7/2021 In Progress [VIEW](#)



ESG-CV Guidance  [General Reporting] [Q1 Updates] [Q2 Updates] [Q4 Updates]  ESG-CV Guidance

Reporting Requirements Form



Submission Steps	Date Last Information Recorded	Status	Work
<p>★ Start here: ESG-CV Reporting Requirements</p>	9/23/2021	<p>✓ All steps required</p> <p>★ ESG-CV funding to date has been used for: HMIS, Admin, Handwashing Stations / Portable Bathrooms / Laundry Service, Emergency Shelter, Street Outreach, Rapid Re-Housing, Homelessness Prevention, Vaccine Incentives</p>	<p>VIEW EDIT</p>
<p>Identify the expenditures made to date</p>	<p><input checked="" type="checkbox"/> HMIS</p> <p><input checked="" type="checkbox"/> Admin</p>	<p><input type="checkbox"/> Training</p> <p><input type="checkbox"/> Hazard Pay</p> <p><input checked="" type="checkbox"/> Handwashing Stations / Portable Bathrooms / Laundry Service</p> <p><input type="checkbox"/> Landlord Incentives</p> <p><input type="checkbox"/> Volunteer Incentives</p> <p><input type="checkbox"/> Transportation (community-wide transport for testing or vaccination)</p> <p><input type="checkbox"/> Temporary Emergency Shelter</p>	<p><input checked="" type="checkbox"/> Emergency Shelter</p> <p><input checked="" type="checkbox"/> Street Outreach</p> <p><input checked="" type="checkbox"/> Rapid Re-Housing</p> <p><input checked="" type="checkbox"/> Homelessness Prevention</p> <p><input checked="" type="checkbox"/> Vaccine Incentives</p> <p><input type="checkbox"/> Cell Phones for Coc/YHDP participants</p> <p><input type="checkbox"/> Coordinated Entry COVID Enhancements</p>

Your report must be logically consistent beginning here.

If you identify a component TES, ES, Street Outreach, RRH or HP you must have a bundle & funds expended

If you identify a unique COVID activity for you must have a narrative & funds expended

New Unique Activity – Cell Phone



New eligible activities	May be budgeted under the following activities IDIS	Shown on Financial Report in Sage	Unique Activity Narrative Required
<p>Cell phones - Loaning cell phones with wireless plans to program participants to conduct activities necessary for obtaining and maintaining housing. – <i>For persons participating in an ESG or ESG-CV funded project</i></p>	<p>Emergency Shelter Street Outreach Rapid Rehousing Homelessness Prevention</p>	<p>Emergency Shelter – Essential Services Street Outreach – Essential Services Rapid Rehousing - Relocation and Stabilization Services (Services) Homelessness Prevention- Relocation and Stabilization Services (Services)</p> <p style="text-align: right;">\$</p>	<p>No</p>
<p>Cell phones - Loaning cell phones with wireless plans to program participants to conduct activities necessary for obtaining and maintaining housing. – <i>For persons participating in a CoC or YHDP funded project</i></p>	<p>Street Outreach</p>	<p>Other Expenditures</p>	<p>No</p>

Other ESG-CV Expenditures ★

Cell Phones - for persons in Coc/YHDP funded projects (unique activity)

Coordinated Entry COVID Enhancements (unique activity)

Training (unique activity)

Vaccine Incentives (unique activity)

HMIS

Administration

Subtotal Other Expenditures

No new HMIS data collection required.




New Unique Activity – Coordinated Entry COVID Enhancements

New eligible activities	May be budgeted under the following activities IDIS	Shown on Financial Report in Sage	Unique Activity Narrative Required
Coordinated Entry COVID Enhancements - Assure coordinated entry system can quickly prioritize and connect people to appropriate housing and services to prevent and respond to coronavirus.	Street Outreach	Other Expenditures	YES

Other ESG-CV Expenditures

Cell Phones - for persons in Coc/YHDP funded projects (unique activity)

Coordinated Entry COVID Enhancements (unique activity) 

Training (unique activity)

Vaccine Incentives (unique activity) 

HMIS

Administration

Subtotal Other Expenditures

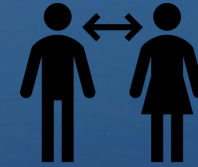
Coordinated Entry COVID Enhancements

Briefly describe what you provided through this service, including how you used these services to prevent, prepare for, and respond to the COVID-19 response and recovery and why you believe it was necessary for your crisis response effort.



No new HMIS data collection required.

New Unique Activity – Essential Services



New eligible activities	May be budgeted under the following activities IDIS	Shown on Financial Report in Sage	Unique Activity Narrative Required
Providing essential services to households Hotels/Motels paid for with EG-CV funds.	Emergency Shelter	ES – Essential Services TES -Essential Services \$	No
Essential Services - Providing essential services to households in RRH, HP.	Rapid Rehousing Homelessness Prevention	Rapid Rehousing - Relocation and Stabilization Services (Services) Homelessness Prevention- Relocation and Stabilization Services (Services) \$	No

No new HMIS data collection required.



New Unique Activity – Furniture, Laundry

New eligible activities	May be budgeted under the following activities IDIS	Shown on Financial Report in Sage	Unique Activity Narrative Required
Furniture - Providing furniture and household furnishings to participants of RRH or HP while they are receiving assistance.	Rapid Rehousing	Rapid Rehousing - Relocation and Stabilization Services (Services) \$	No
	Homelessness Prevention	Homelessness Prevention- Relocation and Stabilization Services (Services) \$	
Laundry - Providing laundry services for unsheltered homeless.	Street Outreach	Street Outreach – Handwashing stations, Portable bathrooms, Laundry Services \$	YES

Expenditures for Street Outreach ★

Essential Services

Hazard Pay (unique activity)

Handwashing Stations, Portable Bathrooms, Laundry Services (unique activity) ★

Volunteer Incentives (unique activity)

Training (unique activity)

Subtotal Street Outreach

Handwashing Stations, Portable Bathrooms, Laundry Service



Briefly describe what you provided through this service, including how you used these services to prevent, prepare for, and respond to the COVID-19 response and recovery and why you believe it was necessary for your crisis response effort.

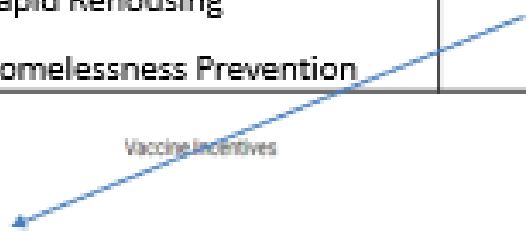
No new HMIS data collection required.

New Unique Activity – PPE, Vaccine Incentive Payments



New eligible activities	May be budgeted under the following activities IDIS	Shown on Financial Report in Sage	Unique Activity Narrative Required
PPE - Providing personal protective equipment to program participants.	Emergency Shelter Street Outreach Rapid Rehousing Homelessness Prevention	Emergency Shelter – Essential Services Street Outreach – Essential Services \$ Rapid Rehousing - Relocation and Stabilization Services (Services) Homelessness Prevention- Relocation and Stabilization Services (Services)	No
Vaccine incentive payments	Emergency Shelter Street Outreach Rapid Rehousing Homelessness Prevention	Other – Vaccine Incentives	Yes

- Other ESG-CV Expenditures ★
- Cell Phones - for persons in Coc/YHDP funded projects (unique activity)
- Coordinated Entry COVID Enhancements (unique activity) ★
- Training (unique activity)
- Vaccine Incentives (unique activity) ★
- HMIS
- Administration
- Subtotal Other Expenditures



Briefly describe what you provided through this service, including how you used these services to prevent, prepare for, and respond to the COVID-19 response and recovery and why you believe it was necessary for your crisis response effort.

No new HMIS data collection required.

New Unique Activity – Rental Insurance, Sponsor Based Rental Assistance



New eligible activities	May be budgeted under the following activities IDIS	Shown on Financial Report in Sage	Unique Activity Narrative Required
Renters Insurance	Rapid Rehousing Homelessness Prevention	Rapid Rehousing - Relocation and Stabilization Services (Services) \$ Homelessness Prevention- Relocation and Stabilization Services (Services)	No
Sponsor based rental assistance	Rapid Rehousing Homelessness Prevention	Rapid Rehousing - Relocation and Stabilization Services (Rental Housing) \$ Homelessness Prevention- Relocation and Stabilization Services (Rental Housing)	No

No new HMIS data collection required.

Post presentation note: A correction was made to sponsor based rental assistance reporting in Sage changing it from Services to Rental Housing.

Q4 Report Uploads

The Q4 report requires an upload of the 2022 CAPER Report.

- HMIS & Comparable Databases change to conform to HMIS Data Standards updates annually on October 1. October 1 changes are on the HUD Exchange on the [HMIS Data Standards](#) page.
- Data in the systems is mapped to any new data standards, so no data is lost on clients.
- CAPER and APR reporting generated from those systems also update. Updated validation tables and template forms are available on the HUD Exchange on the [ESG CAPER Submission Guidance](#) page.
- Consequently, Sage is also updated to accept the reports. Testing is available at www.sagehmis.info

Test run a report

Upload a CSV-APR or CSV-CAPER to generate a paper report

**Reports must be in the 2022 CAPER CSV format
for uploading to Sage beginning October 1.**

Reporting Tips -- What is a project?

Shelter

- Agency 1 has both a Men's Shelter & Family Shelter = 2 projects
- Agency 1 receives essential services & operations = 1 project
- Agency 1 receives funds to transport residents = 1 project (project type ES)

RRH

- Agency 1 receives funding for rental; Agency 2 receives funding for services. Same clients served in each = 1 project

Homelessness Prevention

- Agency 1 receives funding to pay for rent, utilities, etc. to stop evictions = 1 project
- Legal Services receives funding to support Agency 1's homeless prevention project = 0 projects

Reporting Tips – multiple contracts?



If you have funded the same project in Round 1 & Round 2
DO NOT set up a new project in your report (or HMIS).

Reporting Tips – closing a project

A project is closed in Sage when it ends, not at the end of the quarter.

Subrecipient	Sub-Subrecipient	Project Name	Optional Tags	HMIS/VSP ID	Month the project began serving clients with ESG-CV funding	Date Project Closed
Agency name -	-	XYZ Family Shelter		HMIS	3/1/2020	06/2021

Warning:

You have indicated that this project has stopped serving clients with ESG-CV funding and is now closed. If the project will continue to serve clients in the next quarter please select "Ongoing" rather than a date.

Correct, the project has ended

Change to "Ongoing"

Financial Information = Expenditures

Information is available on the ESG Dashboard IDIS ESG-CV Funding Awards. Information is available on the ESG Dashboard IDIS ESG-CV Funding Awards expended and drawn ESG-CV Funds.

★ You'll see a gold star next to sections that you indicated you funded.

sage-test says

Are you sure you want to use a negative value?

OK Cancel

Date 9/24/2021

Category	This Quarter	Total Previous Submissions	Total Current + Previous
Expenditures for Homelessness Prevention ★			
Rental Housing		338,801.73	338,801.73
Relocation and Stabilization Services - Financial Assistance	300,000.00	240,232.77	540,232.77
Relocation and Stabilization Services - Services	-100	453,915.55	453,915.55
Hazard Pay (unique activity)		0.00	0.00
Landlord Incentives (unique activity)		0.00	0.00
Volunteer Incentives (unique activity)		0.00	0.00
Training (unique activity)		0.00	0.00
Subtotal Homelessness Prevention	300,000.00	1,032,950.05	1,332,950.05

Expenditures = Funds spent by the recipient or subrecipient on eligible activities. The invoice does not need to be paid to report the expenditures nor does the funding have to be drawn from IDIS.

Corrections needed for prior financial information recorded are to be added in the current quarter.

Generating a report from Sage

Step 7: Sign and Submit

7/8/2021

✓ Accepted

[VIEW / PRINT Report Forms](#)

[Aggregate HMIS Upload Data](#)

VIEW / PRINT Report Forms

Enables you to print all that you entered into the report on the forms in Sage.

- Report requirements
- HMIS/VSP Contacts
- Project & Bundle List
- Narrative for Projects Missing on a Previous Submission
- Information on Allowable Activities
- Financial Information
- Contact Information

Generating a report from Sage

Step 7: Sign and Submit

7/8/2021

✓ Accepted

[VIEW / PRINT Report Forms](#)

[Aggregate HMIS Upload Data](#)

Aggregate HMIS Upload Data

Use data from this period

FY2021 Q4 ▾

Quarterly or cumulative

Cumulative ▾

ESG-CV Component Type

TIP: Hold down the CTRL key on the keyboard and click with the mouse in order to select more than one choice.

(all)
Emergency Shelter (CV)
Temporary Emergency Shelter
Street Outreach
PH - Rapid Re-Housing
Homelessness Prevention

Select a section to run

(all selected)

TIP: Hold down the CTRL key on the keyboard and click with the mouse in order to select more than one section, or choose (all sections).

(all sections)
Report Date Range
Grant List
Q05a: Report Validations Table
Q06a: Data Quality: Personally Identifying Information (PII)
Q06b: Data Quality: Universal Data Elements
Q06c: Data Quality: Income and Housing Data Quality
Q06d: Data Quality: Chronic Homelessness
Q06e: Data Quality: Timeliness
Q06f: Data Quality: Inactive Records: Street Outreach & Emergency Shelter
Q07a: Number of Persons Served
Q08a: Households Served

Q&A

