ESG-CV Q4 Report Training

0:00:06.4 Cherita Claitt: Hello, and welcome to the webinar. My name is Cherita Claitt, and I am a TA provider with TDA Consulting. I'll be introducing today's webinar. This session is being recorded and will last 60 minutes, including time to answer questions from the chatbox. During this webinar, all participants will be muted by default. If you are having trouble with your audio or want to ask a question, please do so in the chatbox on the right-hand side of your screen. We will answer as many questions as possible during the Q&A portion of the webinar and through the chat. After the webinar, please submit any outstanding questions to the AAQ. Presentation slides and recording will be available on the HUD Exchange. Today's presenters are Marlisa Grogan and William Snow with HUD's Office of Special Needs Assistance Program. And we also have Michelle Budzek from the Partnership Center. There's also staff behind the scenes assisting with the webinar. I will now turn the presentation over to Marlisa Grogan with the HUD.

0:01:20.5 Marlisa Grogan: Hi, everybody. Great to be with you today. I am going to highlight some of the new eligible activities and how to treat them in your upcoming quarterly reporting requirements. And just as a reminder, we are currently finishing up as of today Q4, and so that reporting period is through today and it's going to be due on October 30th 2021. The updated guidance for Q4 has already been posted. It's available on the HUD Exchange and we'll put a link, it's also hyperlinked on this screen, but you can also access this new updated guidance, the supplemental guidance right from your stage launchpad, and we've got a screenshot here for what it's gonna look like and highlighted Q4, so you could just click right in there while you're in stage working on your report to access this supplemental guidance, which we're gonna be going over today.

0:02:30.4 MG: So here in your reporting requirements form, we're highlighting the different... How the screen is gonna look a little bit different. You have to make sure that your report is logistically consistent, so pay particular attention to the nuances and the new additions here. If you're identifying a component, namely Temporary Emergency Shelter, Emergency Shelter, Street Outreach, Rapid Re-Housing or Homelessness Prevention, ensure that you also have a bundle and funds expended along with that. And then if you're identifying a unique COVID activity, make sure that you've got a narrative and also funds expended. So that's sort of like a check, that if you're checking off one of these boxes, make sure that you're meeting the criteria here on this slide. And if you've got any questions as we're going through these slides, please include them in the chat. I'll try to address them if I see them, but otherwise, we've got our experts here, William Snow and Michelle Budzek, to help answer them as they come up.

0:03:52.0 MG: So one of the new unique activities included in the updated ESG-CV notice, that's CPD Notice 21-08, is cellphones. So here we've got highlighted cellphones, and there are really two categories. One is for persons participating in an ESG or ESG-CV funded project. If you are funding that, especially for ESG program participants in particular, you can budget them in IDIS under the Emergency Shelter, Street Outreach, Rapid Re-Housing or Homelessness Prevention activity type. And then you're gonna be reporting on that respective activity in Sage. If it's funded under Emergency Shelter, you're gonna be reporting on the budget line item, Emergency Shelter Essential Services. If it's budgeted under Street Outreach in IDIS, then you're gonna be reporting on it in Sage under Street Outreach Essential Services. It's gonna be included in Rapid Re-Housing Services in IDIS, if that's where you're funding it in IDIS. And then, for Homelessness Prevention, the expenditures would be reported under Homelessness Prevention Services.

0:05:15.5 MG: There's no unique activity narrative required for this. And then we're dealing with cellphones [0:05:24.8] _____ participants in a CoC or YHDP funded project separately. So in all cases where you're using ESG-CV funds for cellphones that are going to program participants in a CoC or YHDP funded project, that is gonna be budgeted, in all cases, under the Street Outreach component in IDIS. And in Sage, you're gonna report on it, you're gonna report those expenditures under the other ESG-CV expenditures category, and it's its own budget line item highlighted in red here. So that's where that is gonna be, it's its own budget line item, only in the case where it's a CoC or YHDP funded project activity. And then there's also no unique narrative required in this case, either. And you'll notice in this slide and in upcoming slides, when there's no new HMIS data collection required, we've got that annotated in the green box, so that's just a handy reference so that you know you're not making additional... You don't have additional data collection requirements associated with that activity.

0:06:44.7 MG: For coordinated entry COVID enhancements. So these are the activities that are now eligible using your ESG-CV funds, coordinated entry crossed above and beyond strictly related to COVID response measures. If you are paying for those with your ESG-CV funds, you're gonna be budgeting it in IDIS under Street Outreach. It's not that this is a street outreach activity, but it is a workaround because we can't set up new activities in IDIS with any amount of ease. So you're budgeting it under your Street Outreach activity. You're reporting on it under "Other expenditures," that overarching category as its own budget line item. So again, these are red-boxed here. Any of those costs are gonna be reported as a unique activity. And you will be doing a unique activity narrative. And the narrative question is included right here for your reference. And again, this is a situation where there's no new HMIS data collection. For the Essential Services Budget line item, there are two different scenarios here. One is essential services being provided to households and hotels and motels paid for with ESG-CV. That is gonna be budgeted in HMIS under Emergency Shelter, and you could be reporting it depending on whether it's for Emergency Shelter, or Temporary Emergency Shelter, as either an essential service under Shelter or an essential service under Temporary Emergency Shelter.

0:08:39.9 MG: The reason why there isn't that breakdown under the IDIS budgeting is because we only have one activity per component. So you're gonna budget everything under Emergency Shelter in IDIS. But make sure that you've got that differentiation between Emergency Shelter and Temporary Emergency Shelter when you're reporting expenditures in Sage. No unique activity narrative required. And then for essential services which are now eligible to be provided to households in Rapid Re-housing and Homelessness Prevention, you would budget it in IDIS under the respective component. And then in Sage, your reporting expenditures under the Rapid Re-Housing Services BLI or the Homelessness Prevention BLI for services. And again, a situation where there's no new HMIS data collection requirement.

0:09:42.6 MG: For furniture and laundry, so these are separate costs, separate activities, we're just handling them on the same slide. So for furniture, that's an eligible cost under Rapid Re-Housing or Homelessness Prevention budgeted in IDIS under one of those component types. And then similar to the one we just went over, it's gonna be Rapid Re-Housing Services or Homelessness Prevention Services in Sage. No unique activity narrative. Then for laundry, pay particular attention to this. So this is eligible only under Street Outreach. It's eligible for program participants in unsheltered situations. You're gonna budget it in IDIS under Street Outreach, and it's got its own budget line item under Street Outreach Expenditures. So look for the Street Outreach component, and those individual budget line items, it's gonna be categorized along with handwashing stations and portable

bathrooms. So you're gonna report that as a total budget line item. And we do require a narrative along with this. Again, no new HMIS data collection.

0:11:08.3 MG: Okay, we're gonna tackle PPE and vaccine incentives here. First, PPE, Personal Protective Equipment, under the new notice, can now be funded under any component type. So depending on whether you're purchasing PPE for program participants in Rapid Re-Housing, Prevention, or if it's shelter, or for Street Outreach clients, you're gonna budget it in IDIS under that respective activity type. In Sage, you're also gonna look for the services line item related to each component. So if you're paying for PPE in Emergency Shelter, it's Emergency Shelter Essential Services, Street Outreach Essential Services, Rapid Re-Housing Services or Homelessness Prevention Services. No unique activity narrative.

0:12:04.3 MG: And now vaccine incentive payments. This is $50 per client per dose. It can be provided under any component type. So if you're paying for incentivized vaccines for a Rapid Re-Housing client, you would budget that under the Rapid Re-Housing activity type in IDIS, similar to the other components. When you're reporting on it in Sage however, it's going to be its own budget line item. So you're gonna report all of your vaccine incentive costs as its own BLI, that's under the other ESG-CV expenditures category. And we are asking for a unique activity narrative for this. But again, no new HMIS data collection required for either PPE or vaccine incentives, so you can provide that assistance without a data collection requirement.

0:13:13.0 MG: Renters insurance. This can be budgeted under either Rapid Re-Housing or Homelessness Prevention, and that would go under the Services category for either component type. Similar to that, you would handle sponsor-based rental assistance. So we're not requiring any further breakdown. You would just categorize those under the component type in IDIS, and then report out the expenditures under the Services BLI. And no new HMIS data collection requirements, and no narrative required for those. Great. With that... Am I covering this one, or are you, Michelle? Am I turning it over to you now?

0:14:01.5 Michelle Budzek: Yep.

0:14:02.6 MG: Oh, thank goodness.

0:14:03.2 MB: I think you are. [laughter] I just wanna stop before I go on. I'm gonna go through a whole bunch of frequently asked questions, and what's gonna happen in your reports now. But if you have any questions about the unique activities that we haven't answered, go ahead and throw them in now. And Marlisa will either answer them or we can type you back an individual answer. But I wanna make sure that everybody feels comfortable with how they're doing these new unique activities, 'cause there's a bunch of them. While folks are typing, then I'll start on, and we'll stop if we need to then if there's a bunch of them.

0:15:03.1 MB: Due for uploads. The HMIS data standards change officially on October 1st. They've been released, they've been out there for a year almost now. When the data standards changes, the fields or elements that are being collected in the HMIS system, our comparable database system sometimes change. In this case, where you would see it real clearly is in gender. There was a change in the response options for gender. When that happens then, the HMIS reporting has to change to account for those field changes.

0:15:47.8 MB: And so on October 1st every year, HUD issues new reports. We issue new specifications to vendors. And all of those are required to be in your system by October 1st. So when you generate a report for Q4, you're gonna be using a report called... Your HMIS people are gonna be using a report called ESG-CAPER 2022; it's fiscal year 2022 is what they're going off of. And that's the report that you're using. If your sub-recipients try to upload a report in the old format, it won't work, Sage won't take it. So they have to use the new reporting format. We are not aware of any vendor, at this point, that is saying that they absolutely cannot do it or that it hasn't been done. There's a couple that are coming out slower than October 1st, but there's nobody that we know that's saying, "It's not gonna happen." And frankly, they're required to make it happen. So hopefully, you don't have any problems with that.

0:17:12.5 MB: I had a light bulb moment somewhere in the process of this and doing some other ESG work, that part is a problem or part of the struggle that some of you are having is, "What actually is a project?" And that a project isn't really a contract; a project is something that's going on on the ground. So a shelter, usually you have a shelter building, right? Shelter building for maybe families, and another shelter building for maybe men or single folks, and that both of those shelters could be run by one agency, let's just say The Salvation Army runs both of those shelters. Each one of those shelters is its own project. You might have given Salvation Army a contract to provide essential services in both of those shelters. You don't put them together as one in the report, just saying you want The Salvation Army shelters. You put them in as two shelters. So that's one issue.

0:18:26.2 MB: The next issue that folks get scrambled up on, again, is that they've given a contract for a shelter to provide essential services and they've named the service to increase their case management in the shelter to respond to COVID. That's cool, you can do that. Having a project like case management in a shelter, you think of as a project, we don't. A project is a component for HUD. So the project is the shelter. The project is not the essential service that you're providing. We know that you're providing a variety of activities, potentially, to every shelter, and you might be providing a variety of services in a variety of operating cost coverage, but it's still one shelter that's being provided that, and so we're only gonna report on that once.

0:19:30.0 MB: We found people that have had projects set up as shelter case management and then shelter overnight housing, and it's the same shelter and the same people and it's just a mess. Not only are you making the shelter double data entry, you're just creating more work for yourself and for everybody else. A project is a shelter. In most cases, it's a building or scattered buildings when they go out to churches like Interfaith Hospitality Network or Families First, goes all out to churches, but that's still one shelter project. An RH project, there is sometimes one agency that runs the whole project, but oftentimes there's an agency that runs the housing part of it, they do all the housing inspection and the rent up and the lease up and deal with the landlord and all of that. And then there's another organization that provides the services. That's still one project. It's not two projects, because it's the same people being served.

0:20:43.7 MB: So when you're giving funding and the organization that you've provided services for and the organization provided housing for is the same people, you only have to put it in your report once. Same thing with homelessness prevention. In homelessness prevention, we're just trying to point out that legal services, if you're funding legal services, it's a service under... You can fund it under shelter, you can fund it under homeless prevention or RH, but you're funding it under the service category; it's not its own free-standing thing. It's very rare that a legal service project should be its own free-standing project. And you'll see in the new ESG reporting manual that was

just released on the HUD Exchange, we go through pretty much detail about legal services for you. That detail in that manual also applies to ESG-CV. Do I need to stop? No. Okay.

0:22:05.8 William Snow: No, I don't think so.

0:22:07.5 MB: Okay. I couldn't tell. I could just see people typing. [chuckle] So again, I said this, a project is a project, it's not about the contracts. So if you have multiple contracts with a project because you've taken money out of round one and you gave them a contract that way, and then round two came along and you gave another chunk of money out of round two, it's still one project. So unless you had a huge gap in time for a shelter between round one and round two funding, you don't need to close it and reopen it for the next round. It's still one project, you're reporting on that one project. It's only if you've left that shelter funding lapse and they can't go back and recoup it. And in most of the cases I've talked to, the contract allows them to go back and kind of butt end their last contract to the next contract. So it's a continuous program. Don't set up a new project in Sage, not needed. You're just gonna cause everybody more grief in pulling the reports. Just don't need to do it.

0:23:30.3 MB: Closing projects. We've had a bunch of people that have had trouble with understanding when and how to close a project in Sage. And so, I changed some of the wording on the screen for you. Hopefully this helps to show you that we want the month here, the project began serving clients and the month that the project closed, stopped serving clients. If the project didn't close, it's ongoing. People somehow thought that they were reporting... They had to put in the reporting quarter dates here, which was causing the bundles to get all messed up and you having tons of bundles when you didn't need them. And we'd have to go back and fix that. So, I'm just reminding you that if your project is still going, it's ongoing, and if you try to put in 09/30/2021 this time, you're gonna get a warning to ask you, did it really close on 09/30, so that you can't make that mistake. So where we can help you not make the mistake, we're trying to do it, but can't do it all the time. This one, hopefully, will help.

0:24:51.6 MB: One more time, expenditures is funds spent by the recipient or sub-recipient on an eligible activity. You don't have to have the invoice paid, you don't have to have drawn it down from IDIS, but you have to report it in Sage. So the Sage reports are almost always going to exceed your draw from IDIS. It doesn't balance with IDIS. You can't do that and think you're a happy camper 'cause you're in balance. If you're in balance, you probably didn't report something. We need you to report all of the expenditures. It's really critical that you're doing that, especially this quarter, because it's at the end of this quarter that HUD is looking and checking again at the 20% expenditure. So please be sure that if the funds were expended, you're reporting it on the financial report.

0:25:52.6 MB: We've made the financial report able to take a negative figure now. We know that you guys are totally accurate or trying to be totally accurate in your reporting, and so when you're reporting invoices that haven't been paid yet, and then they go through your approval process and you find out that there's $100 in an invoice that wasn't an eligible expense and you're not gonna reimburse for it, now all of a sudden you need to do something. You may put a negative figure into the financial information form to do that. You may increase the money in a line item, or you may decrease the money in a line item, or if you don't have any expenditures this quarter in that line item and you need to decrease it, you may input a negative number in. So, trying to help you, 'cause I know there's an incredible feeling of I've got a balance the something, and so we're trying to help

you as much as we possibly can, get you a system that you can feel comfortable in balancing to.

0:27:14.1 MB: When you go to generate a report from Sage at the end of your launch pad, you used to have just one button that printed the report, and it was a goofy report. It mooshed all of the projects together into one wild CSV that actually was getting totally, totally out of control because of the cumulatives and the quarterlies and everything. So we have created a form that you can print just the forms, just the stuff you typed in on the page, and every single printout, or you can use the aggregator, and it's a tool in Sage that will allow you to print just all of your shelter information or all of your RH information, or all of it combined together if you want. And the instructions on screen, we hope are pretty clear. Let us know if you have trouble and you need help with that. But, hopefully, they're pretty clear.

0:28:19.0 MB: That report in the aggregator is always there. It's there for ESG-CV and it's there for your regular CAPER, and it allows you to pull out things like, simple things like, "How many people did I serve this quarter?" Or, "How many people have I served in emergency shelter the whole year, the whole time?" And so when you're looking for reports because your City Council is asking or state government is asking, you can pull that number out using the aggregator too. The aggregator looks like this. You pick a period. The most recent report is, once you upload, will be your fourth quarter and pick your cumulative report if you want everybody 'cause that's gonna show you, unduplicated, all the people that you served all year. Again, pull it by a component, pull it by the whole report, or just pull it by one of the questions asked. And that's it. I'm done. Do we have questions that haven't been answered?

0:29:39.3 WS: Thanks, Michelle. And thanks, Marlisa. Yeah, I'll jump in here. There are a few questions that I will throw out there, and Marlisa, I'm gonna direct several of them to you, but I'm gonna address the first one. Damon's question around the waivers. So at this point, we're looking at the waivers to consider whether there will be any extensions. As you see, we're approaching September 30th, as in today, and several of them expire on the 30th. Those we don't anticipate extending. There are some that expire on the 31st of December. We'll look at that as we get closer, but at this point, the ones that expire in September 30th we do not, again, plan on extending at this point. So I'm gonna direct the next question, let's see, to Marlisa; and actually, Michelle, you may be able to help with this too. The question is from Rhonda, "Are sub-grantees and sub-sub-grantees allowed to use the same project for tracking their services?" Let's start with the technical side. Michelle, any thoughts about that one?

0:30:49.5 MB: Are sub-recipients and sub-sub-recipients allowed to use the same project?

0:30:56.3 WS: Yeah. We're [0:30:57.4] _____ tracking...

0:30:58.6 MB: Two organizations may use the same project in HMIS, if that makes sense, if that's the project design and it makes sense. So yeah, maybe the state is doing the... Paying the bills for the rent and doing all of the housing stuff, and the service agency is doing the casework and case management services, the self-sufficiency kind of work. Yeah, and one is the sub-recipient and one is the sub-sub-recipient, then absolutely they can be in the same project in HMIS, and should be, really.

0:31:35.8 WS: Yeah, that's really helpful. Again, this will be something you have to think about locally, is it the same type of purposes, is it within the same project type? So you'll have to step

back and answer some of these questions before that, but yes, technically, it's possible. Alright, Marlisa, we'll take you off the hook on that one. Let me see. There's another one from Dierdre. She had a clarifying question. So to clarify, in shelter projects, operational activities such as laundry and security activities are reported under temporary emergency shelter operating costs, so can you clarify where you would report the laundry piece in particular, Marlisa?

0:32:24.4 MG: Okay, so if you are covering laundry activities under emergency shelter, that would be just considered an operating cost. So just along with all of the operating costs that are typically eligible under ESG-CV emergency shelter, you would just report it there. So that's only a separate budget line item when you are paying for it under street outreach.

0:32:48.6 MB: We've never before specified as a service that you could do laundry for folks living on the street with ESG funds. So that's the difference here.

0:33:01.7 WS: Yep, great question. And thanks for clarifying that. I have a question on closing projects for you, Michelle. This is coming from Natalie. She asks, do you have any tips on project close dates and the amount of bundles generated for each HMIS leads? She states, when we close a project, I assume it will bundle the projects by end date as it did with start date.

0:33:25.8 MB: It absolutely does, and it's gonna pull that project out into potentially its own cumulative bundle, that the bundles all work, that they have the same start and end date, so if you end a project early, and it's by itself, it's the only one ended, then they're gonna pull a bundle of just that project. As long as you put the dates in there right, it's gonna work, and Sage always defaults to the last date of the month. So you don't have to worry about did I close it on the 28th or 29th, just put in September, and it closes. If you put in the month, it's gonna close at the end of the month for you.

0:34:08.4 WS: So, that's really helpful. In a similar vein, there's kind of a follow-up question around, "What if the project closes but you haven't expended all the funds for that project?" Maybe it closed in August, and we're at September 30th, and then you haven't taken all the expenses out for that?

0:34:27.3 MB: So that's okay. You can do that. You will close the project and stop bringing in the bundles and still be able to charge those expenditures on your financial information form. You can use the additional comments form to say to HUD you've done that. So in the quarter that you had to draw funding that you don't have a bundle upload for, you would say in the additional comments, why. The people that review your forms see those additional comments first when they're reviewing the form, they're like on the top of their review page. So, if you put a comment there, they should be seeing that first and they should take that into account as they're reviewing your stuff, so that they don't throw it back to you to say, well, you said you expended money on shelter but you don't have any shelter bundles. That's fine.

0:35:30.0 WS: Yeah, that actually... It's just a little bit of what Micah's follow-up question was around closing projects and timing, so it's helpful to kind of think through, what happens when you close a project? At that point, do you stop reporting on it, if it's your only shelter, do you in step one, uncheck a box for shelter, how does it play out when you close a project?

0:35:58.2 MB: So those check boxes just start the reporting process. And some of you have seen, I

showed you, it creates an almost a cheat sheet for the HUD reviewer to see that you actually put in the things that you have to, like if you said you had shelter that there's a shelter bundle and there's shelter cumulative cost. The review form won't get messed up, because that's... Emergency shelter's still checked when you stopped funding the shelters. Sage is looking at the cumulative, so it knows that you actually did fund the shelter, and that that was right before, but is not gonna look at... We can't look down at the nitty-gritty of what specifically you're doing, so you're okay. The reporting requirements form does not need to get turned off; it just needs to get turned on when you start funding a project. In fact, you can't turn it off, it's locked.

0:37:02.5 WS: Yep, it's just important to remember that this report syncs in terms of both the beginning of the grant, so cumulative, as well as this quarter, and those boxes are really, really pegged to that cumulative principal. So yep, don't uncheck boxes unless you incorrectly checked them in the first place. And you'll need a little bit of help to do that, so you'd have to go through the AAQ for that. Another question, a question from Hope around, what if multiple people or the same people are served in multiple projects? So I'm gonna take a first stab at this one. The short answer on that is, this is why we are using HMIS. If those people are served in the same project type, they're all being served in shelter, which is certainly possible, you could have the same person served in five different shelters. You should be running your reports on all of your shelters within the HMIS that you're pulling your data in to avoid the duplication as much as possible.

0:38:07.7 WS: Where would we expect some duplication within a project type? That would be if you're serving, maybe a person is served by a victim service provider, as well as a non-victim service provider. We wouldn't be able to see the difference there, and we acknowledge that that's possible, and we accept that in order to safely protect the people being served in victim service provider shelters. So we're okay with that. We also might see some duplication across project types. A person served in shelter, we hope, is also served in Rapid Re-housing, so we would expect that it would show up in both places, and we are definitely comfortable with that as well. So we understand that. We actually don't report some aggregate number of everyone served. We actually report typically by project types, when we speak to the Hill or others, because we have this knowledge of duplication across project types. So it's a great, a great question. I saw another question around, "Are these materials gonna be available in the future?" Yes, we absolutely plan on publishing all the resources here. If you need things now, look at the guide that is already published. It has most of the content of the slides. That's also in Sage, so you should be able to access it. But we will post this recording and it will be available for everyone.

0:39:31.4 WS: Let's see. Marlisa, did you see any questions? There are a lot more questions. I haven't been able to scroll through all of them. Is there any that popped up for you that you want to address that you saw earlier?

0:39:41.9 MG: Yeah, there was one asking about whether or not you can estimate expenditures if funds haven't been expended yet, prior to the reporting end date? And no, that shouldn't be done. Just to reiterate, though, expenditures do not necessarily have to be funds that are drawn down out of IDIS. If you have a sub-recipient, like a provider that has fronted the money, covered the costs and is awaiting reimbursement, but the reimbursement hasn't happened yet, that incurred cost, that accrual, is considered an expenditure, that can be reported. And I know that today is the expenditure deadline for the 20% threshold. Continue to spend. Do not take a moment to put your foot off the gas pedal because we're gonna be waiting until the QPRs are submitted by October 30th to look at what you all have expended through September 30th. So HUD is not restricting access to funds. So

even if you're not at 20% right now, continue to draw down, and there's nothing preventing you by October 30th from continuing to try to meet that 20% threshold through draws. So you could do it through expenditures, you could do it through draws. So just keep spending as much as you can. Be strategic. Don't spend it on anything, on any old activity. But don't stop what you're doing.

0:41:27.4 MB: So if I could just follow that just a second. I know that some of you think that if you don't have an invoice from a provider, then you can't bill it down, and if you've got a verbal from the providers saying, "Yeah, we spent $100 on essential services this quarter," you would call that an estimate. That you wanna report, that kind of estimate you wanna report, you just don't wanna make it up out of the blue. If they said they spent it and told you they spent it on the phone or sent you an email that they spent it, but it is not on the correct form, it hasn't gone through your whole process, then we don't want you to make it up. So it's kind of... Kinda gotta touch and balance on that a little bit.

0:42:23.8 WS: Yep, and we keep raising this because, as Marlisa said, "This is just so important." We've even saw in the chat here, "Are we gonna change or extend deadlines on expenditure deadlines?" The short answer is, there's no plan right now to change any of those deadlines. And so if you barely made the 20% deadline today, which we'll use this report to do, that 80% is gonna come real fast in March. You're gonna wanna make sure you're spending down, and this report is key, right? We're not looking for your draws to determine that 80% in March. We'll look at your expenditure. So we wanna make sure right now you understand what that means so we can get that right when it comes to the reporting and analyzing how you're meeting or not meeting the expenditure deadline. So a really important concept there, which I know you're all feeling, so we appreciate that.

0:43:23.0 WS: I had a question for you, Michelle, from Sonia, about bundling. So I'm gonna read it. It's a little convoluted to read, so if you wanna look for it in the chat, as well, it's by Sonia Carnevale. So she says, "In our first three reports, we created two bundles, then we added an outreach, and I'm having a hard time editing and creating a new bundle. In the instructions, I see a button to add an additional bundle. In my screen, there's no button. I only see a "delete bundle". Do I have to delete and create from scratch all the bundles for the fourth quarter?"

0:44:00.0 MB: I'm assuming that you've already sent your bundles out to be... That that's the problem. That you sent the bundles out to the HMIS leads and then you tried to add a project. You can't add a project once they're already sent out. So just delete the bundles, no harm, no foul. It's not reporting time yet, right? So they couldn't report until... We wouldn't let them upload until the 4th anyhow, three business days later. So you're fine. Go ahead and delete those bundles, add your project, send the bundles out again. You can't see the "Create bundles," you can't see the "Create a project" if the bundles are not there, or are already out.

0:44:47.7 WS: Perfect. I've been seeing some follow-up questions on the waiver concept. And knowing some waivers expire today, some expire December 31st, others [0:44:57.9] ____ request for, is there a list or an ask for that? I am not aware, unfortunately, of a list that's currently published, although, Marlisa, you may know. Do we have a list that's out there that kind of throws that down in one place?

0:45:12.1 MG: We are working on finalizing it and getting it up as soon as we can. It's a waiver matrix summary, so it actually only lists the ESG-CV waivers, but there is another resource that we

can update and post, which also includes the CoC waivers. We can work on that.

0:45:36.6 WS: Right. Thanks, Marlisa. Another bundling question, Michelle. If you have a day shelter and an emergency shelter, can that be bundled in the same shelter project?

0:45:51.2 MB: Yeah, Sage will take a bundle by component, so if you have a day shelter, you've got a grandfathered transitional housing program and you've got an emergency shelter, Sage will take those all in the emergency shelter component. You don't have to worry about the project type being different. And I saw the one about PDDEs for temporary emergency shelter. There's no PDDE for that. Just label it emergency shelter entry/exit or night by night, whichever it is.

0:46:30.0 WS: Perfect. I'm seeing at least two HMIS questions here. So one question from Tiana has to do with, "If you're serving somebody in a Rapid Re-housing project and then you give them an incentive, how do you account for that in HMIS?" The short answer is, you don't have to account for the incentive piece in HMIS. We know that they're already being counted by virtue of you serving them in the Rapid Re-housing project in the other capacity, so we don't require it. Again, that was intentional to give you guys a break on the data collection side, and again, we think we'll get that information through that other project. Jack asked the question around HMIS and references in HMIS to temporary emergency shelter versus shelter. The short answer to that is there's no requirement from HUD to make a distinguishing mark or naming convention or some sort of way to call it out within HMIS. We are seeing some communities are choosing their own way to distinguish temporary emergency shelter from emergency shelter, but that is a local choice or community choice within the local HMIS. There's no requirement for some sort of distinguishing piece within HMIS. Alright, I know there are more questions. I don't know, Marlisa, if you saw another one that you wanna raise while I scroll down a little further.

0:48:06.3 MG: I am taking a look too, to make sure that we didn't miss anything.

0:48:14.5 MB: I'm gonna answer this. Should I end this? I had a sub-sub change, and should I end the project and change it? No, please don't end the project and change it. If it's driving you nuts that it's the wrong project, sub-sub-recipient on your report, if you send me a note to the AAQ and ask me to change the project name there and tell me that it's because the sub-sub changed, I'll change it and put a note for you in the comments in that note box to just reference that it was changed on some date. So I can change it for you on the back end if it's really driving you nuts, but it doesn't matter to HUD, it doesn't matter for reporting that the name is the same.

0:49:04.1 WS: Right. Thank you. I had another question around the availability of the slides and timing. I can't guarantee anything on timing, but typically it comes out about a week to two weeks after, but usually about a week after. So no guarantee there, but we certainly are trying to get the materials out as fast as possible. Marlisa, do you wanna look? Micah had a question around landlord incentives in EHV. I'm gonna go to another question while you look at that. Lan asked a question around victim service providers and are they required to report in the system? The short answer is yes.

0:49:41.5 WS: If you get the money to serve people through ESG-CV, and that could be in shelter or Rapid Re-housing, you'll follow the same rules as everyone else in data collection, except you will be collecting that data in a comparable database. So you won't collect that in HMIS if you're a victim service provider, but you will in a comparable database. And you, like everyone else, will

provide an aggregate report. It won't be aggregated with the rest of the HMIS data, right? You'll just submit as the sub, as the victim service provider, you'll submit your own CSV files to account for the people served in your project. But again, you won't provide any confidential data. It's all provided at the aggregate level. Marlisa, did you have a chance to look at Micah's question around EHV and landlord incentives?

0:50:32.5 MG: I did. And so, for landlord incentives, you can fund that under either Rapid Re-housing or homelessness prevention, and it has its own budget line item under either of those categories. So if you're funding it under Rapid Re-housing, you would report it as a landlord incentive under Rapid Re-housing. If you're providing it under prevention, then you would do... And again, that's really limited cases when you'd be using a landlord incentive to re-house someone into a new unit under prevention, but it can happen, and that would be reported under services under prevention. And I do believe, I'm always fuzzy on this, but I do believe that there is a narrative associated with that. Does that sound right, Michelle? Lan?

0:51:19.3 MB: Yeah, I was just looking. I knew you were gonna ask, [chuckle] [0:51:22.3] _____ gonna look. So we want you to know that it's as complicated for us to remember, is there a narrative or not, as it is for you.

0:51:37.1 MG: I believe there is, being that it's a unique activity.

0:51:41.2 MB: Yes, there is. There's a narrative for temporary shelters, the different kinds, training, hazard pay, the combined handwashing stations, bathrooms, laundry, landlord incentive, volunteer incentive, community-wide transportation for vaccination or testing, vaccine incentives and COVID entry, COVID enhancements... Coordinated entry COVID enhancements.

0:52:18.2 WS: That's great. Alright, I see another question here from Carrie about, what a brief example of a narrative would be. I'm actually very glad you asked that. We actually have a character limit there, both on the minimum side and the maximum side. And it is funny how many actually fail on the minimum side. It's a 50-character limit and that's 12 words, right? So it's not that many. Just need to get a sense from the narrative of how you spent the money, like what activities did you spend it on? It doesn't have to be in great detail. And how that relates to COVID. So one example would be, if you did laundry services in the context of street outreach, you would say, "We added these laundry facilities." If it's one, you say one. If it's five, you say five...

0:53:08.9 WS: Within our community, and those facilities were specifically to address those people experiencing unsheltered homelessness who don't otherwise have access and may be choosing to stay in an unsheltered situation because they are afraid of COVID. Something to that effect, something that gives us the sense that you have the activities and you're choosing to do the activities partly due to COVID. So that's the key there. I don't know, Marlisa or Michelle, would you add to that in terms of the narrative?

0:53:43.3 MB: No. My sense is that folks are either going way overboard or under the 12 words, so some happy medium there would be nice. You don't have to carry on in great detail. We don't need to know that, but...

0:54:02.4 WS: Right, right. And it's actually always good just to throw it in Word, and mess around with it, and then when you get to around the character limits, one way or the other, you can just

copy and paste in. Micah asked a follow-up question just for clarification around the landlord incentive and do you need to do any sort of HMIS upload? No. Right? So to confirm, you will not do a unique HMIS upload for landlord incentives. You will do a narrative, as we spoke about earlier, but yeah, no special HMIS requirement there. Marlisa, this question from Cat might be for you. Do emergency shelter building renovations qualify as a unique activity, and so also will require a narrative?

0:54:53.5 MG: No. That is just a regular eligible activity that we typically fund under emergency shelter, so it does have its own line item, but it's not considered a unique activity.

0:55:10.3 MB: Unless it's for temporary emergency shelter, then if it was renovation of real property for a temporary shelter, then you would do a narrative, but if it's for the regular shelter, no.

0:55:29.5 WS: Alright, are there any questions that we may have missed?

[pause]

0:55:48.1 WS: I'm not sure that I saw anything new, but we love your questions. Very much appreciate them. We still have four minutes, so if someone wants to sneak in another question, we are very happy to answer that. And again, we're very appreciative of all the great work you guys do. It's not easy. Capacity constraints are insane right now, and we really appreciate all that you're doing there. Cat asked the following question around HMIS and landlord incentives. So I'll just read it out. Landlord incentive under a Rapid Re-housing component, no HMIS required, even if we can tie the client to the project.

0:56:26.4 WS: So the clarification here is you're not collecting data purely because somebody's giving a landlord incentive. You would be collecting the data based on other services, so if you were providing Rapid Re-Housing to somebody, you will be tracking for the purposes of HMIS data collection. You will be doing the normal HMIS data collection you would do for other folks in Rapid Re-housing. But if somebody is only giving landlord incentives and no other assistance through the ESG-CV grant, we do not actually require you to do any special data collection there. So that's the real key there is we're just collecting any information on people who only get landlord incentives. We're really only getting that information through the narrative. So a good example of a narrative would be, we served 50 households with landlord incentives to prevent or to help them as they stay away from the threat of COVID-19. Alright? Something simple like that.

0:57:33.1 WS: But that's the key there. Does that make more sense? Oh. I see that, I think clarified. Let's see, another question. Are there additional approvals required from HUD to utilize the waivers? So actually, Marlisa, you might be the best to answer that.

0:57:54.8 MG: Yes, so I'm just about to post... Ooh, and I didn't finish that one. Okay, so I posted a hyperlink to the notice that includes the HOP1 CoC waivers. There is a notification process to use those, so you do need to notify your field office ahead of time. But what I mean is in that comment is not for those waivers in the ESG-CV notice, you'll notice in the notice that there's no notification required. [chuckle] So you can just go ahead and use those. Make sure that you document, maintain all your record-keeping requirements, but no specific notification required before you use those.

0:58:47.6 WS: Perfect. Micah's question, this probably might be the last question we get, and he

clarifies it may end up being an EHV question. Is it necessary for the landlord incentive, I'm assuming that this would be funded through ESG-CV, to be captured in HMIS for EHV reporting? So if that landlord incentive is being paid for with ESG-CV, you won't do any unique data collection unless you're providing other services through ESG-CV. For EHV reporting, I am not aware that you'll do any unique reporting for them in the PIC-NG system, for instance. So I think the short answer to your question, Micah, is no.

0:59:38.4 MB: William, will you tell people what EHV is, please?

0:59:42.3 WS: Oh yeah, great point. EHV, Emergency Housing Vouchers. That's the program funded through... Well, really, the funding goes through your Public Housing Authorities, your PHAs. Great program. We love to see you guys pairing the money with that as much as possible. I see we are at time. Again, thank you all very much. Thanks, Michelle and Marlisa, and Becka also helping us with questions. And Cherita and Lola for helping us get this all set up. Really again, appreciate all of you and look forward to seeing...