ESG-CV

Quarterly Reporting Office Hours

State/Territory Recipients – December 10, 2020

City/County Recipients – December 16, 2020

Call in

If you are having audio difficulty using your computer, please call in using one of the following phone numbers:
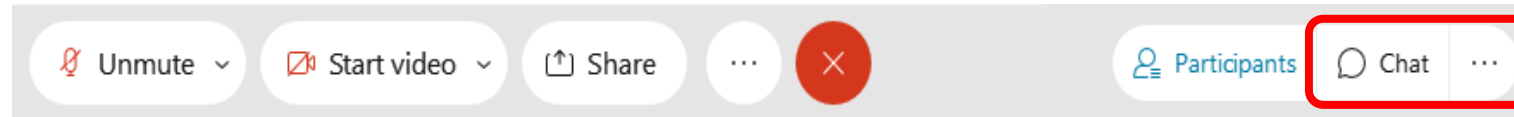
US Toll free
+1-855-797-9485

US Toll
+1-415-655-0002

Access code on Thursday, December 10: 178 551 7643
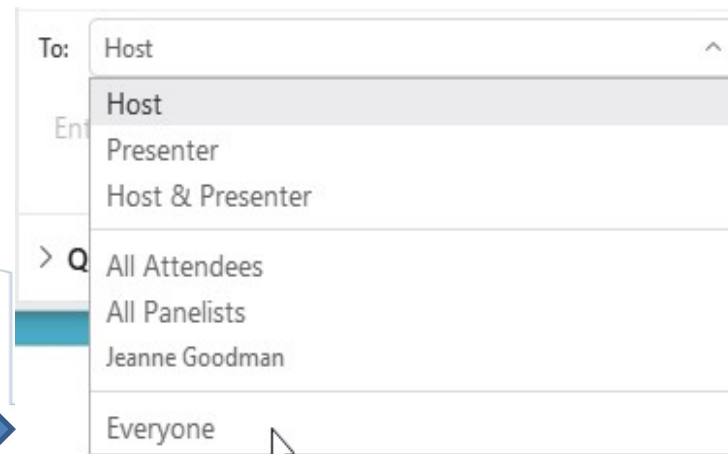Access code for Wednesday, December 16: 178 748 3888

Using the Chat Function

Questions will be taken throughout the training using the Chat Function in Webex.
To ask a question:

Select the Chat icon to make a comment or ask a question.

Be certain the To field is set to **Everyone**

A recording of today's session, along with the slide deck will be posted to the HUD Exchange within 2 to 3 business days.

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.
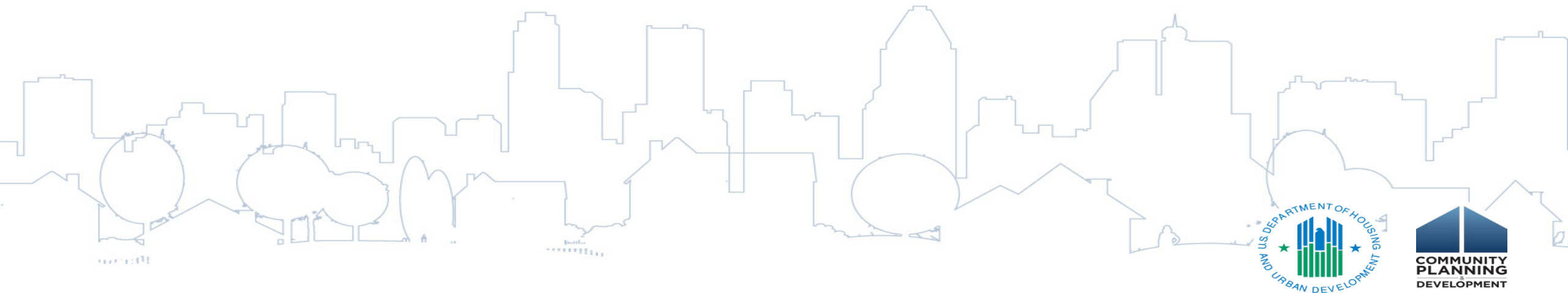
Assisted by:

- Abt Associates – WebEx management and coordination
- PCL and Abt Associates for Q/A support

Learning Objectives
ESG-CV Reporting Q1

The objective of today's webinar is to provide recipients of ESG-CV funding up-to-date information on reporting for Q1 in Sage.

Roles

RECIPIENT – The city, county, state or territory who receives funding from HUD; Reports for funding in Sage.

SUBRECIPIENT – The entity contracted with the recipient to provide services or be a pass-through of funding for a community.

SUB-SUBRECIPIENT – If the community has a subrecipient who is a pass-through agent, the sub-subrecipient is the service provider (e.g. entity that provides shelter, etc.).

HMIS LEAD CONTACT – The person at the Agency that oversees the HMIS implementation and is responsible for generating the report information from HMIS.

VICTIM SERVICE PROVIDER (VSP) CONTACT – A person from the VSP subrecipient agency (who cannot enter data into HMIS) that will generate the report information from the comparable database system.

Generate the bundles that Sage identifies need to be created based on the recipient's data about projects in their report.

Dashboard Reporting Indicators

ESG-CV Program

Date Recipient Started ESG-CV: 8/1/2020

Go to Report	Quarterly Start Date	Quarterly End Date	Cumulative Start Date	Cumulative End Date	Due Date	Quarterly CSV Uploads	Cumulative CSV Uploads	Status	Submission Date
🚀 Launchpad	1/21/2020	9/30/2020	n/a	n/a	12/15/2020	3 needed, 2 received		▶ In Progress	
(not available yet)	10/1/2020	12/31/2020	8/1/2020	12/31/2020	1/30/2021				
(not available yet)	1/1/2021	3/31/2021	8/1/2020	3/31/2021	4/30/2021				

If the Launchpad for the Initial Report shows the status as "In Progress" or "Not Started," you must complete and submit the initial report before you can generate the Q1 report.

ESG-CV Program

Go to Report	Quarterly Start Date	Quarterly End Date	Cumulative Start Date	Cumulative End Date	Due Date	Quarterly CSV Uploads	Cumulative CSV Uploads	Status	Submission Date
🚀 Launchpad	1/21/2020	9/30/2020	n/a	n/a	10/30/2020			◯ Not Started	
(not available yet)	10/1/2020	12/31/2020		12/31/2020	1/30/2021				

Reporting Requirements Form

Date 12/3/2020

Have you executed your ESG-CV Grant Agreement? Yes ∨

Have you made any expenditures? Yes ∨

☑ HMIS   ☐ Training   ☐ Temporary Emergency Shelter

☑ Admin   ☐ Hazard Pay   ☑ Emergency Shelter

Identify the expenditures made to date   ☐ Handwashing Stations & Portable Bathrooms   ☐ Street Outreach

☐ Landlord Incentives   ☑ Rapid Re-Housing

☐ Volunteer Incentives   ☐ Homelessness Prevention

What you'll have to do in Sage:

- SAVE THIS FORM!
- Complete steps 1 thorugh 8
- Sign and submit

SAVE

Projects Missing in the Initial Report

IF a project was missing in the Initial Report AND a report was filed with HUD for the Initial Period:

NOW IN Q1

1. Add the project to Step 3 – Identify ESG-CV Funded Project. The missing project should be identified as having started on the date of the recipient's "report start date." The top date on the dropdown menu.
2. In Step 3a, provide a brief narrative to explain why there are projects newly-entered in this submission, which started in the previous period and were not reported then.
3. Add the expenditures for this project on the Financial Form with other expenditures for "This Quarter."
4. The new project's data will be run in the "cumulative bundle"; the recipient will not have to redo data from the Initial Period.

Late Starting Projects

IF a new project begins activities in this quarter (Q1):

NOW IN Q1

1. Add the project to Step 3 – Identify ESG-CV Funded Project. The missing project should be identified as having started during one of the months in the reporting period. (All projects are set in Sage to begin the 1st of each month.)

Select a component tab & click "Add" for each project to be included then move to the next tab.

Emergency Shelter (CV)	Emergency Shelter Temporary	Street Outreach	Rapid Re-Housing	Homelessness Prevention	👁 VIEW ALL PROJECTS

Enter only the Emergency Shelters funded with ESG-CV that provide essential services, operating or renovation expenses (not solely Unique Activities). These may include HMIS Project types:
1 - Emergency Shelter; 11- Day Shelter or 2 Transitional Housing (only if previously grandfathered by ESG)

Select one...
7/1/2020
Oct 2020
Nov 2020
Dec 2020

➕ **Add New Project**

Subrecipient	Sub-Subrecipient	Project Name	Optional Tags	HMIS/VSP ID		End Date	Bundle Name
New in Q1 ▾	▾	Project Name		Select one... ▾	Select one... ▾	Ongoing ▾	

Projects that have Ended (Early Enders)

IF a project previously ended or ended during the reporting period:

THEN

1. Find the project listed in Step 3 with the active projects.
2. Click "PROJECT ENDED" on the row the project is listed on.

Subrecipient	Sub-Subrecipient	Project Name	Optional Tags	HMIS/VSP ID	Report Start Date	End Date	Bundle Name	Action
Subrecipient name		Project Name		KBHRS	7/1/2020	Ongoing		☒ PROJECT ENDED

3. Set the month the project ended. (All projects are set in Sage to end on the last day of the month they ended.)

Enter only the Homelessness Prevention projects funded with ESG-CV. If an HP project closes, mark it CLOSED. It should no longer be active in the HMIS. ...ger be included in the quarterly report but will continue to be included in the Cumulative Report.

Ongoing
Jul 2020
Aug 2020
Sep 2020
Oct 2020
Nov 2020
Dec 2020

➕ Add New Project

Subrecipient	Sub-Subrecipient	Project Name	Optional Tags	HMIS/VSP ID	Report Start Date		Bundle Name	Action
Subrecipient name		Project Name		KBHRS	7/1/2020	Ongoing ⌄		↺ UNDO

Financial Information

1. The financial report in Sage identifies funds *expended,* **not** funds *drawn* from IDIS.
2. To be listed as an expenditure, the recipient does not need to have paid (reimbursed) the subrecipient or drawn funds from IDIS. All expenditures made by the recipient or subrecipients for the reporting period are included in the ESG-CV Report. Recipients will need to develop their own process for how subrecipients submit their expenditure data to them in time to fulfill the ESG-CV quarterly reporting process.
3. The total of reported funds expended may exceed the total funds drawn as reflected in IDIS.

To be able to report financial information, HUD recommends the recipient require subrecipients to submit financial reports to them on a regular basis (e.g. monthly).

For months following the end of a quarter, HUD recommends that recipients require all subrecipients to submit their financial data to them no later than the 15th of the month (e.g. January 15, 2021).

This should give the recipient sufficient time to aggregate the financial data to meet the submission deadline to HUD.

Bundles

One bundle = project(s) in the same component, with the same start/end dates, from a single HMIS or VSP comparable database system. Each project must be in a bundle.

Note: A "bundle" can include a single project or multiple projects.

Beginning in Q1 projects will be included in two bundles:
   ❖ Quarterly bundles – report activities provided in only the quarter being reported on
   ❖ Cumulative bundles – report all persons ever served with ESG-CV funding

Sage will put the projects in the correct bundles based on the reporting start dates identified and the end date of projects given.

When the recipient sends the email from Sage with the HMIS/VSP portal link to the HMIS/VSP contact, the contact will be able to indicate which projects go into a bundle and the date range for which the report should be generated.

Suggested Timeline

Day 5

- **RECIPIENT:** All projects are entered into Sage, reviewed, and requests for bundles sent – by the 15th day.

Day 6-9

- **HMIS/VSP:** Check to be sure the projects are yours and are still operating in your system. Contact the recipient if there is an issue ASAP.

Day 10-15

- **HMIS/VSP:** Upload period.

Day 20

- **SUBRECIPIENT:** Financial expenditures are due to the recipient.

Day 20-29

- **RECIPIENT:** Makes corrections as necessary and complete all forms in ESG-CV Report in Sage.

Day 30 -- DEADLINE

- **RECIPIENT**: Report is complete, reviewed for correctness, and signed and submitted to HUD.

Mistakes to Avoid

1. Ensure the HMIS/VSP Contact Form is completed correctly:
   - Contacts are not subrecipients unless they are the VSP.
   - Contacts are not the person completing the report. Recipients should not make themselves the contact.

2. Avoid late submissions:
   - Send your bundle requests early enough to allow for the 3-day hold, and give time for the HMIS/VSP Contact to generate the report.
   - Gather expenditure information from in-house sources (e.g. admin) AND subrecipients.
   - Make sure there is a Data Entry/Account Admin user in Sage who can submit the report. (Use the "Users at an Entity" report to check your users.)
   - Start the report NOW.

3. Check your projects list twice before sending the bundle requests out.

Ask A Question

Ask A Question

Step 2 of 2   2 of 2

*My question is related to:

-- SELECT --

-- SELECT --

Programs

BRAC: Base Realignment and Closure

CDBG-CV: CDBG-CV

CoC: Continuum of Care Program

ESG: Emergency Solutions Grants

HOPWA: Housing Opportunities for Persons With AIDS

NSP: Neighborhood Stabilization Program

Title V

Reporting Systems

CNA e-Tool: Capital Needs Assessment (CNA) e-Tool

DRGR: Disaster Recovery Grant Reporting System

e-snaps

ConPlan: eCon Planning Suite

HMIS: Homeless Management Information Systems

HDX: Homelessness Data Exchange (including AHAR, HIC, LSA, PDX, PIT, Stella, Sys PM)

HEROS: HUD Environmental Review Online System (HEROS)

IDIS: Integrated Disbursement and Information System

Sage: Sage

The AAQ on the HUD Exchange can assist with any reporting concerns in Sage. Select Sage in Step 2 to have your questions sent to the correct desk.

- To ensure a timely response, please provide complete information about what the issue is:
  - If a project needs to be removed from a bundle in order to be corrected, please reference the bundle name and project(s) that need to be deleted.
  - If Sage is showing an error, please provide a screenshot of the error, or copy and paste the error name into the AAQ.
  - If having issues uploading a file, please explain which files you are attempting to send (e.g. CAPER, APR, an export from your CDS) and give the name of the person the link for uploading was sent to.
- For more complex issues, please provide a phone number where you can be reached.

Questions and Answers
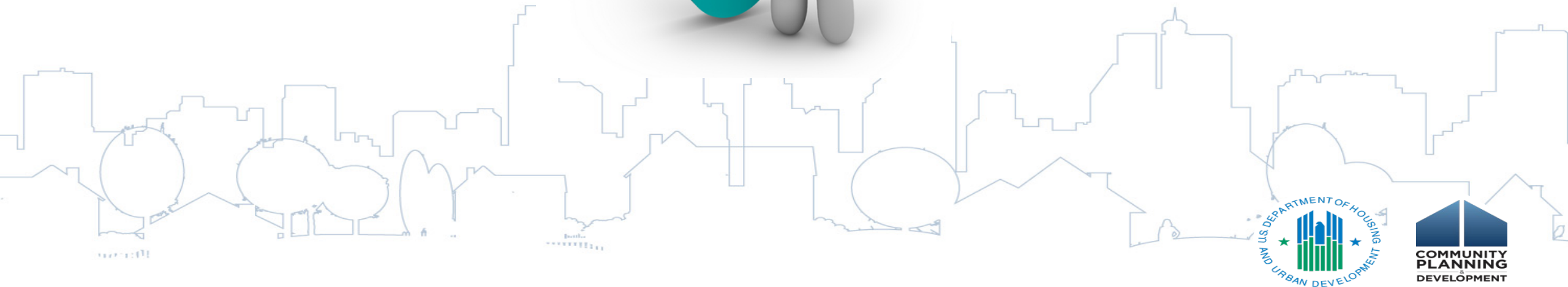
Additional Resources

For more information on

Homeless Emergency Solutions Grant (ESG-CV)

Go to: https://www.hud.gov/program_offices/comm_planning/homeless_esg_covid-19

To access recordings of the ESG-CV Report training

Go to: https://www.hudexchange.info/trainings/courses/esg-cv-reporting-requirements-training-series-for-state-territory-esg-recipients/

Disease Risks and Homelessness and all HUD Exchange COVID-19 resource links

Go to: https://www.hudexchange.info/homelessness-assistance/diseases/