



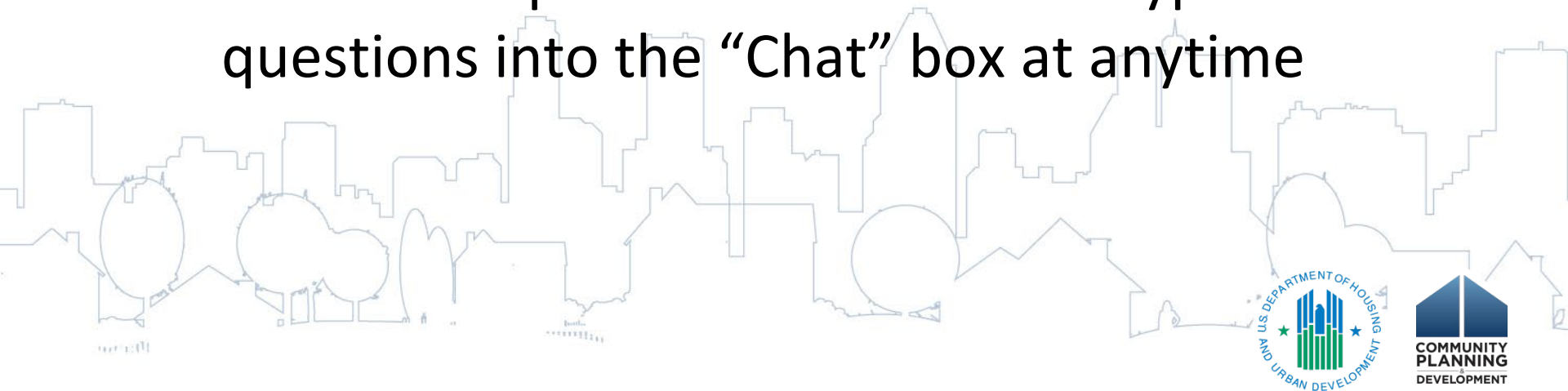
# ESG-CV Recipient Office Hours: Strategies for Meeting the June 16, 2022 IDIS Deadline

May 18, 2022



# Logistics

- All participants are muted
- A recording of today's session, along with the slide deck and a copy of the Chat and Q&A will be posted to the HUD Exchange within 2-3 business days
- Please ask questions! Feel free to type questions into the "Chat" box at anytime



# Presenters & Behind the Scenes

## Presenters

Marlisa Grogan, Office of  
Special Needs Assistance  
Program (SNAPS),  
[marlisa.m.grogan@hud.gov](mailto:marlisa.m.grogan@hud.gov)

Heidi Schilpp, Cloudburst,  
[heidi.schilpp@cloudburstgroup.com](mailto:heidi.schilpp@cloudburstgroup.com)

Nora Lally, Homebase,  
[noral@homebaseccc.org](mailto:noral@homebaseccc.org)

## Behind the Scenes

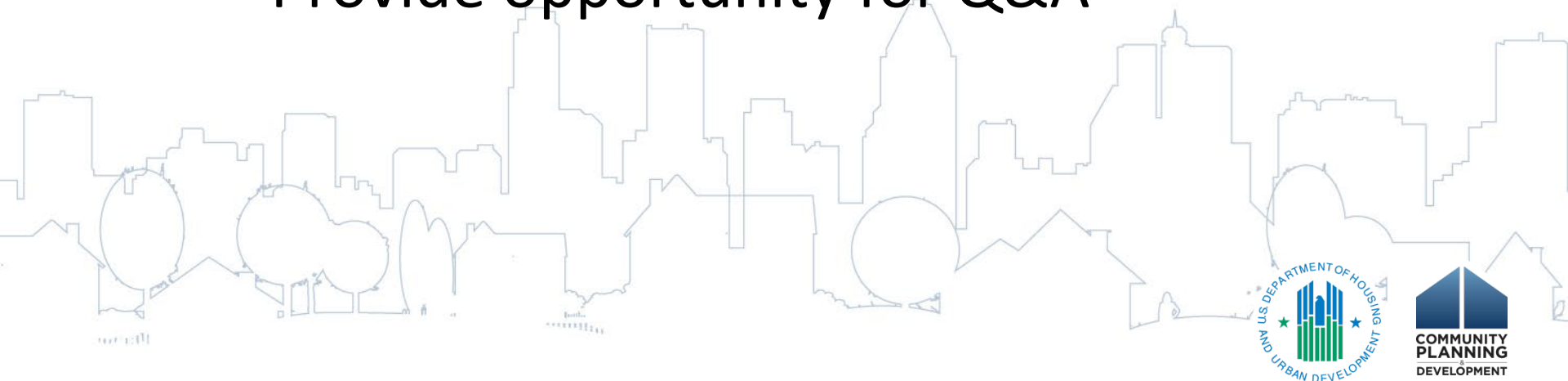
- Jennifer Belance, HUD
- Taylor Kiely, HUD
- Amy Yuhasz, HUD
- Chris Andrews, MGD Associates, Inc.
- Tee Baker, Abt Associates
- Andre Brickhouse, Corporate Facts
- Alicia Lehmer, Homebase
- Dusty Olson, Abt Associates



# Webinar Objectives

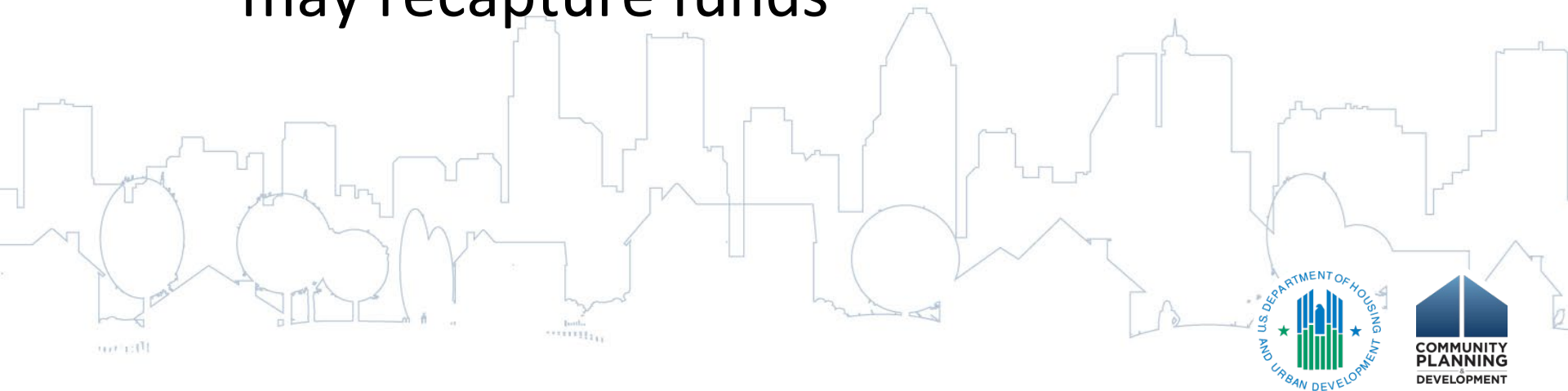
Support ESG-CV recipients:

- Meet the 6/16/2022 deadline of 50% of ESG-CV funds drawn from IDIS
- Develop strategies to maximize amount and speed of draws
- Provide opportunity for Q&A



# Background

- April 2022 [Notice CPD 22-06](#) modified the ESG-CV progressive expenditure deadline
- 50% of total ESG-CV funds must be drawn from IDIS by **6/16/22** or HUD may recapture funds



# 50% Draw Deadline

To calculate the amount that must be drawn from IDIS:  
 $(\text{Total Award} - \text{Any 9/30/21 Recaptured Funds}) \times 50\% = \text{Drawn Amount}$

## **EXAMPLE (no recapture):**

Total Award: \$8,594,080

$\$8,594,080 \times 50\% = \underline{\$4,297,040}$  (50% Drawn Amount)

## **EXAMPLE (with recapture):**

Total Award: \$8,594,080

20% Reduction Amount: \$1,034,287

$(\$8,594,080 - \$1,034,287) \times 50\% = \underline{\$3,779,896.50}$  (New 50% drawn amount)



# What Can You Do to Meet the 6/16/22 Deadline?



# Expenditure Team & Action Plan

**Assemble ESG-CV expenditure team and develop action plan for communication and prioritization of ESG-CV funds**

- ✓ Include leadership, program, finance and IDIS roles
- ✓ Establish method and schedule for communication
- ✓ Share and reconcile tools for tracking all steps of ESG-CV fund request, approval and IDIS draw process
- ✓ Know the process steps and timeline for ESG-CV voucher review, approval and IDIS draw process
  - How can that process be streamlined & still ensure the same person isn't creating and approving an IDIS voucher?
  - How will ESG-CV be prioritized?





# Expenditure Team & Action Plan

Assemble ESG-CV expenditure team and develop action plan for communication and prioritization of ESG-CV funds

- Set internal deadlines, based on agreed-upon timeline, to meet June 16, 2022, deadline of having 50% of ESG-CV funds

## **DRAWN FROM IDIS**

- Work back from June 16th to set deadlines for each step



# Reconcile IDIS Draws with Approved Expenditures

## Review HUD's IDIS PR91 - ESG-CV Financial Summary

Look at ESG-CV Program Level Summary to:

- ✓ Verify that Grant Funds Drawn = the amount of approved ESG-CV expenditures
  - If not, work with finance/IDIS team to draw funds for all approved ESG-CV expenditures
- ✓ Verify that Total Grant Amount = Total Committed Funds
  - If not, coordinate program/contracting/IDIS to ensure all funds are obligated, contracted, and funded in IDIS



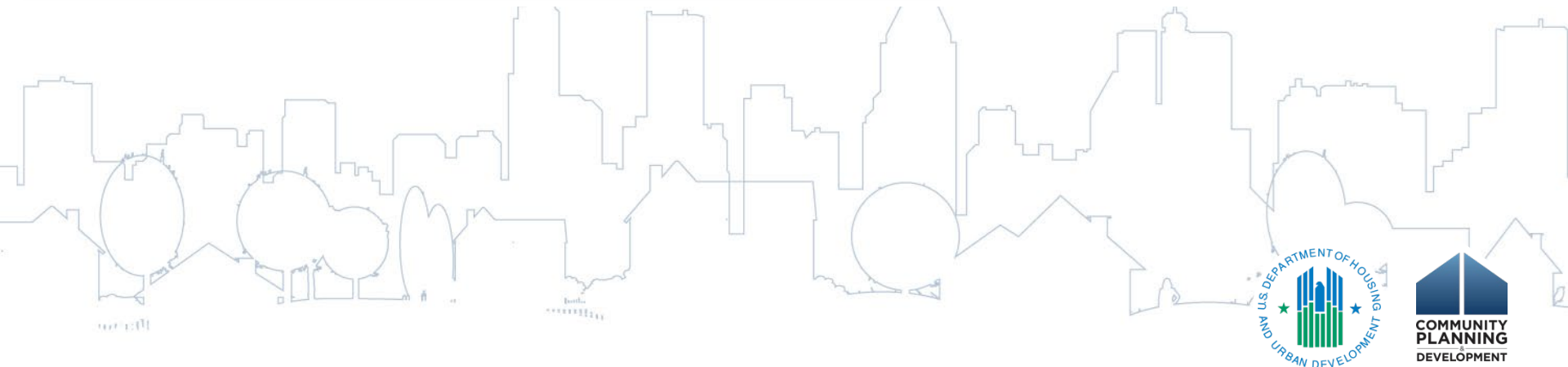
# IDIS PR91 – ESG-CV Financial Summary Report

## ESG-CV Program Level Summary

Grant Number	Total Grant Amount	Total Funds Committed	Total Funds Available to Commit	% of Grant Funds Not Committed	Grant Funds Drawn	% of Grant Funds Drawn	Available to Draw	% Remaining to Draw
	\$5,412,468.00	\$4,632,313.45	\$780,154.55	14.41%	\$2,024,089.26	37.40%	\$3,388,378.74	62.60%

## ESG-CV Program Components

Activity Type	Total Committed to Activities	% of Grant Committed	Drawn Amount	% of Grant Drawn
Street Outreach	\$25,200.00	0.47%	\$21,584.06	0.40%
Shelter	\$2,133,144.65	39.41%	\$1,930,105.09	35.66%
Homeless Prevention	\$1,447,155.00	26.74%	\$69,461.11	1.28%
Rapid Re-Housing	\$472,567.00	8.73%	\$1,551.50	0.03%
Data Collection (HMIS)	\$13,000.00	0.24%	\$0.00	0.00%
Administration	\$541,246.80	10.00%	\$1,387.50	0.03%
Funds Not Committed	\$780,154.55	14.41%	\$0.00	0.00%
Funds Remaining to Draw	\$0.00	0.00%	\$3,388,378.74	62.60%
<b>Total</b>	<b>\$5,412,468.00</b>	<b>100.00%</b>	<b>\$5,412,468.00</b>	<b>100.00%</b>



# Don't Forget About Administration

Ensure that IDIS draws for Administration are current, **especially those incurred by the recipient**



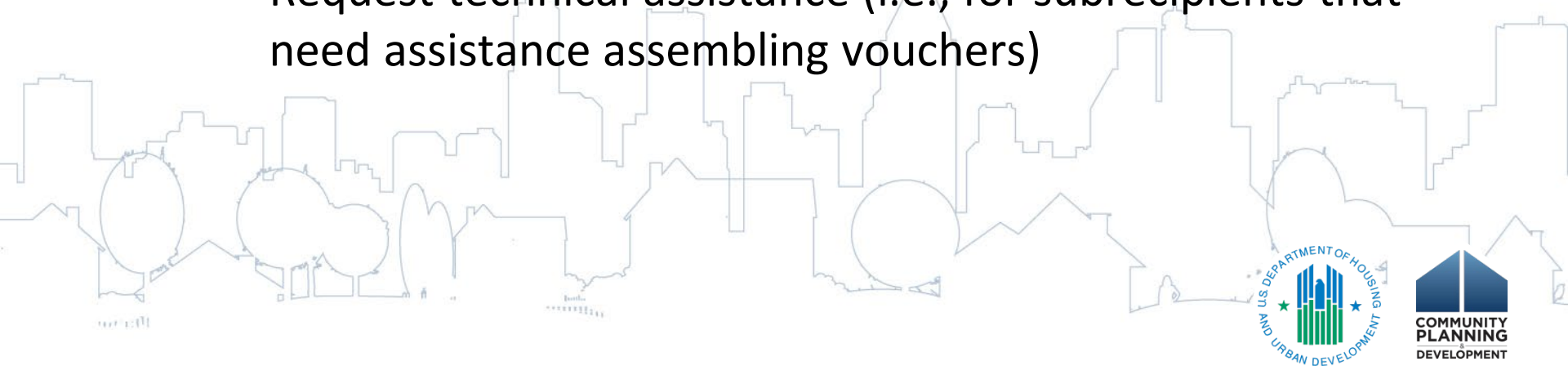
# Strategically Review ESG-CV vouchers

- ✓ Identify low-risk vouchers and process first
  - From subrecipients whose previous submissions were approved without corrections
  - For a single eligible activity
- ✓ Prioritize high-dollar vouchers
- ✓ Batch low-risk expenses across multiple vouchers (i.e., rent for program participants for whom leases have previously been reviewed)
- ✓ Request HUD technical assistance



# Review Subrecipient Expenditures

- ✓ Use internal tracking or IDIS PR91 to identify subrecipients that have met 50% vouchered target or subrecipients from which a voucher would impact expenditure rates
- ✓ Communicate with subrecipients about internal deadlines
- ✓ Work with subrecipients to identify & remove barriers for voucher submission
  - Consult with HUD Field Office for recommendations
  - Request technical assistance (i.e., for subrecipients that need assistance assembling vouchers)



# PR91 ESG Subrecipient Vouchers

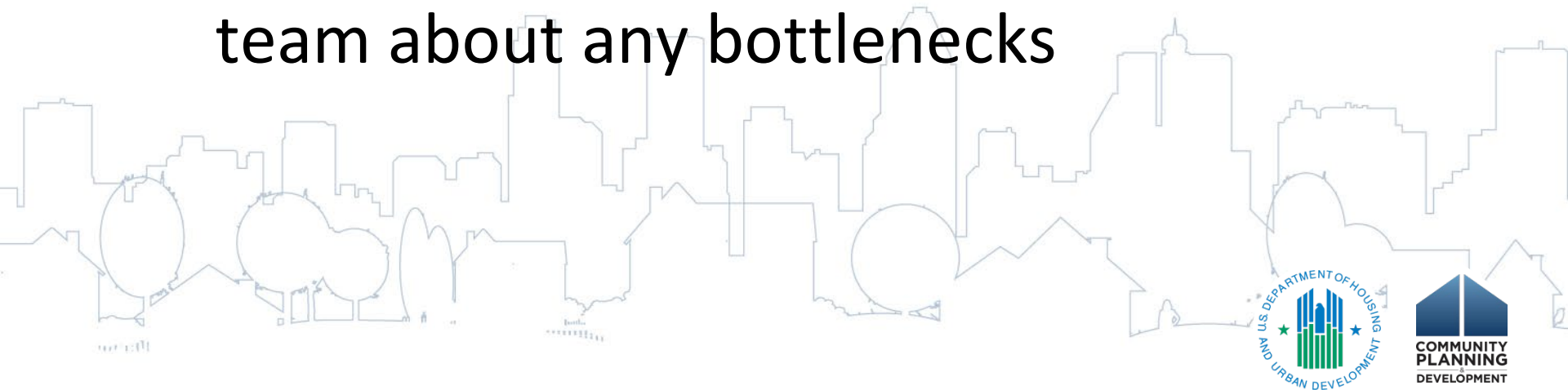
Subrecipient	Activity Type	IDIS Activity ID	Activity Name	Voucher Number	Voucher Line Item	Paid Date	Drawn Amount
Bethel Winter House	Shelter	2482	ESG20 Shelter		1	2/27/2021	\$49,231.25
					1	6/9/2021	\$352,616.77
					1	6/17/2021	\$15,405.41
					1	8/19/2021	\$38,050.32
					1	12/3/2021	\$27,047.98
					1	4/5/2022	\$148,680.52
BROTHER FRANCIS SHELTER	Administration	2484	ESG20 Administration		5	6/17/2021	\$5,000.00
					3	8/19/2021	\$379.00
					3	4/5/2022	\$12,081.25
	Shelter	2482	ESG20 Shelter		1	8/19/2021	\$32,932.88
					1	12/3/2021	\$336.00
					1	4/5/2022	\$97,994.92
	Rapid Re-Housing	2483	ESG20 Rapid Rehousing		3	6/17/2021	\$20,000.00
					2	8/19/2021	\$2,229.50
					2	12/3/2021	\$9,237.06





# Prioritize Payment and IDIS Draws for Approved ESG-CV Vouchers

- ✓ Identify the process steps for approved ESG-CV vouchers
- ✓ Agree to prioritization for ESG-CV vouchers for all steps within process
- ✓ Communicate with ESG-CV expenditure team about any bottlenecks

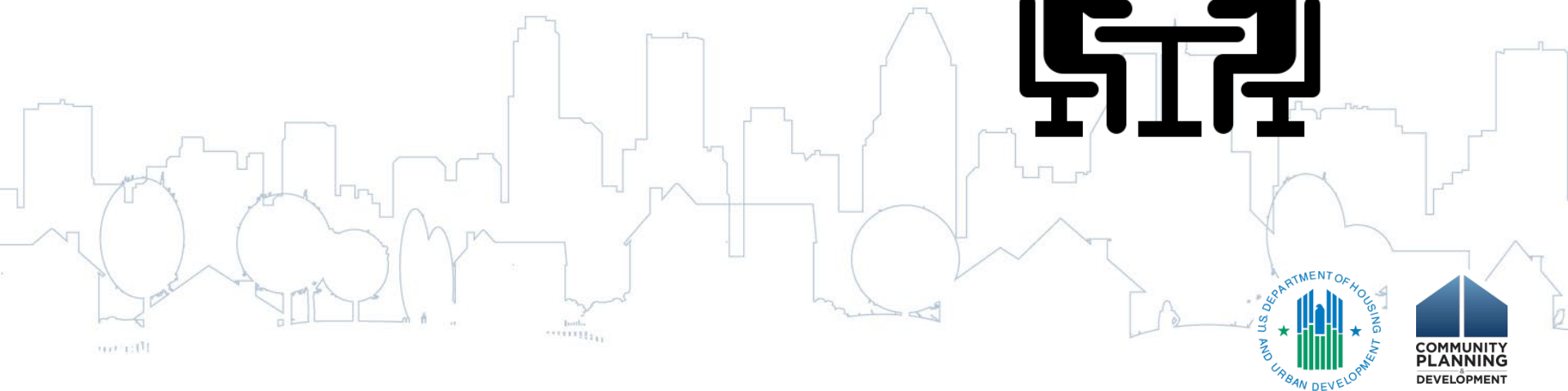
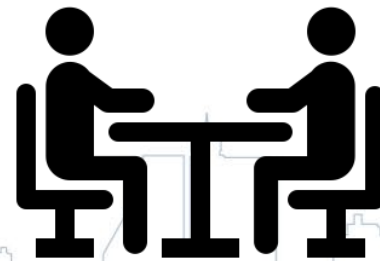




# IDIS Voucher Reminders

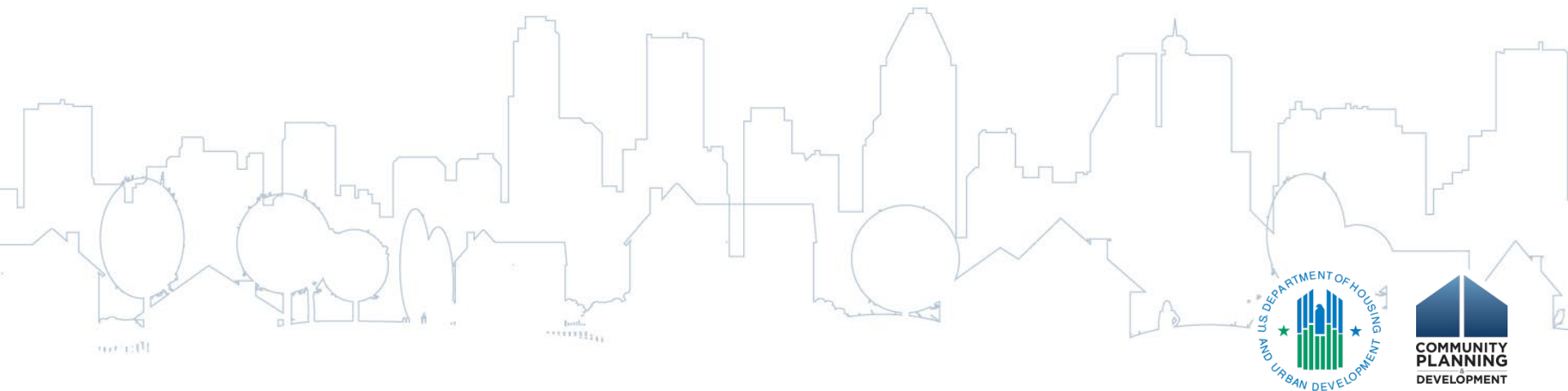
It takes **TWO** people to complete a voucher in IDIS

- Person A creates the voucher
- Person B approves the voucher
- The same person **cannot** create and approve the same voucher in IDIS



# General IDIS Reminders

- There is a **one-day lag** between information entered in IDIS and what appears on the reports. Important to keep that in mind in reviewing the PR91 Report.
- **IDIS Hours of Operation:** Monday through Saturday from 7am ET to 10pm ET



# Resources Available

- [Using IDIS Online for the Emergency Solutions Grants Program](#) (Section 7: Drawing ESG Funds, starting on page 40, Section 10: Using ESG Reports, review starting on page 74 for the PR91 ESG Subrecipients Vouchers report)
- [IDIS Setup and Draw Webinar \(for ESG-CV Grants\)](#)
- [State Recipient Office Hours](#) covers these topics:
  - Managing Grant Payments in Accordance with Applicable Rules and Requirements
  - Balancing Grant Payment Documentation (Adequate Recordkeeping) vs. Streamlined Grant Payment Process
  - Submit an IDIS Ask A Question (AAQ) for IDIS technical assistance in creating/approving a voucher



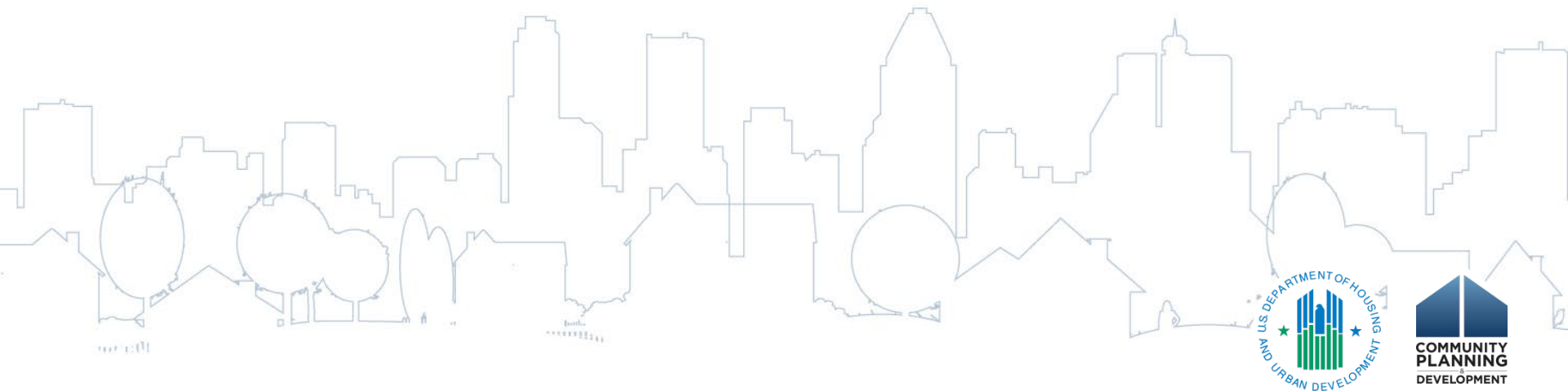
# Find Assistance

- Request TA
  - <https://www.hudexchange.info/technical-assistance/>
- HUD Exchange Ask A Question
  - <https://www.hudexchange.info/get-assistance/my-question/>
- ESG FAQs
  - <https://www.hudexchange.info/esg/faqs/>



# Find Assistance

- ESG Resources
  - <https://www.hudexchange.info/esg>
- IDIS Resources
  - <https://www.hudexchange.info/idis>



# Questions?

