



ESG-CV Report Training Part 1

For City and County Recipients – August 25, 2020

For State and Territory Recipients – August 26, 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

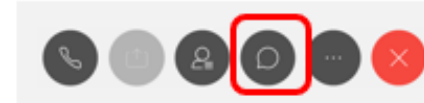
Access code: 171 990 9774



Using the Chat Function

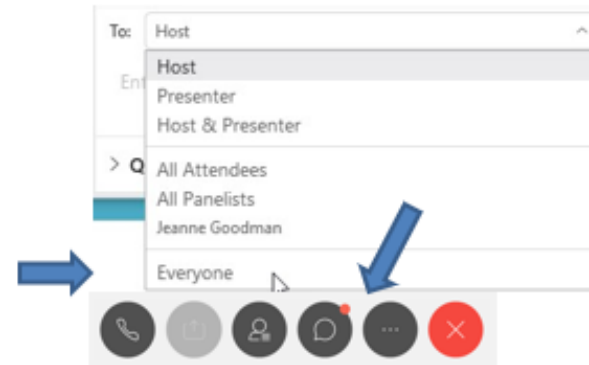
Questions will be taken throughout the training using the Chat Function in Webex.
To ask a question:

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



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

An orange dot on the Chat icon indicates that you have unread messages.



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 Part 1

The objective of today's webinar is to provide recipients of ESG-CV funds with the knowledge and information necessary to plan for reporting by:

- Providing instructions for ensuring each recipient staff have the correct access to Sage.
- Outlining basic reporting requirements
- Reviewing how components, allowable activities, and HMIS project types relate for data collection.
- Reviewing general reporting requirements.

Part 2 of this series will provide step-by-step views and instructions on using Sage.

ESG-CV in Context

ESG-CV is an unprecedented amount of funding.

It is critical that we have an understanding of the impact of this funding and be able to report this back to our communities and Congress.

Our priority is to minimize extra reporting burdens.

Additional requirements to be aware of upfront:

- Quarterly reporting
- HMIS Lead reporting (to reduce duplication)

Roles and Responsibilities for ESG

ESG= Emergency Solutions Grant

ESG-CV = Emergency Solutions Grant under the Cares Act



- **Recipient** – the unit of government who receives the ESG-CV grant (city, county, state, territory).
- **Subrecipient** – the entity who receives funding from the recipient (generally a provider but may be a “pass through” entity).
- **Sub-subrecipient** – an entity who receives funding from the subrecipient (always a housing/service provider)

Roles – Related to Data



Recipient

CONTRACTS FUNDING TO PROVIDERS
ENTERS DATA IN SAGE FOR SAGE

Direct Service Provider (Subrecipient or Sub-subrecipient)

ENTERS DATA IN HMIS OR COMPARABLE DATABASE

HMIS Lead Staff OR Victim Service Provider

GENERATES CSV REPORT FROM THE HMIS OR COMPARABLE DATABASE
AND UPLOADS TO SAGE



Recipient

RECEIVES CSV REPORTS IN SAGE, REVIEWS THE
INFORMATION & SUBMITS THE ESG-CV REPORT TO HUD

IMPLEMENTATION

HMIS Implementation = the geography that is covered by the software and entered into a single server. One software platform, one server, one policy document, one HMIS Lead (agency/entity).

- **CoC Implementation** – **one CoC** uses one software and enters all project data into one server. The CoC designates a single HMIS Lead (agency/entity).
- **Multi CoC or Regional Implementation** – **two or more CoCs** have agreed to share the HMIS system, policies, staff, and servers. Providers from all of the CoCs involved enter data into this system. Each CoC may have HMIS support staff, but a single HMIS Lead should submit the data to the Recipient.
- **Statewide Implementation** – **all CoCs in the state** have agreed to share the HMIS system, policies, staff, and servers. Providers from across the state all enter data into one system. Each CoC may have HMIS support staff, but a single HMIS Lead should submit the data to the Recipient.

Reporting

To Access the Sage HMIS Reporting Repository Site go to: <http://www.sagehmis.info>

A screenshot of the Sage HMIS Reporting Repository website. The page is split into two main sections. The left section has a purple background and contains a "Log in:" heading, a text input field for "User Name (email address)", a text input field for "Password", a white "Go" button, and a white "Forgot my password" button. The right section has a white background and contains a "New User?" heading, a "Create an account" link, a "Test run a report" heading, and a link to "Upload a CSV-APR or CSV-CAPER to generate a paper report".

Log in:

User Name (email address)

Password

Go

Forgot my password

New User?

Create an account

Test run a report

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

User Access



<https://www.sagehmis.info/>

All ESG-CV Reports will be submitted by the Recipient in Sage. Recipient staff who will be working on the report need their own account in Sage. The users should go to www.sagehmis.info to create an account.

They will:

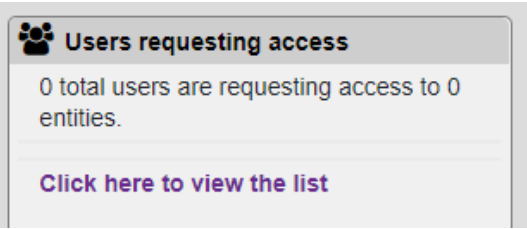
- Complete all the user information on the account form.
- Set up their unique password
- Associate themselves with the correct ESG CV entity (as shown) by identifying their position as “Recipient – ESG Grant” and typing in part of the recipient's name and selecting it from the drop-down menu.

A screenshot of the Sage user account creation form. The "Position" field is a dropdown menu with "Recipient - ESG Grant" selected. Below it is a purple button labeled "+ Add Another Association". The "Entity" field is a text input with "CA" entered, and a dropdown menu is open showing a list of entities: "ESG: Alameda County - CA", "ESG: American Samoa - AS", "ESG: Anaheim - CA", "ESG: Bakersfield - CA", "ESG: Berkeley - CA", "ESG: Caguas Municipio - PR", and "ESG: California Nonentitlement - CA". To the right of the Entity field is a text box with the instruction: "Begin typing the CoC organizations name, ESG jurisdiction name, or CoC number. You must select a drop down name - not type your own." At the bottom of the form is a reCAPTCHA section with an "I'm not a robot" checkbox and a reCAPTCHA logo. Below the reCAPTCHA are two buttons: a purple "Cancel" button and a green "Request Account" button.

User Account Approval

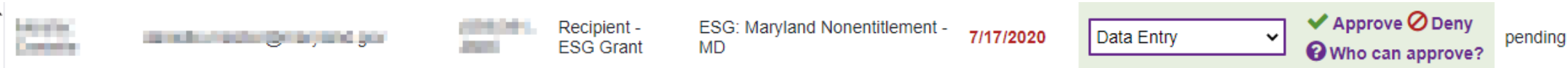
All ESG and ESG-CV recipients must have at least one person on the recipient's staff with a user access level of Data Entry/Account Admin.

- This user may approve other users to access their ESG dashboard in Sage.
- A person with this user level must submit the Report to HUD.



To approve an account go to the “Users requesting access” block located on the top right of the dashboard.

[Click here to view the list](#) the user form will open. Set user level and approve.



Get Ready for Reporting

Check users:

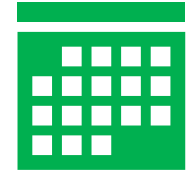


Jump to: [ESG-Normal](#) [ESG-CV](#) [Reports](#)

Reports	
View/print CAPER	View or print your jurisdiction's most recent CAPER.
CAPER DATA	
CAPER Aggregator	Individual-level CAPERs submitted to HHS. Aggregated into the CAPER report to provide more useful information regarding user and agency activities. CAPER Aggregators (see below) allow the public to view aggregated data only and an administrator aggregation overview. *Last updated by user of the system.
CAPER Aggregator unsubmitted	Individual-level CAPERs submitted to HHS but not yet aggregated into the CAPER report. CAPER Aggregators (see below) allow the public to view aggregated data only and an administrator aggregation overview. *Last updated by user of the system.
CAPER Detail View	Full details for individual CAPERs (submitted and unsubmitted). *Last updated by user of the system.
DATA	
Grants and Submissions at an Entity (All Grants)	Shows all grants and submissions in the All My Grants table and may be filtered by state.
USER DATA	
Users at an Entity	Display active users at an entity along with their user level.

ESG Reporting Timeframes

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



30 DAYS

Additional submissions as needed until the grant is closed out.

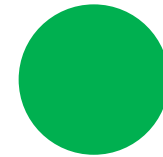
Data Submission Date Ranges

Initial submission = Report start date to September 30 for all projects. After the initial report – there is a quarterly and cumulative report.



Quarterly

CSV for each component funded, run from the **beginning of the reporting quarter** to the **end of the reporting quarter**.



Cumulative

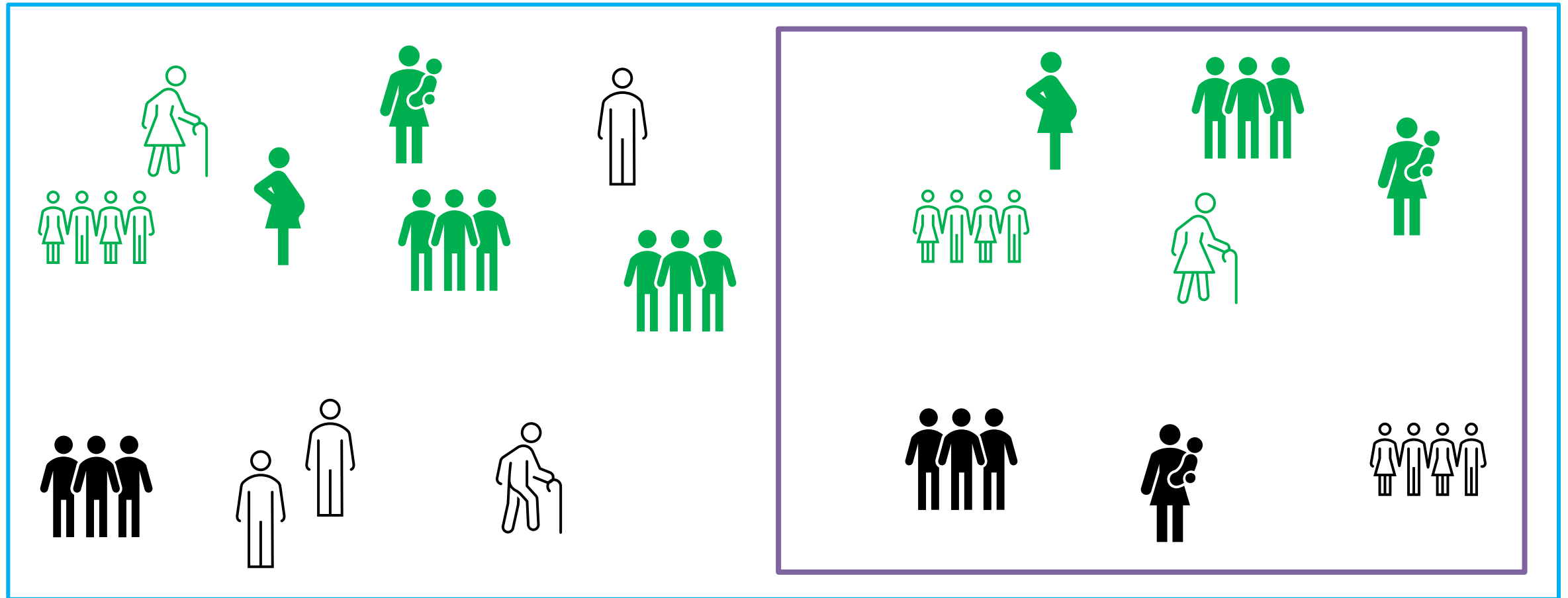
CSV for each component funded, run from the **project start date** to the **end of the reporting quarter**.

Reporting start date is a date identified by the ESG-CV recipient for all projects which started between **January 21** and September 30, 2020. The date will be used for the entire ESG-CV reporting period as the start date for all cumulative data reports generated by the HMIS and/or Comparable Database System. **This date will not be able to be changed once used!**

Late Starters - Each quarter newly funded projects are to be added and the start date will be set to the first of the month the project started.

Early Enders - Each quarter projects which ended are to be closed. *Note ended does not mean the end of the contract period. If you renewed the contract the project has not ended.*

Carefully consider what you elect as your Report Start Date



Shelter A sheltered from Feb. 1 to Sept. 30 - 1,000 people.

Project started receiving ESG-CV June 1. From June 1 to Sept 30 the project served 400 people

Shelter B sheltered from Feb 1 to Sept. 30 only 100 people

Shelter B started receiving ESG funding on Feb. 1. From Feb 1 to Sept. 30 served 100 people

If the report start date is Feb 1 the report will show 1,100 people

If the report start date is June 1 the report will show 500 people

ESG Recipient Dashboard



Welcome to Sage!

Jump to: [ESG-Normal](#) [ESG-CV](#) [Reports](#)

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	2/1/2020	9/30/2020	n/a	n/a	10/10/2020	31 needed, 0 received		▶ In Progress	

IDIS ESG-CV Funding Award and Draw Information [Show](#)

ESG-Normal Program: Active CAPERs

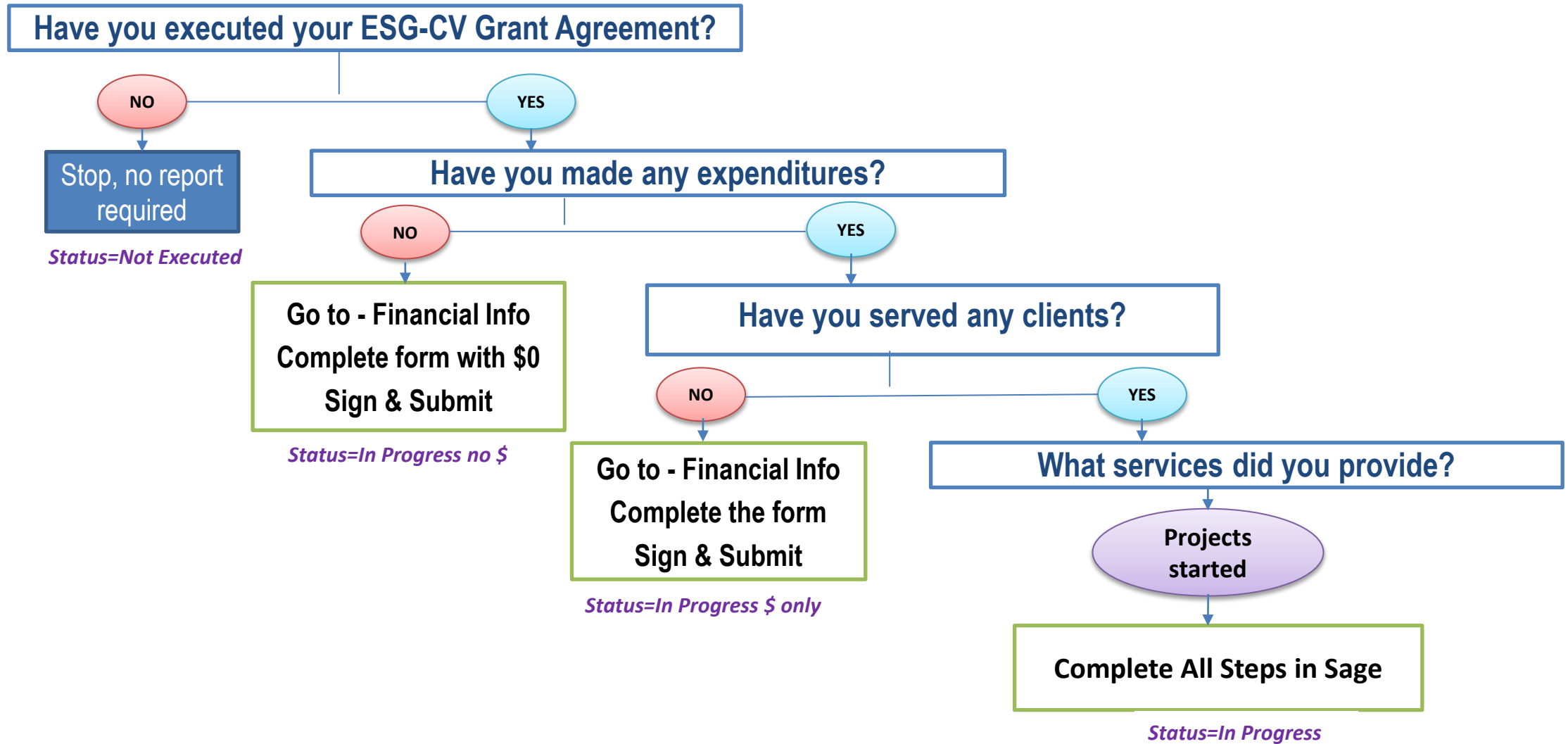
Go to Report	Report Start Date	Report End Date	Status
Launchpad	4/1/2019	3/31/2020	▶ In Progress

ESG-Normal Program: Previous CAPER Submissions

Go to Report	Report Start Date	Report End Date	Submission Date	Status
Launchpad	4/1/2018	3/31/2019	6/26/2019	⌚ Submitted
Launchpad	4/1/2017	3/31/2018	6/29/2018	⌚ Submitted

IDIS ESG-Normal Funding Award and Draw Information [Show](#)

Who must do a report?



Components, Expenses, CSV Submissions

ESG-CV COMPONENTS	ALLOWABLE EXPENSES	CSV SUBMISSIONS
Emergency Shelter (ES)	<p>Temporary Emergency Shelter Essential Services Operations</p>	<p>HMIS Project type – 1 ES Submit one CSV combining all projects funded as Temporary Emergency Shelter. The CSV will report all persons sheltered during the reporting period regardless of what funding was received by the shelter</p>
	<p>Emergency Shelter (normal) Essential Services Operations Renovation Major Rehab Conversion</p>	<p>HMIS Project types – 1 ES; 11 Day Shelter or 2 TH (grandfathered projects only) Submit one CSV combining all projects funded under the Emergency Shelter component of ESG-CV. These could include Emergency Shelters, Day Shelters or grandfathered Transitional Housing projects. This includes persons sheltered in traditional shelter buildings and those provided hotel/motel vouchers. The CSV will report all persons sheltered during the reporting period regardless of what funding was received by the shelter or what services any person received.</p>

Temporary Emergency Shelter

For purposes of HMIS project setup, a **temporary emergency shelter** is **defined** as a structure or portion of a structure, which is used to provide shelter for individuals as part of preventing, preparing for, or responding to coronavirus, but would not meet ESG shelter standards at 24 CFR 576.403 (e.g., a structure without walls or floors).

Components, Expenses, CSV Submissions

ESG-CV COMPONENTS	ALLOWABLE EXPENSES	CSV SUBMISSIONS
Street Outreach (SO)	Essential Services	<p>HMIS Project type – 4 Street Outreach</p> <p>Submit one CSV combining all projects funded as Street Outreach. All persons who are living in places unfit for human habitation who are served are reported, regardless of what ESG-CV service or activity was received.</p> <p><i>Note: IDIS uses Street Outreach to draw funds for the Unique ESG-CV Activities. There is no separate CSV required for these services.</i></p>
Rapid Re-Housing (RRH)	Rental Housing Relocation and Stabilization Services - Financial Assistance Relocation and Stabilization Services - Services	<p>HMIS Project type – 13 RRH</p> <p>Submit one CSV combining all projects funded as Rapid Rehousing regardless of whether the funding was for housing subsidies or housing search and placement services.</p>

Components, Expenses, CSV Submissions

ESG-CV COMPONENTS	ALLOWABLE EXPENSES	CSV SUBMISSIONS
Homelessness Prevention (HP)	Rental Housing Relocation and Stabilization Services - Financial Assistance Relocation and Stabilization Services - Services	<p>HMIS Project type – 12 HP <i>Note: Shelter diversion is reported under Homelessness Prevention in HMIS.</i></p> <p>Submit one CSV combining all projects funded as Homelessness Prevention regardless of whether the funding was prevention activities or service.</p>
HMIS	Equipment, HMIS or Comparable Database software, Lead Agency Services. <i>Note: Includes paying for generation of CSVs quarterly</i>	There is no HMIS data collection or CSV reporting requirement for this component.
Administration	<i>Up to 10%</i>	There is no HMIS data collection or CSV reporting requirement for this.

Comma Separated Value (CSV) Uploads

For each report submission, where clients have been served CSV uploads are required:

- The ESG-CV Report uses the ESG CAPER report, already in the HMIS and Comparable Database Systems.
- CSVs are to be generated by the HMIS Lead Agency OR the Victim Service Provider.
- Reports must be “bundled”
- Quarterly and cumulative bundles submitted.

What is a bundle?

A bundle is a way to aggregate information from **multiple projects in a single report**. In this case, a bundle will be one or more projects of the same component, identified for each HMIS/VSP contact to be compiled into one ESG-CAPER report in a CSV format.

Why bundle?

To unduplicate, to the extent practical, at the local level.

UNDUPLICATION – TO THE EXTENT POSSIBLE

Shelter A
(Night-by-Night)

Day Shelter

Shelter B
(Entry/Exit)

Grandfathered
Transitional Housing

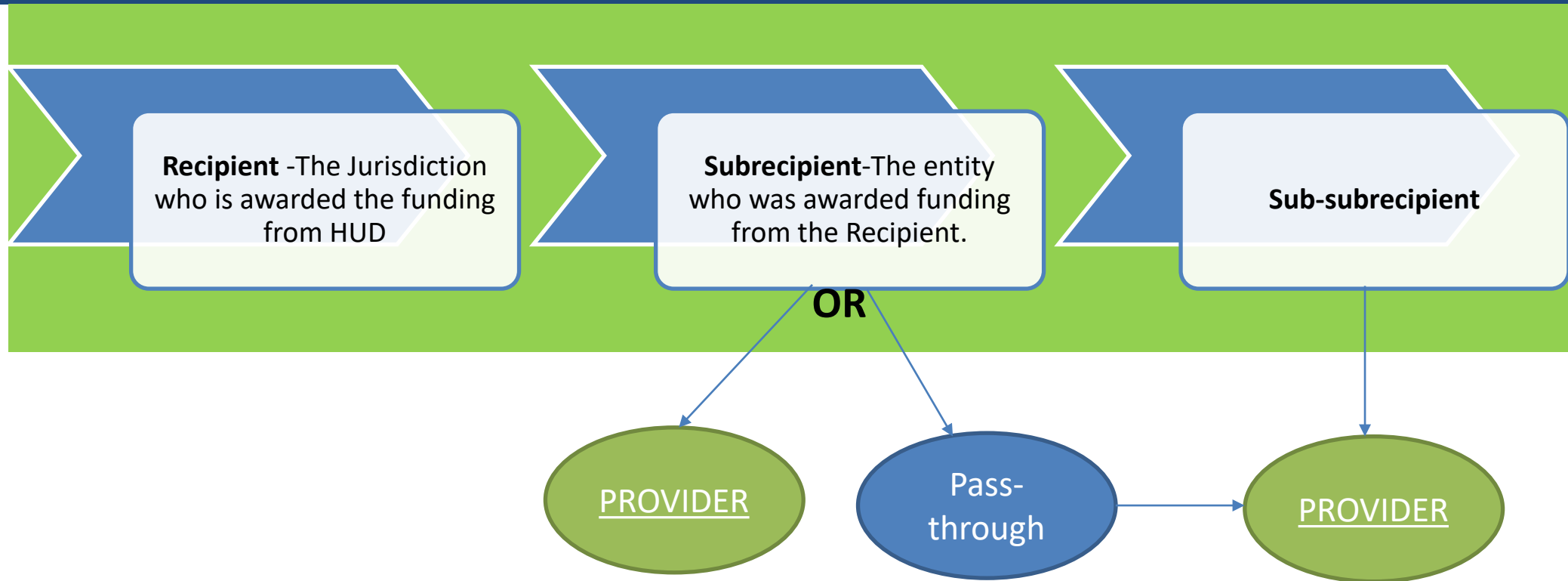


¹ CSV ESG CAPER will unduplicate this person. Going from 4 to 1.

Things to know about HMIS & Bundling

1. **All of the HMIS systems can generate reports across multiple projects.** We have checked with all HMIS software providers. Following that check, HUD determined that it would bundle the projects into one CSV report per component to remove some duplication of clients.
2. HMIS has privacy and security settings that often do not allow one organization to see another organizations information or to generate a report for another organization. HUD has always supported the local communities to determine their own data sharing policies. Therefore, when HUD determined that the projects would be bundled HUD also determined that the HMIS Lead organization had to generate and submit the CSV's to the ESG recipient to allow for bundling to respect the privacy and security settings of systems. **There is no exception to the HMIS Lead generating the report**, except for VSP who by law cannot use HMIS and must generate their own individual reports.
3. In all HMIS software products **there can only be 1 date range for a report.** There is no ability to create a report where one project reports from January to March and the next one reports from February to March. Therefore, Sage has been programed to use the dates recipients enter to create the correct bundles.

Subrecipients & Sub-subrecipients



- **Recipient** must know who is providing the housing/services and what specific component the provider is funded under.
- A **Provider** organization may operate multiple projects that are the same component – recipients must know which project(s) is receiving the ESG-CV funding by name.

Bundle Generation

Generated by the HMIS

- The HMIS Lead should identify a person who will work with the recipient on reporting.
- HMIS “implementations” in some areas are larger than a single jurisdiction.
- States may have multiple HMIS implementation across the state.
- States that have a “state-wide” system may have the HMIS Leads collaborate so only one is pulling the reports.
- The HUD Exchange has a list of [HMIS Leads](#) for each CoC.

Generated by a Victim Service Provider (VSP)

- Each VSP agency should have their own system.
- VSP’s use a comparable database system (CDS)
- A CDS is comparable when it collects the same information as the HMIS does & can generate the ESG-CAPER report & can generate that report in a CSV format.

HMIS/VSP Information

Recipients will maintain a list of the HMIS or VSP organizations in Sage.



HMIS or VSP/CDS Organization

HMIS/VSP ID (8 character max.)

Victim Service Provider

Contact Name

Contact Email

Contact Phone

Extension

Notes

CANCEL

SAVE

SAVE + ADD ANOTHER

Projects for Reporting

Identify projects by the component funded.

If multiple contracts for the same project are issued over the years, (i.e. renewals) a new project must not be created in Sage.

If you fund a project for multiple activities (e.g. services and operating, financial assistance and services, etc.) this is one project.

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	
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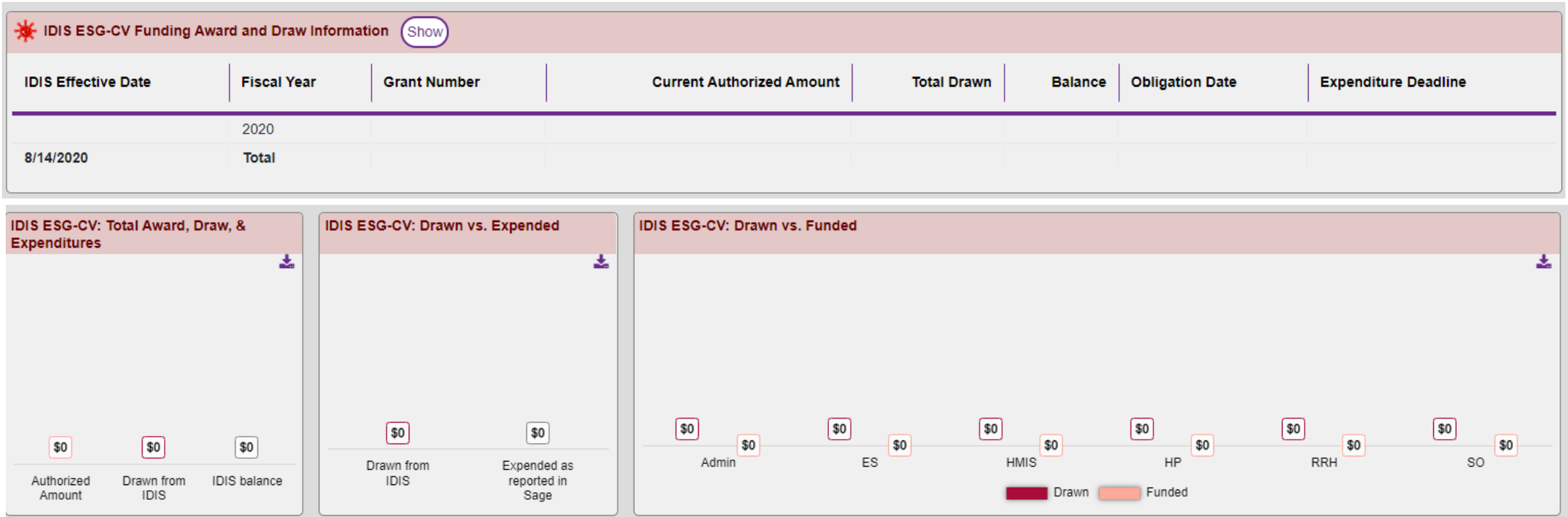
Enter only the projects funded under the ESG-CV Emergency Shelter component that provide essential services, operating or renovation expenses. These may include HMIS Project types: 1 - Emergency Shelter; 11- Day Shelter or 2 -Transitional Housing (only if previously grandfathered by ESG).

✘ Bundles created, you may not add projects at this time.

Subrecipient	Sub-Subrecipient	Project Name	Optional Tags	HMIS/VSP ID	Report Start Date	End Date	Bundle Name	Action
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ESG-CV Financial Information - Dashboard

ESG-CV Financial Information from IDIS is imported into Sage weekly. Dashboards are updated as soon as the information is received.



Financial Reporting

Completion of the financial form in Sage replaces CR-75 CAPER information in IDIS for ESG-CR.

Report funding **expended** during this reporting period.

After the first report submission, a running total of the expenditure information reported in the ESG-CV

<u>Category</u>	<u>This Quarter</u>	<u>Total Previous Submissions</u>
<u>Expenditures for Homelessness Prevention</u>		
Rental Housing	<input type="text"/>	<input type="text" value="0"/>
Relocation and Stabilization Services - Financial Assistance	<input type="text"/>	<input type="text" value="0"/>
Relocation and Stabilization Services - Services	<input type="text"/>	<input type="text" value="0"/>
Subtotal Homelessness Prevention	<input type="text" value="0.00"/>	<input type="text" value="0"/>
<u>Expenditures for Rapid Rehousing</u>		
Rental Housing	<input type="text"/>	<input type="text" value="0"/>

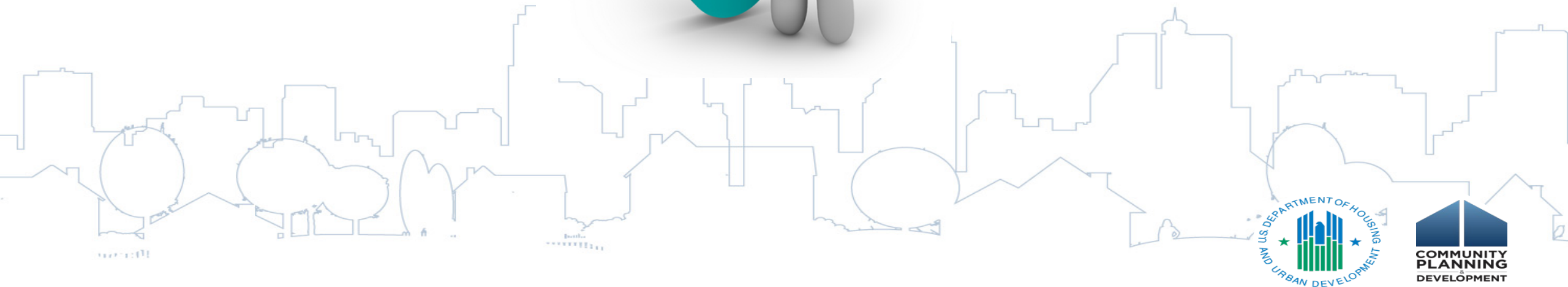
Reporting on Unique Activities in the Notice

The Notice will likely expand some of the existing activities and add new activities. When the Notice is published, you will report on those activities based on the principles below:

1. When costs are associated with an existing project type under ESG then there will be no additional client-level reporting.
2. For new costs that are not associated with the normal project types in ESG we will not add client-level reporting (other than temporary emergency shelter).

For all new costs we will require recipients to discuss the cost and how it relates to preventing, preparing for, and responding to COVID-19.

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

Coronavirus (COVID-19)

Go to: <https://www.hud.gov/coronavirus>

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

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



Please Register for Part 2 Now

<u>ESG-CV Reporting Part Two: Sage Submission Process Walk Thru</u>	Thursday, September 3, 2020	3:00 PM – 4:30 PM (ET)
<u>ESG-CV Reporting Part Two: Sage Submission Process Walk Thru</u>	Tuesday, September 1, 2020	3:00 PM – 4:30 PM (ET)

