ESG Program Grant Life Cycle in IDIS

Part 3
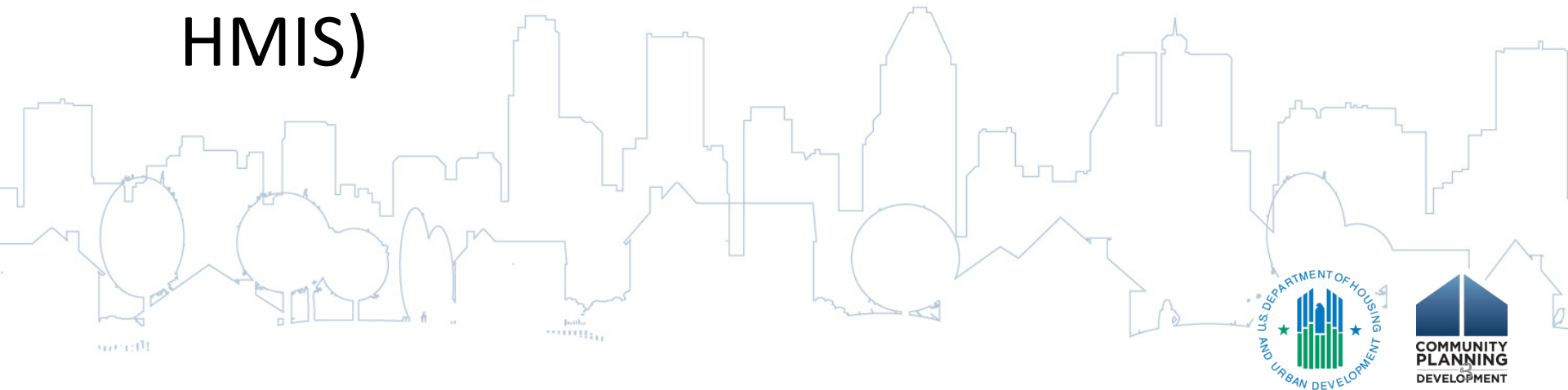
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Objectives

1. Provide an overview of ESG grants management in IDIS

2. Clarify how different stages of the ESG grant life cycle are integrated across systems (IDIS, eCon Planning Suite, LOCCS, HMIS)

ESG Grant Life Cycle Overview

ANNUAL ALLOCATION

CON PLAN / ACTION PLAN

GRANT AGREEMENT

ACTIVITY SET-UP / FUNDING / DRAWS

CAPER REPORTING

ACTIVITY COMPLETION

Ongoing Financial Check-ups

Annual Action Plan

- <u>One</u> HESG project per year

- Set-up project on AP-35 screen

Plans/Projects/Activities	Funding/Drawdown	Grant	Grantee/PJ	Admin	Reports

Project

Add Project

Save | Cancel

*Indicates Required Field

Grantee/PJ Name:
HUDVILLE

Program Year:
2016

IDIS Project ID:

*Project Title:
ESG16 HUDville

Grantee/PJ Project ID:

Description:
Emergency Solutions Grant funds to provide a wide range of services that fall under five eligible components - Street Outreach; Shelter; Homeless Prevention; Rapid-Rehousing; Data Collection and Administration.

Remember! Performance measures on AP-90 correspond to Project Outcomes on CR-70

Activity Set-up in IDIS

- Add on the Plans/Projects/Activities screen

- Associate with project created on AP-35 screen

- Sum of activity funding amounts equals annual allocation

Activity Name
ESG15 Street Outreach
ESG15 Shelter
ESG15 Rapid Re-Housing
ESG15 Homeless Prevention
ESG15 Data Collection (HMIS)
ESG15 Administration

Activity Funding and Draws

- Follow proper activity funding setup
- Identify subrecipients for all activities

Current Funding for This Source

Grant Year (tip)	Funded Amount	Drawn Amount	Subrecipient
2015	$ 12,255.00	$2,782.77	Subordinate: CATHERINE MCAULEY CENTER
2015	$ 10,000.00	$1,150.00	Subordinate: COMMUNITY INTERVENTION CENTER
2015	$ 16,755.00	$577.10	Subordinate: WOMEN'S RESOURCE CENTER, INC.

Add Subrecipient

Return to Add-Edit Funding | Save | Cancel

Funding Activities – Key Requirements

- Administration Cap: 7.5%

- ES/SO Expenditure Cap – Greater of:
  - 60% of that total fiscal year grant amount and
  - amount of funds committed to homeless assistance activities under the 2010 Emergency Shelter Grants program grant.

- Grant Based Accounting Principles:
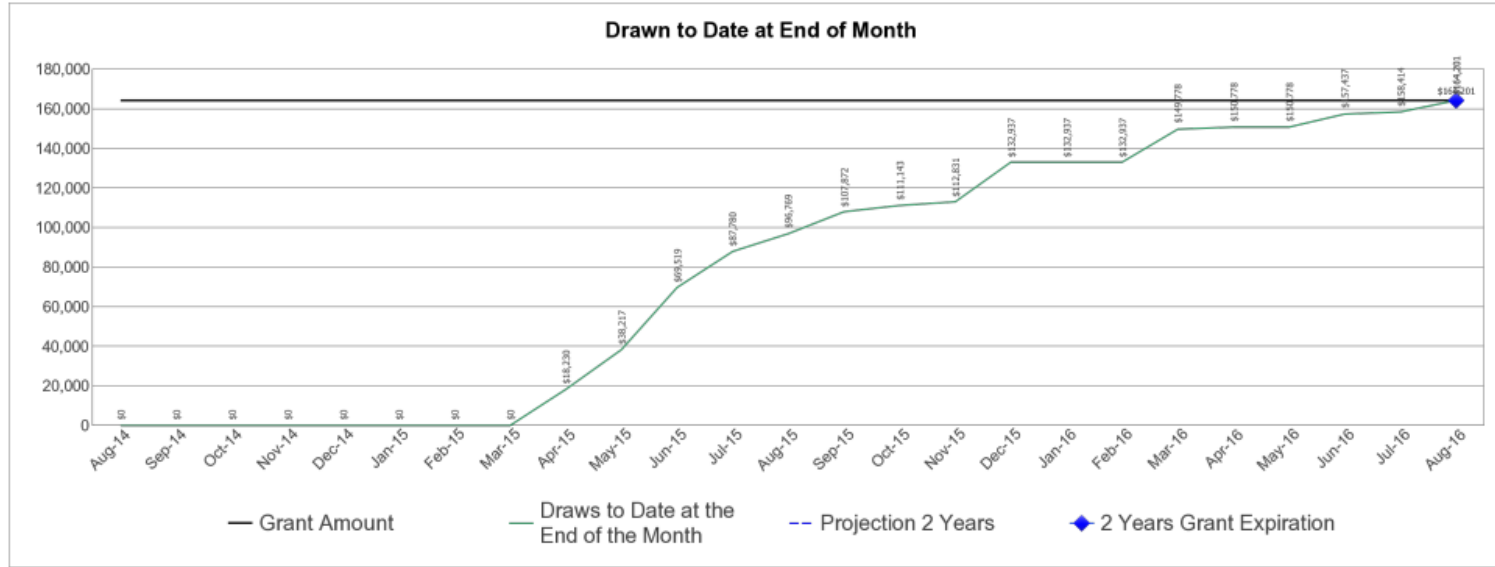 - 2015 activities set up under 2015 project, 2016 activities set up under 2016 project, etc.

12-month Financial Check-up

- "Are expenditures and draws on pace?"

ESG Draws By Month (at the total grant level):
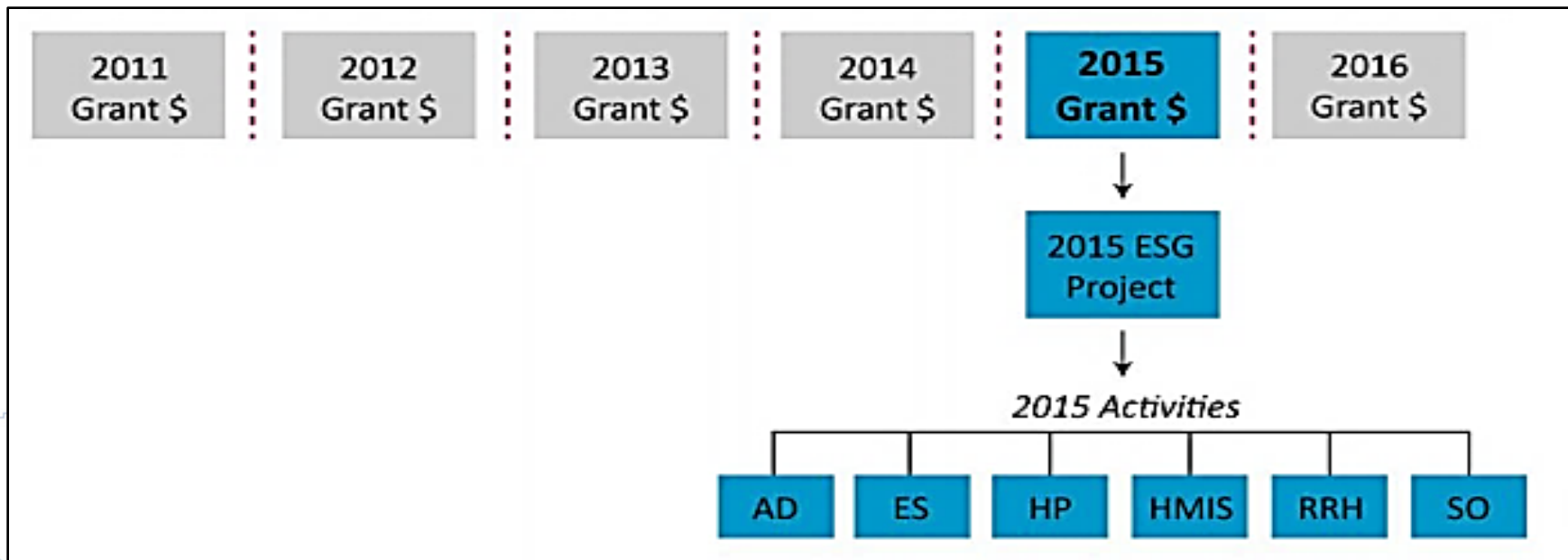**Grant Amount:**

- Review PR91 ESG Financial Summary and PR93 ESG Risk Status Reports

Expenditures Off-Pace?

- Review expenditures by activity and subrecipient (see PR 91 and PR93)
- Reprogram funds using Grant Based Accounting

- Review Citizen Participation Plan for Substantial Amendment thresholds

ESG CAPER

- **CAPER is due 90 days after program year ends**
- CAPER is now the primary mechanism for ESG accomplishment reporting, **replacing** IDIS beneficiary data screens.
- The Con Plan regulations require ESG recipients to report on:
  o Number of persons assisted
  o Types of assistance provided
  o Project outcomes

ESG CAPER Screens

The ESG-specific CAPER screens are:

CR-60 Subrecipient Information: Manually completed using internal records.

CR-65 Persons Assisted: Replaced by eCart. Instead, **eCart file attached to screen CR-00**.

CR-70 Assistance Provided and Outcomes: Manually completed using recipient's internal records.

CR-75 Expenditures: Manually completed using recipient's internal financial records.

CR-60 Recipient Information

3. Specify Subrecipients

Organization	Is subrecipient a victim services provider?	Organization Type	ESG Subgrant or Contract Award Amount	Action
HAVEN HOUSE Hammond, IN 46325-0508 DUNS: 779940923	○ Yes ◉ No	Select ▼	$ 0	Delete
GREATER HAMMOND COMMUNITY SERVICES, INC. HAMMOND, IN DUNS: N/A	○ Yes ◉ No	Select ▼	$ 0	Delete
INNERMISSION, INC. HAMMOND, IN DUNS: N/A	○ Yes ◉ No	Select ▼	$ 0	Delete

[Select Subrecipients]   [Save Subrecipients]

[Close]

List of available subrecipients is linked to activity funding in IDIS Online activity funding screens.

ESG Program CAPER: CR-70

CR-70 - ESG 91.520(g) - Assistance Provided and Outcomes

[Save] | [Save and Return] | [Cancel]

8. Shelter Utilization

	Number of units
Number of Beds - Rehabbed	
Number of Beds - Conversion	
Total Number of bed-nights available	
Total Number of bed-nights provided	
Capacity Utilization	0%

9. Project Outcomes Data measured under the performance standards developed in consultation with the CoC(s)

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[Save] | [Save and Return] | [Cancel]

Project outcomes must correlate with performance standards identified in the Action Plan on screen AP-90.

ESG Program CAPER: CR-75

11A. ESG EXPENDITURES FOR HOMELESS PREVENTION

11a. ESG Expenditures for Homelessness Prevention

	Dollar Amount of Expenditures in Program Year		
	FY 2012	FY 2013	FY 2014
Expenditures for Rental Assistance			
Expenditures for Housing Relocation and Stabilization Services - Financial Assistance			
Expenditures for Housing Relocation & Stabilization Services - Services			
Expenditures for Homelessness Prevention under Emergency Shelter Grants Program			
Subtotal Homelessness Prevention	0	0	0

11B. ESG EXPENDITURES FOR RAPID RE-HOUSING

11b. ESG Expenditures for Rapid Re-Housing

	Dollar Amount of Expenditures in Program Year		
	FY 2012	FY 2013	FY 2014
Expenditures for Rental Assistance			
Expenditures for Housing Relocation and Stabilization Services - Financial Assistance			
Expenditures for Housing Relocation & Stabilization Services - Services			
Expenditures for Homeless Assistance under Emergency Shelter Grants Program			
Subtotal Rapid Re-Housing	0	0	0

COMMUNITY PLANNING & DEVELOPMENT

eCart Background

- New eCart requirement is applicable starting with **PY 2015** CAPERs

- Reporting on outcomes for the first time

- Reporting on data elements required by 2014 HMIS Data Standards

- Collecting national ESG Program data

- Achieving consistency with CoC Program annual reports

18-Month Financial Check-up

- Focus on and step up efforts on meeting the 24-month expenditure deadline – even as new grants are awarded

- Review PR91 and PR93 reports

- Focus on subrecipient draw rates/outreach to those expending too slowly

- Reprogram as necessary; follow citizen participation requirements to determine if a substantial amendment is required

Activity Completion

Helpful questions prior to activity completion:

- Are draws accurate?

- Have all funds been drawn?

- Where will remaining funds be reprogrammed?

- Has data entry and reporting been completed in HMIS? CAPER? eCart?

Don't forget! Record retention requirements for ESG is **5 years.**

Additional IDIS Guidance

- **Financial Management Webinar Series for ESG:**

  o Part 1 - Using IDIS for Financial Management
  https://www.hudexchange.info/trainings/courses/emergency-solutions-grants-program-using-idis-for-financial-management/

  o Part 2 – Revising Vouchers for the ESG Program
  https://www.hudexchange.info/trainings/courses/emergency-solution-grants-program-revising-idis-vouchers-for-the-esg-program-webinar1/

- **ESG Grant Based Accounting Fact Sheet**
  https://www.hudexchange.info/resource/4893/guidance-for-esg-recipients-grant-based-accounting/

- **Using IDIS Online for the Emergency Solutions Grants Program Manual**
  https://www.hudexchange.info/resource/1857/using-idis-online-for-the-emergency-solutions-grants-esg-program/

Consolidated Plan/CAPER Resources

- **Consolidated Plan in IDIS Desk Guide**

https://www.hudexchange.info/resource/2641/econ-planning-suite-desk-guide-idis-conplan-action-plan-caper-per/

- **eCart Resources**

https://www.hudexchange.info/news/release-of-ecart-materials-faqs-and-subrecipient-guidance/

- **Coordination and Collaboration for CoCs and Con Plan Jurisdictions Guide and Video**

https://www.hudexchange.info/resource/4988/coordination-and-collaboration-for-cocs-and-con-plan-jurisdictions-guide-and-video/

- **ESG and Consolidated Plan Conforming Amendments: An Overview of Changes**

https://www.hudexchange.info/resource/4478/esg-and-consolidated-plan-conforming-amendments-overview-changes/

Find Assistance

- Request TA:

  https://www.hudexchange.info/technical-assistance/

- HUD Exchange Ask A Question:

  https://www.hudexchange.info/get-assistance/my-question/