

COVID-19

Homeless System Response: ESG-CV Quarterly Reporting Calendar

As part of the Coronavirus Aid, Relief, and Economic Security (CARES) Act, many communities will receive significant one-time allocations of funding through the Emergency Solutions Grants (ESG) program, referred to as ESG-CV funds, that can be used to quickly rehouse individuals and families experiencing homelessness and disproportionately at risk of COVID-19. This document outlines ESG-CV reporting roles and responsibilities and provides an overall timeline of events to ensure those responsibilities are successfully met.

Entity	Role
Recipient	Receives funding directly from HUD. Contracts funding to direct service providers (subrecipients). Uses the Integrated Disbursement and Information System (IDIS) to draw funding. Uses Sage to provide quarterly reports to HUD.
Direct Service Provider (Subrecipient or Sub-subrecipient)	Receives funding from the recipient or subrecipient. Serves clients, enters data into Homeless Management Information System (HMIS)—or comparable database for victim service providers (VSPs)—regarding clients served by ESG-CV. No interaction with Sage. No federal reporting requirements. Subrecipients must follow the recipient’s guidance to provide billing or service information to the recipient.
HMIS Lead	Provides HMIS project setup and training for new ESG-CV project staff. Receives the request quarterly from the recipient(s) (via email from Sage) to generate CSV bundles. Follows the instructions given to them to generate report(s) by the component on specific projects and date ranges given to them by Sage. Generates required CSV reports from HMIS, and uploads CSV reports to their unique Sage upload portal for final recipient submission.
VSP—Comparable Database User	Each VSP is required to have its own comparable database. VSPs who received ESG-CV funding will receive a request quarterly (via email from Sage) and will generate the CSV file for the specific project and date range identified in the email and upload it to the Sage reporting portal provided in the email.

