Homeless System Response:
Emergency Solutions Grant Program (ESG-CV)

ESG-CV Q2 Supplemental Reporting Instructions

Q2 Supplemental to ESG-CV Reporting Guidance

This document provides information on updated functions and features in Sage for ESG-CV reporting in Q2 along with answers to some common reporting questions. The ESG-CV Reporting Guidance and ESG Q1 Supplemental Reporting Instructions are still the recipients source documents for reporting in Sage.

Reporting dates

All reporting must be submitted to HUD within **30 days** of the end of the quarter.

Reporting Period	Quarter Start	Quarter End	Report Submission Due Date
Initial Period	Reporting Start Date set by recipient	9-30-2020	**10-30-2020**
Q1	10-01-2020	12-31-2020	**01-30-2021**
Q2	01-01-2021	03-31-2021	**04-30-2021**

Quick Links to topic in this document

Follow the stars

⭐ Start here: ESG-CV Reporting Requirements

HUD added yellow stars to your report in Sage to help identify areas that you must complete in the report based on the first screen you completed, the Reporting Requirements form.

The **Reporting Requirements** form is automatically populated with the responses provided in the previous report(s). Previous responses are locked and cannot be changed because your cumulative report must at least reflect expenditures in those activities or components. If a recipient begins providing services and has expenses for a new activity or component during the reporting quarter, the new component expenditure box must be checked in Sage. For example, if in the initial reporting period the only component provided was emergency shelter, the emergency shelter box would be locked, because you already provided (or continue to provide) that service. If in Q1 a recipient adds RRH projects, then they will check RRH for the first time in Q1. *Only check activities or components where the activity/component has started (i.e., served clients) and has expended funds.*

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
	☐ Handwashing Stations & Portable Bathrooms	☐ Street Outreach
☑ Landlord Incentives		☑ Rapid Re-Housing
☐ Volunteer Incentives		☐ Homelessness Prevention
☐ Transportation (community-wide transport for testing or vaccination)		

Identify the expenditures made to date

The information in this form contains the elements necessary for HUD's review of the report. Please note:

1. If any box is checked **there must be an expense in the financial report** (either this quarter or in the cumulative section) for that item. If there is not expenditure information identified that corresponds to the activities selected on the Reporting Requirements form, your report will not be approved by HUD and you will be required to reopen and correct the information.

2. If a box has been checked any one of the components (Temporary Emergency Shelter, Emergency Shelter, Street Outreach, RRH, or Homelessness Prevention) **you must have projects identified** in Step 3 for that component. If there is not an expenditure information identified that corresponds to the activities selected on the Reporting Requirements form, your report will not be approved by HUD and you will be required to reopen and correct the information.
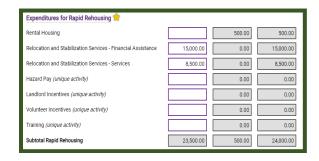
Once the Reporting Requirements form has been saved, the items checked will be displayed on your launchpad for easy reference. Click **EDIT** if changes are needed.

Submission Steps	Date Last Information Recorded	Status	Work
⭐ Start here: ESG-CV Reporting Requirements	2/26/2021	✔ All steps required ⭐ ESG-CV funding to date has been used for: HMIS, Admin, Hazard Pay, Emergency Shelter, Rapid Re-Housing	👁 VIEW ✏ EDIT

On "Step3: Identify ESG-CV Funded Projects" there will be a gold star next to the components you checked in the Reporting Requirements form. There must be at least one project listed on the form if there is a star on the component box.

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

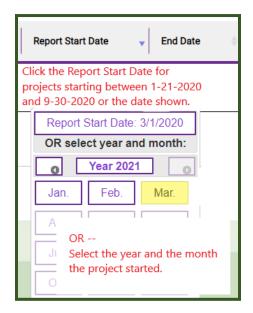| Emergency Shelter (CV) ⭐	Emergency Shelter Temporary	Street Outreach	Rapid Re-Housing ⭐	Homelessness Prevention

On "Step 6: Complete Financial Information" there will be a gold star again next to each component category you checked in the Reporting Requirements form. Each category with a gold star must at least have funding in the third column "Total Current + Previous". (Stars do not appear for ESG-CV Unique Activities as they may have been funded under different components.)

Expenditures for Rapid Rehousing ⭐

Rental Housing		500.00	500.00
Relocation and Stabilization Services - Financial Assistance	15,000.00	0.00	15,000.00
Relocation and Stabilization Services - Services	8,500.00	0.00	8,500.00
Hazard Pay (unique activity)		0.00	0.00
Landlord Incentives (unique activity)		0.00	0.00
Volunteer Incentives (unique activity)		0.00	0.00
Training (unique activity)		0.00	0.00
Subtotal Rapid Rehousing	23,500.00	500.00	24,000.00

Project dates

Many recipients were not able to begin their full reporting of expenditures and client services in the Initial Period and Q1. Others that started still did not have all of their subrecipients under contract. Consequently, HUD updated the project date tool in Sage to give recipients more flexibility in selecting the start data of projects for the purposes of generating the client data in the CSV bundle uploads.

Using the date picker

Date picking rules

If an ESG-CV component has never been reported on (ES, TES, HP, RRH) set a report start date in Step 1.

This date should be the day that the majority of the shelters began client services with ESG-CV funding. If a project incurred expenses in 2020, the start date must be a 2020 start date. If shelters were not funded then use the date either new Street Outreach, RRH, or HP began serving clients, whichever was first.

Projects which started before September 30 but were not reported on can be set to start on in the initial period by selecting the initial period in any month after September 2020. Projects will automatically be assigned to the first day of the month selected.

Late starting projects are project that began after the initial period. Select the year and month the project began.

Early ending projects are projects that ended prior to the close of the recipient's ESG-CV grant. Projects which have ended must be marked with an end-date. Indicate the year and the month the project ended.

Transportation – funding and reporting

Funding

ESG-CV funding may be used to provide people experiencing homelessness with **communitywide transportation to COVID-19 vaccination or testing** events as follows:

- Emergency Shelter (Essential Services) – Transportation
- Street Outreach (Essential Services) – Transportation

Reporting Guidance

The following data collection and reporting guidance is situationally dependent as described below:

Transportation activities, in addition to other eligible ES or SO activities, funded under individual Emergency Shelter (ES) or Street Outreach (SO) project(s).
- **Data Collection:** No additional data collection is required specifically for the transportation activity; collect required data elements as you normally would for street outreach or emergency shelter projects.
- **Identify ESG-CV Project Funded:** Identify the individual ES or SO project(s) that the transportation activity was part of (see Step 3 of the ESG-CV Guidebook). If the project was already listed on the Projects form because other activities started earlier, do not add a new project just for transportation. Ensure that the ES or SO component is checked in the Reporting Requirement form.
- **HMIS data:** Report aggregate client level data quarterly via the CAPER-CSV as you normally would for your ES or SO project.
- **Expenditure data:** Report on transportation expenditures under either emergency shelter – essential services or street outreach – essential services as applicable.

Transportation activities funded under Emergency Shelter projects that <u>provide transportation limited to a specific shelter facility</u>.
- **Data Collection:** Collect required data elements as you normally would for emergency shelter projects – enter client data for all shelter residents, regardless of whether they were transported or not.
- **Identify ESG-CV Project Funded:** Identify the project in Sage as an Emergency Shelter project (see Step 3 of the ESG-CV Guidebook). Ensure that the ES component is checked on the Reporting Requirements form.
- **HMIS data:** Follow the same reporting requirements for all emergency shelter projects report on all shelter residents, regardless of whether they were transported or not, in the quarterly CAPER-CSV upload.
- **Expenditure data:** Report on transportation expenditures under emergency shelter – essential services.

<u>Standalone transportation projects</u> providing only communitywide transportation to vaccine or testing events (i.e., the project does not provide any additional services, shelter, or housing)
- **Data Collection**: Client level data collection is not required in HMIS.
- **Identify ESG-CV Project Funded:** Identify the activity in Sage on the Reporting Requirements form by checking "Transportation (community-wide transport for testing or vaccination)". Do not add the project to the project list on Step 3 in Sage.

- **HMIS data:** Aggregate client level data is not required for the quarterly performance report. Instead, report on the transportation activity as a brief narrative in Step 5 Allowable Activities. For the narrative answer the question "Briefly describe what you provided through this service, including how you used these services to prevent, prepare for, and respond to the COVID-19 response and recovery and why you believe it was necessary for your crisis response effort."

- **Expenditure data:** Report on transportation expenditures under street outreach - essential services.