ESG-CV Supplemental Reporting Instructions #4

Supplemental to ESG-CV Reporting Guidance
Updated 3-18-2021

Reporting on Closed Projects – Bundles Copying Forward

HUD requires all projects to report data in quarterly bundles and cumulative bundles during the time that the project is actively serving clients with ESG-CV funding. Once the project's funding has ended and the project is closed, it must continue to report the cumulative data in a bundle dated from project start to project end date. If multiple closed projects have the same start and end date, they will be reported in the same cumulative bundle.

The reporting burden of continually uploading the same cumulative bundle to Sage, even though the project has closed has been removed by a reprogramming of Sage. Beginning with Q6 and going forward: if a project is marked as closed in Step 3 in any previous report, the cumulative bundle that was uploaded previously will now be carried forward automatically by Sage into the recipient's quarterly report. This means that the HMIS or VSP Contact will no longer have to submit data for that project.

Here's an example of how this works:

A TES project that started on 4-1-2020 closed on 3-31-2021. The project submitted data in both a quarterly and cumulative bundle for that time period in the Q2 ESG-CV Report. Then the exact same cumulative data continued to be uploaded for them each subsequent quarter.

Subrecipient	Sub-Subrecipient	Project Name	Optional Tags	HMIS/VSP ID	Month the project began serving clients with ESG-CV funding	Date Project Closed
Subrecipient		Alternative Winter Shelter	Temporary Emergency Shelter	HMIS	4/1/2020	3/31/2021

Projects no longer funded.

Beginning in March of 2022, in preparation for the Q6 report, the data for that project from its last cumulative bundle will be brought forward automatically into Step 4 – Create, Review and Send Bundles.   When you click the **"create the bundles** "button you will see that the cumulative bundle for this TES has already been uploaded to Sage and it is marked as **"copied from previous"**. There will be no emails sent or upload portals created for all bundles that are copied forward from previous submission.

HMIS Lead Org Name	No	HMIS-TES-1	Temporary Emergency Shelter	● Cumulative	1	👁 VIEW	n/a	9/30/2021 7:55:37 PM 📄 Copied from previous 👁 JUST Q4 and Q5 👁 ENTIRE CSV ☑

By clicking on JUST Q4 and Q5 the recipient may check on the upload. In this example that would show:

Q04a: Project Identifiers in HMIS															
Organization Name	Organization ID	Project Name	Project ID	HMIS Project Type	Method for Tracking ES	Affiliated with a residential project	Project IDs of affiliations	CoC Number	Geocode	Victim Service Provider	HMIS Software Name	Report Start Date	Report End Date	CSV Exception?	Uploaded via emailed hyperlink?
CoC ESG Emergency Overnight Shelter (EOS)	226	CoC ESG Emergency Overnight Shelter (EOS)	226	1	0				390042	0		2020-04-01	2021-03-31	No	Yes

What happens if multiple projects close?

All projects of the same component must be bundled together in a single CSV upload that have a report start date and a report end date that are the same. If two or more projects of the same component started and ended on the same dates then the bundle for those projects that was previously submitted will be copied forward.

What happens if the recipient makes a mistake and needs to "backdate" a closed project into a previous quarter?

If there are not any changes to the projects in a bundle that closed, then the same bundle data will continue to be copied forward in the recipient's reports until the end of ESG-CV reporting. However, if the recipient identifies in a later quarter that a project had an earlier end date which would have put it in a cumulative bundle that is being copied forward, a new cumulative bundle will need to be generated by the HMIS/VSP which includes the newly closed project along with the previously closed project(s).

Just a Reminder -- Reporting Financial Information

The financial information reported in Sage is based on expenditures. Expenditures may be made by the recipient, subrecipient, or sub-subrecipient and should be gathered for reporting by the reporting deadline from all projects funded by ESG-CV. The recipient is required to report **all** expenditures regardless of whether they have paid the bill or subrecipient invoice or have drawn the funding from IDIS.

If a recipient identifies an expenditure in Sage that after later review of billing is found to be ineligible, the recipient should correct the expenditures in the current quarter's financial information under the "This Quarter" column. [i.e. Subtract the ineligible amount from the amount expended on that activity this quarter OR, if no expenditures were incurred this quarter, a negative amount may be entered in Sage.] If a recipient identifies an expenditure not charged in a previous report, they should add that charge to the correct activity line item in the current quarter's financial information for under the "This Quarter" column.

HUD does not expect IDIS and the ESG-CV report to balance each reporting period. In fact, the expenses in Sage should be equal to or more than the draws from IDIS. HUD will not audit that the same figures are shown each quarter between IDIS and Sage but does expect that at the end of ESG-CV funding the bottom lines are in balance.