Reporting Period	Reporting Start Date	Reporting End Date
Initial Period	Reporting Start Date set by recipient	9-30-2020
Q1	10-1-2020 or Reporting Start Date set by recipient	12-31-2020

The ESG-CV report in Sage builds a cumulative picture of what the recipient has done with ESG-CV funding and reports quarterly information. In the initial report, recipients (city, county, state, or territory) were instructed to respond to a series of questions to determine their Reporting Requirements. To accommodate recipients in different phases of their community's implementation of ESG-CV, Sage only opened the forms necessary for the recipient to report on. Moving forward, a recipient's requirements will continue to differ based on how they completed the previous submission stage and how their implementation level has changed in the latest quarter. It is important to understand that all projects serving clients and expending funds must be included in the project list in Sage.

Start with Updating the Reporting Requirements in Sage

The starting point for all reporting is to review and update the Reporting Requirements form in Sage. The requirements form is automatically populated with the responses provided in the previous report(s). Previous responses are locked and cannot be changed.

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.

Date 10/30/2020

Have you executed your ESG-CV Grant Agreement? Yes ⌄

Have you made any expenditures? Yes ⌄

Identify the expenditures made to date

- ☐ HMIS
- ☐ Admin
- ☐ Training
- ☐ Hazard Pay
- ☐ Handwashing Stations & Portable Bathrooms
- ☐ Landlord Incentives
- ☐ Volunteer Incentives
- ☐ Temporary Emergency Shelter
- ☐ Emergency Shelter
- ☐ Street Outreach
- ☐ Rapid Re-Housing
- ☐ Homelessness Prevention

Instructions Based on Previous Status

Status: "No report required"
What the status means: The Recipient had not executed their grant agreement by 9-30-2020. Recipients who did not have an executed a grant agreement by 9-30-2020 had the status of their ESG-CV report automatically entered in Sage, by HUD, as "exempt from reporting." This exemption applies to the initial period only, and HUD expects all recipients to have grant agreements executed by 12-31-2020.

Status: "Exempt"
What the status means: Recipients self-reported in the initial reporting period that they did not have a grant agreement executed by 9-30-2020.

Reporting for Recipients with "No report required" or "Exempt" Status in Initial Period
In Q1, the recipient will report all activities conducted with ESG-CV funding from the reporting start date through 12-31-2020. In addition to the Q1 information, the recipient should report all activities, expenditures, and CSV information for the period from 1-21-2020 to 9-30-2020, if the recipient enabled subrecipients to back-charge expenses to the initial period. To do so, the recipient must:

1. Update the reporting requirements to indicate that there is a grant agreement in place with HUD by 12-31-2020, indicate that "yes" the recipient has made expenditures, and identify the expenditure items made to date.
2. Complete the Q1 report based on the answers to the other reporting requirement questions, as indicated on-screen.

Instructions Regarding Changes to Existing Projects or the Addition of New Projects

Projects Missing from the Initial Report
There are a variety of legitimate reasons why a recipient did not enter part, or all, of their projects in the initial reporting period. Some examples are:

- The recipient had not completed its contracting with subrecipients before 9-30-2020, or
- The recipient was waiting for a FEMA determination on funding their emergency shelters.

In these cases, the recipient reported that they:

- did not expend any funding, or
- expended funding for Administration and/or HMIS, or
- expended funding on the special ESG-CV Allowable Activities, or
- submitted a report which indicated financial and CSV data for subrecipients under contract, omitting those who were not yet under contract.

HUD has determined that the submission for the initial period will *not* be amended. Instead, the missing information will be reported in Q1 as follows:

1. All expenses that were incurred in the initial period, which were not previously reported in the initial ESG-CV report, will be reported in the Q1 report along with all expenses incurred in Q1 (i.e. there will only be one financial report to complete, where the cumulative total (Total Current + Previous) on the form will equal all funds expended on or before 12-31-2020).
2. All projects that were not previously entered in Sage will be added to the Q1 report.
3. The projects that began during the initial reporting period will select the start date for the projects as the "initial period." If a reporting start date was not established for the initial reporting period, the recipient will establish a report start date that may be between 1-21-2020 to 9-30-2020.
4. Sage will require recipients who enter projects with a start date in the initial reporting period to complete a narrative regarding what happened in the initial reporting period that prohibited them from providing the initial report.
5. The projects that began during Q1 (10-1-2020 to 12-31-2020) will identify the month the project was started.
6. The projects will be placed into bundles by Sage and will be sent by the recipient to HMIS/Victim Service Provider (VSP) contacts. Bundles will only be collected for active clients in the Q1 period, and for a cumulative report. All the clients missing from the report in the initial reporting period will be included in the cumulative report.

Projects Listed

All projects under contract with the recipient, or operated by the recipient, which utilized ESG-CV funding during the reporting period are to be listed in the project list. Projects may be added.

Subrecipient	Sub-Subrecipient	Project Name	Optional Tags	HMIS/VSP ID	Report Start Date	End Date	Bundle Name	Action
Subrecipient 1		Family Shelter		HMIS1	5/1/2020	Ongoing		⊠ PROJECT ENDED
Subrecipient 2		Mass Shelter		HMIS1	5/1/2020	Ongoing		⊠ PROJECT ENDED
Subrecipient 3		Men's Shelter		HMIS1	5/1/2020	Ongoing		⊠ PROJECT ENDED
Subrecipient 4		Cold Weather Shelter		HMIS1	12/1/2020	Ongoing		✎ EDIT 🗑 DELETE
Subrecipient 5 ▾	▾	Youth Shelter		HMIS Organization ▾	Dec 2020 ▾	Ongoing		↺ UNDO

➕ Add New Project

➕ Save and Add New Project   💾 SAVE

Adding A Project

Subrecipient	Sub-Subrecipient	Project Name	Optional Tags	HMIS/VSP ID	Report Start Date	End Date	Bundle Name	Action

Report Start Date

7/1/2020

Select one... ▾

Select one...
7/1/2020
Oct 2020
Nov 2020
Dec 2020

For Q1 reporting, the report start date may be either the reporting start OR the first day of any month in the quarter. A dropdown box will let the user select the date.

Closing a Project in the Same Reporting Period

End Date

Ongoing

Oct 2020 ▾

Ongoing
Jul 2020
Aug 2020
Sep 2020
Oct 2020
Nov 2020
Dec 2020

If the project starts and ends during the same reporting period a dropdown box will allow the user to select the month the project ended. For Q1 the project may end in the initial reporting period, if the project data was not previously submitted in a bundle to HUD.

Closing a Project Started in a Previous Reporting Period
For projects that have ended, the user will click on the action "project ended" and select the last month the project was operational. The project will be removed from the active project list and moved down to the "Projects no longer funded" list in the next reporting period.

Action
❌ PROJECT ENDED
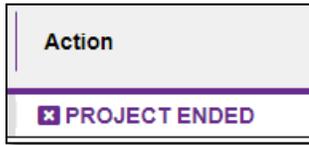
Financial Information
1. The financial report in Sage identifies funds *expended* **not** funds *drawn* from IDIS.
2. To be listed as an expenditure, the recipient does not need to have paid (reimbursed) the subrecipient or drawn funds from IDIS. All expenditures made by the recipient or subrecipients for the reporting period are included in the ESG-CV Report. Recipients will need to develop their own process for how subrecipients submit their expenditure data to them in time to fulfill the ESG-CV quarterly reporting process.
3. The total of funds expended that is reported may exceed the total funds drawn as reflected in IDIS.

Bundles
1. One bundle = project(s) in the same component, with the same start/end dates, from a single HMIS or VSPs comparable database system. Each project must be in a bundle. A bundle can include a single project or multiple projects.
2. From Q1 forward, there will be quarterly bundles and a cumulative bundle. The bundle example on the following page illustrates how the bundling process works.

Bundling Example

The bundling graph on the following page illustrates a set of emergency shelters, funded by an ESG-CV recipient with a single HMIS implementation. The report start date is set at May 1, 2020. Between the report start date in May and the September 30, 2022 report end date, there are five shelters that received ESG-CV funding.

- The Family Shelter and the Mass Shelter received funding continously throughout the period. Their quarterly data and cummulative data will always be generated together into one ESG-CVCSV upload.
- The Men's Shelter is an "early ender." Funding begins in May 2020, but ends before the reporting end date on March 31, 2022. Therefore, for the first seven reporting periods, the Mens Shelter is bundled with the Family and Mass Shelter. However, in Q7, the shelter is removed from the quarterly and cumulative bundles, and only a cumulative report for the full funding period of the project is generated.
- The Cold Weather Shelter is a "late starter" and is only open and funded with ESG-CV annually between December and February. During the funding period, the shelter will open and close twice, each time generating a quarterly and cumulative report. When the shelter is closed, the cumulative report on the shelter will reflect the full date range of the last period it was open.
- The Youth Shelter is also a "late starter" and begins at the same time as the first opening of the Cold Shelter on December 1, 2020. Therefore, for the first two reporting periods, while both shelters are operational, there will be a quarterly and cumulative bundle with both projects' data. When the Cold Weather shelter closes, the Youth Shelter will continue reporting on its own in a unique bundle.

One bundle = project in the same component, with the same start/end dates, from a single HMIS

Bundling Graph

Project Started Serving Clients with ESG-CV		Initial Period Start to 9-30-2020 / Start to September	Q1 10-1-2020 - 12-31-2020 October November December	Q2 1-1-2021 to 3-31-2021 January February March	Q3 4-1-2021 to 6-30-2021 April May June	Q4 7-1-2021 to 9-30-2021 July August September	Q5 10-1-2021 - 12-31-2021 October November December	Q6 1-1-2022 to 3-31-2022 January February March	Q7 4-1-2022 to 6-30-2022 April May June	Q8 7-1-2022 to 9-30-2022 July August September
Family Shelter	May 1, 2020 to Sept. 30, 2022	N/A	Initial Period / Cumulative May 2020 - December 2020	Q1 / Cumulative May 2020 - March 2021	Q2 / Cumulative May 2020 - June 2021	Q3 / Cumulative May 2020 - September 2021	Q4 / Cumulative May 2020 - December 2021	Q5 / Cumulative May 2020 - March 2022	Q6 / Cumulative May 2020 - June 2022	Q7 / Q8 Cumulative May 2020 - September 2022
Mass Shelter	May 1, 2020 to Sept. 30, 2022	N/A	Initial Period / Cumulative May 2020 - December 2020	Q1 / Cumulative May 2020 - March 2021	Q2 / Cumulative May 2020 - June 2021	Q3 / Cumulative May 2020 - September 2021	Q4 / Cumulative May 2020 - December 2021	Q5 / Cumulative May 2020 - March 2022	Q6 / Cumulative May 2020 - June 2022	Q7 / Q8 Cumulative May 2020 - September 2022
Men's Shelter	May 1, 2020 to March 31, 2022	N/A	Initial Period / Cumulative May 2020 - December 2020	Q1 / Cumulative May 2020 - March 2021	Q2 / Cumulative May 2020 - June 2021	Q3 / Cumulative May 2020 - September 2021	Q4 / Cumulative May 2020 - December 2021	Q5 / Cumulative May 2020 - March 2022	Q6 / Cumulative May 2020- March 2022	Cumulative May 2020 - March 2022
Youth Shelter	Dec. 1, 2020 to Sept. 30, 2022		Q1 Dec 1 -31, 2020 / Cumulative Dec 1 - 31, 2020	Q2 / Cumulative December 2020- March 2021	Q3 / Cumulative December 2020- June 2021	Q4 / Cumulative December 2020- September 2021	Q5 / Cumulative December 2020- December 2021	Q6 / Cumulative December 2020- March 2022	Q7 / Cumulative December 2020- June 2022	Q8 / Cumulative December 2020- September 2022
Cold Weather Shelter	Annually December thru February		Q1 Dec 1 -31, 2020 / Cumulative Dec 1 - 31, 2020	Q2 Jan 1 - Feb 28, 2021 / Cumulative December 2020- February 2021	Cumulative December 2020- February 2021	Cumulative December 2020- February 2021	Q1 Dec 1 -31, 2021 / Cumulative December 2020- February 2021 / Cumulative Dec 1 - 31, 2021	Q2 Jan 1 - Feb 28, 2022 / Cumulative December 2020- February 2021 / Cumulative December 2021- February 2022	Cumulative December 2020- February 2021 / Cumulative December 2021- February 2022	Cumulative December 2020- February 2021 / Cumulative December 2021- February 2022

Legend:

- Quarterly - all quarter dates are the same; all green projects are in one bundle
- Cumulative - all cumulative dates are the same; all peach projects are in one bundle
- Cumulative - Men's Shelter is an early ender in March, so must be sent in its own bundle the last two reporting periods
- Quarterly - Youth Shelter and Cold Weather both start in December 2021 - quarterly is a short quarter and both projects are in one bundle
- Cumulative - Youth Shelter and Cold Weather both start in December 2021 - cumulative is a short period and both projects are in one bundle
- Cumulative - Youth Shelter is a late starter and no other project has the same cumulative date range, so it is in its own bundle
- Quarterly - Cold Weather ends early, no other project has the same date range, so it is in its own bundle
- Quarterly - Cold Weather starts late and ends early, no other project has the same date range, so it is in its own bundle
- Cumulative - Cold Weather has its own Year One date range, so it is in its own bundle
- Cumulative - Cold Weather has its own Year Two date range so, it is in its own bundle
- NO REPORT REQUIRED