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.
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.

Adding A Project

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

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.

<table>
<thead>
<tr>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>PROJECT ENDED</td>
</tr>
</tbody>
</table>

Financial Information
1. The financial report in Sage identifies funds *expended* not *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 continually throughout the period. Their quarterly data and cumulative data will always be generated together into one ESG-CV 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 Men’s 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
This resource is prepared by technical assistance providers and intended only to provide guidance. The contents of this document, except when based on statutory or regulatory authority or law, do not have the force and effect of law and are not meant to bind the public in any way. This document is intended only to provide clarity to the public regarding existing requirements under the law or agency policies.