

COVID-19

Homeless System Response: ESG-CV Grant Recipient Closeout Preparation To-Do's

Grant closeout is the standard process through which HUD verifies that all administrative actions and required work for the award is complete. It occurs at the end of the grant "period of performance" and after HUD completes a "Grant Closeout Checklist." ESG-CV recipients can use this resource to determine if their ESG-CV grant is ready for closeout.

Ready for Closeout:

When ESG-CV grants are ready for closeout, ESG-CV recipients should contact their ESG-CV Desk Officer, who will work with them through the ESG-CV grant closeout process. A list of ESG-CV Desk Officers by HUD Field Office is included at the end of this document.



How to Assess ESG-CV Closeout Readiness

ESG-CV Expenditures and HMIS Reporting

Work with subrecipients, contractors and internal departments to verify that:

- Funding for ESG-CV projects (Rounds 1 and 2 and Reallocated Funds, if applicable) has ended (i.e., clients will no longer be served with ESG-CV funding and no more ESG-CV costs will be incurred).
- Recipient has received all final payment requests for ESG-CV expenses.
- All program participant data is entered in the Homeless Management Information System (HMIS).

Closeout Requirements

- Have subrecipients, contractors and internal departments finished ESG-CV activities, submitted final payment requests to the recipient and entered program participant data into HMIS?

Yes No (see Next Steps)

Next Steps if Not Ready for Closeout

Continue to spend on ESG-CV eligible costs, submit payment requests, and enter information into HMIS.

ESG-CV Final Balance

Review IDIS PR91 Report to verify that the "Available to Draw Amount" is equal to the final balance for all eligible ESG-CV expenses in the recipient's internal financial records.

- If the final balance amount is greater than \$0.00, contact your ESG-CV Desk Officer to let them know that ESG-CV activities are complete but balances remain so HUD can recapture the funds.

Closeout Requirements

- Did the recipient draw down all ESG-CV funds from HUD's Integrated Disbursement Information System (IDIS)? OR
- Did the recipient notify their ESG-CV Desk Officer the amount of ESG-CV funds that will not be drawn to allow for HUD recapture?

Yes No (see Next Steps)

Next Steps if Not Ready for Closeout

Continue to spend on ESG-CV eligible costs and draw funds from IDIS. Reconcile IDIS expenses with internal accounting records. For additional information on IDIS reports for ESG-CV grants, review the updated guidance in section 13.7 of [Using IDIS Online for the ESG Program](#).

Program Income (PI)

Work with subrecipients and internal departments to determine if any ESG-CV activities generated PI.

If PI was generated:

- Verify that all PI was expended during the period of performance or ensure unexpended PI is identified in a recent Action Plan (see Screen AP-15 (Expected Resources) in the eCon Planning Suite).
- Verify PI was reported on the Final SF-425 (see below for more information on SF-425).

Closeout Requirements

- Have recipients expended all PI received during the period of performance associated with the ESG-CV grant?
OR
- Have recipients identified the amount and use of unexpended PI received in a more recent program year's Action Plan?

Yes No Not Applicable (if No, see Next Steps)

Next Steps if Not Ready for Closeout

As needed, review and modify local ESG-CV policies and procedures on the receipt and expenditure of PI. Report any PI in the next annual Action Plan or amend the current Action Plan. Report on Final SF-425.

Note: ESG-CV does not require security or utility deposits to be returned to the program either when the program participant leaves the program or when the lease or utility contract terminates. If recipients established their own policies regarding security and utility deposit repayments to the extent allowable under state and local law, any repayment of a security or utility deposit to the recipient or subrecipient (or contractor of the recipient or subrecipient) is program income.

Integrated Disbursement Information System (IDIS)

Review the PR02 report in IDIS to verify that "Activity Status" is marked as "Completed."

- See "ESG-CV IDIS Activity Completion" for more information.

Closeout Requirements

- Did the recipient mark all ESG-CV activities as "completed" in IDIS?

Yes No (see Next Steps)

Next Steps if Not Ready for Closeout

See "ESG-CV IDIS Activity Completion" for more information. For additional information on IDIS reports for ESG-CV grants, review the updated guidance in section 13.7 of [Using IDIS Online for the ESG Program](#).

Quarterly Performance Reports (QPRs)

Review the [Sage](#) ESG-CV Dashboard. When HUD approves the final QPR, the "Status" column will say "Closed."

See [ESG-CV Sage Closeout and Final Reporting Process](#) for instructions on how to complete activities and submit final QPR in Sage.

Closeout Requirements

- Are all activities closed out in Sage? AND
- Is the final Quarterly Performance Report (QPR) approved by HUD?

Yes No (see Next Steps)

Next Steps if Not Ready for Closeout

See [ESG-CV Sage Closeout and Final Reporting Process](#) for instructions on how to complete activities and submit final QPR in Sage. If the final QPR was submitted but not approved, review HUD's explanation of rejection, correct errors and resubmit report.

FFATA Reporting

Login to FSRS.Gov and verify that all subrecipients and contractors receiving more than \$30,000 in ESG-CV funds are reported.

Closeout Requirements

- Have recipients reported all sub-grants and contracts of more than \$30,000 in the FFATA Sub-award Reporting System (FSRS)?

Yes No (see Next Steps)

Next Steps if Not Ready for Closeout

Login to FSRS and enter all subrecipients and contractors receiving more than \$30,000 in ESG-CV funds. Contact your ESG-CV Desk Officer with any difficulties finding a grant in FSRS. For more information on FFATA reporting, see this [FSRS Learning Session](#).

Final SF-425

Review internal records and consult with your ESG-CV Desk Officer to verify that a Final SF-425 has been submitted and accepted.

Closeout Requirements

- A Final SF-425 has been submitted to and accepted by HUD?

Yes No (see Next Steps)

Next Steps if Not Ready for Closeout

Complete a Final SF-425 and submit to your ESG-CV Desk Officer. The SF-425 and instructions are available on Grants.Gov.

Note: Recipients only need to complete one SF-425 at the end of the ESG-CV program (Final SF-425).

Monitoring

If the ESG-CV grant was monitored by HUD, review communications from the monitoring entity (Field Office; SNAPS; Office of Inspector General) and verify that any open findings have been closed.

Closeout Requirements

- Are all monitoring, HUD monitoring, and audits closed?

Yes No Not Applicable (if No, see Next Steps)

Next Steps if Not Ready for Closeout

Review monitoring letter and additional correspondence to find out what aspects of corrective actions remain. Document completion of remaining corrective actions and submit to HUD.

Single Audit

If the Single Audit identified findings related to the recipient's ESG-CV program, review communications from the auditor to verify that all outstanding audit findings have been closed.

Closeout Requirements

- Are all single audit findings closed?

Yes No Not Applicable (if No, see Next Steps)

Next Steps if Not Ready for Closeout

Consult internal program and financial management staff and auditor to close open findings.

Property Disposition

Review internal property tracking records to document all property acquired with ESG-CV funds with a current per-unit fair market value of \$5,000 has met disposition requirements.

Disposition Not Required If:

The recipient or subrecipient no longer needs the property for the purpose of the original ESG-CV project but will continue to use it for (in priority order):

- Activities funded under another HUD award, or
- Activities funded under awards from another federal agency.

For property with a current per-unit fair market value under \$5,000, the agency may dispose of the equipment as they see fit with no further obligation to HUD.

Disposition Required:

- For property no longer needed, with a current per unit fair market value more than \$5,000, the recipient should request disposition instructions from your ESG-CV Desk Officer.

Closeout Requirements

- Are all real and personal property acquired with ESG-CV funds accounted for according to disposition requirements? *Note: Requirements for disposition depend on whether the property (real or personal, such as equipment or furniture) is still needed for the original project or program and the value of the property.*

Yes No Not Applicable (if No, see Next Steps)

Next Steps if Not Ready for Closeout

Assess all property acquired with ESG-CV funds with a current per-unit fair market value of \$5,000 or more to determine:

- If it will be used for activities funded under another HUD award, or for activities funded under awards from another federal agency. Document records to show the planned use of property.
- If it will not be used as described above, request disposition instructions from your local ESG-CV Desk Officer, copying local HUD Field Office for awareness.

See this resource on [ESG-CV disposition requirements](#) for more information.

List of HUD ESG-CV Desk Officers by HUD Field Office

Field Office	ESG-CV Desk Officer	Email Address
ALBUQUERQUE	Corinne Donley	corinne.a.donley@hud.gov
ANCHORAGE	Erin Cox	erin.e.cox@hud.gov
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