

# ESG & ESG-CV Office Hours

## 11/10/2021



# How to ask a question...

---

- NEW Question Format:
  - “Q & A” is disabled, all questions must be submitted in the chat box
  - Please type your organization and question into the chat box
  - The team will read questions out loud at the end of the presentation and will provide answers if possible throughout the presentation
  - All questions and answers entered into the chat box will be recorded as part of the public record



# Agenda

---

- ESG Updates
- ESG-CV Updates
- Upcoming Webinar Trainings on 11/16: Indirect Costs; Landlord Engagement Holiday Housing Campaign
- Eligible Expenses Deep Dive
- Additional Q&A

# Upcoming Office Hours Topics

---

- 11/17/21: Monitoring your Subrecipients
- 11/24/21: CANCELED Due to Thanksgiving Holiday

# ESG Updates

---

- 2021 ESG applications are currently under review.
- Award announcements are anticipated towards the end of December 2021
- 2019 ESG Contracts: **Expenditure Deadline was: 10-22-21**
  - Please submit your final Request for Funds (RFFs) for 2019 as soon as possible.
  - Detailed Expense Reports (DERs) are always required with each RFF
  - The ESG team is here to help: [ESGNOFA@hcd.ca.gov](mailto:ESGNOFA@hcd.ca.gov)

# ESG-CV Reminders & Updates

---

- HCD is still working with MDG consultants on Indirect Costs. Be sure to attend the 11/16 webinar and note the email that was sent to you regarding the Indirect Costs worksheet to be completed by 11/24/2021 and returned to your GA.

# Upcoming Training for ESG and ESG-CV Financial Management: Indirect Costs

---

**Date:** 11.16.2021 10:00-12:30 PST

**Trainers:** Tyler Bridges and Rudy Munoz, MDG Associates

**Audience:** CA HCD, ESG Administrative Entities and Program Operators

[Registration Link](#)

This training will focus on the ESG and ESG-CV management of indirect costs. The training will provide a high-level overview of the federal requirements around indirect costs and detail how CA HCD will manage the reimbursement of indirect costs.

**Learning Objectives:**

- Trainees will receive a general working knowledge of financial management of indirect costs
- Trainees will be able to identify core components of indirect costs
- Trainees will understand the CA HCD process and policies for the reimbursement of indirect costs

# Upcoming Training Course for ESG and ESG-CV Landlord Engagement and Incentives Foundation

---

The Landlord Engagement, Recruitment, and Retention Workshop series is designed to be “a la carte”, meaning you only sign up for the in-depth workshops that are relevant to your local landlord engagement, recruitment, and retention efforts. Each workshop will vary in length by topic and audience size.

**Date:** 11.16.2021 3:00-4:00 PM PST

**Topic:** Landlord Engagement Nuts and Bolts Pre-session Holiday Housing Campaign

**Description:** This session will focus on how communities can quickly set-up landlord engagement efforts to incentivize landlords to provide units to end the homelessness for households. We will discuss five things to consider when launching a Holiday Housing Campaign, flexibilities provided within ESG-CV that you can use to attract landlords, messaging, and community examples. This pre-session will kick-off the other Landlord Engagement Nuts and Bolts sessions, which will go deeper into the mechanics of landlord engagement. Let’s work together to get more people housed this season!

**Audience:** The intended audience of this workshop series is ESG-CV Administrative Entities, CoC leadership and Board, permanent housing providers (RRH, PH, PSH) and other stakeholders involved with landlords. Each community is expected to select no more than 3-5 participants for each workshop.

[Registration Link](#)



# **ESG & ESG-CV Eligible Expenses**

---

# Emergency Shelter – Essential Services

---

- **Case Management**

- Case Manager salaries, fringe, equipment (cell phones, laptops), and supplies
  - **Not Eligible**
    - Meals for staff, bottled water, postage, office rent

- **Child Care**

- Cost of daycare provided to participants' children by a licensed childcare provider, meals, and snacks
  - **Not Eligible**
    - Participant is not enrolled in program; Child is over the age of 12 (18 if disabled)

- **Education Services**

- Educational costs provided to clients outlined in the budget guideline (GED, English as a Second Language, skills training, consumer education, etc.)
  - **Not Eligible**
    - A Degree Program; Any education program not necessary to obtain or maintain housing

# Emergency Shelter- Essential Services

---

- **Employment Assistance and Job Training**
  - Cost of expenses associated with on-the-job training, literacy training, books, and instructional materials
- **Outpatient Health Services**
  - Costs are for Direct Outpatient Treatment of medical conditions that are provided by a **licensed medical professional** (cost of a client's medical exam with a doctor or ER visit)
  - \*These expenses can only be requested for reimbursement if other outpatient health services are unavailable within the community
- **Legal Services**
  - Cost of legal fees associated with a client's court case
    - \*This is eligible only if the legal activity needs to be resolved to secure housing
  - **Not Eligible**
    - Legal services related to mortgage
- **Life Skills Training**
  - Cost of teaching critical life management skills to clients (financial literacy, parenting skills, conflict management, etc.)
  - **Not Eligible**
    - Training not necessary to function independently in the community i.e., driving lessons

# Emergency Shelter- Essential Services

---

- **Mental Health Services**
  - Cost of direct outpatient treatment by a licensed professional of mental health conditions
  - \*These expenses can only be requested for reimbursement if other mental health services are unavailable within the community
- **Substance Abuse Treatment Services**
  - Cost of Substance Abuse Treatment Services
  - \*These expenses can only be requested for reimbursement if other substance abuse treatment services are unavailable within the community
- **Transportation Services**
  - Vehicle lease
  - Vehicle Operation costs
  - Client transport for medical care, employment, childcare, or to other essential services facilities (public transit, rideshare, etc.)
  - Costs incurred by an employee to accompany or assist program participants in using public transportation
  - Mileage cost for a private vehicle used by a service worker/employee traveling to or visiting program participants
  - **Not Eligible**
    - Transportation to visit friends and families
- **Training**
  - Funds may be used for training on infectious disease prevention and mitigation for staff working directly to prevent, prepare for and respond to coronavirus among persons who are homeless or at risk of homelessness

# Emergency Shelter- Essential Services

---

- **Volunteer incentives**
  - Reasonable incentives to volunteers who are currently helping to provide necessary emergency shelter services during the coronavirus outbreak
- **Vaccine Incentives**
  - Cash payments of up to \$50 per dose (including booster shots) to people experiencing homelessness as an incentive to receive the vaccine
- **Personal Protective Equipment (PPE)**
  - Cost of PPE such as masks, hand sanitizer for program participants, staff, and volunteers working directly with the participants
- **Hazard Pay**
  - Hazard pay for emergency shelter intake staff, emergency shelter maintenance staff, staff providing outpatient health, mental health, housing navigators working directly to prevent, prepare for, and respond to coronavirus
- **Training**
  - Funds may be used for training on infectious disease prevention and mitigation for staff working directly to prevent, prepare for and respond to coronavirus among persons who are homeless or at risk of homelessness
- **Services for Special Populations**
  - Essential services to address homeless youth, victims of domestic violence, and people living with HIV/Aids in emergency shelters

# Emergency Shelter- Shelter Operations

---

- **Maintenance/Repairs**
  - Shelter expenses such as door/window repairs, repairing water or sewer connection, cleaning floors
- **Rents**
  - Rent for shelter space
- **Security**
  - Wages paid to security guards or payment for security devices at the shelter
- **Insurance**
  - Cost of insurance premium for the shelter
- **Utilities**
  - Electricity, water, gas, and other shelter utilities

# Emergency Shelter- Shelter Operations

---

- **Food**
  - Food items purchased for shelter participants
- **Furnishings**
  - Beds purchased for use in a shelter, by shelter participants
- **Supplies**
  - Essential items for shelter operation such as toiletries, cleaning supplies, etc: asset value under \$5,000 per unit
  - Not Eligible
    - Holiday Decorations
- **Equipment**
  - Cost of assets necessary for shelter operation such as copiers and valued over \$5,000 per unit
- **Shelter Vouchers**
  - Hotel or motel vouchers for homeless families and individuals

# Emergency Shelter- Renovations

---

- Labor
- Materials
- Tools
- **Other costs for renovation** (including major rehabilitation or conversion of a building)
- **Costs of renovation** of existing shelters or conversion of buildings to shelters
  - Not Eligible
    - Shelter not owned by a government entity or private nonprofit organization



# Temporary Emergency Shelters (TES)

---

- **Leasing of Real Property**
  - Costs to temporary lease existing property
- **Acquisition of Real Property**
  - Hotels, ancillary, parking lots limited to \$2.5 million per real property
- **Renovations**
  - Major rehabilitation and conversion of hotels into TES
- **Shelter Operations**
  - Costs of necessary maintenance, minor repairs, rent, security, fuel, equipment, insurance, utilities, food, furnishings, and supplies
- **Shelter Services**
  - Services: Childcare, housing search and placement, transportation
  - Training: education, employment, legal, life skills
  - Medical: Mental health, outpatient, substance abuse treatment services
- **Training**
  - Funds may be used for training on infectious disease prevention and mitigation for staff working directly to prevent, prepare for and respond to coronavirus among persons who are homeless or at risk of homelessness

# Street Outreach

---

- **Engagement Personnel**
  - Engagement staff salaries and fringe benefits
  - **Not Eligible**
    - Engagement to sheltered individuals or families
- **Case Management**
  - Case Manager salaries, fringe, mileage, equipment (cell phones, laptops), and supplies
  - **Not Eligible**
    - Meals for staff, bottled water, postage, office rent
- **Emergency Health Services**
  - Costs are for Direct Outpatient Treatment of medical conditions that are provided by a **licensed medical professional** (ex. Cost of a client's medical exam with a doctor or ER visit)  
\*These expenses can only be requested for reimbursement if other outpatient health services are unavailable within the community
- **Client Supplies**
  - Cost of blankets and toiletries for homeless clients on the streets
- **Emergency Mental Health Services**
  - Cost of direct outpatient treatment by a licensed professional of mental health conditions –These expenses can only be requested for reimbursement if other mental health services are unavailable within the community
- **Transportation**
  - Staff Transportation (outreach worker, social workers, medical professionals) to perform street outreach services
  - Participant Transportation to emergency shelters or other service facilities
  - Mileage allowance for staff
  - Purchasing or leasing a vehicle

# Street Outreach

---

- **Volunteer incentives**
  - Reasonable incentives for volunteers assisting in providing necessary street outreach services during the coronavirus outbreak
- **Handwashing Stations and Portable Bathrooms**
  - Costs of installing and maintaining handwashing stations, portable showers, and bathrooms in outdoor locations
- **Personal Protective Equipment (PPE)**
  - Cost of PPE such as masks and hand sanitizer for program participants and staff working directly with program participants
- **Laundry**
  - Laundry trucks to outdoor locations for homeless clients
- **Vaccine Incentives**
  - Cash payments of up to \$50 per dose to people experiencing homelessness as an incentive to receive the vaccine

# Street Outreach

---

- **Hazard Pay**
  - Hazard pay for street outreach team, staff providing outpatient health, mental health, housing navigators working directly to prevent, prepare for, and respond to coronavirus
    - **Not Eligible**
      - Percentage of staff time not dedicated to eligible activity
- **Training**
  - Funds may be used for training on infectious disease prevention and mitigation for staff working directly to prevent, prepare for and respond to coronavirus among persons who are homeless or at risk of homelessness
- **Centralized or Coordinated Assessment**
  - Costs for increased system costs due to coronavirus
  - \*Must coordinate with the CoC
- **Services to Special Populations**
  - Essential services to address homeless youth, victims of domestic violence, and people living with HIV/Aids in Street Outreach settings

# Homeless Prevention & Rapid Rehousing: Financial Assistance

---

- **Rental Application Fees**
  - Rental application fee charged by the landlord for all applicants
- **Security Deposits**
  - Security deposit up to 2x the monthly rent
- **Last Month's Rent**
  - The cost of last month's rent for a client's unit that is paid at the time of the security deposit, if necessary to obtain housing
- **Utility Deposits**
  - Electric, Water/Sewage or Gas deposit for the client's unit
  - **Not Eligible**
    - Telephone, internet
    - Utility that is included in the lease
- **Utility Payments**
  - Electric, Water/Sewage or Gas ongoing payment for a client
- **Moving Costs**
  - Truck rental or moving company cost, temporary storage fee (maximum of 3 months) as of client enrollment date
  - **Not Eligible**
    - Arrearages

# Homeless Prevention & Rapid Rehousing: Services

---

- **Housing Search and Placement**

- Assistance locating housing, negotiating with landlord, assessment of housing compliance (habitability, lead based and rent reasonableness)

- **Housing Stability Case Management**

- Assessing, arranging, coordinating, and monitoring delivery of individualized services to facilitate housing stability
  - Case Manager salaries, fringe, mileage, equipment (cell phones, laptops), and supplies
    - **Not Eligible**
      - Meals for staff, bottled water, postage, office rent

- **Habitability and lead-based paint inspections**

- Inspections can be conducted in person, completed and certified by the landlord, or completed using technology (such as dated video or photos). Sub-recipients that own their property cannot conduct inspections. Lead-based paint visual assessments are required for units built before 1978 and where a child under the age of 6 or a pregnant woman can be living or spending time. Habitability Inspection Form Lead-based paint resources: [Housing Materials: Providers: Community Shelter Board \(csb.org\)](https://www.csb.org/housing-materials-providers)

- **Mediation**

- Time and services associated with mediation between client and landlord to prevent the loss of housing

- **Legal Services**

- Services necessary to resolve a legal problem that prevents the client from obtaining or maintaining housing
  - **Not Eligible**
    - Legal services related to mortgages

# Homeless Prevention & Rapid Rehousing: Services

---

- **Credit Repair**
  - Services necessary to assist the client with credit counseling or other related services such as budgeting, managing money, accessing free credit report
    - **Not Eligible**
      - Assistance cannot include the payment or modification of a debt
- **Essential Services**
  - Services: Childcare, transportation
  - Training: education, employment, legal, life skills
  - Medical: Mental health, outpatient, substance abuse treatment services
- **Hazard Pay**
  - Hazard pay for staff in proximity to persons with coronavirus or working in locations with a high likelihood of contracting coronavirus, staff providing outpatient health, mental health, housing navigators working directly to prevent, prepare for, and respond to coronavirus
- **Training**
  - Funds may be used for training on infectious disease prevention and mitigation for staff working directly to prevent, prepare for and respond to coronavirus among persons who are homeless or at risk of homelessness.
- **Hotel/Motel Costs**
  - Costs for hotel or motel vouchers for participants receiving rapid rehousing
- **Cell phones and Internet**
  - Costs to loan temporary cell phones to clients
  - \*Wireless service plans must be in the name of the grantee or subgrantee's

# Homeless Prevention & Rapid Rehousing: Services

---

- **Personal Protective Equipment (PPE)**
  - Cost of PPE such as masks, hand sanitizers for program participants
- **Renter's Insurance**
  - Costs of renter's insurance required by landlord for housing participants to obtain or maintain housing
- **Vaccine Incentives**
  - Cash payments of up to \$50 per dose to people experiencing homelessness as an incentive to receive the vaccine
- **Furniture and Household Furnishings**
  - Costs to buy furniture and household furnishings for participants while they are receiving assistance
    - \*Furniture belongs to the funded entity, not the client
  - **Not Eligible**
    - Bedding, linens, kitchen supplies



# Homeless Prevention & Rapid Rehousing: Rental Assistance

---

- **Short-term rental assistance**

- Rental assistance up to 3 months
  - **Not Eligible**
    - Financial assistance coupled with other public sources of rental assistance
    - Rental Assistance on units that did not meet rent reasonableness and Rental Assistance Agreement was not signed prior to incurring rental assistance expenses

- **Medium-term rental assistance**

- Rental assistance 4 to 24 months

- **Rental arrears**

- One-time payment up to 6 months including late fees on the arrears

- **Sponsored-Based Rental Assistance (SBRA)**

- Grantee or subgrantee execute a SBRA agreement with a “sponsor” (separate government agency, subsidiary agency of a government, or non-profit organization); lease or sublease between the program participant and the sponsor for the “sponsored unit” where the program participant will reside

# Homeless Management Information System (HMIS)

---

- **Purchasing or leasing computer hardware**
  - Purchasing or leasing computer hardware to comply with HMIS reporting
- **Purchase of Software/Software license**
  - Purchasing software needed to operate the hardware
- **Purchasing or Leasing Equipment**
  - Purchasing or leasing equipment, including telephones, and faxes, and furniture
- **Utilities/Phone/High Speed Data**
  - Paying charges for electricity, gas, water, phone service, high-speed data transmission necessary to operate or contribute to data to HMIS

# Homeless Management Information System (HMIS)

---

- **Leasing office space**
  - Reasonable rent for office space for HMIS personnel
- **HMIS or Comparable Database Data Entry Personnel**
  - Paying salaries for operating HMIS, including completing data entry, monitoring, and reviewing data quality, completing data analysis
- **Intake Staff Travel**
  - Paying staff travel costs to conduct intake; Paying costs of staff to travel to and attend HUD-sponsored and HUD-approved training on HMIS and programs authorized by Title IV of the McKinney-Vento Homeless Assistance Act
- **HMIS Lead Agency**
  - Administering the system; Upgrading, customizing, or enhancing HMIS

# Administrative Activities

---

- **General Management, Oversight, and Coordination**
  - Salaries of staff engaged in eligible program administrative activities; general legal services, accounting, and auditing under third party contracts; rental or purchase of equipment, insurance, utilities, office supplies and maintenance of office space
  - **Not Eligible**
    - Staff and overhead costs directly related to carrying out program activities
      - Costs that were incurred outside of the contract period
      - Costs that were not specifically designated in your grant agreement
- **Consolidated Plan**
  - Costs of preparing or amending the ESG related sections of the consolidated plan
- **Environmental Review**
  - Costs of carrying out the environmental review process



Questions?

# ESG Resource Links

---

- [ESG Regulations](#) - (update published April 2017)
- [ESG-CV Notice](#)
- General ESG Information
  - [HUD ESG Landing Page](#)
  - [ESG Program Overview](#)
  - [ESG Program HMIS Manual](#)
  - [ESG Minimum Habitability Standards ES and Permanent Housing](#)
- [ESG Standards and Inspections](#)
- [Habitability Example Checklist](#)

## TA Resources:

- [Disease Risks and Homelessness](#) - landing page for resources on a wide range of topics
- [ESG-CV Notice Summary](#)
- [Flexibilities/Waivers Granted by the CARES Act + Mega Waiver and Guidance](#) - applicable Waivers on pages 11-14
- [Strategies to Design and Implement a Successful ESG-CV Program](#)
- [IDIS Fact Sheet for ESG and ESG-CV Funds Setup](#)
- [ESG-CV Quarterly Reporting Calendar](#)
- [National Alliance RRH Toolkit](#)

# COVID Response Resources

---

## **Standing Up Infection Control Measures:**

- [Alternative Approaches to Sheltering](#)
- [Shelter Preparedness Checklist](#)
- [Creative Staffing Solutions \(See Appendix 1\)](#)
- [COVID Informational Flyers](#)
- [Vaccine Messaging Toolkit](#)
- [Eligible ESG Program Costs for Infectious Disease Preparedness](#)

## **CDC and NHCHC Guidance:**

- [Strategies for Proactive Universal Testing](#)
- [Guidance for Service Providers to Respond to COVID](#)

# Contact Us...

---

- If you have any further questions, please contact us:
  - Annual ESG – Please reach out to your ESG Representative or [ESG@hcd.ca.gov](mailto:ESG@hcd.ca.gov)
  - ESG-CV – Please reach out to your Grant Administrator