

ESG & ESG-CV Office Hours

2/16/2022



How to ask a question...

- Question Format:
 - 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

- Announcements
- ESG/ESG-CV Updates
- Office Hours Update
- ESG/ESG-CV Q&A
- Brown Bag Session: Monitoring

ESG Updates

2021 ESG Applications

- We just finished our Review
- Award announcements will be mid-March 2022 (posted to our ESG webpage)

2020 ESG (annual) Contracts

Detailed Expense Reports (DERs)

- Use our DER form to submit with each RFF. If you need a blank one, contact your ESG Rep.
- Be detailed and itemize out as much as possible on the DERs
- **Staff Charges: Provide Staff TITLES!**

ESG Updates

2020 Contracts - continued

- **Expenditure Deadline: July 7, 2022**
 - Be sure you are expending your ESG annual funds

ESG Updates

ESG Team Members:

- Diana Prado
- Giovanni Martinez
- Sarah Theobald
- Tuesday Cool
- Sam Lieu
- Anthony Zepeda

We have realigned our grant management territories. You may have a new ESG Grant Rep.

Please reach out to your Rep or contact us at: ESGNOFA@hcd.ca.gov

ESG-CV Reminders & Updates

- ESG-CV Grant Administrators emailed the new RFF and Budget Revision excel sheets on 2/15/22 (if you did not receive these forms, please reach out to your GA).
- ESG-CV sub-recipients next steps are:
 - Review all attachments in the email sent by your GA
 - Complete the budget revision workbook and email it to your Grant Administrator IF: you currently have indirect costs in your eCivis budget and want to keep them, OR you need to update your budget amounts for direct and indirect costs (i.e. remove indirect or change the amount of indirect), OR you need to complete a planned budget amendment
 - Once approved via email, upload the budget amendment into eCivis
 - Submit your January expenses (and/or expenses prior to January) in February's RFF using the old RFF form
 - Submit 2 RFFs in March using the new RFF form- 1 RFF for Direct Costs and 1 RFF for Indirect costs
 - For April, use the new RFF form (you can include both indirect and direct costs on the same RFF starting in April)

HCD Office Hours Updates

Upcoming Office Hours topics:

- 2/23/2022: Housing First Principles
- 3/2/2022: Trauma Informed Practices
- 3/9/2022: CES: Assessing the assessment
- 3/16/2022: Coordinated Entry System FAQ

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](#)

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](#)

Questions?



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
 - ESG-CV – Please reach out to your Grant Administrator

Monitoring

- Chris Andrews





- The State of California's Department of Housing and Community Development (CA HCD) is required to monitor each program, function, or activity funded by its ESG & ESG-CV award
- Monitoring is not limited to a one-time event but is rather an ongoing process that assesses the quality of ESG & ESG-CV funded program performance over the life of the Standard Agreement and involves continuous communication and evaluation
- The goal of this process is to assist ESG & ESG-CV funded programs with improving performance, increasing capacity, and avoiding or remedying instances of non-compliance



HCD Grantee Monitoring Overview

- HCD's grantees are required to monitor and report on the performance of their ESG & ESG-CV funded programs, including those implemented by:
 - Internal departments and divisions
 - Service providers and contractors

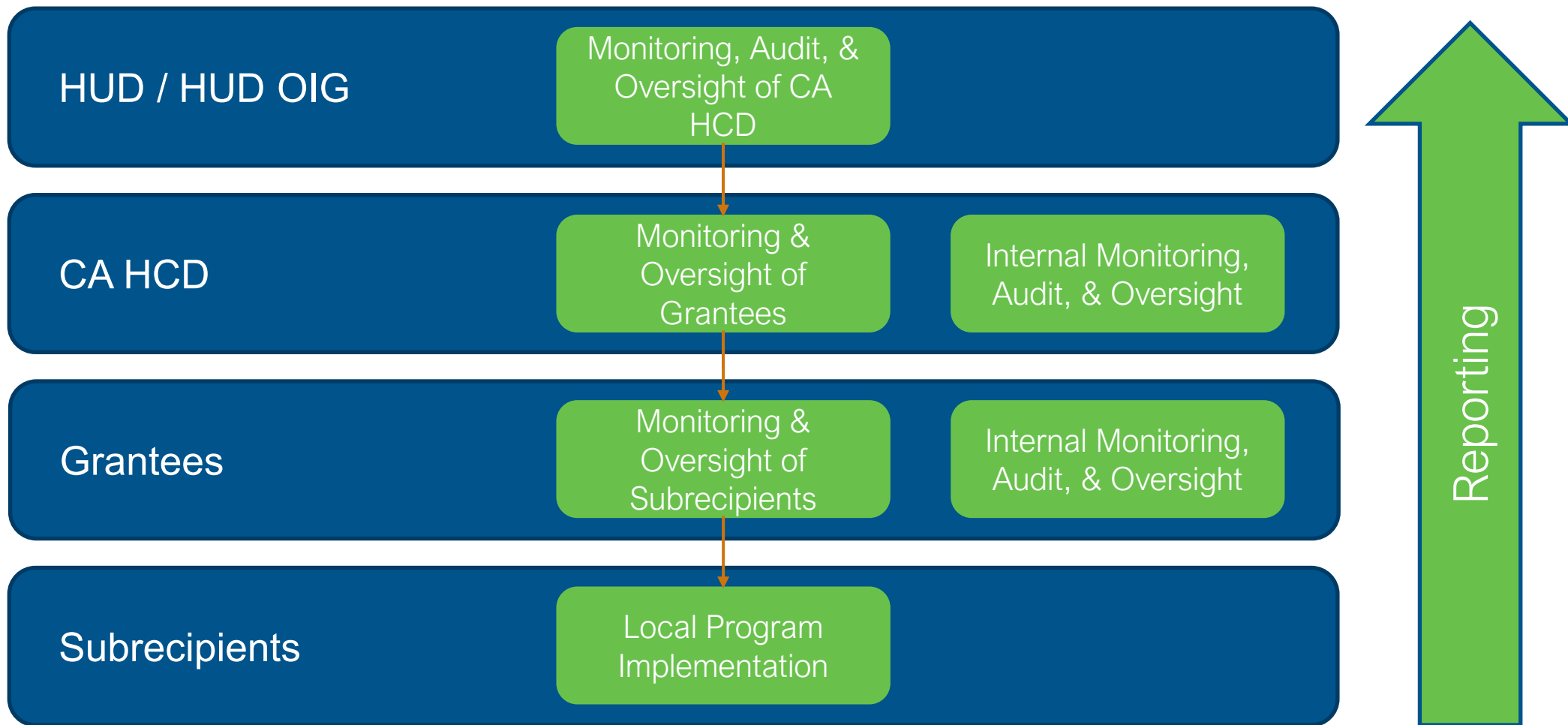
EXHIBIT D

9. Monitoring Grant Activities

- A. Subrecipient shall monitor the activities selected and awarded by them to ensure compliance with all ESG requirements. An onsite monitoring visit of homeless service providers shall occur whenever determined necessary by the Subrecipient, but at least once during the grant period.
- B. The Department will monitor the performance of the Subrecipient based on a risk assessment and according to the terms of this Agreement. The Department may also monitor any service providers of the Subrecipient as the Department deems appropriate based on a risk assessment.
- C. The Department will monitor the performance of Subrecipient and funded projects based on the performance measures used by HUD in ESG or the Continuum of Care program. In the event that project-level or system-wide performance consistently remains in the lowest quartile compared to all participating Service Areas in the Continuum of Care allocation, the Department will work collaboratively with the Subrecipient to develop performance improvement plans which will be incorporated into this Standard Agreement.
- D. If it is determined that a Subrecipient or any of its service providers falsified any certification, application information, financial, or contract report, the Subrecipient shall be required to immediately reimburse the full amount of the ESG award to the Department, and may be prohibited from any further participation in the ESG program. The Department may also impose any other actions permitted under 24 CFR 576.501 (c).
- E. As requested by the Department, the Subrecipient shall submit to the Department all ESG monitoring documentation necessary to ensure that Subrecipient and its service providers are in continued compliance with all ESG requirements. Such documentation requirements and the submission deadline(s) shall be provided by the Department when the information is requested from the Subrecipient.
- F. Subrecipient and its service providers shall cooperate with the Department and shall make available to the Department all information, documents, and records reasonably requested. Copies of these items will also be made available to the Department upon their request. Subrecipient shall provide the Department the reasonable right of access to the Site during normal business hours for the purpose of assuring compliance with this Agreement and evaluating the Subrecipient's performance.



Roles & Responsibilities





Process & Outcomes



Potential Monitoring Outcomes	
Clearance:	No violation of the program regulations or Standard Agreement requirements
Concern:	A condition, that if not corrected, may result in a violation of the program regulations or Standard Agreement requirements
Finding:	A violation of the program regulations and/or Standard Agreement requirements

**Failure to address findings in accordance with the recommended corrective action may result in the temporary denial of reimbursement, repayment of previous reimbursements, or termination of the agreement*

Risk Assessment

Conduct evaluation of all ESG-CV recipients to identify the risk of fraud, waste, abuse and non-compliance

Monitoring Plan

Develop a roadmap that prioritizes monitoring higher risk grantees based on outcomes from the risk assessment

Monitoring Preparation

Complete a monitoring strategy for each grantee being monitored and notify grantee of monitoring plan and approach

Monitoring Fieldwork

Facilitate entrance and exit conferences and complete applicable monitoring checklists for each grantee

Monitoring Report

Prepare a summary report for each grantee outlining the outcome of the monitoring visit

Monitoring Response

Each grantee has 30 days to respond to monitoring letter, if applicable

Monitoring

- Chris Andrews

