

# Emergency Solutions Grant (ESG)

Subrecipient Orientation | June 24, 2025 | 10:00 am



# Agenda

1. Welcome
2. Introductions
3. ESG Grant Objectives
4. Eligible Activities
5. Participant Eligibility
6. ESG Requirements
7. Budget
8. Invoices
9. Continuing Education Log
10. Monitoring
11. Grant Award Process
12. Next Steps
13. Federal Regulatory Requirements
14. Q&A
15. Closing

# Introductions

**Dena Heald**

Chief Financial Officer/City Treasurer

**Joe Barron**

Grants Division Manager

**Kristina Gutierrez**

Senior Grants Analyst

**Dennis Kwan**

Senior Grants Accountant

**Donyielle Holley**

ESG Consultant

**Melissa Aguilar**

HUD Consultant

**Adriana Robledo**

HUD Consultant

City of Moreno Valley

Avant Garde

# ESG Basics: ESG Grant Objectives

- Improve the number and quality of emergency shelters for homeless individuals and families;
- Help operate these shelters and provide essential services to shelter residents;
- Rapidly re-house and provide essential services to homeless individuals and families; and
- Prevent families and individuals from becoming homeless and provide essential services to those at risk of homelessness.



# Eligible Activities

- Street Outreach
- Emergency Shelter
- Homelessness Prevention, including rental assistance
- Rapid Re-Housing
- Administration
- Homeless Management Information System (HMIS)

# Participant Eligibility

- Benefitted person(s) should be City residents.
- “Homeless” or those “At Risk of Homelessness” per HUD definitions ([24 CFR 576.2](#)).
- Grant Program must serve extremely low income (30% AMI) persons.
  - Use HUD 2025 Income Limits (Effective 06.01.25) for Riverside County to qualify applicant.

# ESG Income Limits

## Maximum Annual Household Income Limits as Determined by HUD effective June 1, 2025

# of Persons in Household

**Extremely Low  
Income (30%)**

1	2	3	4	5	6	7	8
\$23,500	\$26,850	\$30,200	\$33,550	\$36,250	\$38,950	\$41,650	\$44,300

# Compliance Certification

Exhibit D

COMPLIANCE CERTIFICATION  
City of Moreno Valley  
2024-2025 ESG Program  
Homeless Prevention & Rapid Rehousing

INVOICE DATE/ INVOICE NO. : \_\_\_\_\_

Neighborhood Housing Services of the Inland Empire hereby certifies that the below procedures were performed; and policies, guidelines, and requirements (among other regulations) related to the acceptance and use of ESG funds have been adhered to and complied with as stipulated in the executed agreement for the above-mentioned program:

An initial evaluation was conducted to determine each individual's or family's eligibility for Homelessness Prevention assistance ☐ Y/N/NA  
or Rapid Re-housing and the amount and types of assistance the individual or family needs to regain stability in

There is documentation that all program participants who received Homelessness Prevention assistance: ☐  
a. met the eligibility criteria of the "At risk of homelessness" definition or "Homeless" definition categories 2, 3 or 4 in 24 CFR 576.2;  
b. had an annual income (as determined in accordance with 24 CFR 5.609) does not exceed 30% AMI per Notice CPD-20-08.  
[24 CFR 576.2; 24 CFR 576.103; 24 CFR 576.401(e); 24 CFR 576.500(b); 24 CFR 576.500(c); 24 CFR 576.500(e); 24 CFR 576.500(f)]; and  
c. certified there were no benefits applied for and receive duplicative to that provided by LSSC (see Exhibit K of the Agreement).

There are documentations that all program participants who received Rapid Re-housing assistance met the eligibility ☐  
a. under category (1) of the "Homeless" definition, or  
b. under category (4) and live in an emergency shelter or place described in category (1) of the homeless definition. [24 CFR 576.2; 24 CFR 576.104; 24 CFR 576.500(b); 24 CFR 576.500(f)]

[Subrecipient Name] records document that the program participant's eligibility were re-evaluated and the types and amounts of assistance the program participant needs not less than once every 6 months for program participants receiving ☐  
Homeless Prevention assistance and not less than once annually for program participants receiving Rapid Re-housing

[Subrecipient Name] adopts written standards for the provision of Homelessness Prevention and Rapid Re-housing assistance. ☐

[Subrecipient Name] records document that each re-evaluation of eligibility established that the program participant: ☐  
a. did not have an annual income (as defined in 24 CFR 5.609) that exceeds 30% AMI as established by HUD; and  
b. lacked sufficient resources and support networks necessary to retain housing without ESG assistance [24 CFR 576.401(b)(1)(i)-(ii); 24 CFR 576.500(e); 24 CFR 576.500(f)]



# **ESG Requirements**

- Match Requirements – Federal regulations require a 100% match; with documentation to be provided when invoicing the City.
- Participation in HMIS – Must Input Data Monthly.
- Active Participation in Continuum of Care (CoC)
- Maintain and Apply Written Standards for providing ESG assistance.

\_\_\_\_\_

To identify in-kind contributions and document cash value, please utilize the space below to identify the cash value of the in-kind match and append supporting documentation for how the cash value and cost reasonableness was established.

[illegible]

1. The information contained herein is current, complete, and accurate;
2. The City may contact grantors to verify the information provided.

Signature of Authorized Representative

Direct Phone Number

<sup>2</sup>Proof of match may come in the form an award letter, copy of application/request for funds, or a letter of commitment from the funding agency on agency letterhead.

# Budget

**CITY OF MORENO VALLEY**  
**FY 2024/25 Emergency Solutions Grants**  
**Budget Worksheet**

Name of Applicant: \_\_\_\_\_

Amount Requested: \$ \_\_\_\_\_

**ELIGIBLE PROGRAM COMPONENTS**

**B. RAPID REHOUSING**

Number of Individuals to be Served by Award: \_\_\_\_\_

Number of Individuals to be Served by Match\*\*: \_\_\_\_\_

Eligible/Budgeted Costs		Description	Grant	Match**
<b>Housing Relocations and Stabilize</b>	Financial Assistance	Moving Costs, Rent Application Fees, Last Month's Rent, Utility Payments, Security Deposits, Utility Deposits	\$ -	\$ -
	Services	Housing Search & Placement, Housing Stability Case Management, HMIS Data Entry (Direct Costs)	\$ -	\$ -
	Services	Mediation, Credit Repair, Legal Services	\$ -	\$ -
<b>Short- and Medium- Term Rental Assistance</b>			\$ -	\$ -
	Short Term Assistance (0-3 mos.)	Example: \$800/Rental Assistance x 2 months = \$1,600 \$ Rental Assistance x months =	\$ -	\$ -
	Medium Term Assistance (4-24 mos.)	Example: \$800/Rental Assistance x 4 months = \$3,200 \$ Rental Assistance x months =	\$ -	\$ -
<b>TOTAL</b>			\$ -	\$ -

**D. EMERGENCY SHELTER**

Number of Individuals to be Served: \_\_\_\_\_

Number of Individuals to be Served by Match\*\*: \_\_\_\_\_

Eligible/Budgeted Costs		Description	Grant	Match**
<b>Essential Services</b>	Services	Services provided to individuals and families who are in an emergency shelter, Case Management, Life Skills, Child Care, Education Services, Employment Assistance and Job Training, Outpatient Health Services, Legal Services, Mental Health Services, Substance Abuse Treatment Services, Transportation, Services for Special Populations	\$ -	\$ -
	Services	Case Management, Life Skills, HMIS Data Entry (Direct Costs)	\$ -	\$ -
<b>Renovation</b>		Cost of labor, materials, tools, other costs for renovation including soft cost, major rehabilitation of an emergency shelter, and renovating buildings to be used as emergency shelter for homeless families and individuals.	\$ -	\$ -
<b>Shelter Operations</b>		Maintenance, Food, Insurance, Rent, Furnishings, Security, Supplies necessary for the operation of the emergency shelter, Fuel, Utilities, Equipment, Hotel or motel voucher for family or individual when an emergency shelter is not available.	\$ -	\$ -
<b>TOTAL</b>			\$ -	\$ -

\*\* Matching funds must be expended on ESG eligible costs. Matching funds must be budgeted within the applicable column to demonstrate where matching funds will be allocated. The dollar for dollar match is not required to occur on the same line item where a grant expenditure occurs, it may be allocated to any other eligible grant expenditure listed in the program budget. Beneficiaries served by the match shall be entered into HMIS.

	ESG Grant	Match
STREET OUTREACH	\$ -	\$ -
RAPID REHOUSING	\$ -	\$ -
HOMELESSNESS PREVENTION	\$ -	\$ -
EMERGENCY SHELTER	\$ -	\$ -
<b>TOTALS</b>	\$ -	\$ -

# Monthly Invoices

Exhibit D

CITY OF MORENO VALLEY  
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

**Subrecipient Payment Request FY \_\_\_\_/\_\_\_\_**

AGENCY NAME:	DATE:
PROJECT TITLE:	INVOICE NO. :
PREPARER'S NAME:	
EMAIL:	PHONE:

**ACCOUNT SUMMARY:**

Approved CDBG Budget	
CDBG Reimbursements Received To Date	
Pending Reimbursements To Date (including this invoice)	
Remaining CDBG Balance	\$ -

**CURRENT REQUEST:**

CDBG BUDGET LINE ITEM PER APPROVED AGREEMENT <small>(List individual line item costs per approved budget, Exhibit "B")</small>	BUDGET AMOUNT \$	(PREVIOUS REQUESTS)	(CURRENT AMOUNT REQUESTED FOR REIMBURSEMENT)	REMAINING BUDGET BALANCE
<b>PERSONNEL COSTS:</b>				
Salaries				\$ -
Fringe Benefits				\$ -
<b>Total Personnel Costs:</b>	\$ -	\$ -	\$ -	\$ -
<b>OPERATING COSTS:</b> <small>(List individual operating line item costs)</small>				
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
<b>Total Operating Costs:</b>	\$ -	\$ -	\$ -	\$ -
<b>TOTAL: (Personnel Costs + Oper. Costs)</b>	\$ -	\$ -	\$ -	\$ -

**TOTAL PAYMENT REQUESTED THIS INVOICE:** \$ -

NOTE: Corresponding back-up source documentation must be attached. The "Documentation Required for Reimbursement Checklist" may be included as back-up and/or used for guidance in preparing the submittal.

Signature of Preparer \_\_\_\_\_ Date \_\_\_\_\_

Signature of Authorized Supervisor, Executive Director, or Board Member \_\_\_\_\_ Date \_\_\_\_\_

**For City Use Only:** Date Received: \_\_\_\_\_ By: \_\_\_\_\_

P.O. No.: \_\_\_\_\_ Amt. \$: \_\_\_\_\_

Inv. No.: \_\_\_\_\_ Acct. No.: \_\_\_\_\_

Inv. Date: \_\_\_\_\_ Auth. By: \_\_\_\_\_





# Monitoring

- On-Site Visits
- Participant Eligibility
- Monthly Performance Statistics
- Request for Reimbursement



# Monitoring: Common Concerns

- Behind on program milestones and goals
- Incomplete or inaccurate reporting
- Late invoice submissions
- Ratio of budget expenditures to program activity



# Monitoring: Common Findings

- Participant ineligibility
- Inadequate record keeping
- Lack of adequate accounting, policies and procedures, and internal controls



# Grant Award Process\*

## Award Notification

- **Anticipated Timeline:** Early June
- The City sends letters notifying organizations of award selection. An acceptance letter is also sent requesting a response from the organization.

## HUD Agreement Issued

- **Anticipated Timeline:** August-October
- Upon obtaining a formal agreement from HUD, City staff starts processing subrecipient agreements for approval and signature by the City Manager and City Attorney.

## Legal Review of Agreements

- **Anticipated Timeline:** 2 Weeks
- The City Attorney's office reviews and approves all subrecipient agreements. Upon approval, the agreements are routed to subrecipients for review/comments.

# Grant Award Process\*

## Agreements Executed

- **Anticipated Timeline:** 1-2 weeks
- Agreements are then returned to the City for final signatures from City staff. Executed agreements are then distributed to subrecipients.

## Finance Review

- **Anticipated Timeline:** 4 weeks
- The Grants Division enters the agreement and all supporting documentation into the City's Financial Operations System and a Purchase Order is created for each subrecipient.

## Invoice & Statistical Reports

- **Anticipated Timeline:** Submitted Monthly
- Subrecipients are expected to submit monthly invoices to the City on the 10th of each month for review. City Staff/Consultants will review invoices for completeness, compliance, and review program deliverables via a statistical report.

# Grant Award Process\*

## Invoice Submittal

- **Anticipated Timeline:** 1-2 weeks
- After invoices have been reviewed and approved the Grants Division submits the invoices to Accounts Payable to initiate the internal approval process.

## Payment Authorization

- **Anticipated Timeline:** 1-2 weeks
- Once the invoices have obtained the necessary approvals, Accounts Payable issues payment to subrecipients. All payments are sent as an ACH.

# Program Considerations

- Funding
- Executive Orders
  - Executive Order 14168 – Grant funds cannot be used to promote gender ideology
  - Executive Order 14182 – Grant funds cannot be used to fund or promote elective abortions
  - Executive Order 14218 – Undocumented immigrants cannot receive public benefits

# Next Steps


- Agreements will be circulated to subrecipients for review and signature(s)
- The City receives its agreement from HUD
  - Timeline for this item varies and impacts the timeline in which the City can execute its agreements with subrecipients
- The City executes the subrecipient agreements
  - Executed copies are sent to subrecipients
  - A Notice to Proceed is issued

# Federal Regulatory Requirements

- Title 2 of Code of Federal Regulations Part 200 ([2 CFR Part 200](#))- Uniform Administrative Requirements:
  - Conflict of Interest ([200.112](#))
  - Standards of Financial Management ([200.302](#))
  - Internal Controls ([200.303](#))
  - Program Income ([200.307](#))
  - Procurement Standards ([200.320](#))
  - Monitoring ([200.329](#))
  - Direct & Indirect Cost Principles ([200.412](#) & [200.413](#))
  - Audit Requirements ([200.501](#))

# Federal Regulatory Requirements cont.

- Title 24 of Code of Federal Regulations Part 576 ([24 CFR Part 576](#))- Basic provisions for all ESG grants:
  - Eligible Activities;
  - Records to be maintained
  - Labor standards (Davis-Bacon Prevailing Wage)
- Section 3 requirements for HUD awards in excess of \$200,000 for Covered Projects. Most ESG and CDBG programs are exempt.
- Various non-discrimination and affirmative action regulations.



# HUD Exchange – ESG Resources

- Register for [HUD Exchange Account](#)
- [Updated ESG Interim Rule \(2017\)](#)
- [ESG Services Matrix](#)
- [Homeless Definition Matrix](#)



# Q & A



# We're Here to Help!

## Moreno Valley

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**Email:**

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