Texas Department of Housing and Community Affairs

Emergency Solutions Grants (ESG) Program

Monthly Reporting Guide

Rev. 2025

Overview of ESG Monthly Reporting

Emergency Solutions Grants (ESG) Subrecipients must submit a Monthly Performance Report (MPR) and a Monthly Expenditure Report (MER) through the Department's web-based Housing Contract System (HCS).

Monthly Reports Uses - The Department uses the financial and performance information submitted through the monthly reports to understand the success and improve the administration of the program. Financial and performance information is also utilized to report performance data to the U.S Department of Housing and Urban Development (HUD) through the Consolidated Annual Performance and Evaluation Report (CAPER) and used in the State of Texas Low Income Housing Plan and Annual Report (SLIHP). The data the Department collects is subject to change.

Due Dates - The MPRs and MERs are **due on or before the last day of each month** of the Contract Term for the activity performed the preceding month, regardless of weekends or holidays. Extension requests for reporting deadlines cannot be approved. Only the final draw request may be submitted no later than 45 days following the contract term end date.

Access - Subrecipients must access the HCS with a username and password assigned to them by the Department. To receive an individual username and password, each staff expected to complete and/or review the MPR/MER must submit a Housing Contract System Access Request Form to HomelessPrograms@tdhca.texas.gov. The Housing Contract System Access Request Form can be downloaded from the ESG Guidance web page. New HCS Access Request forms are required for each ESG Contract.

Order of Reports & Validations - A MPR must be saved and submitted in the HCS before the system will allow the user to submit the MER. Together, the MPR and the MER comprise the ESG Draw Request. Some validations are programmed into each report to verify data accuracy. If an error message appears, an automatic data validation check has been triggered and errors must be corrected before the HCS will allow a user to approve the reports.

Monthly Expenditure Report – The MER collects monthly expenditures of ESG funds and match provided. Subrecipient may be reimbursed for the amount of actual cash disbursements as reflected in the MER.

Monthly Performance Report – The MPR collects demographic data of persons assisted through TDHCA ESG-funded program components and match, as well as information on outputs and outcomes achieved.

HMIS and Comparable Database System Requirements

As required by ESG rules, Subrecipients must enter all data on Program Participants served and program components assisted with ESG funds in the Homeless Management Information System (HMIS) or a comparable database. Subrecipients are encouraged to contact their HMIS lead agency within your Continuum of Care (CoC) as soon as possible for questions about compiling data needed for the MPR.

Similarly, legal services providers or domestic violence services providers must work with the HMIS lead, or the comparable database support staff, to create reports necessary to complete the MPR. A comparable database must collect Program Participant-level data over time and generate unduplicated aggregate reports.

Subrecipients must refer to the latest version of the HMIS Data Standards for information on HMIS data elements and their definitions. Additional resources can be found at the end of this guide.

It is important to note that Subrecipients might not find all required monthly reporting data is captured in their HMIS or Comparable Database System. We recommend that new Subrecipients review the MPR fields as soon as possible to identify any data that needs to be collected outside of their HMIS or Comparable Database System.

Clients and Data Included in Reporting

The number of persons and/or households served for each program component with both ESG funds AND/OR ESG Match funds must be reported**.** Under any given ESG program component (street outreach, shelter, homelessness prevention or rapid re-housing), Program Participants must be reported **only once** during the program year in a particular program component, even if they receive a particular service more than once under that program component. For example, a Program Participant who receives case management services under street outreach will only be reported in the MPR once as having received case management services under street outreach, even if case management services are offered for a longer period than one month.

> For performance reports, Program Participants that are assisted continuously as a Contract ends and new Contract begins in the same program will count as new Program Participants for the new Contract. *10 TAC 7.5(c)*

The Project Start Date refers to the month, day, and year a Program Participant begins to be assisted by the project.
The Project Exit Date refers to the month, day, and year of the last day of occupancy or service.
Project Start Date and Project Exit Date guidance can be found in the following HUD Exchange HMIS Resources:

- HMIS Data Standards Manual - *see Universal Data Elements -> Project Start Date (3.10); Project End Date (3.11)*
- ESG Program HMIS Manual - *see "Data Collection Requirements" for program specific instructions*

An Outcome is a benefit or change achieved by a Program Participant served by the Department's homeless programs. For purposes of the MPR, this refers to a benefit or change achieved by a Program Participant served with ESG funds AND/OR ESG Match funds (e.g., Program Participants with a permanent housing destination at program exit). Outcomes must be reported once under each program component when the actual goal is achieved, keeping in mind that an outcome may be achieved days or months later after the initial service was provided.

The Exit Destination refers to the type of destination to which the Program Participant exited. The most current list of Exit Destinations is in *HUD's CoC Annual Performance Report and ESG Consolidated Annual Performance and Evaluation Report (HUD CoC APR and ESG CAPER) HMIS Programming Specifications*. For reference, Appendix A adopted from the *2024 HUD CoC APR and ESG CAPER HMIS Programming Specifications* is included at end of this document. Remember that the most recent version of the *HMIS Programming Specifications* should be used regardless of Appendix A listed in this ESG Reporting Guide. To report the Exit Destinations for each program component, reference Appendix A's columns corresponding to the project type.

- Only positive exit destinations should be reported in the Exit Destinations fields in the ESG MPR. Positive exit destinations are indicated with a ✓ in Appendix A.
- Program Participants whose destination is indicated with an X or a blank will not be considered a positive exit destination and would not be reported in the Exit Destination fields in the ESG MPR.

Steps to Create and Submit Reports

1. Logging In

   Upon logging into the HCS, you will be able to see all the contracts that you have access to as well as any currently pending draws.

TDHCA Housing Contract System

My Contracts

Notifications List

YOUR CONTRACTS

Contract Number	Administrator	CSAS Number(s)	Program Name	Program Activity Type	Setaside Type	Contract Begin Date	Contract End Date	Status
1002768	Coastal Bend Center for Independent Living	556342	HOME	HOME Reservation	TBRA Disaster Relief Reservation	2/20/18	2/19/21	Pending Amendment
1002770	Texas Department of Housing and Community Affairs		HOME	HOME Reservation	HRA Reservation	1/1/15	12/31/19	Active
20170000110	Frameworks Community Development Corporation		ESG	ESG		8/8/18	8/8/19	Active

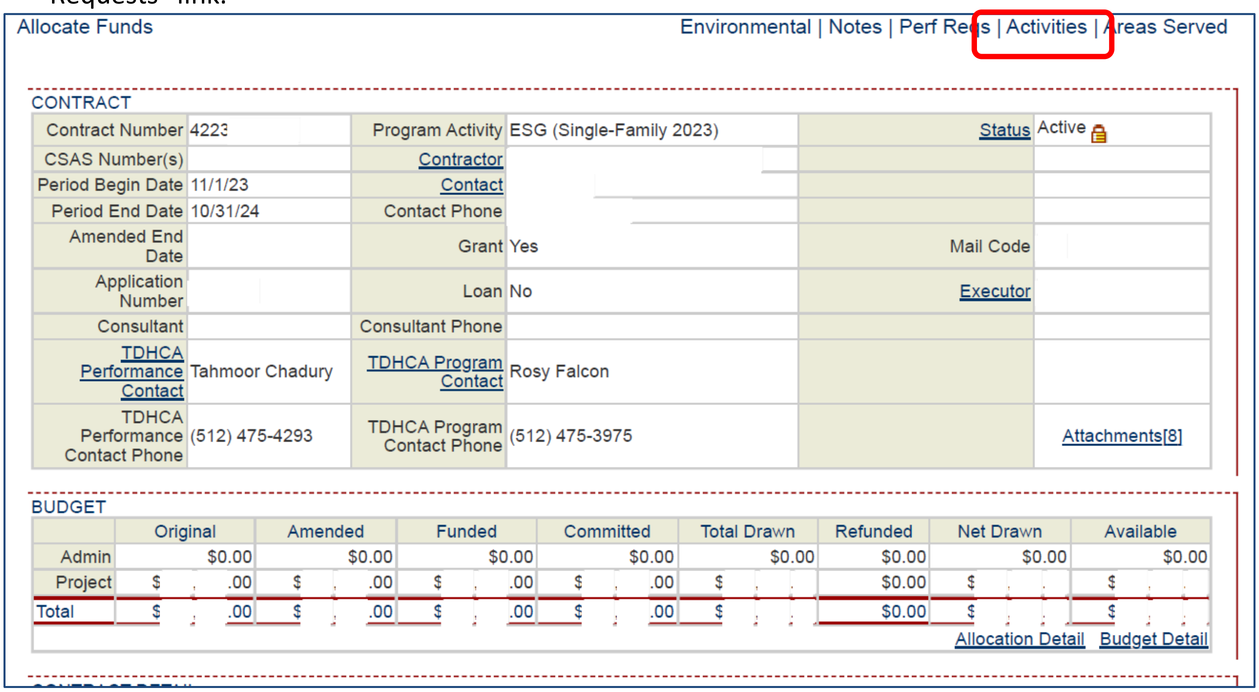
YOUR DRAWS

Draw	Administrator	Vendor	Date Submitted	Amount	Contract	CSAS Number(s)	Activity	Program Name	Setaside Type	Activity Type	Draw Status
3	Frameworks Community Development Corporation		8/28/19 10:45 AM	$0.00	20170000110		2017110	ESG		ESG	Pending
2	Frameworks Community Development Corporation		9/28/18 4:26 PM	$0.00	20170000110		2017110	ESG		ESG	Disapproved by Accounting

Example of initial screen

2. Contract and Activity Levels

   In order to get to the Draw List from the Contract Level, you must first get to the Activities level by clicking the "Activities" link and then clicking the activity number. From there, you then click the "Draw Requests" link.



Allocate Funds

Environmental | Notes | Perf Reqs | Activities | Areas Served

CONTRACT

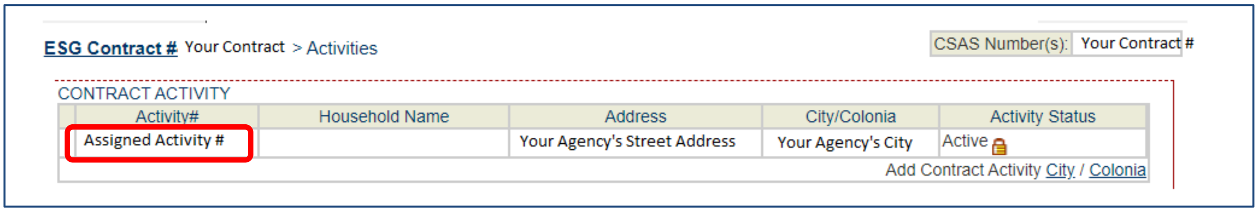
Contract Number	4223	Program Activity	ESG (Single-Family 2023)	Status	Active
CSAS Number(s)		Contractor			
Period Begin Date	11/1/23	Contact			
Period End Date	10/31/24	Contact Phone			
Amended End Date		Grant	Yes	Mail Code	
Application Number		Loan	No	Executor	
Consultant		Consultant Phone			
TDHCA Performance Contact	Tahmoor Chadury	TDHCA Program Contact	Rosy Falcon		
TDHCA Performance Contact Phone	(512) 475-4293	TDHCA Program Contact Phone	(512) 475-3975		Attachments[8]

BUDGET

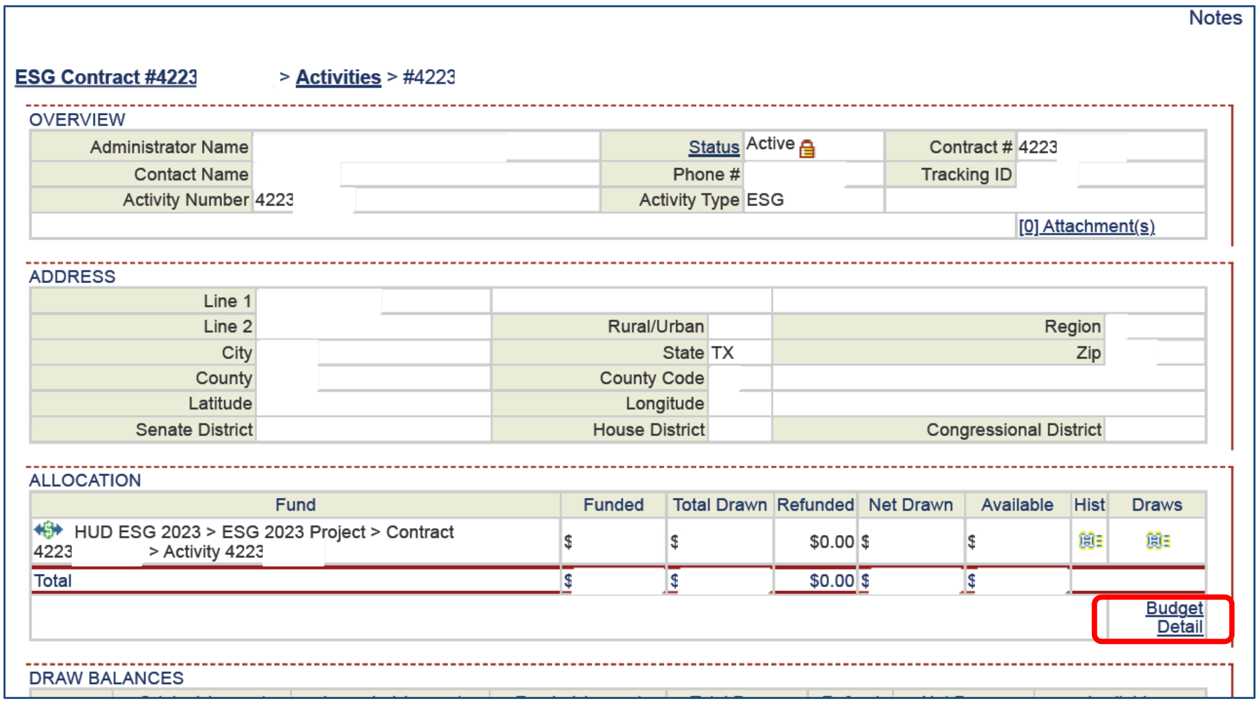
	Original	Amended	Funded	Committed	Total Drawn	Refunded	Net Drawn	Available
Admin	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Project	$ .00	$ .00	$ .00	$ .00	$	$0.00	$	$
Total	$ .00	$ .00	$ .00	$ .00	$	$0.00	$	$

Allocation Detail Budget Detail

Example of Contract Level screen



Example of screen after clicking the "Activities" link



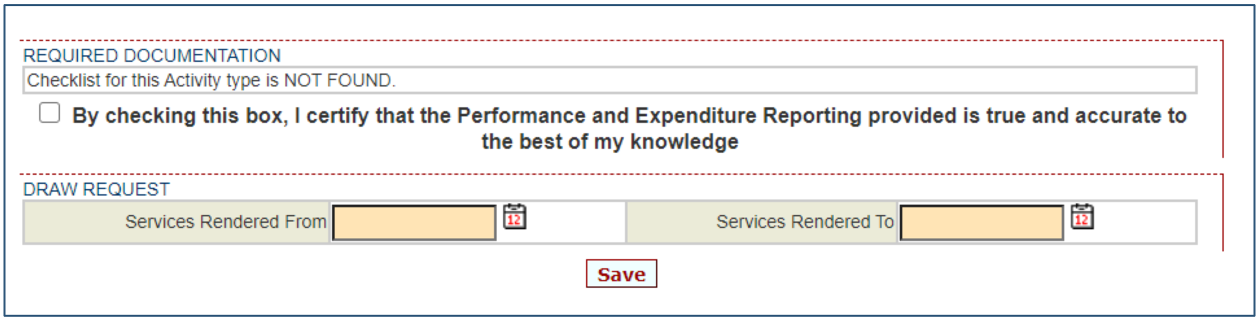
Example of Activity Level screen

3. <u>Creating a New Draw Request</u>

To view previous draws or to create a new draw request, click on the **<u>Draw Requests</u>** button (as circled in the above image) which should take you to the following page below – your **<u>Draw List</u>**. The **<u>Draw List</u>** will include any previously drafted and/or submitted draw requests in chronological order of creation date. To create a new draw request, click on **<u>Create New ESG Draw Request</u>** at the bottom right-hand corner of your **<u>Draw List</u>**.

4. <u>Entering the Service Dates</u>

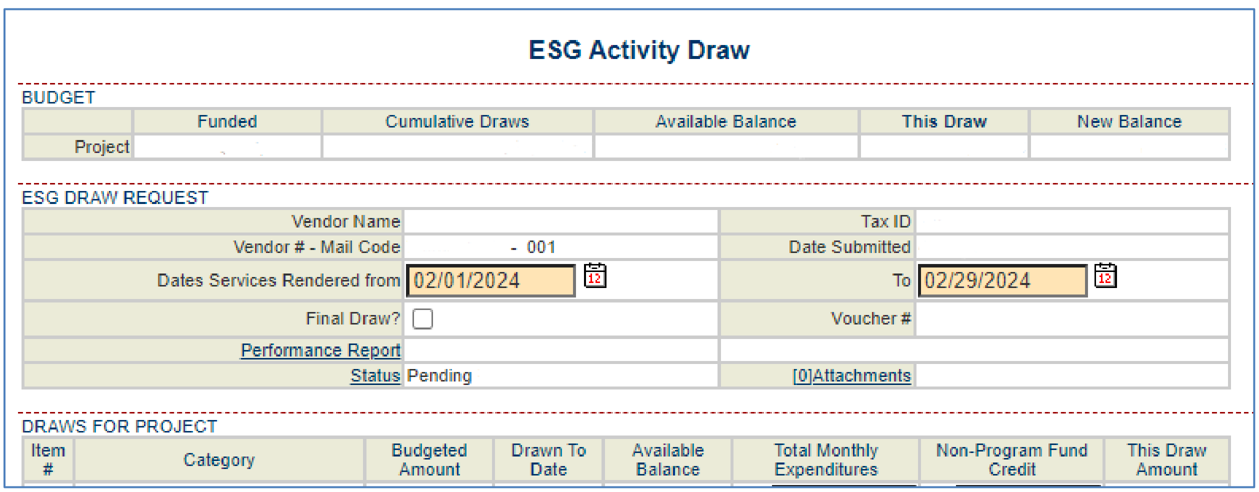
In the next webpage, you will be prompted 1) check a box assuring that the reports you will soon enter will be true and accurate to the best of your knowledge, and 2) enter the **<u>Services Rendered From</u>** and **<u>Services Rendered To</u>** dates. These dates should reflect one whole month of a draw request. For example, if your contract begins November 1st, the first draw request should reflect the services rendered from November 1st to November 30th. After entering in the draw request service dates you will be reporting on, click **Save**.



5. Drafting the Draw Request

After clicking **Save** on the previously depicted webpage, your *Monthly Expenditure Report (MER)* will load. For instructions and details about the values captured in the MER, review this [section of the guide](). The MER is titled as the **ESG Activity Draw**.

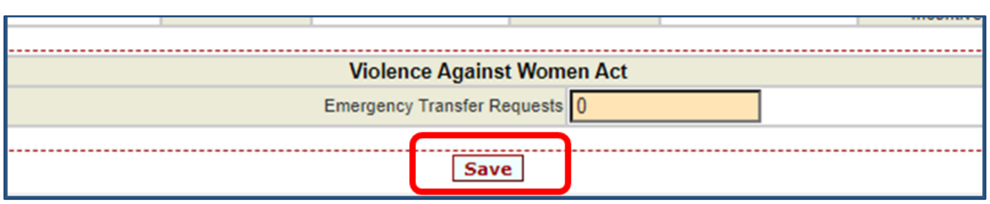
It is important to note that the *Monthly Performance Report (MPR)* is accessed through this **ESG Activity Draw** page by clicking the **Performance Report** link circled in the screen capture below. For instructions and details about the values captured in the MPR, review this [section of the guide]().



6. Saving and Submitting the MPR

While both reports can be drafted in any order or simultaneously, the MPR must be saved, then submitted before the entire draw request can be submitted.

Once the MPR data has been entered in, Subrecipient staff will see the option to **Save** at the bottom of the report, as circled in the screen capture below.

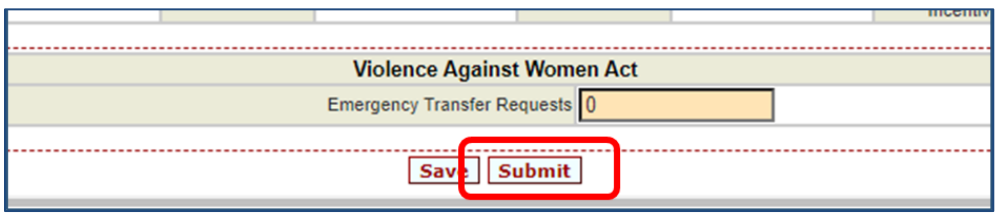


If no data validation errors are found, the page will reload and display the following message at the top of the MPR.

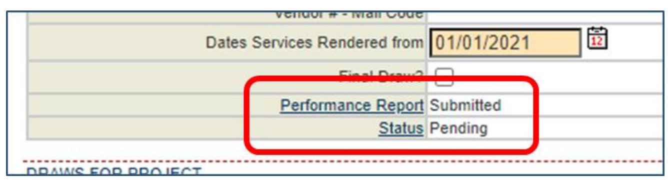
Note: If there are data validation errors, the screen will display a message at the top of the MPR naming those errors. The data will need to be corrected before it can be saved and ready for submission.

After saving, the Subrecipient can then scroll down to the bottom of the screen and **<u>Submit</u>** the saved MPR.

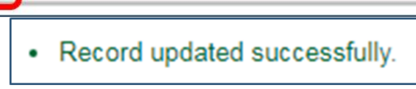
Once the MPR is submitted, only TDHCA staff can make corrections to performance data. If Subrecipient staff identify an error in the submitted MPR data, they can complete an ESG Supplemental Monthly Report and attach it to the Activity Draw before submission.



Once the MPR is submitted, the status of the Performance Report will be updated to "Submitted" on the ESG Activity Draw (MER) screen.



7. <u>Saving and Submitting the MER</u>
   Once all data is entered into the MER you will need to click **<u>Save</u>** at the bottom of the webpage to save the data, allowing the webpage to reload.



If your Performance Report is submitted, and you are ready to submit your expenditure report, you can then scroll back to the bottom of the Activity Draw page to submit your completed monthly reports. Click the **<u>Submit for Approval without Saving</u>**.

After Submitting the draw for approval, the draw status will now reflect **<u>Pending PM Approval</u>**, indicating that it has been submitted and ready for TDHCA staff to review.

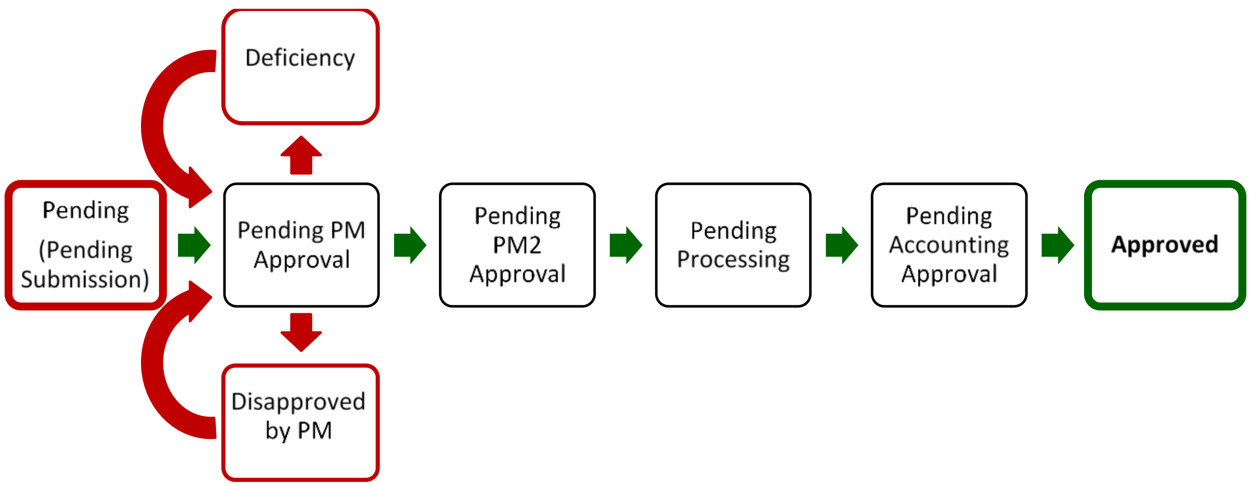
Performance Report	Submitted
Status	Pending PM Approval

8. Draw Status

Drafted draw requests start with a "Pending" status. When Subrecipient staff submit a draw request, the status will update to "Pending PM Approval." Once the TDHCA Program Specialist reviews the draw for deficiencies, draws without data validation errors or other deficiencies will continue through the statuses following the green arrows until the draw is "Approved."

If the TDHCA Program Specialist identifies a deficiency, the draw status will be updated to "Deficiency" or "Disapproved by PM,"

Draw statuses outlined in red in the image below require action on the part of the Subrecipient staff, to either submit or correct and submit the draw request.



Deficiencies and Disapprovals

If a deficiency is identified, TDHCA staff will reach out to the Contract Contact with a detailed email describing the deficiency and the pertinent steps to correct the deficiency and resubmit the draw. A copy of the initial deficiency notice is also always uploaded to the "Attachments" section of the appropriate draw request. Deficiencies not corrected within *10 business days* from the date of the initial notice may result in disapproval of a draw and postpone reimbursement.

Correcting Deficiencies

MER deficiencies can be corrected directly in the Housing Contract System, while MPR deficiencies will need to be addressed in a supplemental Excel document and attached to the draw request. Only TDHCA HCS users can make adjustments to information submitted in the MPR.

Instructions for correcting either report will always be included in the deficiency notice email.
Draws in "Deficiency" status must be resubmitted for approval once corrections and/or attachments are uploaded. After all corrective actions have been taken, return to the Activity Draw screen, select the

“Save” button, and then click the “Submit for Approval without Saving” button to place the draw request back into the review queue.

Completion of the Monthly Expenditure Report (MER)

Part I – ESG Draw Request

After creating a new draw request, as described in the previous section's instructions, the top of the MER will reflect something similar to the table below.

ESG DRAW REQUEST			
Vendor Name	Subrecipient	Tax ID	XXXXXXXXXX
Vendor # - Mail Code	XXXXXXXXXX - 001	Date Submitted	2/7/24
Dates Services Rendered from	01/01/2024 **(DR1)**	To	01/31/2024
Final Draw?	☐ **(DR2)**	Voucher #	
Performance Report	Submitted **(DR3)**		
Status	Pending PM Approval **(DR4)**	[0]Attachments	

(DR1) "Dates Services Rendered from" and "To"

Subrecipient is able to adjust the "Dates Services Rendered from" and "To" fields if they are incorrectly entered.

(DR2) "Final Draw?"

Box should only be checked for the Subrecipient's Final Draw request for the contract period. Checking this box indicates that the Subrecipient has no additional expenses for this contract, and has included any eligible expenses that have not yet requested for reimbursements in previously reported months.

(DR3) Performance Report

This link and status take the Subrecipient to the MPR. Performance Report status of "Pending" will not allow the Subrecipient to submit the MER Draw Request. See directions on how to submit a draw request for more details.

(DR4) Status

The Status field will reflect the most up to date progress of the Draw: *Saved*, *Submitted*, *Pending PM Approval*, *Pending PM2 Approval*, *Pending Processing*, or *Approved*. Draws requiring correction or action from the Subrecipient include *Deficiency* and *Disapproved*.

Part II – Draws for Project

The "Draws for Project" section outlines the expenditures and matching contributions made during the month, divided by budget line item. There are eight columns in the "Draws for Project" Section, as depicted below.

DRAWS FOR PROJECT							
Item #	Category	Budgeted Amount	Drawn To Date	Available Balance	Total Monthly Expenditures	Non-Program Fund Credit	This Draw Amount
1	Administration	$3,052.00	$1,808.63	$1,243.37	$0.00	$0.00	$0.00
2	Data Collection (HMIS)	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
…		**(DP1)**	**(DP2)**	**(DP3)**	**(DP4)**	**(DP5)**	**(DP6)**
Total		$100,000.00	$39,518.70	$60,48.30	$0.00	$0.00	$0.00

(DP1) Budgeted Amount

The total budgeted amount for that line item based on the Contract and any budget amendments completed. Subrecipients will not be able to edit this column.

If the Subrecipient needs changes to this column, the Subrecipient must submit a Budget and Match Amendment form found online on at the ESG Guidance page.

(DP2) Drawn to Date

The total amount for that line item drawn to date based on Approved draws. The Subrecipient cannot edit this column.

This column is auto-calculated from the previous draws.

(DP3) Available Balance

This column is auto-calculated by subtracting the Drawn to Date column from the Budgeted Amount.

The total available balance for that line item based on reimbursed Approved draws. The Subrecipient cannot edit this column.

(DP4) Total Monthly Expenditures

The total reported monthly expenditures for the month. This is the total of ESG and ESG-Match (Non-Program Fund Credit) expenditures.

If the Subrecipient is requesting funds during the reporting month, the Subrecipient must enter values in this column.

(DP5) Non-Program Fund Credit

The total ESG-Match (Non-Program Fund Credit) provided during the reporting month.

Tip: If the Subrecipient is reporting match for this month, the Subrecipient must enter values in this column.

(DP6) This Draw Amount

The total calculated draw amount for the reporting month. This is the Total Monthly Expenditures column minus the Non-Program Fund Credit column.

This auto-calculated total is the amount for which the Subrecipient will be reimbursed.

Part III – Non-Program

The “Non-Program” section allows Subrecipients to show more details for the ESG Match total in the “Non-Program Fund Credit” column of the “Draws for Project” section. The “Non-Program Fund Credit” is broken down into source of funds line items, listed in the example table below.

NON PROGRAM	
Type	Amount
Other Non-ESG HUD Funds	
Other Federal Funds	
State Government	
Local Government	
Private Funds	
Other	
Fees	
Program Income	
Total	$0.00

Tip: The Total in the “Non Program” section must equal the total of the “Non-Program Fund Credit” column in the “Draws for Project” section.

Completion of the Monthly Performance Report (MPR)

The MPR consists of eight tables that have been depicted throughout this section of the guide.

Part I – Totals

Total Components				Unduplicated ESG Entries		
	Total Components for Persons Entering	(T1)		Persons Entering	(T3)	
	Total Components Households Entering	(T2)		Households Entering	(T4)	

(T1) **<u>Total Components for Persons Entering</u>**

The number of ESG program components entered into by Program Participants during the reporting month, inclusive of those served with ESG Matching funds.

Program Participants who enter multiple components within the reporting month may be reported as more than one entry in this reporting category. Program components include Street Outreach, Emergency Shelter, Rapid Re-housing, and Homelessness Prevention.

Example: A person entering both Emergency Shelter and Rapid Rehousing in the same reporting month would be counted twice.

(T2) **<u>Total Components for Households Entering</u>**

The number of ESG program components entered into by Program Participant Households during the reporting month, inclusive of those served with ESG matching funds.

Program Participant Households who enter multiple components within the reporting month may be reported as more than one entry in this reporting category.

Example: A household entering both Emergency Shelter and Rapid Rehousing in the same reporting month would be counted twice.

(T3) **<u>Unduplicated ESG Entries - Persons Entering</u>**

The unduplicated number of Program Participants who began receiving ESG assistance during the reporting month, regardless of program component entry.

Program Participants who enter multiple program components will only be reported once in this category during the Contract period.

(T4) **<u>Unduplicated ESG Entries - Households Entering</u>**

The unduplicated number of Program Participant Households who began receiving ESG assistance during the reporting month, regardless of program component entry.

Program Participants Households who enter multiple program components will only be reported once in this category during the Contract period.
Single-person households will count towards the "Households Entering" figure.

Part II – Demographics

Instructions for this section:

- The demographic categories should reflect the persons served, and not the number of services provided to each person.
- All demographic information in this section should reflect only the data from unduplicated program participants who entered the program during the reporting month (i.e. at Project Start), including those served with ESG Matching funds.
- Staff observations should not be used to collect information.

Unduplicated Race		Unduplicated Ethnicity		Unduplicated Age	
American Indian, Alaska Native or Indigenous		Non-Hispanic/Non-Latin(o)(a)(x)		Under 18	
Asian or Asian American		Hispanic/Latin(o)(a)(x)		18-24	
Black, African American or African		Ethnicity Unknown		25-61	
Native Hawaiian/Other Pacific Islander				62 and Over	
White				Age Unknown	
Race Unknown					
Total Race		**Total Ethnicity**		**Total Age**	

Unduplicated Race

The unduplicated number of the self-identified race or races for each Program Participant entering. Each Program Participant may identify as many racial categories as apply.

The total number of Program Participants reported in this category may be greater than or equal to the total number of Unduplicated ESG Entries - Persons Served in "Part I – Totals."

Unduplicated Ethnicity

The unduplicated number of the self-identified ethnicity of each Program Participant entering.

The total number of Program Participants reported in this category must equal the total number of *Unduplicated ESG Entries - Persons Served* in "Part I – Totals."

Unduplicated Age

The unduplicated number of Program Participants who entered the program during the reporting month by age category.

The total number of Program Participants reported in this category must equal the total number of *Unduplicated ESG Entries - Persons Served* in "Part I – Totals."

Part III – Unduplicated Special Populations

<u>Reference Materials</u>

Homeless Subpopulations are defined in 10 TAC §7.2(31) as “Persons experiencing Homelessness who are part of the special population categories as defined by the most recent Point In Time Data Collection guidance issued by HUD.”

The most recent PIT Data Collection Guidance can be found here on the HUD Exchange:

PIT Count and HIC Guidance and Training (see most recent CPD Notice for Data Collection)

<u>Directions for this Section</u>

The Special Populations categories should reflect the persons served, and not the number of services provided to each person. However, persons may be counted under multiple Special Populations if they meet the criteria for more than one Special Population.

All values in this section should reflect the unduplicated persons at <u>project entry.</u>

Persons in at least one special population			**(P1)**	Chronically Homeless	**(P2)**	HIV/AIDS	**(P3)**
Chronic Substance use disorder	**(P4)**	Severe Mental Illness	**(P5)**	Children of Parenting Youth (Under 18)	**(P6)**	Parenting Youth (Under 25)	**(P7)**
Unaccompanied Children (Under 18)	**(P8)**	Unaccompanied Youth (18-24)	**(P9)**	Veterans	**(P10)**	Victims of Domestic Violence	**(P11)**

(P1) <u>Persons in at least one special population</u>

The unduplicated number of Program Participants who are included in at least one Special Population group listed in the report. Program Participants may be included in more than one Special Population category.

Persons in at least one special population is a number between the highest number reported in any one special needs category, and the total of the numbers reported in each special needs category.

(P2) <u>Chronically Homeless</u>

The unduplicated number of Program Participants who are persons experiencing Chronic Homelessness. This population category includes adults with a disability who are experiencing homelessness, and have been homeless for at least 12 months (consecutively or at least across four separate occasions in the last three years).

(P3) <u>HIV/AIDS</u>

The unduplicated number of Program Participants who are persons with HIV/AIDS. This population category includes adults who have been diagnosed with AIDS and/or have tested positive for HIV.

(P4) <u>Chronic Substance Use Disorder</u>

The unduplicated number of Program Participants who are persons with Chronic Substance Use Disorder. This population category includes adults with a substance abuse problem (alcohol abuse, drug abuse, or both). Adults with a substance use disorder must also have a disability (e.g., “is expected to be long-continuing or indefinite duration”).

(P5) <u>Severe Mental Illness</u>

The unduplicated number of Program Participants who are persons with Severe Mental Illness (SMI). This population category includes adults with a severe and persistent mental illness or emotional impairment that seriously limits a person's ability to live independently. Adults with SMI must also have a disability (e.g., “is expected to be long-continuing or indefinite duration”).

(P6) <u>Children of Parenting Youth (Under 18)</u>
The unduplicated number of Program Participants who children of parenting youth. Children of parenting youth are persons under the age of 18 who are presenting or sleeping in the same place as their parent or legal guardian who meets the definition of Parenting Youth.

Note that youth-headed households include unaccompanied children and youth (aged 24 and under), parenting youth (under 25), and children of parenting youth. *Youth Special Populations Example*

(P7) <u>Parenting Youth (Under 25)</u>
The unduplicated number of Program Participants who are under 25 and parenting. Parenting Youth are individuals ages 24 and under who identify as the parent or legal guardian of one or more children who are present with or sleeping in the same place as that youth parent, where there is no person age 25 or older in the household.

This category does not include the children in youth/children headed households. Remember that youth-headed households include unaccompanied children and youth (aged 24 and under), parenting youth (under 25), and children of parenting youth. *Youth Special Populations Example*

(P8) <u>Unaccompanied Children (Under 18)</u>
The unduplicated number of Program Participants who are unaccompanied children. Unaccompanied children are persons under the age of 18 who are not presenting or sleeping in the same place as their parent or legal guardian or their own children. *Youth Special Populations Example*

(P9) <u>Unaccompanied Youth (18-24)</u>
The unduplicated number of Program Participants who are unaccompanied youth. Unaccompanied youth are persons ages 18 to 24 who are not presenting or sleeping in the same place as their parent or legal guardian or their own children. Unaccompanied youth are single youth, youth couples, and groups of youth presenting together as a household. *Youth Special Populations Example*

(P10) <u>Veterans</u>
The unduplicated number of Program Participants who are veterans. This population category includes adults who have served on active duty in the Armed Forces of the United States. This does not include inactive military reserves or the National Guard unless the person was called up to active duty.

(P11) <u>Victims of Domestic Violence</u>
The unduplicated number of Program Participants who are victims of domestic violence. This population category includes adults who are currently experiencing homelessness because they are fleeing domestic violence, dating violence, sexual assault, or stalking.

Part IV - Street Outreach (SO) Component

Street Outreach							
SO Persons Served	**(SO1)**	SO Adults Served	**(SO2)**	SO Households Served	**(SO3)**	SO Temporary/Transitional/ Permanent Housing	**(SO4)**

(SO1) Street Outreach Persons Served
At project entry: the number of Program Participants who entered the Street Outreach component during the reporting month, including those served with ESG Matching funds.

(SO2) Street Outreach Adults Served
At project entry: the number of Program Participants aged 18 or older who entered the Street Outreach component during the reporting month, including those served with ESG Matching funds.

(SO3) Street Outreach Households Served
At project entry: the number of Program Participant Households who entered the Street Outreach component during the reporting month, including those served with ESG Matching funds.

(SO3) Exit to Temporary/Transitional/Permanent Housing
At project exit: the unduplicated number of Program Participants who exited to temporary/transitional/permanent housing destinations. See Appendix A for applicable exit destinations to be included for Street Outreach.

Part V - Emergency Shelter (ES) Component

Directions for this Section

Subrecipients funded for Emergency Shelter must report Available Bed Nights and Provided Bed Nights, even when there are no new program participants to report in a given month.

Emergency Shelter							
ES Persons Served	**(ES1)**	ES Adults Served	**(ES2)**	ES Households Served	**(ES3)**	ES Housed Overnight	**(ES4)**
ES Available Bed Nights	**(ES5)**	ES Provided Bed Nights	**(ES6)**	ES Rehabilitated Beds	**(ES7)**	ES Converted Beds	**(ES8)**
ES Non-Cash Benefits Increase	**(ES9)**	ES Income Increase	**(ES10)**	ES Temp/Transitional Housing	**(ES11)**	ES Permanent Housing	**(ES12)**

(ES1) <u>Emergency Shelter Persons Served</u>

At project entry: the number of Program Participants who entered the Emergency Shelter component during the reporting month, including those served with ESG Matching funds.

(ES2) <u>Emergency Shelter Adults Served</u>

At project entry: the number of Program Participants aged 18 or older who entered the Emergency Shelter component during the reporting month, including those served with ESG Matching funds.

(ES3) <u>Emergency Shelter Households Served</u>

At project entry: the number of Program Participant Households who entered the Emergency Shelter component during the reporting month, including those served with ESG Matching funds.

(ES4) <u>Housed Overnight</u>

At project entry: the number of Program Participants who entered the Emergency Shelter component during the reporting month who were housed overnight in an Emergency Shelter component during the reporting month, including those served with ESG Matching funds.

(ES5) <u>ES Available Bed Nights</u>

The number of beds available for overnight use in the Emergency Shelter during the reporting month, regardless of the funding source. This is the monthly capacity of the Emergency Shelter.

(ES6) <u>ES Provided Bed Nights</u>

The total number of beds utilized overnight in the Emergency Shelter during the reporting month, regardless of funding source. This is the monthly utilization of beds in the Emergency Shelter.

(ES7) <u>Rehabilitated Beds</u>

When a bed is placed in service after renovation or major rehabilitation using ESG or ESG Matching funds: the total number of beds created and made available as a result of funding from “Shelter - Renovation” or “Shelter - Major Rehab.”

(ES8) <u>Converted Beds</u>

When a bed is placed in service after conversion using ESG or ESG Matching funds: the total number of beds created and made available as a result of funding from “Shelter – Conversion.”

(ES9) <u>Non-Cash Benefits Increase</u>

At project exit: the unduplicated number of Program Participants who exited with an increase in non-cash benefits.

(ES10) Income Increase
At project exit: the unduplicated number of Program Participants who exited with an increase in income.

(ES11) Exit to Temporary/Transitional Housing Destination
At project exit: The unduplicated number of Program Participants who exited to temporary/transitional housing destinations.

(ES12) Exit to Permanent Housing Destination
At project exit: The unduplicated number of Program Participants who exited to permanent housing destinations.

Part VI - Rapid Re-Housing (RRH) Component

Rapid Rehousing							
RRH Persons Served	**(RR1)**	RRH Adults Served	**(RR2)**	RRH Households Served	**(RR3)**	RRH Non-Cash Benefits Increase	**(RR4)**
RRH Income Increase	**(RR5)**	RRH Less Than 60 Days To MoveIn	**(RR6)**	RRH Greater Than 60 Days To MoveIn	**(RR7)**	RRH Maintained 3-Plus Months	**(RR8)**
RRH Permanent Housing	**(RR9)**	RRH HHs COVID19 FMR Waiver	**(RR10)**	RRH Households Rental Assistance	**(RR11)**	RRH HHs Winter Storm FMR Waiver	**(RR12)**
RRH HHs Winter Storm 24 Mo Waiver	**(RR13)**						

(RR1) <u>Rapid Re-Housing Persons Served</u>
At project entry: The number of Program Participants who entered the Rapid Re-Housing component during the reporting month, including those served with ESG Matching funds.

(RR2) <u>Rapid Re-Housing Adults Served</u>
At project entry: The number of Program Participants aged 18 or older who entered the Rapid Re-Housing component during the reporting month, including those served with ESG Matching funds.

(RR3) <u>Rapid Re-Housing Households Served</u>
At project entry: The number of Program Participant Households who entered the Rapid Re-Housing component during the reporting month, including those served with ESG matching funds.

(RR4) <u>Non-Cash Benefits Increase</u>
At project exit: The unduplicated number of Program Participants who exited with an increase in non-cash benefits.

(RR5) <u>Income Increase</u>
At project exit: The unduplicated number of Program Participants who exited with an increase in income.

(RR6) <u>Less than 60 Days to Move-In</u>
At project exit: The unduplicated number of Program Participants who moved into housing within 60 days of entry into the Rapid Re-Housing program component.

(RR7) <u>Greater than 60 Days to Move-In</u>
At project exit: The unduplicated number of Program Participants who moved into housing more than 60 days after entry into the Rapid-Rehousing program component.

(RR8) <u>Maintained Housing for 3+ Months</u>
3+ months after project exit: The unduplicated number of Program Participants who maintained housing for 3 or more months after project exit.

(RR9) <u>Exit to Permanent Housing Destination</u>
At project exit: The unduplicated number of Program Participants who exited to permanent housing destinations.

(RR10) Rapid Re-Housing Households using COVID-19 FMR Waiver
When FMR waiver is first utilized: The unduplicated number of Program Participant Households placed in units with the FMR waiver.
*This waiver **expired 9/30/2020** and was applicable to select 2018 and 2019 ESG Annual Contracts beginning April 5, 2020.*

(RR11) RRH Households Rental Assistance
When rental assistance is first utilized: The unduplicated number of households receiving tenant-based rental assistance through rapid re-housing.

(RR12) Rapid Re-Housing Households using Winter Storm FMR Waiver
When FMR waiver is first utilized: The unduplicated number of Program Participant Households placed in units with the FMR waiver. ***Expired 2/25/2023***

(RR13) Rapid Re-Housing Households using Winter Storm 24 months Waiver
When 24 month waiver is first utilized: The unduplicated number of Program Participant Households for which the 24 months waiver was utilized. ***Expired 2/25/2023***

Part VII - Homelessness Prevention (HP) Component

Homelessness Prevention							
HP Persons Served	**(HP1)**	HP Adults Served	**(HP2)**	HP Households Served	**(HP3)**	HP Non-Cash Benefits Increase	**(HP4)**
HP Income Increase	**(HP5)**	HP Maintained 3+ Months	**(HP6)**	HP Permanent Housing	**(HP7)**	HP HHs COVID19 FMR Waiver	**(HP8)**
HP Households Rental Assistance	**(HP9)**	HP HHs Winter Storm FMR Waiver	**(HP10)**	HP HHs Winter Storm 24 Mo Waiver	**(HP11)**		

(HP1) Homelessness Prevention Persons Served
At project entry: The number of Program Participants who entered the Homelessness Prevention component during the reporting month, including those served with ESG Matching funds.

(HP2) Homelessness Prevention Adults Served
At project entry: The number of Program Participants aged 18 or older who entered the Homelessness Prevention component during the reporting month, including those served with ESG Matching funds.

(HP3) Homelessness Prevention Households Served
At project entry: The number of Program Participant Households who entered the Homelessness Prevention component, including those served with ESG Matching funds.

(HP4) Non-Cash Benefits Increase
At project exit: The unduplicated number of Program Participants who exited with an increase in non-cash benefits.

(HP5) Income Increase
At project exit: The unduplicated number of Program Participants who exited with an increase in income.

(HP6) Maintained Housing for 3+ Months
3+ months after project exit: The unduplicated number of Program Participants who maintained housing for 3 or more months after project exit.

(HP7) Exit to Permanent Housing Destination
At project exit: The unduplicated number of Program Participants who exited to permanent housing destinations.

(HP8) Homelessness Prevention Households COVID-19 FMR Waiver
When FMR waiver is first utilized: The unduplicated number of Program Participant Households placed in units with the FMR waiver.
*This waiver **expired 9/30/2020** and was applicable to select 2018 and 2019 ESG Annual Contracts beginning April 5, 2020.*

(HP9) HP Households Rental Assistance
When rental assistance is first utilized: The unduplicated number of Program Participant Households receiving rental assistance through the Homelessness Prevention component.

(HP10) HP Households using Winter Storm FMR Waiver

When FMR waiver is first utilized: The unduplicated number of Program Participant Households placed in units with the FMR waiver. ***<u>Expired 2/25/2023</u>***

(HP11) **<u>HP Households using Winter Storm 24 months Waiver</u>**
When 24 month waiver is first utilized: The unduplicated number of Program Participant Households for which the 24 months waiver was utilized. ***<u>Expired 2/25/2023</u>***

Part VIII - VAWA Reporting

Violence Against Women Act	
Emergency Transfer Requests	

Emergency Transfer Requests

When a request for Emergency Transfer is received: The number of persons within any households requesting an Emergency Transfer within the reporting month.

TDHCA Homeless Programs staff may reach out to Subrecipient staff at the time of Annual Sage reporting for more information about the persons and households reported.

Appendix A – Exit Destinations

Appendix A is adapated from the [*FY 2024 CoC APR and ESG CAPER HMIS Programming Specifications*]

Data Standards Response	Exit Destinations	SO	ES	HP	RRH
	Homeless Situations (100-199)				
101	Emergency shelter, including hotel or motel paid for with emergency shelter voucher, Host Home shelter	✓			
116	Place not meant for habitation				
118	Safe Haven	✓			
	Institution Situations (200-299)				
206	Hospital or other residential non-psychiatric medical facility	X	X	X	X
215	Foster care home or foster care group home	✓	X	X	X
207	Jail, prison, or juvenile detention facility	✓			
204	Psychiatric hospital or other psychiatric facility	✓			
205	Substance abuse treatment facility or detox center	✓			
225	Long-term care facility or nursing home	✓	X	X	X
	Temporary Housing Situations (300-399)				
329	Residential project or halfway house with no homeless criteria	X			
314	Hotel or motel paid for without emergency shelter voucher	✓			
312	Staying or living with family, temporary tenure	✓			
313	Staying or living with friends, temporary tenure	✓			
302	Transitional housing for homeless persons (including homeless youth)	✓			
327	Moved from one HOPWA funded project to HOPWA TH	✓			
332	Host Home (non-crisis)	✓	✓		
	Permanent Housing Situations (400-499)				
426	Moved from one HOPWA funded project to HOPWA PH	✓	✓	✓	✓
411	Owned by client, no ongoing housing subsidy	✓	✓	✓	✓
421	Owned by client, with ongoing housing subsidy	✓	✓	✓	✓
410	Rental by client, no ongoing housing subsidy	✓	✓	✓	✓
435	Rental by client, with housing subsidy	✓	✓	✓	✓
422	Staying or living with family, permanent tenure	✓	✓	✓	✓
423	Staying or living with friends, permanent tenure	✓	✓	✓	✓
	Other (1-99)				
24	Deceased	X	X	X	X
8	Client doesn't know				
9	Client prefers not to answer				
99	Data not collected				
30	No exit interview completed				
17	Other				

Remember that the most recent version of the *ESG CAPER HMIS Programming Specifications* should be used regardless of Appendix A included for reference in this ESG Monthly Reporting Guide.

The Exit Destination refers to the type of destination to which the Program Participant exited. To report the Exit Destinations in each program component, reference Appendix A's columns corresponding to the project type.

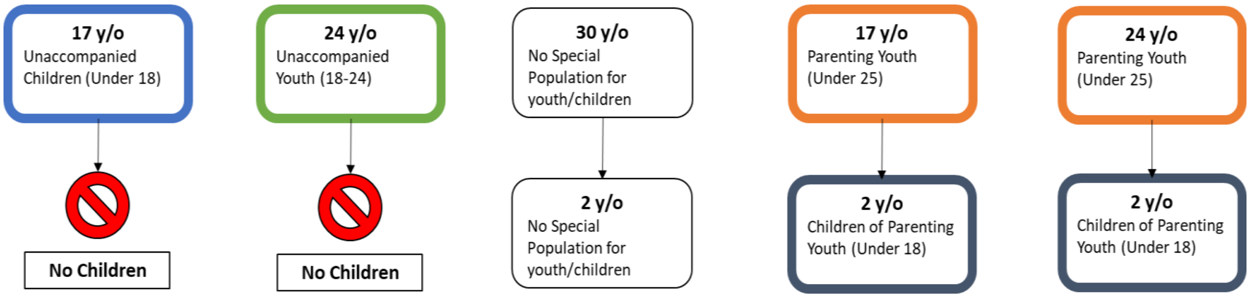
- Only positive exit destinations should be reported in the Exit Destinations fields in the ESG MPR. Positive exit destinations are indicated with a ✓.
- Program Participants whose destination is indicated with an X or a blank will not be considered a positive exit destination and should not be reported in the Exit Destination fields in the ESG MPR.

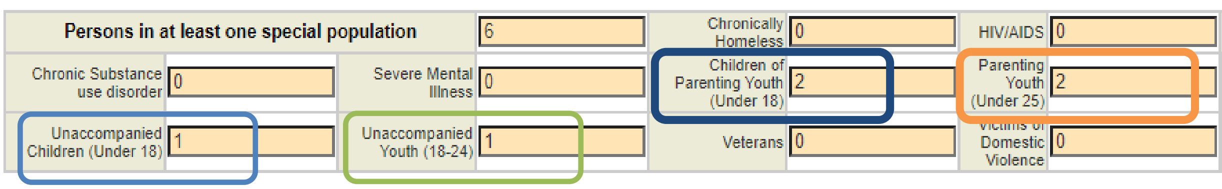
Appendix B: Special Populations Examples

Examples of Household Compositions and associated Special Populations categories for Youth & Children

The following households are provided as examples to demonstrate the defined categories for Parenting Youth, Children of Parenting Youth, Unaccompanied Children, and Unaccompanied Youth.

Example persons that fall into a Special Populations category based on their age and household composition have the corresponding category listed below their age.





Persons in at least one special population			6	Chronically Homeless	0	HIV/AIDS	0
Chronic Substance use disorder	0	Severe Mental Illness	0	Children of Parenting Youth (Under 18)	2	Parenting Youth (Under 25)	2
Unaccompanied Children (Under 18)	1	Unaccompanied Youth (18-24)	1	Veterans	0	Victims of Domestic Violence	0

Resources and References for Reporting

HUD Reporting Resources

[ESG Program HMIS Manual]

The ESG Program HMIS Manual is intended to support data collection and reporting efforts of Homeless Management Information System (HMIS) Lead Agencies and ESG recipients and subrecipients. This manual provides information on **HMIS program setup and data collection guidance specific to the ESG Program.**

[HMIS Data Dictionary]

This document is intended to support HMIS and comparable database vendors, HMIS Leads/Administrators, and HMIS end users **in understanding the data element table structures** for the most up to date HMIS Data Standards. Each table defines how data elements should be structured and programmed in HMIS software.

[HMIS Data Standards Manual]

A partner document to the HMIS Data Dictionary, provides details about **how the data elements are defined and provides guidance on how to ensure accuracy when collecting data from people experiencing homelessness**.

PIT Count Guidance

The most recent PIT Data Collection Guidance can be found here on the HUD Exchange:
https://www.hudexchange.info/programs/hdx/pit-hic/
Subrecipients can often find special population information in the Appendices of the most recent HIC and PIT Count Data Collection CPD Notice.