Emergency Solutions Grant (ESG) Annual Report Guide

The following guide provides information on locating and running the newly released Emergency Solutions Grant (ESG) Annual Report in PA HMIS. This report is available to all users and generates data for ESG Grantees to submit the Annual Performance and Evaluation Report (Applicant Data for Direct Benefits Activities) to DCED based on their ESG Contract/Grant(s) for the reporting year.

The Emergency Solutions Grant (ESG) Annual Report is located within the **Home** tab, under the **Case Manager Reports** area, within the HUD / HMIS Reports folder as shown below:
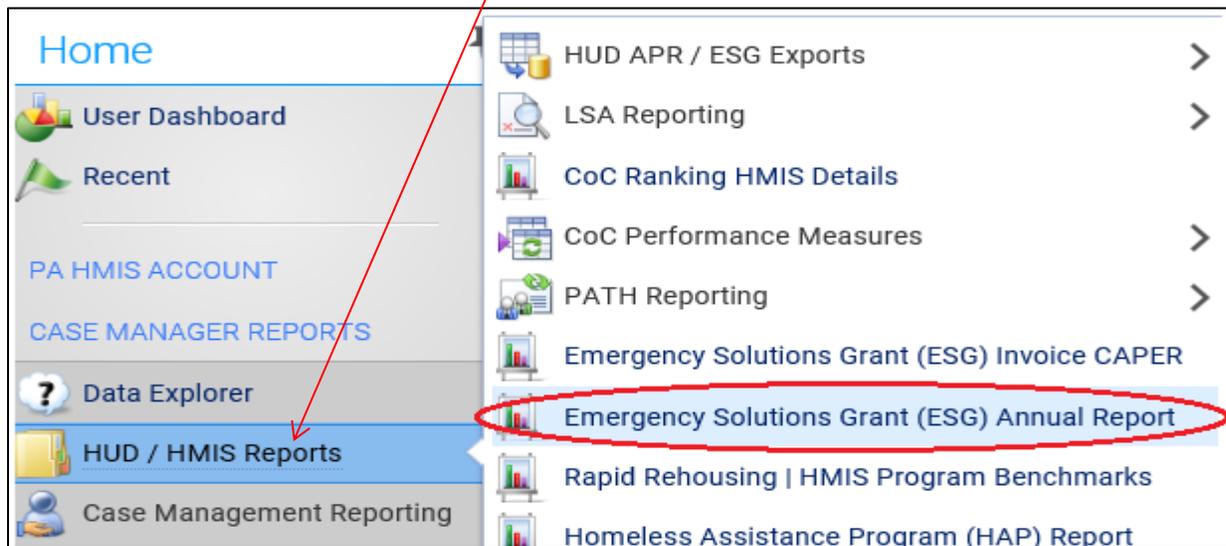
By selecting the Emergency Solutions Grant (ESG) Annual Report menu option the system will load the report screen that will enable you to enter options for which to generate the report.

Date Range: the report allows you to enter in a date range for the report, which will determine which date is included on the report. Since this report is usually run on an annual basis for entire year, the recommendation is to enter in the full date range of that year (January 1st – December 31st).

Reporting Year: the report allows for the selection of the reporting year and is selected from the list of years on the list. It is recommended that the year selected matches the calendar entered in the date range filter above for consistency.

ESG Contract(s): based on the Reporting Year selected above, the report will display your organization's ESG Contracts (Grants) that were active during that year and allow for the inclusion of one or more of them on the report.   The recommendation is to include all ESG Contracts active during the Reporting Year to include all data from all state-funded sources on the Annual Report.

Each ESG Contract is setup directly to sub-recipients' projects in HMIS and will pull clients/households served during the reporting year and date for inclusion on the report.

Run the Report: Once the report filters have been properly set, simply select the "Report" button on the bottom right-hand side of the screen, this will generate the ESG Annual Report.

The ESG CAPER report will appear in a new window on your screen, you can use the "**PDF Export**" icon near the top right of the report window to create and save the report into a PDF.   This is the report you can submit to DCED for your Annual Performance and Evaluation Report.
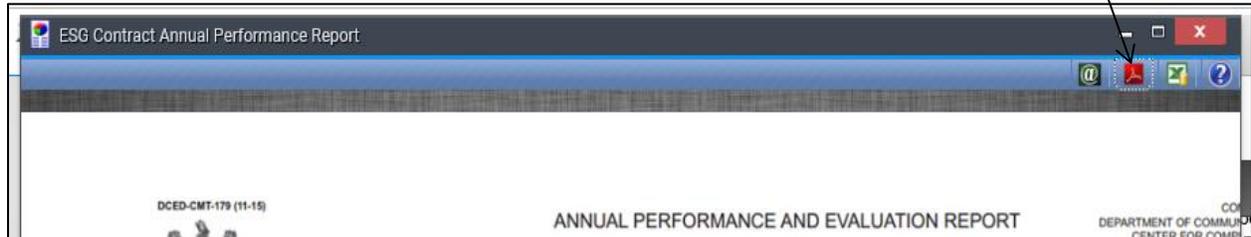
Report Information: the report contains clients served information broken down by activity or funding component (Emergency Shelter, Rapid Rehousing, etc.) for each included ESG Contract.   The IDIS Activity Number is listed to denote which activity is from which Contract/Grant, if more than one Contract is included.

DCED-CMT-179 (11-15)

ANNUAL PERFORMANCE AND EVALUATION REPORT
APPLICANT DATA FOR DIRECT BENEFIT ACTIVITIES
Regulation Citation 24-CFR-91.520(a)

All CDBG, HOME, ESG Grants

COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT
CENTER FOR COMPLIANCE, MONITORING & TRAINING

| 1. GRANTEE NAME: 2018 HMIS Service Harrisburg | | | | 2. ADMINISTERING AGENCY: HMIS County/Grant Administrator | | | | | | | | | |
| 3.REPORTING YEAR: 2018 | 4.PROGRAM: Emergency Solutions Grant (ESG) | | 5. PREPARED BY: contact | | 6. DATE: 1/22/2019 | | 7. CONTACT INFORMATION 777-215-2525 & contact@org.com | | | | | |

| IDIS Activity Number | Activity Name | TOTAL NUMBER OF APPLICANTS | LOW TO MODERATE INCOME (50-80%) | LOW INCOME (0-50%) | RACE | | | | | ETHNICITY | | FEMALE HEADED HOUSEHOLDS | DISABLED |
					AMERICAN INDIAN / AMERICAN NATIVE	ASIAN	BLACK / AFRICAN AMERICAN	HAWAIIAN / PACIFIC ISLANDER	WHITE	HISPANIC	NON-HISPANIC		
49715	Emergency Shelter	104	0	104	1	0	17	0	89	0	103	49	35
49717	Homelessness Prevention	24	0	24	2	0	3	0	23	3	21	11	16
49716	Rapid Rehousing	42	0	42	0	0	3	0	39	0	42	16	25
49714	Street Outreach	32	0	32	0	0	0	0	31	1	31	7	7
51144	Homelessness Prevention	17	0	17	2	0	3	0	16	3	14	7	12
51143	Rapid Rehousing	27	0	27	0	0	3	0	24	0	27	7	13
51141	Street Outreach	28	0	28	0	0	0	0	27	1	27	5	4

Each activity counts the number of persons served within that Contract/Grant sub-recipients' projects during the timeframe as the number of applications and provides breakdowns of Income Level (AMI %), Race, Ethnicity, Female Head of Households and Disabled.

IDIS Activity Number	Activity Name	TOTAL NUMBER OF APPLICANTS	LOW TO MODERATE INCOME (50-80%)	LOW INCOME (0-50%)	RACE					ETHNICITY		FEMALE HEADED HOUSEHOLDS	DISABLED
					AMERICAN INDIAN / AMERICAN NATIVE	ASIAN	BLACK / AFRICAN AMERICAN	HAWAIIAN / PACIFIC ISLANDER	WHITE	HISPANIC	NON-HISPANIC		
49715	Emergency Shelter	104	0	104	1	0	17	0	89	0	103	49	35

Income Level: to determine the income levels, the report compares the entire household's income at entry to the current Area Median Income (AMI) for the County the household was served within to determine if the household had low to moderate income (between 50-80% median AMI) or low income (less than 50% median AMI).   If a household met either income level threshold, all members of the household were included in the count.

Disabled: to determine the number of disabled, the report looks at the Disabling Condition data element for each client enrollment and those recorded as 'Yes' were included in the count.