Chapter

10

Chapter 10: Completing ESG Activities

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10.1 What's in This Chapter

10.1.1   ESG Program Overview

The objectives of the Emergency Shelter Grants program are to increase the number and quality of emergency and transitional shelter facilities for homeless individuals and families, to operate these facilities and provide essential social services, and to help prevent homelessness. The Emergency Shelter Grants (ESG) program is authorized by Subtitle B of Title IV of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11371 et seq.). Program regulations are at 24 CFR Part 576. ESG is designed to supplement State, local, and private efforts to provide emergency shelter assistance for the homeless.

- Eligible grantees include States, Territories, and qualified metropolitan cities and urban counties
- Eligible beneficiaries are persons who are homeless or at imminent risk of becoming homeless.

ESG funds may be used for the conversion, major rehabilitation, or renovation of buildings as emergency shelters or transitional shelters. Funds may also be used for operating expenses, essential services (supportive services concerned with activities such as employment, health, drug abuse, and education), or homelessness prevention activities. Grantees may use up to 30 percent of a grant for essential services and not more than 30 percent for homelessness prevention activities. Not more than 10% of the grant may be used for staff management costs. Grantees may request a waiver of the 30 percent cap on essential services. With the exception of homelessness prevention activities, grantees must use the property as a homeless shelter for a specific period.

- Ineligible activities include acquisition of property, new construction of buildings, planning and community building, staff training, fund raising and demolition.

10.1.2   ESG and Continuum of Care

The ESG program is designed as the *first step* in a continuum of assistance to prevent homelessness and to enable the homeless population to move steadily toward self-sufficiency. The Continuum of Care (CoC) model is based on the understanding that homelessness is not caused by simply a lack of shelter, but involves a variety of underlying needs. HUD believes the best approach for alleviating homelessness is through a community-based process that provides a comprehensive response to the diverse needs of homeless persons. The fundamental components of a CoC system are:

- ◼ Outreach and assessment to identify a homeless person's needs;
- ◼ Immediate (emergency) shelter as a safe, decent alternative to the streets;
- ◼ Transitional housing with appropriate supportive services to help people reach independent living; and
- ◼ Permanent housing or permanent supportive housing for the disabled homeless.

The Emergency Shelter Grants program is a formula-funded program that uses the Community Development Block Grant (CBDG) formula as the basis for allocating funds to eligible jurisdictions, including States, territories, and qualified metropolitan cities and urban counties.

To receive funds from the Emergency Shelter Grants program (and other formula-funded programs), the lead agency of an eligible jurisdiction must submit and obtain approval of a *Consolidated Plan*. This 3- to 5-year Plan provides the framework for a process used by States and local areas to identify housing, homeless, community and economic development needs and resources and to develop a strategic plan to meet those needs. During this planning process, citizens have an opportunity to provide input and to help shape the community's priorities. For the subsequent years a jurisdiction must submit and obtain approval of *Annual Action Plans*.

The ESG grantee is the direct recipient of the HUD award. A grantee administers projects through sub-grantees or sub-recipients. A local government grantee also may implement projects itself.

State ESG grantees are required to distribute their entire grant for projects operated by local government agencies or private non-profit organizations (if the local government in which the project is located certifies approval). Local governments receiving funds may distribute all or a portion of their ESG funds to nonprofit homeless provider organizations.

10.1.3   ESG and IDIS

The Integrated Disbursement and Information System (IDIS) is a mainframe-based computer application that allows HUD staff and ESG grantees to track projects and activities. This section of the chapter introduces the management and reporting capabilities, outlines administrative matters such as the classification of costs, eligible expenditures, and the procedure for drawdown of ESG funds.

ESG grantees can use IDIS to:
◆ Set up activities and link them to existing projects and the Consolidated Plan;
◆ Report on Objectives and Outcomes;
◆ Collect data for tracking and reporting on performance of program activities;
◆ Maintain a running account of funds for all program participants including the amount allocated and committed to specific local projects and activities;
◆ Identify and reflect program income that funds the activities;
◆ Disburse funds for grantees from programs to eligible expenses;
◆ Provide current information on accomplishments and progress of participants;
◆ Create individual and consolidated reports that are used by program participants, HUD Field Office and HUD Headquarters;
◆ Provide a basis for assessing the effectiveness of HUD's formula-funded programs.

Using IDIS to Monitor ESG Expenditures

The IDIS reporting capability allows the ESG grantee to manage and monitor programs throughout the program year by tracking disbursements and reporting performance. Because IDIS is a "real-time" system, all reports are up-to-date as of the time they are run.

Once a grantee's projects have been set up in IDIS (or the information has been transferred from the Consolidated Planning System, CPMP), grant funds are then transferred to IDIS and the grantee is ready to set up activities, drawdown funds and report on the progress of each activity. Each project is set-up and described in IDIS through a series of activities. The system uses specific activity codes (called Matrix Codes). Data issues may arise if a project is set up or described incorrectly in IDIS. Therefore, it is essential that grantees use the correct Matrix Codes and accurate activity descriptions when establishing a project.

Each activity in IDIS has a name, is linked to a project, and has an assigned budget. Once an activity is set up, funds are committed (obligated) to that specific activity. Committed funds are not interchangeable between various activities, and funds can be drawn down only after they are committed. Grantees and HUD staff use reports generated from IDIS to track ESG disbursements and progress of each project.

IDIS Reporting Capability

IDIS features a number of reports that provide useful monitoring information for ESG programs. These include:

- *ESG Grantee Statistics*: provides beneficiary statistics on residential and non-residential activities, direct benefit information, and the dollars committed to ESG projects. Demographics include number of children and adults served, characteristics of beneficiary (e.g., runaway youth, chronically mentally ill, alcohol dependent, etc.), family size, race/ethnicity, etc.
- *ESG Grantee Activity Summary*: provides the grantee's total committed and disbursed dollars for all ESG projects and for each individual project, by type of expenditure; and
- *ESG Grantee Financial Summary*: shows the full grant, and committed/disbursed amounts for each ESG grantee.

These reporting capabilities can facilitate the preparation of annual reports required for each program. Furthermore, IDIS consolidates and organizes the ESG data in the system in a manner required by the program.

ESG Activities and IDIS Matrix Codes

The IDIS database includes eligible activity codes that accommodate all of HUD's Community Planning and Development formula grant programs. However, it is important to keep in mind that ESG funds must be directly related to the five eligible categories of ESG activities – Rehabilitation, Essential Services, Operations, Homeless Prevention, and Administration. For this reason, the ESG program limits the choice to just **one** matrix code for each ESG activity.

Listed below is the matrix code that applies to each ESG eligible activity:

IDIS Matrix Codes for ESG Activities

ESG Activity	Matrix Code
• Rehabilitation, Renovation, Conversion	• 03C – Homeless Facilities (not operating costs)
• Essential Services	• 05 – Public Services (General)
• Operations, Maintenance	• 03T – Operating costs of Homeless/AIDS
• Homeless Prevention	• 05Q – Subsistence Payments
• Administration	• 21A – General Program Administration

10.2 The ESG Completion Paths

All ESG activities follow the same completion path. You will enter data, where applicable, into the following nine screens, in sequence.

Common Path   ESG PATH

| | C04 ME01 | C04 ME08 | C04 ME09 | C04 ME02 | C04 ME07 | C04 ME03 | C04 ME04 | C04 ME05 | C04 ME06 |
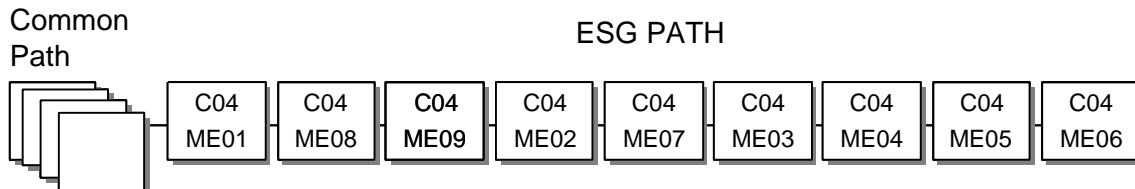
ESG Completion Path Screens:

Enter the Appropriate Emergency Shelter Grant Data into the ESG Completion Screens	ESG Housing and Services screen (C04ME01)
	ESG Objective and Outcome screen (C04ME08)
	ESG Special Characteristics screen (C04ME09)
	ESG Beneficiaries Count screen (C04ME02)
	ESG Racial/Ethnic Characteristics screen (C04ME07)
	ESG Beneficiaries Demographics screen (C04ME03)
	ESG Beneficiaries Numbers screen (C04ME04)
	ESG Housing Type screen (C04ME05)
	ESG Funding Sources screen (C04ME06)

10.2.1   Indicating the Housing and Services Your Facility Provides (C04ME01)

Purpose: On this screen, you identify which Emergency Shelter Grant housing programs and services your facility provides.
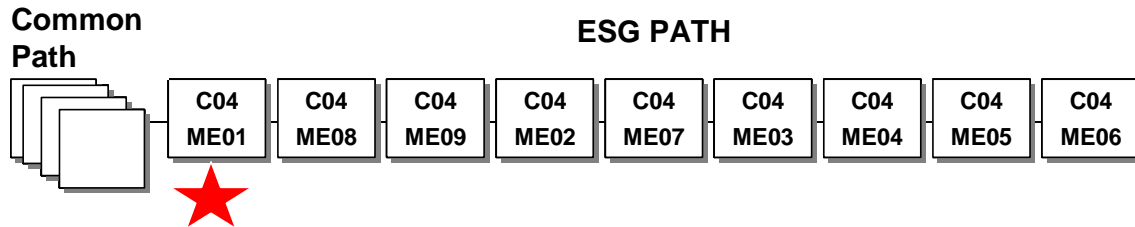
Common Path   **ESG PATH**

C04 ME01	C04 ME08	C04 ME09	C04 ME02	C04 ME07	C04 ME03	C04 ME04	C04 ME05	C04 ME06

How To Complete This Screen:

Where appropriate, enter in the following data. (If the data entered does not fill the field, or you do not need to complete the field, press **<Tab>** to go to the next field.)

When you have completed the fields on this screen, press **<Enter>** to save the information and display the ESG Objectives and Outcomes screen (C04ME08).

PROGRAMS IN THE PROJECT

1. Enter X next to each of the following housing programs and services that this ESG activity/project provides:

EMERGENCY SHELTER FACILITIES

TRANSITIONAL SHELTER

VOUCHERS FOR SHELTERS

OUTREACH

DROP-IN CENTER

SOUP KITCHEN/MEAL DISTRIBUTION

FOOD PANTRY

HEALTH CARE

MENTAL HEALTH

HIV/AIDS SERVICES

ALCOHOL/DRUG PROGRAM

EMPLOYMENT

CHILD CARE

HOMELESS PREVENTION

OTHER

TYPE OF ORGANIZATION CARRYING OUT THE ACTIVITY

2. Enter X next to the type of organization carrying out the activity/project (only one can be selected):

PUBLIC AGENCY

FAITH-BASED NON-PROFIT

OTHER NON-PROFIT

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05/11/06  09:09          ESG HOUSING AND SERVICES            C04ME01

  Project Number: 14       Program Year: 2000      IDIS Activity ID: 2196
  Project Title:  TESTING
  Activity Name:  TEST ESG

  INDICATE PROGRAM(S) AND SERVICE(S) WITH AN  "X":
    X  Emergency Shelter Facilities      _  Transitional Shelter
    _  Vouchers for Shelters             _  Outreach
    _  Drop-in Center                    _  Soup Kitchen/Meal Distribution
    _  Food Pantry                       _  Health Care
    _  Mental Health                     _  HIV/AIDS Services
    _  Alcohol/Drug Program              _  Employment
    _  Child Care                        _  Homeless Prevention
    _  Other _____


  INDICATE TYPE OF ORGANIZATION CARRYING OUT THE ACTIVITY WITH AN "X":
    X  Public Agency
    _  Faith Based non-profit
    _  Other non-profit

  F3=VALDT   F4=MAIN MENU   F5=PROJ INFO   F7=PREV   F8=NEXT   F9=SAVE
  F10=REVISE ACTIVITY
  ⨂                          Aa   B DSYSB      R 8  C 5           9:11  5/11/6
```

DATA FIELD	REQ'D	DESCRIPTION	VALID ENTRIES
Project Number	N/A	Carried forward from the Setup Activity screen (C04MA01).	Protected field
Program Year	N/A	Carried forward from the Setup Activity screen (C04MA01).	Protected field
IDIS Activity ID	N/A	Carried forward from the Setup Activity screen (C04MA01).	Protected field
Project Title	N/A	Carried forward from the Setup Activity screen (C04MA01).	Protected field
Activity Name	N/A	Carried forward from the Setup Activity screen (C04MA01).	Protected field
Indicate Program(s) and Service(s) with an "X"	N	What housing programs and services are provided by your ESG activity/project? Enter an **X** next to each: Emergency Shelter Facilities Transitional Shelter Vouchers For Shelters Outreach Drop-In Center Soup Kitchen/Meal Distribution Food Pantry Health Care Mental Health	X

DATA FIELD	REQ'D	DESCRIPTION	VALID ENTRIES
		HIV/AIDS Services Alcohol/Drug Program Employment Child Care Homeless Prevention Other	
[Description of Other Services]		If you entered **X** in Other, enter a description of the program/services.	25 alphanumeric characters
Indicate Type of Organization Carrying out the Activity with an "X"	**Y**	What type of organization is carrying out the activity/project? Enter an **X** next to the type: Public Agency Faith Based Non-Profit Other Non-Profit	X
Press **<Enter>** to save the information and display the Objective and Outcome screen (C04ME08).			

10.2.2 Entering the Objective and Outcome for Services Provided (C04ME08)

Purpose: On this screen, you will select the Performance Measurement Objective and Performance Measurement Outcome that most accurately describe what you intend to accomplish by performing the activity.
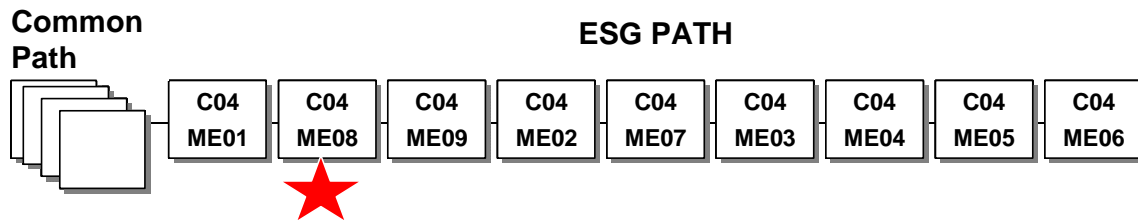
Common Path   **ESG PATH**

C04 ME01	C04 ME08	C04 ME09	C04 ME02	C04 ME07	C04 ME03	C04 ME04	C04 ME05	C04 ME06

How To Complete This Screen:

Where appropriate, enter in the following data. (If the data entered does not fill the field, or you do not need to complete the field, press **<Tab>** to go to the next field.)

When you have completed the fields on this screen, press **<Enter>** to save the information and display the Special Characteristics screen (C04ME09).

OBJECTIVE

1. Enter 1, 2, or 3 to describe your project's objective.

OUTCOME

2. Enter 1, 2, or 3 to describe your project's expected outcome.

Help Screens
A help screen with the definitions of OBJECTIVE will be available:

1. Suitable Living Environments: (Emergency shelters and transitional shelters for homeless persons including rehabilitation, operations and services) Activities that benefit communities, families, or individuals by addressing issues in their living environment.

2. Decent Affordable Housing: (Homeless prevention activities) Housing activities that meet individual, family or community needs.

3. Creating Economic Opportunities: Activities related to economic development, commercial revitalization, and job creation. (This does not include job training or educational services.)

A help screen with these definitions of OUTCOME will be available:
1. Availability/Accessibility: (Emergency shelters and transitional shelters for homeless persons including rehabilitation, operations and services) Activities that make shelter and services available and accessible. Note that accessibility does not refer only to physical barriers.

2. Affordability: (Homeless prevention activities) Activities that provide affordability through rent/mortgage assistance, utility assistance, and 1st month rent/security deposit assistance and landlord/tenant mediation/legal services.
3. Sustainability: Activities that promote livable or viable communities and neighborhoods by removing slums or blighted areas.

ESG Guidance: Objective / Outcome

For ESG homeless assistance activities (Emergency shelters and transitional shelters for homeless persons including rehabilitation, conversion, operations and essential services), the preferred OBJECTIVE is:
   (1)"Suitable Living Environment".
The preferred OUTCOME for ESG homeless assistance activities is:
   (1) "Availability/Accessibility".

For ESG homeless prevention activities, the preferred OBJECTIVE is:
   (2) "Decent, Affordable Housing".
The preferred OUTCOME for ESG homeless prevention activities is:
   (2) "Affordability".

For administration activities no objective or outcome data is required.

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 05/04/06  19:21             OBJECTIVE AND OUTCOME                  C04ME08

 Project Number:   1       Program Year: 2005      IDIS Activity ID: 538
 Project Title:  FRIENDSHIP SHELTER
 Activity Name:  RENOVATION


 OBJECTIVE             _
                      1  Create suitable living environments
                      2  Provide decent affordable housing
                      3  Create economic opportunities


 OUTCOME              _
                      1  Availability/accessibility
                      2  Affordability
                      3  Sustainability







 F1=HELP   F3=VALDT   F4=MAIN MENU   F5=PROJ INFO   F7=PREV   F8=NEXT   F9=SAVE
```

DATA FIELD	REQ'D	DESCRIPTION	VALID ENTRIES
Project Number	**N/A**	Carried forward from the Setup Activity screen (C04MA01).	Protected field
Program Year	**N/A**	Carried forward from the Setup Activity screen (C04MA01).	Protected field
IDIS Activity ID	**N/A**	Carried forward from the Setup Activity screen (C04MA01).	Protected field
Project Title	**N/A**	Carried forward from the Setup Activity screen (C04MA01).	Protected field
Activity Name	**N/A**	Carried forward from the Setup Activity screen (C04MA01).	Protected field
Objective	**N**	Enter 1, 2, or 3 to indicate your project's intended objective. If Objective is left blank by the user, the system will default to "1."	1, 2, or 3
Outcome	**N**	Enter 1, 2, or 3 to indicate your project's expected outcome. If Outcome is left blank by the user, the system will default to "1."	1, 2, or 3
Press **<Enter>** to save the information and display the Special Characteristics screen (C04ME09).			

10.2.3   Special Characteristics Screen (C04ME09)

Purpose: On this screen, you indicate if your project's location possesses certain special characteristics.

Common Path   **ESG PATH**

| C04 ME01 | C04 ME08 | C04 ME09 | C04 ME02 | C04 ME07 | C04 ME03 | C04 ME04 | C04 ME05 | C04 ME06 |
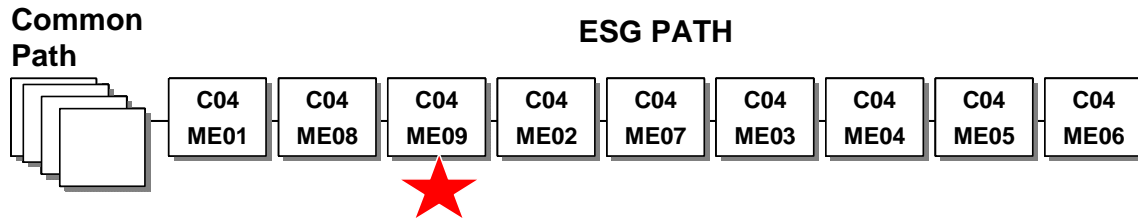
How To Complete This Screen:

YES OR NO

Where appropriate, enter in the following data. (If the data entered does not fill the field, or you do not need to complete the field, press **<Tab>** to go to the next field.)

When you have completed the fields on this screen, press **<Enter>** to save the information and display the ESG Beneficiaries screen (C04ME02).

1. Enter Y or N to indicate if the activity's location qualifies as any of the following:

    CDBG STRATEGY AREA

    LOCAL TARGET AREA

    PRESIDENTIALLY DECLARED MAJOR DISASTER AREA

    HISTORIC PRESERVATION AREA

    BROWNFIELDS REDEVELOPMENT AREA

    CONVERSION FROM NON-RESIDENTIAL TO RESIDENTIAL USE

    COLONIA

```
05/11/06  09:10             SPECIAL CHARACTERISTICS                C04ME09

  Project Number: 14        Program Year: 2000     IDIS Activity ID: 2196
  Project Title: TESTING
  Activity Name: TEST ESG

  ACTIVITY           Type 'Y' next to all that apply:
  LOCATION
                    N   CDBG strategy area
                    N   Local target area
                    N   Presidentially declared major disaster area
                    N   Historic preservation area
                    N   Brownfield redevelopment area
                    N   Conversion from non-residential to residential use




  F1=HELP    F3=VALDT    F4=MAIN MENU    F5=PROJ INFO    F7=PREV    F8=NEXT    F9=SAVE
                           Aa    B DSYSB        R 9   C 19           9:12    5/11/6
```
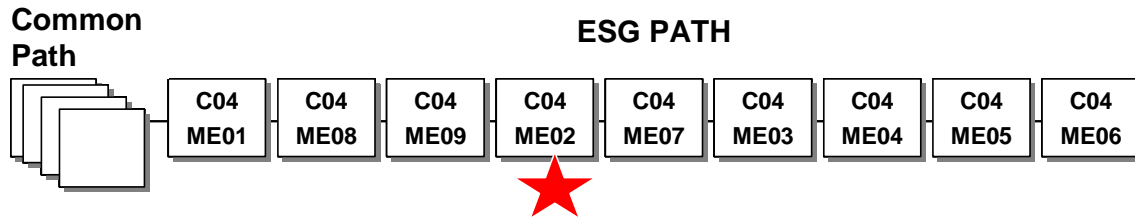
HELP SCREEN
A help screen with the following definitions will be available:

- Colonia: A rural community or neighborhood located within 150 miles of the U.S.-Mexican border that lacks adequate infrastructure and frequently also lacks other basic services. (This option is displayed only if the activity is located in AZ, CA, NM, or TX.)

- CDBG strategy area: A HUD-approved Neighborhood or Community Revitalization Strategy Area (NRSA or CRSA), identified in the grantee's Consolidated Plan/Annual Action Plan under Section 91.215(e)(2) or Section 91.315(e)(2).

- Local target area: A locally designated non-CDBG strategy area targeted for assistance.

- Presidentially declared major disaster area: An area declared a major disaster under Subchapter IV of the Robert T. Stafford Disaster Relief and Emergency Assistance Act.

- Historic preservation area: An area designated for historic preservation by local, state, or Federal officials.

- Brownfield redevelopment area: An abandoned, idled, or underused property where expansion or redevelopment is complicated by real or potential environmental contamination.

- Conversion from non-residential to residential use.

DATA FIELD	REQ'D	DESCRIPTION	VALID ENTRIES
Project Number	**N/A**	Carried forward from the Setup Activity screen (C04MA01).	Protected field
Program Year	**N/A**	Carried forward from the Setup Activity screen (C04MA01).	Protected field
IDIS Activity ID	**N/A**	Carried forward from the Setup Activity screen (C04MA01).	Protected field
Project Title	**N/A**	Carried forward from the Setup Activity screen (C04MA01).	Protected field
Activity Name	**N/A**	Carried forward from the Setup Activity screen (C04MA01).	Protected field
Activity is located in	**N**	Enter Y or N to indicate whether or not your project's location qualifies as any of the following: CDBG strategy area Local target area Presidentially declared major disaster area Historic preservation area Brownfield redevelopment area Conversion from non-residential to residential use Colonia **[The COLONIA field is displayed only if the activity is located in Arizona, California, New Mexico, or Texas]** If any of these fields are left blank, the system will set them to "N."	Y/N
Press **<Enter>** to save the information and display the ESG Beneficiaries screen (C04ME02).			

10.2.4   Entering Beneficiary Counts (C04ME02)

Purpose: On this screen, you enter the annual unduplicated number of residential and non-residential persons served by your facility during the program year.

Common Path   **ESG PATH**

| C04 ME01 | C04 ME08 | C04 ME09 | C04 ME02 | C04 ME07 | C04 ME03 | C04 ME04 | C04 ME05 | C04 ME06 |

You should complete this screen once a year at the end of the program year or when completing the activity in IDIS, whichever comes first.

How To Complete This Screen:	Where appropriate, enter in the following data. (If the data entered does not fill the field, or you do not need to complete the field, press **<Tab>** to go to the next field.)
	When you have completed the fields on this screen, press **<Enter>** to save the information and display the ESG Racial/Ethnic Characteristics screen (C04ME07). **At least one field on the screen must be greater than zero to continue to the next screen.**
RESIDENTIAL (EMERGENCY SHELTER OR TRANSITIONAL SHELTER)	1. If your shelter provides overnight accommodations, enter the number of adults served and children served during the program year. This number is the unduplicated number of persons served regardless of the number of shelter stays (count persons, not visits). On the next screen (C04ME07), you will enter the racial and ethnic characteristics of the total number of persons sheltered.
NON-RESIDENTIAL SERVICES	2. For shelters/programs that do not provide overnight accommodations, enter the number of persons served with non-residential services during the program year. This may be based on the number of visits and need not represent an unduplicated count. Note: non-residential services includes ESG homeless prevention activities

Edits

If the amounts entered in this screen do not equal the total amounts entered on the ESG Beneficiaries screen (C04ME04) the following statement will appear at the bottom of the screen.

> "Warning! Total count does not match the total racial count. Enter to continue."

To avoid this warning, the total annual aggregate count (including residential and non-residential services) on the ESG Beneficiaries screen must match the total annual aggregate count from the Racial/Ethnics Characteristics screen.

```
05/11/06  09:11              ESG BENEFICIARIES              C04ME02

  Project Number: 14       Program Year: 2000     IDIS Activity ID: 2196
  Project Title:  TESTING
  Activity Name:  TEST ESG

  The numbers for the following questions should be based on the annual
  number of persons served.

  RESIDENTIAL (EMERGENCY OR TRANSITIONAL SHELTERS)

     Annual Number Adults Served:  _      5
  Annual Number Children Served:          3
                          Total:          8


  NON-RESIDENTIAL SERVICES

  Annual Number of Adults and Children Served:        1




  F3=VALDT   F4=MAIN MENU   F5=PROJ INFO   F7=PREV   F8=NEXT   F9=SAVE
 ▣ ▌                    Aa    B DSYSB       R 12 C 35        9:13   5/11/6
```

DATA FIELD	REQ'D	DESCRIPTION	VALID ENTRIES
Project Number	**N/A**	Carried forward from the Setup Activity screen (C04MA01).	Protected field
Program Year	**N/A**	Carried forward from the Setup Activity screen (C04MA01).	Protected field
IDIS Activity ID	**N/A**	Carried forward from the Setup Activity screen (C04MA01).	Protected field
Project Title	**N/A**	Carried forward from the Setup Activity screen (C04MA01).	Protected field
Activity Name	**N/A**	Carried forward from the Setup Activity screen (C04MA01).	Protected field

DATA FIELD	REQ'D	DESCRIPTION	VALID ENTRIES
Residential Services (Emergency or Transitional Shelter)			
Annual Number Adults Served	**Y**	If your shelter provides overnight accommodations, enter the unduplicated of number of adults served for the program year (annually).	7 numeric characters
Annual Number Children Served	**Y**	If your shelter provides overnight accommodations, enter the unduplicated of number of children served for the program year (annually).	7 numeric characters
Total	**N/A**	Sum of Adult and Children Served - field calculates automatically.	
Non-Residential Services			
Annual Number of Adults and Children Served	**Y**	If your shelter does not provide overnight accommodations, enter the unduplicated number of non-resident persons served for the program year (annually).	7 numeric characters
NOTE: For Annual Number Adults Served, Annual Number Children Served, or Annual Number of Adults and Children Served, at least one of the fields must be greater than zero.			
Press **<Enter>** to save the information and display the ESG Racial/Ethnic Characteristics screen (C04ME07).			

10.2.5   Entering Racial/Ethnic Characteristics (C04ME07)

Purpose: On this screen, you enter the race and ethnicity for each of the persons served by your facility with residential and non-residential services. Enter the racial and ethnic characteristics for the same total number of adults and children, "Total Annual Number Served", that you entered on the previous screen (C04ME02) or you will not be able to continue to the next screen.
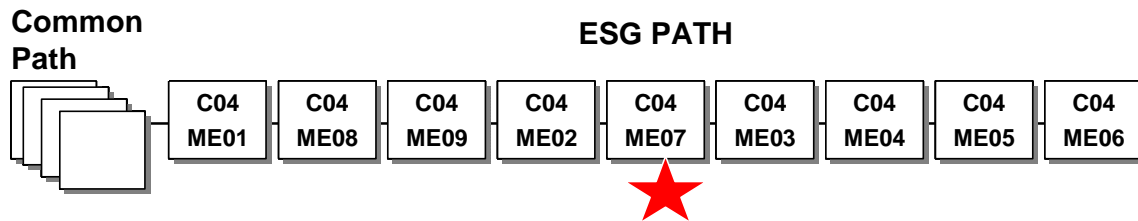
Common Path   **ESG PATH**

| C04 ME01 | C04 ME08 | C04 ME09 | C04 ME02 | C04 ME07 | C04 ME03 | C04 ME04 | C04 ME05 | C04 ME06 |

You should complete this screen once a year at the end of the program year or when completing the activity in IDIS, whichever comes first.

How To Complete This Screen:

 # TOTAL
 # HISPANIC

Where appropriate, enter in the following data. (If the data entered does not fill the field, or you do not need to complete the field, press **<Tab>** to go to the next field.)

When you have completed the fields on this screen, press **<Enter>** to save the information and display the ESG Beneficiary Demographics screen (C04ME03).

1. Based on the Total Annual Number Served entered on the previous screen (C04ME02), report the number of persons served who fall into the following categories.

   WHITE

   BLACK/AFRICAN AMERICAN

   ASIAN

   AMERICAN INDIAN/ALASKAN NATIVE

   NATIVE HAWAIIAN/OTHER PACIFIC ISLANDER

   AMERICAN INDIAN/ALASKAN NATIVE & WHITE

   ASIAN & WHITE

   BLACK/AFRICAN AMERICAN & WHITE

   AMERICAN INDIAN/ALASKAN NATIVE & BLACK/AFRICAN AMERICAN

   OTHER MULTI-RACIAL

   Effective with Version 7.0, IDIS follows the OMB standard for reporting racial and ethnicity data, which includes five single race categories and five multi-race categories. IDIS data entry and display screens for activities created before Version 7.0 will show any existing counts for race data including those in the "Asian/Pacific Islander" and

"Hispanic" categories. Activities created after Version 7.0 will not.

Effective with Version 7.0, Hispanic will be an ethnicity category within IDIS that cuts across all races. Those who are White, Black, Asian, Pacific Islander, American Indian, or Other Multi-Racial may also be counted as being Hispanic.

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05/11/06  09:12           RACIAL/ETHNIC CHARACTERISTICS          C04ME07

  Project Number: 14       Program Year: 2000      IDIS Activity ID: 2196
  Project Title:  TESTING
  Activity Name:  TEST ESG

  ANNUAL NUMBER SERVED  (INCLUDING RESIDENTIAL AND NON-RESIDENTIAL SERVICES)
                                                   #Total      #Hispanic
                                          White:      4             1
                        Black/African American:      2             0
                                          Asian:      2             0
                  American Indian/Alaskan Native:     3             1
           Native Hawaiian/Other Pacific Islander:    0             0
           American Indian/Alaskan Native & White:    0             0
                                  Asian & White:      0             0
                  Black/African American & White:      0             0
       Am.Indian/Alaskan Native & Black African Am.:   0             0
                              Other Multi-Racial:      0             0


                                         TOTAL:      11             2


  F3=VALDT   F4=MAIN MENU   F5=PROJ INFO   F7=PREV   F8=NEXT   F9=SAVE
 ▣ █                        Aa   B DSYSB        R 9  C 54         9:14   5/11/6
```

DATA FIELD	REQ'D	DESCRIPTION	VALID ENTRIES
Project Number	N/A	Carried forward from the Setup Activity screen (C04MA01).	Protected field
Program Year	N/A	Carried forward from the Setup Activity screen (C04MA01).	Protected field
IDIS Activity ID	N/A	Carried forward from the Setup Activity screen (C04MA01).	Protected field
Project Title	N/A	Carried forward from the Setup Activity screen (C04MA01).	Protected field
Activity Name	N/A	Carried forward from the Setup Activity screen (C04MA01).	Protected field

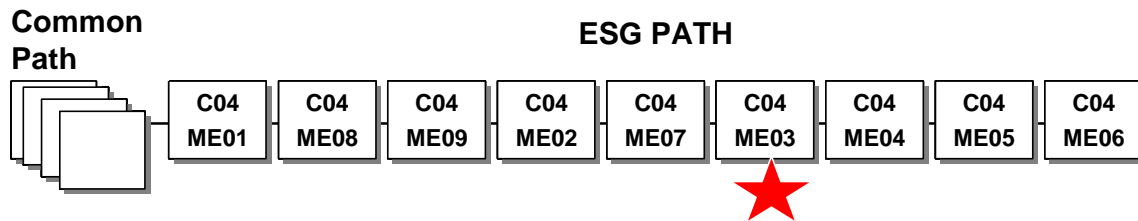| DATA FIELD	REQ'D	DESCRIPTION	VALID ENTRIES
# Total # Hispanic	**Y**	Based on the Total Annual Number Served (C04ME02), report the number of persons served who fall into the following categories: White Black/African American Asian American Indian/Alaskan Native Native Hawaiian/Other Pacific Islander American Indian/Alaskan Native & White Asian & White Black/African American & White Am. Indian/Alaskan Native & Black/African American Other Multi-Racial Effective with Version 7.0, IDIS follows the OMB standard for reporting racial and ethnicity data, which includes five single race categories and five multi-race categories. IDIS data entry and display screens for activities created before Version 7.0 will show any existing counts for race data including those in the "Asian/Pacific Islander" and "Hispanic" categories. Activities created after Version 7.0 will not. Effective with Version 7.0, Hispanic will be an ethnicity category within IDIS that cuts across all races. Those who are White, Black, Asian, Pacific Islander, American Indian, or Other Multi-Racial may also be counted as being Hispanic. **NOTE:** Total count cannot be less than the sum of Residential and Non-Residential. **NOTE:** Total field calculates automatically.	6 numeric characters each
Press **<Enter>** to save the information and display the ESG Beneficiary Demographics screen (C04ME03).			

Edit
If the amounts entered in this screen do not equal the total amounts entered on the ESG Beneficiaries screen (C04ME04) the following statement will appear at the bottom of the screen.

"Warning! Total count does not match the total racial count. Enter to continue."

To avoid this warning, the total annual aggregate count (including residential and non-residential services) on the ESG Beneficiaries screen must match the total annual aggregate count from the Racial/Ethnics Characteristics screen.

10.2.6   Entering Household Characteristics of Beneficiaries (C04ME03)

Purpose: For shelters with overnight accommodations, this screen lets you record the demographic composition of persons you assist. You enter the unduplicated number of residents served by your facility during the program year. The screen has been revised to clarify that the project should capture data from residential housing in Emergency or Transitional Shelters, not from "residential services."

**Common
Path**

ESG PATH

| C04 ME01 | C04 ME08 | C04 ME09 | C04 ME02 | C04 ME07 | C04 ME03 | C04 ME04 | C04 ME05 | C04 ME06 |

You should complete this screen once a year at the end of the program year or when completing the activity in IDIS, whichever comes first.

How To Complete This Screen:

Where appropriate, enter in the following data. (If the data entered does not fill the field, or you do not need to complete the field, press **<Tab>** to go to the next field.)

When you have completed the fields on this screen, press **<Enter>** to save the information and display the Beneficiary Numbers screen (C04ME04).

ANNUAL NUMBER OF INDIVIDUAL HOUSEHOLDS (SINGLES)

Enter the annual unduplicated number of persons served by your residential shelter who are unaccompanied male and female adults 18 years old and over.

Enter the annual unduplicated number of persons served by your residential shelter who are unaccompanied males and females under 18 years old.

ANNUAL NUMBER OF FAMILILY HOUSEHOLDS WITH CHILDREN HEADED BY:

Enter the annual unduplicated number of persons served by your residential shelter who have families with children and are:

SINGLE 18 AND OVER MALE or FEMALE

Single-parent families with children headed by a male or female adult over 18.

SINGLE UNDER 18 MALE or FEMALE

Single-parent families with children headed by a male or female youth under 18.

TWO PARENTS 18 AND OVER

Two-parent families with children headed by adults over 18.

TWO PARENTS UNDER 18

Two-parent families with children headed by youths under 18.

ANNUAL NUMBER OF FAMILY HOUSEHOLD WITH NO CHILDREN:
Enter the annual unduplicated number of persons served by your
residential shelter who are households (couples, others) without any
children.

Edit

At least one of the fields must be greater than zero.

```
05/11/06  09:12              ESG BENEFICIARIES              C04ME03

  Project Number: 14       Program Year: 2000     IDIS Activity ID: 2196
  Project Title:  TESTING
  Activity Name:  TEST ESG

   EMERGENCY OR TRANSITIONAL SHELTERS

   ANNUAL NUMBER OF INDIVIDUAL HOUSEHOLDS (SINGLES):              TOTALS
      Unaccompanied 18 and over .. Male: _     3   Female:     2      5
      Unaccompanied under 18 ..... Male: _____  Female: _____  _____

   ANNUAL NUMBER OF FAMILY HOUSEHOLDS WITH CHILDREN HEADED BY:
      Single 18 and over ........ Male: _____  Female: _____  _____
      Single under 18 ........... Male: _____  Female: _____  _____
      Two Parents 18 and over ...................................:  _____
      Two Parents under 18 ......................................:  _____

   ANNUAL NUMBER OF FAMILY HOUSEHOLDS WITH NO CHILDREN ..........:  _____

                                                    TOTAL:     5


  F3=VALDT  F4=MAIN MENU   F5=PROJ INFO   F7=PREV   F8=NEXT   F9=SAVE
 ▌               Aa   B DSYSB       R 10 C 41        9:14   5/11/6
```

DATA FIELD	REQ'D	DESCRIPTION	VALID ENTRIES
Project Number	N/A	Carried forward from the Setup Activity screen (C04MA01).	Protected field
Program Year	N/A	Carried forward from the Setup Activity screen (C04MA01).	Protected field
IDIS Activity ID	N/A	Carried forward from the Setup Activity screen (C04MA01).	Protected field
Project Title	N/A	Carried forward from the Setup Activity screen (C04MA01).	Protected field
Activity Name	N/A	Carried forward from the Setup Activity screen (C04MA01).	Protected field
Annual Number of Individual Households (Singles):			

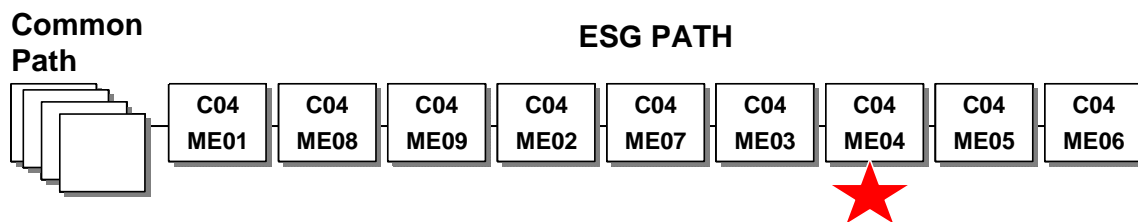| DATA FIELD	REQ'D	DESCRIPTION	VALID ENTRIES
Unaccompanied 18 and Over Males		What is the annual unduplicated number of males served by your residential shelter who are unaccompanied adults, 18 years old and over?	7 numeric characters each
Unaccompanied 18 and Over Females		What is the annual unduplicated number of females served by your residential shelter who are unaccompanied adults, 18 years old and over?	7 numeric characters each
Unaccompanied Under 18 Males		What is the annual unduplicated number of males served by your residential shelter who are unaccompanied and under 18 years old?	7 numeric characters each
Unaccompanied Under 18 Females		What is the annual unduplicated number of females served by your residential shelter who are unaccompanied and under 18 years old?	7 numeric characters each
Annual Number of Family Households With Children Headed By:			
Single 18 and Over Male		What is the annual unduplicated number of family households served by your residential shelter who are: **SINGLE 18 AND OVER MALE**. Single-parent families with children headed by an adult male over 18 years old.	7 numeric characters each
Single 18 and Over Female		What is the annual unduplicated number of family households served by your residential shelter who are: **SINGLE 18 AND OVER FEMALE.** Single-parent families with children headed by an adult female over 18 years old.	7 numeric characters each
Single Under 18 Male		What is the annual unduplicated number of family households served by your residential shelter who are: **SINGLE UNDER 18 MALE.** Single-parent families with children headed by a youth under 18 years old.	7 numeric characters each
Single Under 18 Female		What is the annual unduplicated number of family households served by your residential shelter who are: **SINGLE UNDER 18 FEMALE.** Single-parent families with children headed by a youth under 18 years old.	7 numeric characters each
Two Parents 18 and Over		What is the annual unduplicated number of family households served by your residential shelter who are: **TWO PARENTS 18 AND OVER.** Two-parent families with children headed by adults over 18 years old.	7 numeric characters each

DATA FIELD	REQ'D	DESCRIPTION	VALID ENTRIES
Two Parents Under 18		What is the annual unduplicated number of family households served by your residential shelter who are: **TWO PARENTS UNDER 18.** Two-parent families with children headed by youths under 18 years old.	7 numeric characters each
Annual Number of Family Households With No Children			
Families with No Children		What is the annual unduplicated number of families without children served by your residential shelter?	7 numeric characters each
NOTE: For Annual Number, at least one the fields must be greater than zero.			
Press **<Enter>** to save the information and display the ESG Beneficiaries screen (C04ME04).			

10.2.7 Entering Subpopulation Data on the Unduplicated Number of Persons Served Annually (C04ME04)

Purpose: On this screen, you record the unduplicated number of persons served annually in emergency and transitional shelters who fall into certain subpopulation categories. Persons may fit into one or more categories so overlapping numbers are acceptable. See the charts below for category clarifications and changes to these categories in March 2006:

Categories	Category Clarifications
Chronically Homeless*	Newly added category (see * definition below)
Severely Mentally Ill	Same as the previous label "Chronically Mentally Ill"
Chronic Substance Abuse	Combines the previous categories of "Alcohol Dependent Individuals" and "Drug Dependent Individuals"
Other Disability	Combines the previous categories of "Developmentally Disabled", "Physically Disabled" and "Other"
Veterans	No change
Persons with HIV/AIDS	Same as the previous label "HIV/AIDS"
Victims of Domestic Violence	Same as the previous label "Battered Spouse"
Elderly	No change
Note: The previous category of "Runaway/Throwaway Youth" has been removed from this list because the data is already being collected on the C04ME03 screen with the "Under 18" counts.	

* The HUD definition of a chronically homeless person is an unaccompanied homeless individual with a disabling condition who has either: (1) been continuously homeless for a year or more, or (2) has had at least four episodes of homelessness in the past three years.

Common Path   **ESG PATH**

| C04 ME01 | C04 ME08 | C04 ME09 | C04 ME02 | C04 ME07 | C04 ME03 | C04 ME04 | C04 ME05 | C04 ME06 |

How To Complete This Screen:

Where appropriate, enter in the following data. (If the data entered does not fill the field, or you do not need to complete the field, press **<Tab>** to go to the next field.)

When you have completed the fields on this screen, press **<Enter>** to save the information and display the ESG Housing Types screen (C04ME05).

CHRONICALLY HOMELESS (EMERGENCY SHELTER ONLY)
1. Of the total number of persons served by your emergency shelter, how many were chronically homeless?

SEVERELY MENTALLY ILL
2. Of the total number of persons served by your residential shelter, how many were severely mentally ill?

CHRONIC SUBSTANCE ABUSE
3. Of the total number of persons served by your residential shelter, how many were chronic substance abusers?

OTHER DISABILITY
4. Of the total number of persons served by your residential shelter, how many were affected by another disability not previously listed?

VETERANS
5. Of the total number of persons served by your residential shelter, how many were veterans?

PERSONS WITH HIV/AIDS
6. Of the total number of persons served by your residential shelter, how many have HIV/AIDS?

VICTIMS OF DOMESTIC VIOLENCE
7. Of the total number of persons served by your residential shelter, how many were victims of domestic violence?

ELDERLY (age 62 and over)
8. Of the total number of persons served by your residential shelter, how many were elderly (age 62 and over)?

```
05/11/06  09:13              ESG BENEFICIARIES                    C04ME04

 Project Number: 14        Program Year: 2000      IDIS Activity ID: 2196
 Project Title:  TESTING
 Activity Name:  TEST ESG


 EMERGENCY OR TRANSITIONAL SHELTERS


 List the number of persons for each subpopulation you served. If you
 served subpopulations that fit more than one category, you may
 place overlapping numbers (duplicate persons) on the appropriate lines.


  Chronically Homeless (Emergency Shelter only): _____
                         Severely Mentally Ill: _____
                         Chronic Substance Abuse: _____
                               Other Disability: _____
                                       Veterans: _____
                         Persons with HIV/AIDS: _____
                    Victims of Domestic Violence: _____
                                        Elderly: _____




 F3=VALDT    F4=MAIN MENU    F5=PROJ INFO    F7=PREV   F8=NEXT    F9=SAVE
                           Aa    B DSYSB        R 13 C 51          9:15   5/11/6
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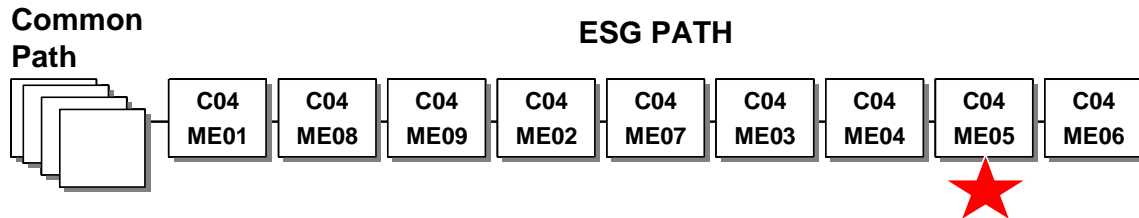
DATA FIELD	REQ'D	DESCRIPTION	VALID ENTRIES
Project Number	**N/A**	Carried forward from the Setup Activity screen (C04MA01).	Protected field
Program Year	**N/A**	Carried forward from the Setup Activity screen (C04MA01).	Protected field
IDIS Activity ID	**N/A**	Carried forward from the Setup Activity screen (C04MA01).	Protected field
Project Title	**N/A**	Carried forward from the Setup Activity screen (C04MA01).	Protected field
Activity Name	**N/A**	Carried forward from the Setup Activity screen (C04MA01).	Protected field
Emergency Shelter or Transitional Housing	**N**	List the number of persons served by your residential shelter who belong to each subpopulation: Chronically Homeless (Emergency Shelter Only) Severely Mentally Ill Chronic Substance Abuse Other Disability Veterans Persons with HIV/AIDS Victims of Domestic Violence Elderly Note: Persons may fit into one or more categories so overlapping numbers are acceptable.	7 numeric characters each
Press **<Enter>** to save the information and display the ESG Housing screen (C04ME05).			

10.2.8   Entering Housing Type for Persons Served Annually (C04ME05)

Purpose: On this screen you identify the various types of residential housing for Emergency and/or Transitional Shelters used by your program and the annual unduplicated number of persons housed in each. Do not include counts related shelter types / persons that do not provide residential housing.

Common Path   **ESG PATH**

	C04 ME01	C04 ME08	C04 ME09	C04 ME02	C04 ME07	C04 ME03	C04 ME04	C04 ME05	C04 ME06

How To Complete This Screen:

Where appropriate, enter in the following data. (If the data entered does not fill the field, or you do not need to complete the field, press **<Tab>** to go to the next field.)

When you have completed the fields on this screen, press **<Enter>** to save the information and display the ESG Funding screen (C04ME06).

SHELTER TYPE

1. Enter the number of persons who were housed in:

   BARRACKS (Shelter owned / leased)

   GROUP/LARGE HOUSE (Shelter owned / leased)

   SCATTERED SITE APARTMENT (Shelter owned / leased)

   SINGLE FAMILY DETACHED HOUSE (Shelter owned / leased)

   SINGLE ROOM OCCUPANCY (Shelter owned / leased)

   MOBILE HOME/TRAILER (Shelter owned / leased)

   HOTEL/MOTEL (Vouchers / Shelter owned / leased)

   OTHER (Shelter owned / leased)

OTHER SHELTER TYPE

2. If you have entered a figure for "Other," enter a description of other shelter type(s) provided under this activity.

```
05/11/06  09:13                 ESG HOUSING                    C04ME05

  Project Number: 14       Program Year: 2000      IDIS Activity ID: 2196
  Project Title:  TESTING
  Activity Name:  TEST ESG


  Annual number served in Emergency or Transitional Shelters

                                         NUMBER OF
                            SHELTER TYPE  PERSONS HOUSED

                              Barracks:     _____
                      Group/Large House:    _____
                Scattered Site Apartment:   _____
            Single Family Detached House:   _____
                  Single Room Occupancy:    _____
                     Mobile Home/Trailer:   _____
                            Hotel/Motel:    _____
           _____  Other:   _____
                                  Total:       0



  F3=VALDT  F4=MAIN MENU  F5=PROJ INFO  F7=PREV  F8=NEXT  F9=SAVE
 █  █                Aa   B DSYSB        R 13 C 52        9:15   5/11/6
```
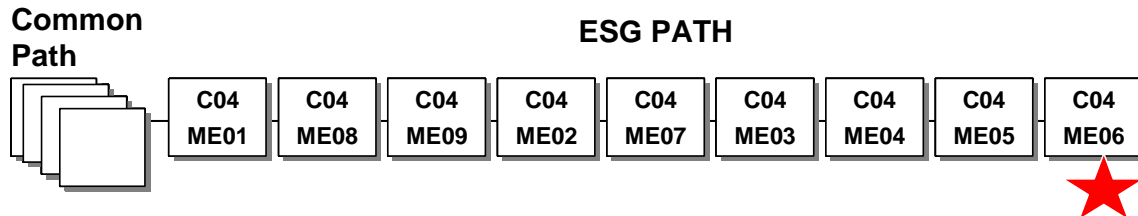
DATA FIELD	REQ'D	DESCRIPTION	VALID ENTRIES
Project Number	N/A	Carried forward from the Setup Activity screen (C04MA01).	Protected field
Program Year	N/A	Carried forward from the Setup Activity screen (C04MA01).	Protected field
IDIS Activity ID	N/A	Carried forward from the Setup Activity screen (C04MA01).	Protected field
Project Title	N/A	Carried forward from the Setup Activity screen (C04MA01).	Protected field
Activity Name	N/A	Carried forward from the Setup Activity screen (C04MA01).	Protected field

DATA FIELD	REQ'D	DESCRIPTION	VALID ENTRIES
Shelter Type	**N**	How many persons were housed in: Barracks (Shelter owned / leased) Group/Large House (Shelter owned / leased) Scattered Site Apartment (Shelter owned / leased) Single Family Detached House (Shelter owned / leased) Single Room Occupancy (Shelter owned / leased) Mobile Home/Trailer (Shelter owned / leased) Hotel/Motel (Vouchers / Shelter owned / leased) Other (Shelter owned / leased)	7 numeric characters
Other Shelter		If you entered a figure for "Other," what other shelter type(s) does this activity provide? The Total field calculates automatically.	25 alphanumeric characters
Press **<Enter>** to save the information and display the ESG Funding screen (C04ME06).			

10.2.9   Identifying the Funding Sources for the Shelter (C04ME06)

Purpose: On this screen, you identify all funding sources for this project / activity other than ESG. The ESG funding displayed on this screen is carried forward from the Setup Activity screen (C04MA08) and cannot be changed on this screen.

Common Path

ESG PATH

| C04 ME01 | C04 ME08 | C04 ME09 | C04 ME02 | C04 ME07 | C04 ME03 | C04 ME04 | C04 ME05 | C04 ME06 |

How To Complete This Screen:

Where appropriate, enter in the following data. (If the data entered does not fill the field, or you do not need to complete the field, press **<Tab>** to go to the next field.)

When you have completed the fields on this screen, press **<Enter>** to save the information and return to the Setup Activity screen (C04MA08).

FUNDING SOURCES

1. Enter the dollar amount of funds expended from the following sources:

> **Other Federal**
>
> **Local Government**
>
> **Private**
>
> **Fees**
>
> **Other**

```
05/11/06  09:14                ESG FUNDING                    C04ME06

  Project Number: 14       Program Year: 2000      IDIS Activity ID: 2196
  Project Title: TESTING
  Activity Name: TEST ESG



  FUNDING SOURCES


                            ESG:           $0.00
                  Other Federal:      _  111,111,111
                Local Government:                 0
                        Private:                  0
                           Fees:                  0
                          Other:                  0

                          Total:     $111,111,111.00




  F3=VALDT   F4=MAIN MENU   F5=PROJ INFO   F7=PREV   F8=NEXT   F9=SAVE
  ▓█                    Aa   B DSYSB        R 12 C 45        9:15  5/11/6
```

DATA FIELD	REQ'D	DESCRIPTION	VALID ENTRIES
Project Number	N/A	Carried forward from the Setup Activity screen (C04MA01).	Protected field
Program Year	N/A	Carried forward from the Setup Activity screen (C04MA01).	Protected field
IDIS Activity ID	N/A	Carried forward from the Setup Activity screen (C04MA01).	Protected field
Project Title	N/A	Carried forward from the Setup Activity screen (C04MA01).	Protected field
Activity Name	N/A	Carried forward from the Setup Activity screen (C04MA01).	Protected field
Funding Source	N	What dollar amounts of funds were expended from the following sources? Other Federal Local Government Private Fees Other	$99,999,999,999
Press **<Enter>** to save the information and return to the Setup Activity screen (C04MA08).			