

# Homeless System Response: Victim Service Provider—Comparable Database ESG-CV Project Set-Up Tips

In the [Homeless System Response: VSP Comparable Database & Reporting Requirements](#) resource, HUD outlined the database and reporting requirements that will be necessary for any [victim service provider](#) (VSP) that is a recipient of ESG-CV funds. This document highlights tips for how VSPs can ensure their comparable databases are set up correctly to fulfill HUD's COVID-19 Emergency Solutions Grants (ESG-CV) program quarterly reporting requirements. **Project Descriptor Data Elements** form the core information a system needs to be able to generate correct reporting for HUD. It is the VSP's responsibility to ensure that all fields are completed correctly for the comma-separated value (CSV) export. VSPs should check with the comparable database vendor to determine how and where the following information is stored in the system and whether it is accurately set up. VSPs can test their CSV export uploads anytime through the [Sage HMIS Reporting Repository](#).

1. **Organization Name**—the legal name of the organization (i.e., VSP).
2. **Organization ID**—an alphanumeric series established by the vendor that is unique to the VSP organization.
3. **Project Name**—the name of the project (e.g., Safe DV Shelter) which should be recognizable to the recipient and subrecipient as the name of the project funded.
4. **Project ID**—an alphanumeric code is established by the vendor that is unique to the project. The VSP must be sure that the vendor has provided a code unique to their project. Sage will not accept two projects with the same project ID for ESG-CV.
5. **HMIS Project Type**—a system code (number) which allows the comparable database to generate the correct report for the correct kind of project. VSPs using ESG-CV are limited to the use of one of the following numbers to identify their project type:
  - 1=Emergency Shelter
  - 2=Transitional Housing (transitional housing is ONLY allowed in ESG for grandfathered projects; no new transitional housing may be created with ESG-CV)
  - 4=Street Outreach
  - 12=Homelessness Prevention
  - 13=Permanent Housing-Rapid Rehousing
6. **Method for Tracking Emergency Shelter**—only completed if the project type is 1 (emergency shelter). The method in VSP shelters is "0," which means the shelter is an entry/exit model where resident stays are captured by an intake date and exit date; the resident does not come and go as they may in a mass shelter.
7. **Affiliated with a Residential Project**—n/a for ESG-CV and should be blank.
8. **Project IDs of Affiliations**—n/a for ESG-CV and should be blank.
9. **CoC Number**—the [Continuum of Care \(CoC\) Code number](#) for the CoC in which the project is located.
10. **Geocode**—a six-digit number ([geographic codes](#)) for metropolitan cities, urban counties, and all counties in the United States.
11. **Victim Service Provider**—identifies the organization as a VSP; the answer should be "yes."
12. **HMIS Software Name**—the name of the comparable database the VSP is using to generate the data for the report.
13. **Report Start Date**—the starting date for the date range of the report. Note: this is not a fixed field in the comparable database; it is set each time a user generates a report.
14. **Report End Date**—the ending date for the date range of the report. Note: this is not a fixed field in the comparable database; it is set each time a user generates a report.

When the information is complete, Q4 in the ESG CAPER Report will have a response in all appropriate fields (as shown in Excel format, not CSV):

1	2	3	4	5	6	7	8	9	10	11	12	13	14
Organization Name	Organization ID	Project Name	Project ID	HMIS Project Type	Method for Tracking ES	Affiliated with Residential Project	Project IDs of Affiliations	CoC Number	Geocode	Victim Service Provider	HMIS Software Name	Report Start Date	Report End Date

These elements form the core information to identify the project. What is also important is for the VSP to determine if the project is “new” in their comparable database. Use the following rules to determine if you must set up a new project for projects funded with ESG-CV dollars.

### **Rules for Emergency Shelter (ES):**

1. If the ESG-CV funding is being used to support an existing shelter, then there is no need to set up a new project. For ESG and ESG-CV, all shelters report on all persons sheltered regardless of whether they received the direct benefit of the funding. For example, if ESG-CV is providing essential services and the services are limited to only 50 percent of the shelter residents, the ESG-CV report would still report on all (100 percent) of residents.
2. If the ESG-CV funding was used to move the residents from a shelter to a hotel/motel for distancing, then the project was allowed to continue to use the existing emergency shelter project in the comparable database and collect data as if the residents were still in shelter. All residents will be reported.
3. If, however, the VSP elected to create a new hotel/motel project for those persons who were sheltered in hotel/motel lodging (because not all residents required distancing, the shelter was placing overflow into the project, or any other reason), then a new emergency shelter should have been created in the comparable database and only those residents who were housed in that new hotel/motel would be reported.
4. If ESG-CV funding was used to provide any type of renovation or repair, including but not limited to improved hygiene facilities, then all of the residents of the shelter will be reported on for the full length of the ESG-CV reporting.

### **Rule for Transitional Housing (TH):**

1. Transitional housing is only funded for grandfathered projects. If the project was previously grandfathered into ESG and the project received funding from ESG-CV, then all the residents in the project will be reported on.

### **Documenting moving Emergency Shelter inventory temporarily to prevent the spread of infectious disease**

1. All HP and RRH projects were and are to be set up in the comparable database as new projects for ESG-CV. You may not use a project previously funded with regular ESG or CoC funding for your ESG-CV funding; you must create a new project in the comparable database for ESG-CV reporting.
2. All HP and RRH projects which are funded by ESG-CV from different ESG recipients (city, county, state, or territory) are to be in separate, unique projects in the comparable database. For example, if a VSP receives ESG-CV funding to provide RRH from the city and a separate allocation from the state, the VSP will have two projects (one for City RRH and one for State RRH) in their comparable database. The residents should be unique to each project (i.e., a single client or household should receive funding from only one jurisdiction—not housing from one and services from another—in order to avoid duplicating data entry of the same client in both projects).