



State of Nevada
Department of Business & Industry
HOUSING DIVISION
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June 24, 2016

PROGRAM BULLETIN

EMERGENCY SOLUTIONS GRANT PROGRAM

TO: ESG Sub-Recipients
RE: ESG Annual Report Due Date

Sent via electronic mail

The 2015 ESG Annual Reports, covering ESG activity from July 1st, 2015 to June 30th, 2016, are due to the Housing Division by **July 29th, 2016**. Please note we broke up the Housing Division ESG annual report into two parts to make it easier for us to aggregate data for our overall reporting requirements. The following are the reports due on July 29th:

1. **2015 ESG Annual Performance and Matching Report:** This report is now Microsoft Excel. This includes information about clients served, demographic information, and matching information;
2. **2015 ESG Annual Program Evaluation:** This report is still in Microsoft Word and addresses sub-recipients' progress in meeting specific HUD objectives for reducing and ending homelessness.
3. **HUD APR report:** This is generated in HMIS, please send this as a Microsoft Excel Report and **not** as a .pdf file.

Please send all three (3) reports to the Housing Division at the **same time** and please send them **electronically**. All reports can be sent to jdhanen@housing.nv.gov.

If you have difficulty pulling data or running reports in HMIS, please contact the HMIS vendor, Bitfocus at support@bitfocus.com.

We are still reviewing other closing certifications and forms normally associated with closing out the program year and will let you know which forms we need by the **first week of July**.

Please contact Dale Hansen via email at jdhanen@housing.nv.gov or by telephone at 775-687-2042 for questions or suggestions regarding this Program Bulletin.

Thank you,

NEVADA HOUSING DIVISION