

# ESG Quarterly Report (all program types)

Emergency Solutions Grant sub-grantees, as of the start of program year 2016, are required to submit a ServicePoint report on a quarterly basis instead of the QPR form used in prior program years. The report will be the most recent CAPER report. Following is a screenshot with the appropriate settings identified.

Create the report, review the results, make corrections as needed and e-mail a copy of the report to your Lake County Grant Administration Specialist when you're satisfied with the numbers. The report will be printed and the document will go into your file as the quarterly report.

Each quarter, report on the cumulative results to date (as of May 1).

Quarter 1 (due Aug. 15): report on 5/1 – 7/31

Quarter 2 (due Nov. 15): report on 5/1 – 10/31

Quarter 3 (due Feb. 15): report on 5/1 – 1/31

Quarter 4 (due May. 15): report on 5/1 – 4/30

**Reports > ESG CAPER (2016)**

**Report Options**

Provider Type:  Provider  Reporting Group

Provider\*: [Redacted] Search My Provider Clear

This provider AND its subordinates  This provider ONLY

Program Date Range\*: 05/01/2016 to 07/31/2016

Entry/Exit Types\*:  Basic  Basic Center Program Entry/Exit  HUD  PATH  Quick Call  RHY

Build Report Download Clear

**Client Filter**

Enter Client IDs separated by commas to

Client IDs: [Input Field] Client Search Highlight Clients

**ESG Report Results**

Organizations not currently using ServicePoint may make separate arrangements with their Lake County Grant Administration Specialist as needed.