Instructions for submitting your ESG Caper

KHC will send out an automated email reminder when your ESG CAPER is due. It is important to remember that each of your ESG components (PREV, ES, RRH, TH, SO) will have its own CAPER report.

Each email will provide you with your due date to KHC as well as provide you with a special link for that specific component type (PREV, ES, RRH, TH, SO).

 \****For example, if you have an ESG Prevention, ESG RRH, and ESG Emergency Shelter project component, you will receive three separate emails, with three specific links.***

**This is the only method that can be used to submit your ESG CAPER report**.  Please be sure your system will accept the emails generated from SAGE.  The Emails will be from: sage@sagehmis.info.

The agency will run their HMIS report and download the CSV file. Each component will have its separate link for submission, which will be sent in the email. This link will be used to upload each particular ESG component (PREV, ES, RRH, TH, SO).

For instructions on how to download your CSV file, please view the [Running an ESG CAPER, checking for errors and submission](https://kyhmis.zendesk.com/hc/en-us/articles/360037251634-Running-a-CAPER-checking-for-errors-and-submission)  document located on the Help Desk.

If you have an ESG project and do not receive a link, contact Kayla Sexton at ksexton@kyhousing.org.

If you receive a link and no longer have an ESG project, you can contact the [HCA Help Desk](https://kyhmis.zendesk.com/hc/en-us/requests/new) to be removed from our list.

This link will be used to upload your KYHMIS ESG Caper report into Sage.

Once you submit using that link, we will be able to review your report and KHC submits to HUD.

**Results**

The results message will identify if the CSV-ESG CAPER Reporthas passed all error checks or if there are errors with the upload process.

If the upload passes, the following message will appear:

 ***The upload has passed validations. Review the Project Identifiers and Report Validations, then click “Attach to Jurisdiction” to complete the process.***