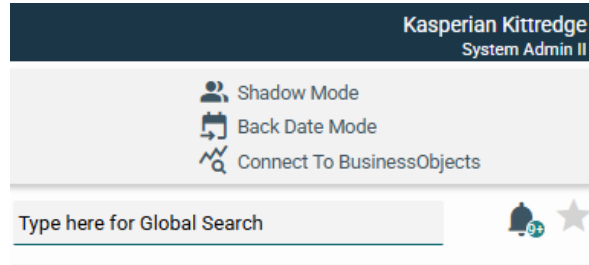


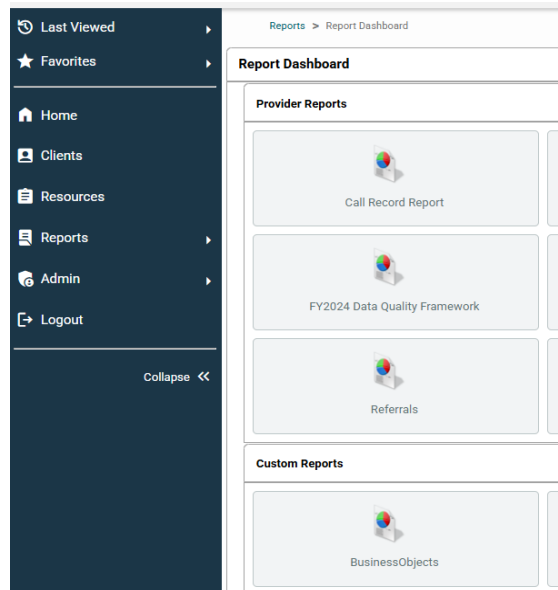
2026 ESG-SAF Application

Instructions for running this report:

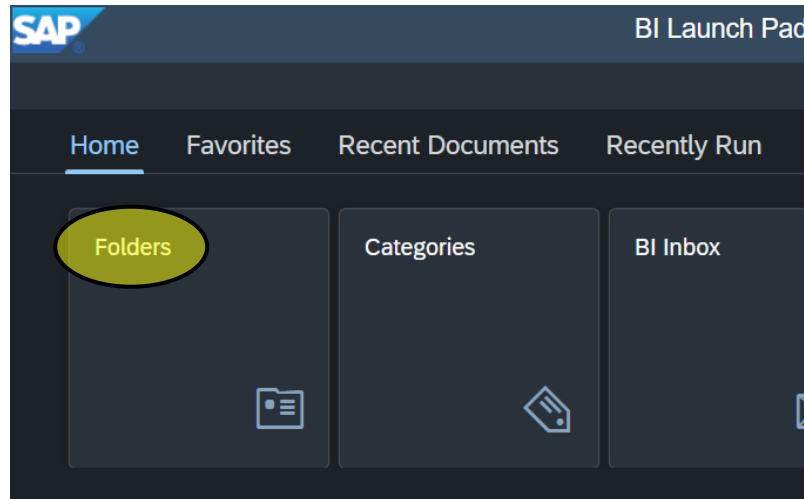
1. In HMIS or DVIMS, connect to BusinessObjects
 - a. You can do this by clicking on 'Connect to BusinessObjects' in the top right-hand corner, OR



- b. In the left-hand menu, click 'Reports', and then click 'BusinessObjects' underneath the 'Custom Reports' banner

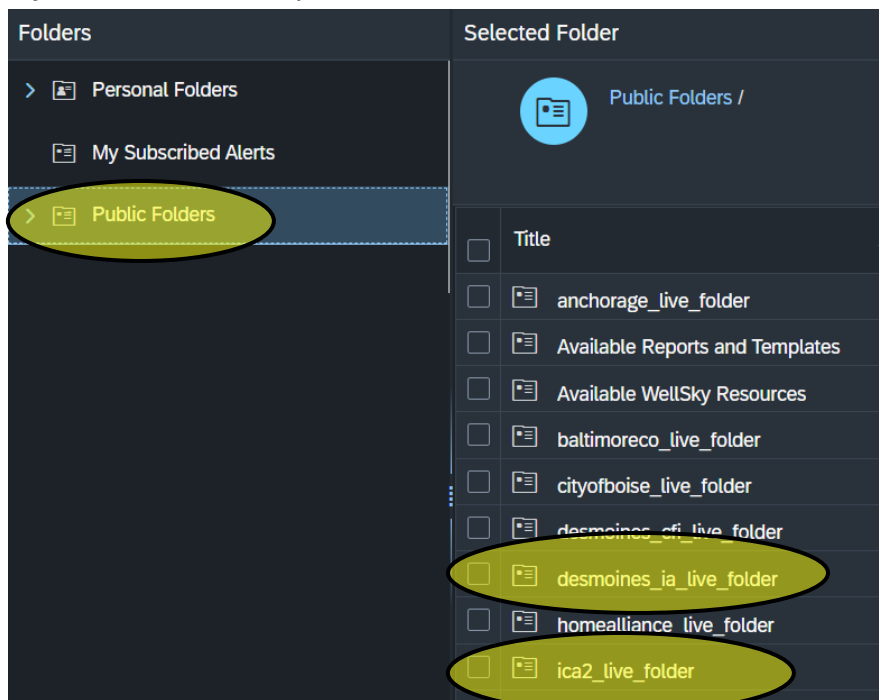


2. Click on 'Folders'



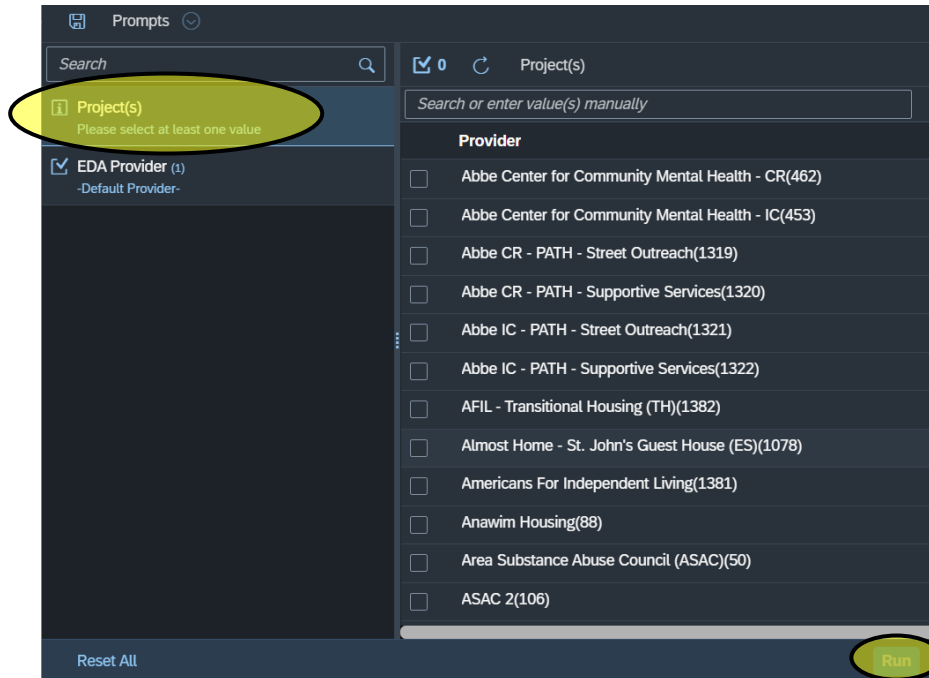
a.

3. Click on 'Public Folders'
4. If you are in HMIS, open the `desmoines_ia_live_folder`.
If you are in DVIMS, open the `ica2_live_folder`.



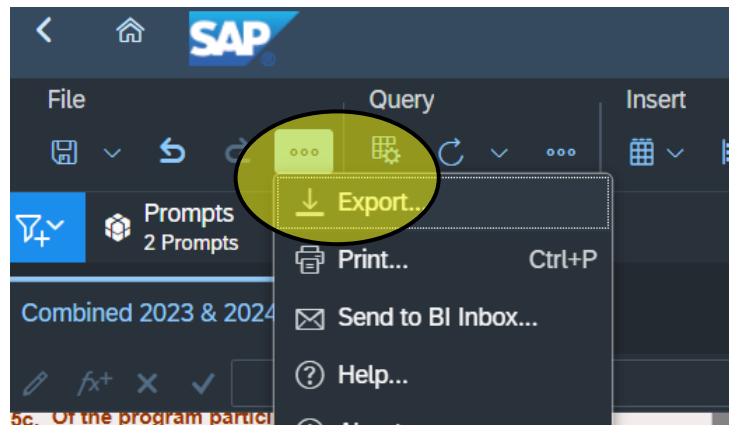
5. If you are in HMIS, click on the '**ESG&SAF Reports**' folder.
If you are in DVIMS, click on the '**Iowa ESG&SAF Reports**' folder.
6. Click on the '**2026 ESG&SAF Grant Application**' Folder.
7. Click on the '**2026 ESG-SAF Application**' report.
 - a. Note: the 'Client Detail' report helps identify errors or provide context, but SHOULD NOT be submitted in place of this report.

8. When the report prompt window appears, select ALL of your ESG-SAF funded projects. These reports MUST be run for ALL funded projects SIMULTANEOUSLY. Do NOT change the EDA Provider. Leave it as the ‘-Default Provider-’.
- Once you have the prompts completed, click the ‘Run’ button.



When the report is done running, you will have a single page of results. This information should be used to help complete the performance and shelter funding request sections of the application.

9. You will be required to provide a copy of the report with your application. To export the report for printing, click on the three dots under ‘file’ at the top of the reporting page, and then click ‘export’.



Choose PDF, and make sure ALL reports are selected. Then, select ‘Export’ at the bottom of the pop-up. This will download the report to your computer. Once downloaded, the file will be available to print and upload.

Export to

Excel

PDF

HTML

TXT

CSV

PDF

ReportsOptions

Search

☒ All reports

☒ Combined 2023 & 2024 (Current Report)

Export