

Regionally Coordinated  
Homeless Housing, Assistance and Prevention Program  
ROUND 5

**Notice of Funding Availability (NOFA)**



**California  
Interagency Council  
on Homelessness**

In Partnership with the Department of Housing and Community Development



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**September 29, 2023**

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## I. OVERVIEW

DATE:	September 29, 2023
MEMORANDUM FOR	ALL ELIGIBLE APPLICANTS
FROM:	Meghan Marshall, Executive Officer California Interagency Council on Homelessness
SUBJECT:	NOTICE OF FUNDING AVAILABILITY (NOFA) HOMELESS HOUSING, ASSISTANCE AND PREVENTION (HHAP) PROGRAM – ROUND 5

The California Interagency Council on Homelessness (Cal ICH) is pleased to announce the availability of the Regionally Coordinated Homeless Housing, Assistance and Prevention (HHAP) Program Round 5 (HHAP-5) grant funding.

The legislature appropriated \$1 billion to fund HHAP-5. This NOFA makes available \$760 million of the \$1 billion appropriated to eligible Cities, Counties, and Continuums of Care (CoCs) as the HHAP-5 base allocations and \$9.5 million for planning allocations. Of the \$1 billion appropriation, \$20 million is set aside for tribal applicants and \$161.5 million is set aside for eligible City and County applicants for Supplemental Homekey funding in Fiscal Year (FY) 24-25. Both of these set asides will be made available through separate NOFAs in 2024.

In addition to the \$1 billion appropriation, Assembly Bill [\(AB\) 129](#) reallocates \$360 million from prior HHAP funding appropriations (HHAP-3 and HHAP-4 bonus funding) towards supplemental funding under HHAP-5. Under this NOFA, \$100 million of this supplemental funding will be distributed along with the \$760 HHAP-5 base allocations for eligible Cities, Counties, and CoCs, using the same allocation methodology as the base funding. This NOFA makes a total of \$869.5 million available to eligible cities, counties, and CoCs: the \$760 million HHAP-5 base allocation, \$9.5 million planning allocation, and \$100 million in supplemental funding. The remaining \$260 million of supplemental funding will be made available through a separate application in FY 24-25.

To be considered eligible for HHAP-5 base allocations, eligible applicants **must** apply as part of a region and **must** be signatory to a Regionally Coordinated Homelessness Action Plan which must be approved by the Council. (See [definition of a region](#) for purposes of HHAP-5 under the Eligible Applicants section II.A below.)

### A. Authorizing Statute

HHAP-5 is a \$1 billion grant program authorized by Section 17 of AB 129 (Chapter 40, Statutes of 2023; Health & Safety Code (HSC) § 50230, et seq.), which was signed into law by Governor Gavin Newsom on July 10, 2023.

HSC section 50232(h) states that “In administering this chapter, the Council shall not be subject to the rulemaking provisions of the Administrative Procedure Act (Chapter 3.5 (commencing with Section 11340) of Part 1 of Division 3 of Title 2 of the Government Code).” This NOFA establishes Cal ICH’s guidelines for HHAP-5, including the terms, conditions, forms, procedures, and other mechanisms that Cal ICH deems necessary to administer HHAP-5. The guidelines contained in this NOFA are adopted as if they have the “dignity of statutes.” (*Ramirez v. Yosemite Water Company, Inc.* (1999) 20. Cal. 4th 785, 799.)

Pursuant to HSC section 50231, it is the intent of the Legislature to transfer the HHAP grant administration work of Cal ICH to the Department of Housing and Community Development (HCD) during FY 23-24. (See [Section IX “Grant Administration Transition”](#) below for more information.)

### **B. Purpose And Program Objectives**

HHAP-5 is established for the purpose of organizing and deploying the full array of homelessness programs and resources comprehensively and effectively, and to sustain existing federal, state, and local investments towards long-term sustainability of housing and supportive services. (HSC §§ 50232(a) and 50236(a).) To accomplish these goals, HHAP-5 requires applicants to create and implement Regionally Coordinated Homelessness Action Plans.

In order to successfully reduce homelessness through this funding, Cal ICH also expects applicants to:

- Foster robust regional collaboration and strategic partnerships aimed at fortifying the homeless services and housing delivery system. This should be achieved through the formulation of data-driven and cross-system plans designed to allocate resources in alignment with the state's priorities for homeless housing solutions. This means implementing strategies that create and sustain regional partnerships and emphasize permanent housing solutions.
- Ensure the long-term sustainability of housing and supportive services, by strategically pairing these funds with other local, state, and federal resources to effectively reduce and ultimately end homelessness. Applicants are encouraged to follow the guidance provided in “[Putting the Funding Pieces Together: Guide to Strategic Uses of New and Recent State and Federal Funds to Prevent and End Homelessness](#)”.
- Demonstrate sufficient resources dedicated to long-term permanent housing solutions, including capital and operating costs.
- Demonstrate a commitment to address racial disproportionality in

homeless populations and achieve equitable provision of services and outcomes for Black, Native and Indigenous, Latinx, Asian, Pacific Islanders and other People of Color who are disproportionately impacted by homelessness.

- Establish a mechanism for people with lived experience of homelessness to have meaningful and purposeful opportunities to inform and shape all levels of planning and implementation, including through opportunities to hire people with lived experience.
- Fund projects that provide housing and services that are Housing First compliant, per HSC section 50234(f), and delivered in a low barrier, trauma informed, and culturally responsive manner. Individuals and families assisted with these funds must not be required to receive treatment or perform any other prerequisite activities as a condition for receiving interim or permanent housing, or other services for which these funds are used. Housing First should be adopted within the entire local homelessness response system, including outreach and interim housing, short-term interventions like rapid re-housing, and longer-term interventions like supportive housing.
- Cal ICH strongly encourages applicants to prioritize the use of HHAP funds to assist people to remain in or move into safe, stable, permanent housing. HHAP funding should be housing-focused -- either funding permanent housing interventions directly or, if used for interim housing or street outreach, have clear pathways to connect people to permanent housing options.

**C. Available Funding**

HHAP Round 5 funding will be made available as non-competitive allocations to eligible applicants, including CoCs, large cities, and counties, as follows:

Eligible Applicant Type	Percentage	Estimated allocation: HHAP Round 5 Planning	Estimated allocation: HHAP Round 5 Base	Estimated allocation: Initial \$100M Supplemental Funding Allocations
Cities	42%	\$3.99 M	\$319.2 M	\$42 M
Counties	28%	\$2.66 M	\$212.8 M	\$28 M
CoC	30%	\$2.85 M	\$228 M	\$30 M

For the HHAP-5 planning allocation, individual allocations for each eligible applicant will be based on the proportionate share of the state’s homeless

population as reported by the United States Department of Housing and Urban Development (HUD) in the 2022 Point-In-Time (PIT) count. See [Section III C 3, "One Percent Planning Allocation"](#). For both the HHAP-5 base allocation and the initial \$100 million supplemental funding, individual allocations for each of the eligible applicants will be based on their proportionate share of the state's homeless population as reported by HUD in the 2023 PIT count. Allocation amounts will be calculated and shared with applicants once HUD publishes their 2023 Annual Homeless Assessment Report (AHAR). Cal ICH currently anticipates providing eligible applicants with these allocation amounts by the end of January 2024.

## **II. ELIGIBLE APPLICANTS**

Eligible applicants for HHAP program funds are the same as in round 4 of HHAP funding which include:

- California's 44 CoCs identified by HUD.
- California's 14 Large cities with a population of 300,000 or more as of January 1, 2022.
- California's 58 Counties.

Per HSC sections 50233(a) and 50235(c)(1), eligible applicants **must** apply as part of a region and be a signatory to a Regionally Coordinated Homelessness Action Plan to be approved by the Council.

### **A. Definition of "Region"**

For purposes of HHAP-5, the term "region" refers to the geographic area served by a county, including all cities and the CoC or CoCs within it. (HSC § 50230(v)(1).) When multiple counties are served by the same CoC, those counties may choose to apply together or as separate county regions. CoCs that serve multiple counties must participate in the Regionally Coordinated Homelessness Action Plan of each regional applicant that is part of the CoC; however, multi-county regions that are served by the same CoC are encouraged to apply as one region.

Additionally, all CoCs within the County of Los Angeles shall be considered part of a single region, along with the county and big cities within the county, and therefore must apply together. (HSC § 50230(v)(2).)

### **B. Regional Disbursement Options**

While geographic regions are required to apply together and to jointly complete a Regionally Coordinated Homelessness Action Plan, each applicant (large city, county and CoC) shall have the discretion to receive their base allocation directly **or** they may designate an eligible applicant in their region to serve as their Administrative Entity. This selection will indicate to Cal ICH which eligible applicant will enter into contract with the state to receive and

administer each eligible applicant’s HHAP-5 allocation. The Administrative Entity is responsible for administering the funds, contracting (when necessary) with sub-recipients, reporting on HHAP-5 dollars and activities to Cal ICH, and meeting the terms and conditions of the contract.

### **C. Ineligible Entities**

Individual persons, cities (not identified as one of the 14 large cities), and nonprofit organizations (that are not CoCs) are not eligible to apply directly to Cal ICH for HHAP funds. While small cities are not eligible to apply directly for HHAP funds, they may choose to participate in the Regionally Coordinated Homeless Action Plan. Those interested in receiving HHAP funds who are not eligible applicants should apply directly to their local CoCs, large cities, and counties through any applicable local selection processes.

Cal ICH encourages interested parties to collaborate with their local eligible applicants to determine the best use of funds and to understand how funds will be awarded and disbursed. Cal ICH encourages applicants to consider how these funds are accessible to smaller and non-traditional organizations that have historically served communities of color but may not have previously participated formally in the CoC and may not be a part of the homeless provider community, and how these funds would address the capacity of organizations that are led by Black, Latinx, Asian, Pacific Islander, and Native and Indigenous people that support the goal of making homelessness rare, brief, and non-recurring.

Additionally, interested parties are encouraged to participate in the required public stakeholder process for each regional application. (See [Section V.E: “Required Steps – Application Development, Submission, and Posting”](#) for more information.)

### **III. ELIGIBLE USES**

While the eligible uses for HHAP-5 remain largely unchanged from previous rounds, the HHAP-5 statute reorganizes eligible uses into three main buckets: (1) costs that support permanent housing; (2) costs that support interim housing; and (3) costs that support service provision and systems support. This change represents a strategic alignment aimed at amplifying the focus on regional coordination, permanent housing, sustainability, and person-centered services. The overarching objective of HHAP funds remains unwavering – to effectively address and end people’s experiences of homelessness.

The HHAP-5 Eligible Use Categories will have two changes:

- 1) Splitting the “Operating subsidies” category into two separate categories

(“Operating Subsidies-Permanent Housing” and “Operating Subsidies-Interim Housing”) and

- 2) Authorizing up to an additional one percent of the HHAP-5 allocation to cover expenses associated with the Homeless Management Information System (HMIS) to be transferred directly to the HMIS lead entity to support the functioning, maintenance, and operation of the local HMIS.

**A. State Priorities for HHAP-5 Funding**

Pursuant to HSC section 50236, HHAP-5 is intended to sustain existing federal, state, and local investments towards long-term sustainability of housing and supportive services. To achieve this, applicants shall develop data-driven plans which fund the state’s priorities to:

- Sustain existing investments towards long-term sustainability of housing and supportive services; and
- Prioritize permanent housing solutions.

Additionally, pursuant to HSC section 50236(c) grantees may not use any HHAP-5 dollars on any new interim housing solutions unless they are given written permission from Cal ICH. Before proposing to use HHAP-5 resources to fund new interim housing solutions, the applicant must demonstrate that the region has dedicated sufficient resources from other sources to long-term permanent housing solutions, including capital and operating costs. (See Section III.C.4 [“Limitations on New Interim Housing Solutions”](#) below for additional information about the limitation of HHAP dollars on interim housing solutions.)

**B. Eligible Use Categories**

Below is a crosswalk of HHAP-5 statute and the HHAP Eligible Use Categories:

HHAP-5 Statute	HHAP Eligible Use Categories	Explanation and Examples of Eligible Uses of HHAP funds
Costs that support Permanent Housing include the following	Delivery of Permanent housing and Innovative Housing Solutions	Eligible Uses should be categorized here when costs support the provision of permanent housing.  Examples: <ul style="list-style-type: none"> <li>• Acquisition of land, building, etc.</li> <li>• Improvement or renovation of land or building being used as permanent housing.</li> <li>• Maintenance of land or building being used as permanent housing.</li> <li>• Services for people in permanent housing programs,</li> </ul>



HHAP-5 Statute	HHAP Eligible Use Categories	Explanation and Examples of Eligible Uses of HHAP funds
<p>Costs that support Permanent Housing include the following</p>	<p><b>Delivery of Permanent housing and Innovative Housing Solutions (cont.)</b></p>	<p>so long as the services are trauma-informed and practice harm reduction, to include intensive case management services, assertive community treatment services, critical time intervention services, other tenancy support services, evidence-based employment services, coordinating mental health, substance use, and primary care treatment, or other evidence-based supportive services to increase housing retention.</p>
	<p><b>Rapid Rehousing</b></p>	<p>Eligible Uses should be categorized here when the costs support operating a rapid rehousing type housing service. This means a tenant-based, time limited, permanent housing program, inclusive of wrap-around services.</p> <p>Examples:</p> <ul style="list-style-type: none"> <li>• Rental subsidies, including to support placement of individuals in CARE Court.</li> <li>• Landlord incentives, such as security deposits, holding fees, funding for needed repairs, and recruitment and relationship management costs.</li> <li>• Move-in expenses.</li> </ul> <p>Services for people in rapid rehousing programs, so long as the services are trauma-informed and practice harm reduction, to include intensive case management services, assertive community treatment services, critical time intervention services, other tenancy support services, evidence-based employment services, coordinating mental health, substance use, and primary care treatment, or other evidence-based supportive services to increase housing retention.</p>
	<p><b>Prevention and Shelter Diversion</b></p>	<p>Eligible Uses should be categorized here when costs support eligible populations access safe alternatives to shelter and/or remain safely housed at their current residence.</p> <p>Examples:</p> <ul style="list-style-type: none"> <li>• Homelessness prevention through rental assistance, rapid rehousing, and other programs.</li> <li>• Problem-solving and diversion support programs that prevent people at risk of or recently experiencing homelessness from entering unsheltered or sheltered homelessness.</li> </ul> <p><b>HHAP-5 changes:</b></p>

HHAP-5 Statute	HHAP Eligible Use Categories	Explanation and Examples of Eligible Uses of HHAP funds
Costs that support Permanent Housing include the following	Prevention and Shelter Diversion (cont.)	<ul style="list-style-type: none"> <li>• Change of eligible population to include “at risk of homelessness.”</li> <li>• Requires prioritization of households with incomes at or below 30 percent of the area median income, who pay more than 50 percent of their income in housing costs, and who meet criteria for being at highest risk of homelessness through data-informed criteria. See <a href="#">“Eligible Use Changes under HHAP-5.”</a></li> </ul>
	Operating Subsidies-Permanent Housing	<p>Eligible Uses should be categorized here when costs support operations in new and existing affordable or supportive housing units serving people experiencing homelessness. Operating subsidies may include operating reserves (<i>funds held in reserve to cover large, unexpected operating expenses</i>).</p> <p>Examples:</p> <ul style="list-style-type: none"> <li>• Operating costs for programs such as Homekey.</li> <li>• Operating costs for new or existing residential care facilities, funded by the Behavioral Health Continuum Infrastructure Program or the Community Care Expansion Program.</li> <li>• Property tax abatements for both affordable ownership and rental properties that have a similar effect, helping to defray the costs of operating the development so residents can pay lower rents.</li> <li>• Subsidies support ongoing operation and availability of permanent housing and/or assisting in management of a building’s facilities that can help stabilize or reduce structural decline and serve an important role in broader market stabilization efforts.</li> </ul>

HHAP-5 Statute	HHAP Eligible Use Categories	Explanation and Examples of Eligible Uses of HHAP funds
Costs that support interim housing include the following	Operating Subsidies-Interim Housing	<p>Eligible Uses should be categorized here when costs support operations in interim housing serving people experiencing homelessness. Operating subsidies may include operating reserves (<i>funds held in reserve to cover large, unexpected operating expenses</i>).</p> <p>Examples:</p> <ul style="list-style-type: none"> <li>• Subsidies that support ongoing operation and availability of existing interim housing (both congregate and non-congregate).</li> </ul>

HHAP-5 Statute	HHAP Eligible Use Categories	Explanation and Examples of Eligible Uses of HHAP funds
<p>Costs that support interim housing include the following</p>	<p><b>Interim Housing</b></p>	<p>Eligible Uses should be categorized here when costs support the provision of interim housing.</p> <p>Examples:</p> <ul style="list-style-type: none"> <li>• Acquisition of land, building, etc.</li> <li>• Improvement or renovation of land or building being used as interim housing.</li> <li>• Maintenance of land or building being used as interim housing.</li> <li>• Navigation centers that are low barrier, as defined in Sections 65660 and 65662 of the Government Code.</li> <li>• Motel or hotel vouchers.</li> <li>• Services provided to people in interim housing, to include trauma-informed and evidence-based intensive case management services, housing navigation, connecting people to substance use or mental health treatment, public benefits advocacy, and other supportive services to promote stability and referral into permanent housing.</li> <li>• Youth-focused services in interim housing.</li> <li>• Capital funding to build new non-congregate interim housing sites, including for construction, rehabilitation, and capital improvements to convert existing buildings to interim housing.</li> </ul> <p><b>HHAP-5 Changes:</b></p> <ul style="list-style-type: none"> <li>• <b>No</b> HHAP-5 resources may be used to fund <b>new</b> interim housing solutions, until both of the following occurs: (1) the <b>applicant has demonstrated</b> that the region has dedicated sufficient resources from other sources to long-term permanent housing solutions <b>and</b> (2) the applicant has <b>received written permission</b> from Cal ICH. (HSC §50236(c).)</li> <li>• This limitation does not apply to new interim housing solutions for youth under the ten percent youth set aside.</li> </ul> <p><i>For more, see "<a href="#">Eligible Use Changes under HHAP-5</a>" below.</i></p>
	<p><b>Improvements to Existing Interim Housing</b></p>	<p>Eligible Uses should be categorized here when costs support renovation of existing interim housing to improve the quality of the life for people experiencing homelessness who are residing in the interim housing.</p> <p>Examples:</p> <ul style="list-style-type: none"> <li>• Maintenance of an interim housing facility.</li> </ul>

HHAP-5 Statute	HHAP Eligible Use Categories	Explanation and Examples of Eligible Uses of HHAP funds
Costs that support interim housing include the following	Improvements to Existing Interim Housing (cont.)	<ul style="list-style-type: none"> <li>• Minor/major rehabilitation or renovation of an interim housing facility.</li> <li>• Minor/major conversion, additions, updates, and/or enhancements that lower barriers and/or increase privacy.</li> </ul>

HHAP-5 Statute	HHAP Eligible Use Categories	Explanation and Examples of Eligible Uses of HHAP funds
Costs that support service provision and systems support.	Street Outreach	<p>Eligible Uses should be categorized here when costs support Outreach programs.</p> <p>Examples:</p> <ul style="list-style-type: none"> <li>• Services for people experiencing unsheltered homelessness, including, but not limited to, persons experiencing homelessness living in encampment sites and being engaged through the Encampment Resolution Grant program to help them transition to permanent housing with services attached.</li> <li>• Evidence-based street engagement services.</li> <li>• Intensive case management services.</li> <li>• Assertive community treatment.</li> <li>• Housing navigation.</li> <li>• Harm reduction services.</li> <li>• Coordination with street-based health care services.</li> <li>• Hygiene services for unsheltered individuals and people living in encampments.</li> </ul>
	Services Coordination	<p>Eligible Uses should be categorized here when costs support wrap-around services not directly provided through another project.</p> <p>Examples:</p> <ul style="list-style-type: none"> <li>• Access to workforce, education, and training programs.</li> <li>• To access legal/advocacy services.</li> <li>• Individual counseling and service planning.</li> <li>• Helping to coordinate medical and mental health appointments, obtaining benefits and medical insurance.</li> <li>• Making referrals to community-based services.</li> <li>• Other services needed to promote housing stability in supportive housing.</li> </ul>

HHAP-5 Statute	HHAP Eligible Use Categories	Explanation and Examples of Eligible Uses of HHAP funds
Costs that support service provision and systems support.	Systems Support	<p>Eligible Uses should be categorized here when the cost supports homelessness services system infrastructure, regional coordination, and/or improves accessibility and outcomes generally, as opposed to specific client(s).</p> <p>Examples:</p> <ul style="list-style-type: none"> <li>• Incorporate regional data into housing needs.</li> <li>• Assessments or developing a regional needs assessment.</li> <li>• Collaborate on regional housing strategies.</li> <li>• Pooling resources to support regional housing initiatives.</li> <li>• Funding HMIS.</li> <li>• HHAP-5 regional planning and application process.</li> </ul>

HHAP-5 Statute	HHAP Eligible Use Categories	Explanation and Examples of Eligible Uses of HHAP funds
Youth Set-Aside	Youth Set-Aside	<p>Consistent with Rounds 3 and 4, HHAP-5 grantees <b>must use at least 10 percent of their allocation</b> for services for homeless youth. (HSC § 50234(e).) Homeless youth is defined as unaccompanied youth between ages 12- and 24-years old experiencing homelessness, including pregnant and parenting youth. (HSC § 50216(l).)</p> <p>Dollars spent under the Youth Set Aside have the same eligible uses as those described in this table above. Therefore, eligible uses follow the same logic described above and should be categorized as part of the youth set aside <b>when costs support services and housing interventions for homeless youth populations.</b></p> <p>Given the continued focus and priority in allocating resources in support of Homeless Youth, the restriction on new interim housing solutions does not apply to the ten percent youth set aside. Funding utilized <u>in excess</u> of the ten percent set aside <u>will be</u> subject to the restriction on new interim housing solutions provided in HSC section 50236(c) and further described in paragraph C4 below: HHAP-5 Eligible Use Changes – <a href="#">Limitations on New Interim Housing Solutions</a>.</p>

HHAP-5 Statute	HHAP Eligible Use Categories	Explanation and Examples of Eligible Uses of HHAP funds
Administrative Costs	Administrative Costs	<p>Eligible Uses should be categorized here when costs are incurred by the city, county, or CoC to administer its HHAP program allocation.</p> <p>Administrative costs <b>do not</b> include staff or other costs directly related to implementing activities funded by the program allocation.</p> <p>Consistent with all prior rounds of HHAP, Round 5 Administrative costs are capped at 7 percent of each allocation.</p> <p><b>HHAP-5 Changes:</b></p> <ul style="list-style-type: none"> <li>The Council may authorize applicants to allocate an additional one percent of funds to cover expenses associated with the HMIS. See below for more information.</li> </ul>
	Additional 1% for HMIS	<p>Eligible Uses should be categorized here when the eligible applicant elects to allocate (up to) 1% of the HHAP-5 allocation to cover expenses associated with the administration of HMIS. This funding shall be transferred directly to the HMIS lead entity and is intended to support the functioning, maintenance, and operation of the local HMIS.</p> <p>Examples:</p> <ul style="list-style-type: none"> <li>System licenses</li> <li>Training</li> <li>System operating costs</li> <li>Costs associated with carrying out related activities.</li> </ul> <p><i>For more, see "<a href="#">Eligible Use Changes under HHAP-5</a>" below</i></p>

### C. Eligible Use Changes under HHAP-5

#### 1. Eligible Population Change for Prevention and Shelter Diversion Services– At Risk of Homelessness

Prior rounds of HHAP restricted the eligible population for HHAP prevention and shelter diversion services to people experiencing homelessness or at imminent risk of experiencing homelessness. HHAP-5 statute modifies the eligible population to also include people at risk of experiencing homelessness so long as households with incomes at or below 30 percent of the area median income, who pay more than 50 percent of their income in housing costs, and who meet

criteria for being at highest risk of homelessness through data-informed criteria are prioritized. Consistent with HHAP-3 and HHAP-4, those who are at imminent risk of homelessness, as defined in Section 578.3 of Title 24 of the Code of Federal Regulations, are still eligible for prevention and shelter diversion services.

## 2. Additional HMIS funding

Per HSC section 50236(f), the Council may authorize applicants to allocate an additional one percent of funds to cover expenses associated with HMIS. Related costs include HMIS licenses, training, system operating costs, and costs associated with carrying out related activities. The funds should be transferred to the HMIS lead entity by the grantee for related costs as per the agreement.

## 3. One Percent Planning Allocation

Per HSC section 50234(a)(1), not more than one percent of HHAP-5 funding shall be available to applicants for the purpose of planning for and preparing the Regionally Coordinated Homelessness Action Plans. This funding shall be provided on a reimbursement basis and will be disbursed along with applicant's approved HHAP-5 base allocation. As a reminder, applicants may also use previous rounds of HHAP dollars to support this regional collaboration, under the eligible use of "Systems Support." Applicants that do not have any available funds to cover this planning period may request an advance of this one percent in a form and manner determined by Cal ICH.

Because the most recently available PIT is currently 2022 data, the calculation for the planning allocation funding will be based on the 2022 PIT data.

## 4. Limitations on New Interim Housing Solutions

Per HSC section 50236(a) and outlined above under *State Priorities for HHAP-5 Funding*, HHAP Round 5 is intended to sustain existing federal, state, and local investments towards long-term sustainability of housing and supportive services. To achieve this, applicants shall develop data-driven plans which fund the state's priorities to:

- Sustain existing investments towards long-term sustainability of housing and supportive services; and
- Prioritize permanent housing solutions.

**Before proposing to use HHAP-5 resources to fund new interim housing solutions, the region must demonstrate that they have dedicated sufficient resources (both financial resources and policy actions) from other sources to long-term permanent housing solutions, including capital and operating costs. (HSC § 50236(c).)**

In reviewing whether a region has dedicated sufficient resources from other sources to long term permanent housing solutions, Cal ICH will evaluate resources and actions related to reducing and ending homelessness. Specific scoring criteria will be provided in subsequent guidance.

Status on Financial Resources for each eligible applicant in the region:

- Document the total amount of funds that the region has received in federal, state, and local dollars to prevent and end homelessness, as described in the Action Plan Section: Utilization of Local, State, and Federal Funds to End Homelessness.
- Of the housing and homelessness funding available to the region, what percentage is dedicated to permanent housing solutions and what percentage is dedicated to interim housing solutions?
- Describe the impact your proposed use of HHAP-5 dollars would have on the above percentages.

Status on Policy Actions:

In addition to financial resources, provide a status update for each eligible applicant in the region on the following policy actions related to reducing and ending homelessness.

- Housing Element Compliance; if any eligible applicant in the region is not compliant, please include a timeline of plans to submit revisions to HCD and request technical assistance to address remaining issues.
- Prohousing Designation; indicate if each eligible applicant in the region has been designated Prohousing, has applied, or if they have plans to apply in the future. For jurisdictions that have not yet applied to be designated Prohousing, they may identify Prohousing policies that they have adopted or plan to adopt in the future.
- Indicate whether each eligible applicant in the region has a current practice or has made an active commitment to follow the United States Interagency Council on Homelessness (USICH) [Seven Principles for Addressing Encampments](#).
- Identify if any eligible applicant in the region outstanding housing law violations with HCD's housing accountability unit or the Attorney General's Office; if any jurisdictions have outstanding housing law violations include



plans to resolve issues or plans to request technical assistance to address remaining issues.

- Indicate if each eligible applicant in the region has a current practice or commitment to identify local surplus land that could be encouraged for use as housing, or to request technical assistance from HCD's Surplus Land Unit to analyze local surplus land for potential use as housing.

Additionally, consistent with previous rounds of HHAP, interim housing is limited to clinically enhanced congregate shelters, new or existing non-congregate shelters, and operation costs of existing navigation centers and interim housing based on demonstrated need. Demonstrated need for purposes of this paragraph shall be based on the following:

- The number of available shelter beds in the region;
- The number of people experiencing unsheltered homelessness in the homeless point-in-time count;
- Percentage of exits from emergency shelters to permanent housing solutions; and
- A plan to connect residents to permanent housing.

**Youth Set-Aside Exemption: Given the continued focus and priority in allocating resources in support of Homeless Youth, this restriction on new interim housing solutions does not apply to the ten percent youth set aside. Funding utilized in excess of the ten percent set aside will be subject to this restriction on new interim housing solutions.**

#### **IV. APPLICATION TIMELINE**

The HHAP-5 application will be available online upon the release of this NOFA. Cal ICH will notify eligible applicants when this NOFA is posted and becomes available. Applications will be due on March 27, 2024. (HSC § 50235(b).)

Cal ICH staff will be hosting a zoom webinar to walk through this NOFA and the application requirements on **October 18, 2023, at 10:00am**. All eligible applicants are invited to register in advance [here](https://us06web.zoom.us/webinar/register/WN_B00l-qagSlGaEjwrie5NuQ).  
([https://us06web.zoom.us/webinar/register/WN\\_B00l-qagSlGaEjwrie5NuQ](https://us06web.zoom.us/webinar/register/WN_B00l-qagSlGaEjwrie5NuQ))

See the below table for a summary of relevant timeframes.

HHAP-5 Application and Award Process	
Action	Timeframe
Application Available	September 29, 2023
Stakeholder webinar (NOFA walkthrough)	October 18, 2023
Final Allocation Amounts Available	January 31, 2024
Final Applications Due	March 27, 2024
Cal ICH approves application or requests and reviews amendments*	April - June 2024 *Per HSC section 50235(e)(2), if an amended application does not address Cal ICH's concerns, Cal ICH will provide additional guidance and a deadline for further amending to fully address the Council's concerns.

**A. Timeframe for Releasing Base Allocations**

Cal ICH currently anticipates providing eligible applicants with their calculated allocations by the end of January 2024. This will give applicants at least two months to finalize their HHAP-5 budgets before applications are due at the end of March. Until HHAP-5 final allocations are released, applicants should use their HHAP-4 base allocation as an approximation of their HHAP-5 allocation amount, for planning purposes.

**V. APPLICATION REQUIREMENTS**

Pursuant to HSC section 50233, applicants for HHAP-5 funding must:

- Apply as part of a region **and**
- Be signatory to a Regionally Coordinated Homelessness Action Plan that has been approved by the Council **and**
- Submit a complete application package to the Council. The application must adhere to the prescribed formats and include the following essential components per HSC section 50235(f):
  - Regional administrative and contracting information in the prescribed format, as required for Cal ICH to complete contracts and disbursement of funds.
  - A detailed funding plan for how the applicant intends to use the funds in the prescribed format outlined below.
  - A Regionally Coordinated Homelessness Action Plan pursuant to

HSC section 50233(c), as outlined below.

- o A Memorandum of Understanding (MOU) signed by each eligible applicant that is participating in the Regionally Coordinated Homelessness Action Plan.

The minimum statutory requirements and guidance for each of these application components are described below. In addition, Cal ICH will publish on their website a template for regional applicants to use when drafting the Action Plan components.

#### **A. Required Components – Regional Administrative and Contracting Information**

Regional information must be submitted following the prescribed format, which must include the name and contact information of each eligible applicant that is applying as part of the regional application. Additionally, comprehensive contracting details must be furnished for all entities that will administer HHAP-5 funding (i.e., Administrative Entities).

While HHAP-5 requires that regions submit one coordinated application, each eligible applicant may choose to either:

- Receive and administer their allocation separately **or**
- Designate one of the eligible applicants within their region to receive and administer their HHAP-5 allocation.

These Administrative Entity designations will determine how many funding plans are required to be submitted as part of the HHAP-5 regional application. Cal ICH is requiring **one funding plan per Administrative Entity**. Funding Plan guidance is provided below under [Section V.B: “Required Components – Funding Plan\(s\)”](#).

Please note, that while small cities may be included in the Regionally Coordinated Homelessness Action Plan, only eligible applicants for HHAP (large cities, counties, and CoCs) are eligible to receive direct funding from Cal ICH.

#### **B. Required Components – Funding Plan(s)**

Each Administrative Entity must submit one funding plan that outlines the intended uses of all HHAP-5 funds that they will be administering. Therefore, these plans must include 100 percent of the HHAP-5 base allocation as well as their share of the initial \$100 million supplemental allocation for all eligible

applicants. The funding plan must adhere to the requirements and eligible uses as specified in HSC section 50236 and elaborated in the [Eligible Uses section](#).

Applicants must develop data-driven plans which fund the state's priorities and commit to spending funds to sustain existing investments towards long-term sustainability of housing and supportive services, with a focus on permanent housing solutions. Furthermore, in line with HSC section 50236(c), grantees may not spend any HHAP-5 dollars on new interim housing solutions, unless they first demonstrate that the region has dedicated sufficient resources from other sources to long-term permanent housing solutions. Additionally, grantees may not use HHAP-5 dollars on new interim housing unless they are given written permission from Cal ICH. Given the continued focus and priority in allocating resources in support of Homeless Youth, this restriction on new interim housing solutions does not apply to the ten percent youth set aside. Funding utilized in excess of the ten percent set aside will be subject to this restriction on new interim housing solutions.

Regardless of whether regional applicants receive their allocation jointly or individually, all funding plans must be coordinated regionally to ensure activities described in the Regionally Coordinated Homelessness Action Plan are adequately funded and carried out collaboratively and effectively across regional partners, without duplication of efforts.

### **C. Required Components – Regionally Coordinated Homelessness Action Plan**

Applicants must present a Regionally Coordinated Homelessness Action Plan that fully complies with HSC section 50233(c). This plan shall lay out a strategic approach to address homelessness within the region, emphasizing collaborative efforts among participating applicants. The plan must include the following key elements and follow the specified process.

HSC section 50233(c) outlines the following key elements of the Regionally Coordinated Homelessness Action Plan.

#### **5. Identifying Roles and Responsibilities**

The plan must identify and describe the specific roles and responsibilities of each participating applicant within the region as they pertain to:

- Outreach and site coordination.

- Siting and use of available land.
- The development of interim and permanent housing options.
- Coordinating, connecting, and delivering services to individuals experiencing homelessness or at risk of experiencing homelessness, within the region.
- OPTIONAL: The roles and responsibilities of smaller jurisdictions that have elected to collaborate on the plan may also be included.

#### 6. System Performance Measures

The plan must use the following system performance measure (SPM) data for the region, which shall include:

- SPM 1a: Number of people accessing services who are experiencing homelessness.
  - SPM 7.1a: Racial and ethnic disparities among those accessing services who are experiencing homelessness.
- SPM 1b: Number of people experiencing unsheltered homelessness on a single night (unsheltered PIT count).
  - SPM 7.1b: Racial and ethnic disparities among those experiencing unsheltered homelessness on a single night.
- SPM 2: Number of people accessing services who are experiencing homelessness for the first time.
  - SPM 7.2: Racial and ethnic disparities in the number of people accessing services who are experiencing homelessness for the first time.
- SPM 3: Number of people exiting homelessness into permanent housing.
  - SPM 7.3: Racial and ethnic disparities in the number of people exiting homelessness into permanent housing.
- SPM 4: Average length of time that people experienced homelessness while accessing services.

- SPM 7.4: Racial and ethnic disparities in the average length of time that people experienced homelessness while accessing services.
- SPM 5: Percent of people who return to homelessness within six months of exiting homelessness response system to permanent housing.
  - SPM 7.5: Racial and ethnic disparities in the percent of people who return to homelessness within six months of exiting homelessness response system to permanent housing.
- SPM 6: Number of people with successful placements from street outreach projects.
  - SPM 7.6: Racial and ethnic disparities in the number of people with successful placements from street outreach projects.

NOTE: Cal ICH will provide all applicants with SPM data based on the latest calendar year (2022) at the CoC level to be used to fill in these measures for the application. Cal ICH will release this data to all eligible applicants by the end of October 2023.

#### 7. Key Actions to Improve Performance

The plan must describe key actions the region intends to take to improve each of the above performance measures. For each Key Action, applicants must identify:

- The sources of federal, state, and local funding the region intends to use to achieve the action steps and objectives.
- The lead entity and collaborating entities responsible for achieving each key action.
- Timeframes for implementing the key actions.
- Methods to measure the success of the key actions and related performance measures.
- OPTIONAL: key actions of smaller jurisdictions in the region that elect to collaborate in the plan.

#### 8. Key Actions to Ensure Racial and Gender Equity

The plan must describe key actions the region will take to ensure racial and gender equity in:

- Service delivery
- Housing placements
- Housing retention
- Any changes to procurement or other means to affirm equitable access to housing and services for racial and ethnic groups overrepresented among residents experiencing homelessness.
- Given the PIT data on race equity for people experiencing unsheltered homelessness, the plan also must describe how the CoC collaborates with cities and counties to address how people served through place-based encampment resolution projects have or will be included in prioritization for permanent housing within coordinated entry systems.

9. Key Actions to Reduce Exits to Homelessness from Institutional Settings

The plan must describe actions **each participating applicant** will take to reduce homelessness among individuals exiting institutional settings, including but not limited to:

- Jails
- Prisons
- Hospitals
- Any other institutions such as foster care, behavioral health facilities, etc. as applicable in the region.

10. Utilization of Funding Programs to End Homelessness

The plan must include the total amount of available funding, the amount prioritized for permanent housing solutions, and an explanation of how **each participating applicant** is utilizing local, state, and federal funding programs to end homelessness. These programs must include, but are not limited to:

- The Homekey Program, as described in Section 50675.1.1.
- The No Place Like Home Program, as described in Section 50675.1.1.

- The Multifamily Housing Program (Chapter 6.7 (commencing with Section 50675) of Part 2).
- The Housing for a Healthy California Program (Part 14.2 (commencing with Section 53590)).
- The Homeless Housing, Assistance, and Prevention Program (Chapter 6 (commencing with Section 50216)).
- Funding distributed to local jurisdictions pursuant to subparagraph (B) of paragraph (2) of subdivision (b) of Section 50470, known as the Building Homes and Jobs Act.
- The California Emergency Solutions Grants Program (Chapter 19 (commencing with Section 50899.1) of Part 2).
- The National Housing Trust Fund established pursuant to the Housing and Economic Recovery Act of 2008 (Public Law 110-289) and implementing federal regulations.
- The HOME Investment Partnerships Act (Chapter 16 (commencing with Section 50896)) and
- Parolee or probation programs that are intended to prevent homelessness upon release.

#### 11. Connecting Individuals to Support Services

The plan must explain how the region is connecting, or will connect, individuals to wrap-around services from all eligible federal, state, and local benefit programs. This includes but is not limited to:

- CalWORKs
- CalFresh
- Medi-Cal and benefits through Managed Care Plans
- Supplemental Security Income/State Supplemental Program and disability benefits advocacy
- In-home supportive services



- Adult protective services
- Child welfare,
- Behavioral health services, and
- Child care.

These components are designed to create an effective and comprehensive strategy to address homelessness in the region, ensuring that all applicants collaborate to achieve their shared goals.

#### **D. Required Components – Memorandum of Understanding**

A Memorandum of Understanding (MOU) must be submitted along with the application. This MOU must be signed by each participating applicant committing to participate in and comply with the Regionally Coordinated Homelessness Action Plan. The finalized Regionally Coordinated Homelessness Action Plan must be reflected in this Memorandum of Understanding (MOU). Regions are encouraged to update these MOUs to reflect any subsequent updates or revisions in their Action Plans.

#### **E. Required Steps – Application Development, Submission, and Posting**

Applicants are required to complete the following processes to develop, submit, and publicly post their HHAP-5 applications.

##### 1. Engage Key Stakeholders

Per HSC sections 50233 (d) and (e), participating applicants are required to collaborate and engage in a public stakeholder process while developing the Regionally Coordinated Homelessness Action Plan. This inclusive process ensures that all key stakeholders have the opportunity to contribute their valuable insights and experiences to the plan, before it is completed. The public stakeholder process must include at least three public meetings, allowing for extensive input from various groups and individuals. During the public stakeholder process, participating applicants shall invite and encourage the active participation of the following groups:

- People with lived experience of homelessness
- Youth with lived experience of homelessness

- Persons of populations overrepresented in homelessness
- Local department leaders and staff from qualifying smaller jurisdictions, including child welfare, health care, behavioral health, justice, and education system leaders
- Homeless service and housing providers operating within the region
- Medi-Cal Managed Care Plans contracted with the State Department of Health Care Services in the region
- Street medicine providers and other service providers directly assisting people experiencing homelessness or at risk of homelessness.

Applicants will be required to 1) certify they engaged in the above-described process as part of developing their application, 2) provide the date of the three public meetings, and 3) describe how specific groups were invited and encouraged to engage in the public stakeholder process.

## 2. Become Part of a Regional Memorandum of Understanding (MOU)

Per HSC section 50233(f), the Regionally Coordinated Homelessness Action Plan must be reflected in a Memorandum of Understanding (MOU) signed by each participating applicant. The MOU shall commit all signatories to participate in and comply with the Regionally Coordinated Homelessness Action Plan.

Optional: Smaller jurisdictions within the region may choose to sign the MOU and commit to participating in and adhering to the Regionally Coordinated Homelessness Action Plan. To support this, counties are encouraged to allocate resources from program funding to smaller jurisdictions that actively engage in and comply with the plan.

## 3. Submit a Complete Application

The HHAP-5 application will be available and must be completed online. Applicants will have six months to complete and submit the HHAP-5 application. All required application components must be submitted through the online application portal by March 27, 2024. Upon submission of the online application, the applicant will receive a confirmation email that includes a copy of the application and details about the next steps in the application process. More information is available below in [Section VI. "Application Review and Award Process"](#).

#### 4. Post the Regionally Coordinated Homelessness Action Plan

Per HSC 50235 sections (g) and (h)(11), participating applicants or CoC entities involved in the Regionally Coordinated Homelessness Action Plan are required to publish the proposed, approved, and amended versions of their Action Plans on their respective internet websites.

#### **F. Cal ICH's Role – Consultation and Consideration**

Per HSC section 50233(j), throughout the process, the Council is open to consulting with local governments, public agencies, groups, or individuals, and will carefully consider any written comments received. Cal ICH will take into consideration the comments and consultations to ensure that a Region's Regionally Coordinated Homelessness Action Plan substantially complies with the HHAP-5 statute and the guidelines in this NOFA.

### **VI. APPLICATION REVIEW AND AWARD PROCESS**

HHAP-5 applications will be reviewed upon receipt of the online application submission, including all required components and documentation. Upon receiving the proposed Regionally Coordinated Homelessness Action Plan, Cal ICH will review the plans in coordination with the Department of Housing and Community Development, the State Department of Health Care Services, and the State Department of Social Services.

During the 90-day review period, Cal ICH will either notify the applicant that their application was approved or will notify the applicant that an amended application is required. If necessary, Cal ICH will request additional amendments prior to approving the application.

The Council shall approve or deny an application, and the determination of the amount of funding to be provided shall be final. (HSC § 50232(e).)

Upon application approval, Cal ICH will issue award letters and will send contract packages to each Administrative Entity. Administrative Entities will have 30 days to complete and return the contract packages. Once contracts are executed, grantees will receive their initial disbursement in one check. See below for more information on the disbursement of HHAP-5 funds.

## **VII. FUNDS DISBURSEMENT**

### **A. Initial Disbursement**

Once contracts are executed, the Council will take the necessary steps to disburse the initial HHAP-5 allocations to each Administrative Entity, including:

- *HHAP-5 Planning Allocations:* 100 percent of the eligible city, county, or CoCs HHAP round 5 planning allocation.
- *Initial HHAP-5 program allocations:* 50 percent of the eligible city, county, or CoCs HHAP round 5 base allocation.
- *Supplemental Funding allocations:* 100 percent of the eligible city, county, or CoCs share of the \$100 million Supplemental Funding.

The Council and recipients of HHAP-5 shall post final round 5 program applications to their respective internet websites within 30 days of disbursement to the applicant. (HSC § 50235(g).)

### **B. Remainder Disbursement**

In order to be eligible to receive the remainder 50 percent of the HHAP-5 base allocation, eligible applicants must (1) demonstrate sufficient spenddown of the initial HHAP-5 program allocation **and** (2) submit an updated Regionally Coordinated Action Plan pursuant to HSC section 50235(h).

#### **12. Sufficient Spenddown**

To demonstrate sufficient spenddown, grantees must obligate at least 75 percent of the initial HHAP-5 allocation and expend at least 50 percent of the initial HHAP-5 allocation **by June 30, 2026**. If a grantee fails to obligate or expend the minimum amount, the Council shall not disburse the remaining 50 percent of its HHAP-5 base allocation unless both of the following occur:

- On or before June 30, 2026, the recipient submits an alternative disbursement plan that includes an explanation for the delay and a plan to fully expend these funds by December 31, 2027.
- The Council approves the submitted alternative disbursement plan.

#### **2. Updated Regionally Coordinated Homelessness Action Plan**

Each region must submit an updated Regionally Coordinated Homelessness Action Plan to the Council no later than January 31, 2026. (HSC § 50235(h).) This plan shall include updates on the system performance measures and demonstrate advancements of associated key actions carried out to improve

these measures, as outlined in the original approved Action Plan. (HSC § 50233.) Additional guidance on the requirements for these updated Action Plans will be released under separate cover.

Please note, per HSC section 50235(h)(11), all proposed, approved, and amended Regionally Coordinated Homelessness Action Plans should be posted on the internet website of all participating jurisdictions and CoCs.

The Council may reject a revised Regionally Coordinated Homelessness Action Plan based on the region's failure to timely submit the plan and/or inability to implement Council's required changes within the specified time frame.

Additionally, in cases where a participating jurisdiction consistently fails to implement actions aligned with its Regionally Coordinated Homelessness Action Plan or undertakes actions contrary to the objectives of HSC section 50233, the Council retains the right to withhold or decline the disbursement of the remaining 50 percent of funds until such time as the jurisdiction demonstrates to the Council that they are in substantial compliance with the requirements of this section.

Therefore, the remaining 50 percent of HHAP-5 base allocation funds shall be disbursed upon the approval of the updated Regionally Coordinated Homelessness Action Plan **and** demonstration that at least 75 percent of the initial round 5 program allocation are obligated and at least 50 percent of the initial round 5 program allocation are expended **by June 30, 2026**.

### **C. Final Expenditure Deadline**

**Grantees must fully expend ALL HHAP-5 funds, including supplemental allocations, by June 30, 2028.**

## **VIII. MONITORING, DOCUMENTATION, AND REPORTING**

Administrative Entities must be able to demonstrate that HHAP-5 funds were expended for eligible uses to benefit members of the eligible population. Cal ICH will include additional information on monitoring and reporting requirements in the standard agreement executed prior to distribution of HHAP-5 funds to each CoC, large city, and county. In addition to Cal ICH monitoring and reporting requirements, it is expected that CoCs, large cities, and counties will provide direct oversight of subrecipients of HHAP-5 funds and ensure that subrecipients comply with HHAP-5 program funding requirements. Cal ICH may request the repayment of funds or pursue any other remedies available, at law or in equity, for failure to comply with reporting requirements.

## **D. Reporting**

Grantees are required to report on program funding quarterly and annually and must submit a final report at the end of the grant period. After contracts have been executed and award checks have been mailed, Cal ICH will reach out to grantees about how to submit quarterly and annual reports.

In addition to the quarterly and annual reports, described below, the Grantee shall submit to Cal ICH all other reports, updates, and information that Cal ICH deems necessary to monitor compliance and/or perform program evaluation. Any requested data or information shall be submitted in a form and manner provided by Cal ICH.

### 13. Quarterly Reports

HHAP recipients must report quarterly on program funds obligated and expended in each eligible use category approved in the application.

### 14. Annual Reports

HHAP recipients must report on the following annually:

- Specific uses, obligations, and expenditures of any program funds broken out by eligible uses;
- Number of individuals and families served, including demographic information;
- The types of housing assistance provided, broken out by the number of individuals;
- Outcome data for individuals served through program funds;
- The number of individual exits to permanent housing from unsheltered environments and interim housing resulting from this funding;
- Partnerships among entities or lack thereof;
- Participant and regional system performance measure outcomes;
- Racial equity;
- Any other metrics deemed appropriate by Cal ICH.

### 15. Budget Modifications

Grantees may revise their approved budgets on file with Cal ICH through a Budget Modification when there is any increase or decrease to the total budgeted or expended amount for any eligible use category based on regional

needs. Grantees may submit a Budget Modification with the regular quarterly and annual reports. If a modification is needed in between reports, a grantee should reach out the Cal ICH at [calichgrants@bcsh.ca.gov](mailto:calichgrants@bcsh.ca.gov).

#### 16. Final Report

All grantees must submit a final report in a format provided by Cal ICH, including detailed uses of all program funds, no later than October 1, 2028.

### **E. Fiscal Monitoring Requirements**

#### 1. June 2026 Obligation and Expenditure Requirement

All grantees must submit confirmation that no less than 75 percent of their initial round 5 program allocations have been contractually obligated and that no less than 50 percent of initial round 5 program allocations have been expended by June 30, 2026.

If less than 75 percent is obligated or less than 50 percent is expended on or before June 30, 2026, the grantee must submit an alternative disbursement plan that includes an explanation for the delay and a plan to fully expend these funds by December 31, 2027.

Cal ICH must approve this alternative disbursement plan. If the funds identified in the approved alternative disbursement plan are not fully expended by December 31, 2027, the funds shall be returned to Cal ICH to be allocated as supplemental awards.

#### 2. Final Expenditure Requirement

All grantees must submit confirmation that 100 percent of round 5 program funds have been expended by June 30, 2028. Any remaining amounts not expended by that date will be returned to the state's General Fund.

#### 3. Records Retention Requirement

The grantee must retain all documentation pertaining to performance of the grant for a minimum period of five years after the final expenditure deadline. If any litigation, claim, negotiation, audit, monitoring, inspection, or other action has been commenced before the expiration of the required record retention period, all records must be retained until completion of the action and resolution of all issues which arise from it.

Cal ICH or its designee has the right to review, obtain, and copy all records and supporting documentation pertaining to performance under the Standard Agreement. The Grantee agrees to provide Cal ICH, or its designee, with any relevant information requested, to give Cal ICH or its designee access to its premises, upon reasonable notice and during normal business hours, for the purpose of interviewing employees who might reasonably have information

related to such records, and of inspecting and copying such books, records, accounts, and other materials that may be relevant to an investigation of compliance with HHAP Program laws, guidance, and the standard agreement.

If upon inspection of records Cal ICH identifies noncompliance with grant requirements, Cal ICH retains the right to impose a corrective action plan on the grantee.

## **F. Other Requirements**

### **1. Participation in Homeless Management Information System (HMIS)**

Pursuant to Assembly Bill (AB) 977 (Statutes of 2021-22), grantees who have been awarded HHAP funding must enter Universal and Common Data Elements as defined by HUD on the individuals and families served into the local HMIS.

All applicants agree to participate and enter data on individuals and families served by this funding into the local HMIS. HSC section 50220.6 details specifications related to the data elements that needs to be reported.

Cal ICH has technical assistance available to grantees that need support in meeting these requirements.

### **2. Housing First Requirement**

All recipients of HHAP-5 program allocation must comply with Housing First as provided in Chapter 6.5 (commencing with Section 8255) of Division 8 of the Welfare and Institutions Code. Housing First is an evidence-based, client-centered approach that recognizes housing as necessary to make other voluntary life changes, such as seeking treatment or medical care. This approach is in contrast with the traditional model of rewarding “housing readiness.” The goal of Housing First is to provide housing to individuals and families quickly with as few obstacles as possible, along with voluntary support services according to their needs.

### **3. Legal Documents**

Upon the award of HHAP funds, Cal ICH shall enter into Standard Agreements with Grantees that govern how HHAP funds must be spent. These agreements shall ensure adherence to the objectives and requirements of the HHAP-5 program. No award shall be disbursed until both Cal ICH and a grantee fully executes an agreement regarding HHAP funds.

## **IX. GRANT ADMINISTRATION TRANSITION**

Pursuant to HSC section 50231, it is the intent of the Legislature for the Council to administer HHAP in partnership with HCD. It is further the intent of the Legislature to enact legislation in the Budget Act of 2024 to transfer the grant administration



work of the Council to HCD, which is a Council member department. As entities both under BCSH, the Council and HCD will continue to coordinate closely to achieve a seamless transition for HHAP grantees. Ultimately, transferring the administration of the grant programs to HCD will allow for greater support and technical assistance to grantees, ensuring greater homelessness reduction outcomes.

## **X. RESOURCES AND CONTACT INFORMATION**

Additional information including the HHAP Program Guidance can be found on the HHAP website: [https://www.bcsch.ca.gov/CalICH/hhap\\_program.html](https://www.bcsch.ca.gov/CalICH/hhap_program.html).

If you have questions, please direct them to the Cal Ich grants inbox at [Calichgrants@bcsch.ca.gov](mailto:Calichgrants@bcsch.ca.gov).

## Appendices

### **Appendix A: Definitions**

The following HHAP- 5 program terms are defined in accordance with HSC section 50230:

- a. "Agency" means the Business, Consumer Services, and Housing Agency or BCSH.
- b. "Applicant" means a continuum of care, city, county, or a region for purposes of the Regionally Coordinated Homelessness Action Plan requirements pursuant to this chapter.
- c. "City" means a city or city and county that is legally incorporated to provide local government services to its population. A city can be organized either under the general laws of this state or under a charter adopted by the local voters.
- d. "Continuum of care" means the same as defined by the United States Department of Housing and Urban Development in Section 578.3 of Title 24 of the Code of Federal Regulations.
- e. "Coordinated Entry System" means a centralized or coordinated process developed pursuant to Section 578.7 of Title 24 of the Code of Federal Regulations, as that section read on January 10, 2019, designed to coordinate homelessness program participant intake, assessment, and provision of referrals. In order to satisfy this subdivision, a centralized or coordinated assessment system shall cover the geographic area, be easily accessed by individuals and families seeking housing or services, be well advertised, and include a comprehensive and standardized assessment tool.
- f. "Regionally Coordinated Homelessness Action Plan" means the regionally coordinated homelessness action plan described in HSC Section 50233.
- g. "Council" means the associated staff within the Interagency Council on Homelessness, formerly known as the Homeless Coordinating and Financing Council created pursuant to Section 8257 of the Welfare and Institutions Code.
- h. "Department" means the Department of Housing and Community Development.
- i. "Emergency shelter" has the same meaning as defined in HSC section 50801(e).

- j. "Grantee" means an eligible applicant that has received its initial round 5 base allocation or total round 5 base allocation, as applicable.
- k. "Homeless" has the same meaning as defined in Section 578.3 of Title 24 of the Code of Federal Regulations, as that section read on January 10, 2019.
- l. "Homeless Management Information System" means the information system designated by a continuum of care to comply with federal reporting requirements as defined in Section 578.3 of Title 24 of the Code of Federal Regulations. The term "Homeless Management Information System" also includes the use of a comparable database by a victim services provider or legal services provider that is permitted by the federal government under Part 576 of Title 24 of the Code of Federal Regulations.
- m. "Homeless point-in-time count" means the most recently available point-in-time count data as reflected in the Annual Homeless Assessment Report released by the United States Department of Housing and Urban Development.
- n. "Homeless youth" means an unaccompanied youth between 12 and 24 years of age who is experiencing homelessness, as defined in Section 725(2) of the federal McKinney-Vento Homeless Assistance Act (42 U.S.C. Sec. 11434a(2)). "Homeless youth" includes unaccompanied youth who are pregnant or parenting.
- o. "Housing First" has the same meaning as in Section 8255 of the Welfare and Institutions Code, including all of the core components listed therein.
- p. "Memorandum of understanding" has the same meaning as defined in subdivision (f) of Section 50233.
- q. "Navigation center" means a Housing First, low-barrier, service-enriched shelter focused on moving homeless individuals and families into permanent housing that provides temporary living facilities while case managers connect individuals experiencing homelessness to income, public benefits, health services, shelter, and housing.
- r. "Program" means round 5 of the Homeless Housing, Assistance, and Prevention program, or round 5, established pursuant to this chapter.
- s. "Recipient" means a jurisdiction that receives funds from the council for the purposes of the program.
- t. Region: (1) Except as set forth in paragraph (2), "region" means the geographic area served by a county, including all cities and continuum of care within it. A region that has a continuum of care that serves multiple counties may submit a plan that covers multiple counties and the

cities within them or the continuum of care may participate in the regionally coordinated homelessness action plan of each individual county that is part of the continuum of care along with the cities within the county.

(2) All continuums of care within the County of Los Angeles shall be considered part of a single region, along with the county and big cities within the county.

- u. "Small jurisdiction" means a city that is under 300,000 in population as of January 1, 2022, according to data published on the internet website of the Department of Finance.

**Additional definitions for the purposes of the HHAP-5 program:**

- v. "Administrative Entity" means the entity that will enter into contract with Cal ICH to receive HHAP funds directly for its own allocation (and the allocation(s) of other eligible applicants in the region when designated). The Administrative Entity is responsible for HHAP-5 funds and meeting the terms and conditions of the contract. Broadly speaking, this means administering funds, contracting (when necessary) with sub-recipients, and reporting on HHAP-5 dollars and activities to Cal ICH.
- w. "Cal ICH" means "California Interagency Council on Homelessness" or "Council"
- x. "Expended" means all HHAP-5 funds obligated under contract or subcontract have been fully paid and receipted, and no invoices remain outstanding.
- y. "Interim Housing" means the full range of shorter-term, crisis options for temporary accommodations which may currently be referred to by a variety of terms: congregate or non-congregate emergency shelter; navigation centers; bridge housing; transitional housing; or other models or terms which do not require occupants to sign leases or occupancy agreements.
- z. "Obligate" means that the Grantee has placed orders, awarded contracts, received services, or entered into similar transactions that require payment using HHAP-5 funding. Grantees, and the subrecipients who receive awards from those Grantees, must obligate the funds by the statutory deadlines set forth in this NOFA.

## Appendix B: Funds Breakdown for this NOFA – HHAP-5 Allocation

Allocation	Disbursement	Eligibility	Interim Deadlines	Final Deadlines
HHAP-5 allocation	<b>Initial HHAP-5 program Allocations:</b> 50% of the eligible city, county, or CoC's HHAP- 5 base allocation.	Available to Eligible Applicants upon approval of the Regionally Coordinated Homelessness Action Plan and HHAP-5 application.	Grantees must obligate at least 75% of the initial HHAP-5 allocation and expend at least 50% of the initial HHAP-5 allocation <b>by June 30, 2026.</b>	Grantees must fully expend <u>ALL</u> HHAP-5 funds, including supplemental and planning allocations, <b>by June 30, 2028.</b>
	<b>HHAP-5 Planning Allocations:</b> 100% of the eligible city, county, or CoCs HHAP round 5 planning allocation.	Available to Eligible Applicants upon approval of the Regionally Coordinated Homelessness Action Plan and HHAP-5 application. Allowable costs are reimbursable back to the date of NOFA publish (9/29/2023) <b>OR</b> as an advance for eligible applicants that do not have any available funds to cover the planning period.	None.	Grantees must fully expend <u>ALL</u> HHAP-5 funds, including supplemental and planning allocations, <b>by June 30, 2028.</b>
	<b>Initial Supplemental Funding Allocations:</b> 100% of the eligible city, county, or CoC's share of the \$100 M Supplemental Allocation.	Available to Eligible Applicants upon approval of the Regionally Coordinated Homelessness Action Plan and HHAP-5 application.	None.	Grantees must fully expend <u>ALL</u> HHAP-5 funds, including supplemental and planning allocations, <b>by June 30, 2028.</b>
	<b>Remainder Disbursement:</b> the remainder 50% of the eligible city, county, or CoC's HHAP- 5 base allocation.	Grantees must demonstrate: (1) sufficient spenddown of the initial HHAP-5 program allocation <b>and</b> (2) submit an updated Regionally Coordinated Homelessness Action Plan that includes updates on SPMs and illustrates the advancement of key actions outlined in their original Action Plan to improve those measures.	None.	Grantees must fully expend <u>ALL</u> HHAP-5 funds, including supplemental and planning allocations, <b>by June 30, 2028.</b>