

# HOMELESS EMERGENCY AID PROGRAM (HEAP)

Application Map and Instructions - Continuums of  
Care



Edmund G. Brown Jr., Governor  
Secretary Alexis Podesta, Council Chair  
Ginny Puddefoot, Executive Officer

August 17, 2018



## HEAP Application Map and Instructions

### Round 1 – 9/5/2018 – 12/31/2018

The Homeless Emergency Aid Program (HEAP) is a \$500 million block grant program designed to provide direct assistance to localities to address the homelessness crisis throughout California. HEAP grants are authorized by Senate Bill (SB) 850, which was signed into law by Governor Brown in June of 2018. As specified in SB 850, Sec. 50213(a) and (b), administrative entities are eligible to receive program funding based on the following:

- a. The homeless population range from the 2017 homeless Point in Time (PIT) count, and
- b. The administrative entity's proportionate share of total homeless population based on the 2017 PIT count.

The HEAP Notice of Funding Availability (NOFA) will be released on September 5, 2018. The HEAP application will accompany the NOFA.

This document map is designed to assist HEAP applicant entities collect the information necessary to complete the application ahead of the release of the official HEAP Application. Applicants should complete the map and use it as a guide when applying through the HEAP online application portal. This is important because the application must be completed in one session. There is no "Save" feature to allow partial completion with final completion at a later time.

Questions regarding the application should be directed to the HEAP team at [HCFC@BCSH.ca.gov](mailto:HCFC@BCSH.ca.gov).

### Section 1 – Administrative Entity and Eligible Jurisdiction Identification

**Submission Date:** This is the date you fill out and submit the application. This date will auto-fill.

**Funding Round:** These instructions are for the Round 1 application cycle which starts 9/5/2018 – 12/31/2018. This date will auto-fill.

**Administrative Entity:** This is the Administrative Entity (Continuum of Care (CoC)) for which you are applying. Please select your CoC from the drop-down menu.

**Administrative Entity Point of Contact Person:** Please enter the first and last name of the primary contact person to whom the HEAP team can reach out and ask questions regarding the information contained in this application.

**Title of Point of Contact Person:** Please enter the title of the point of contact person.

**Address:** Enter the street name and address number here for the Administrative Entity. This is the primary mailing address of the Administrative Entity where the award notice and standard agreements will be mailed. If you have a current CoC “administrative entity” that handles all of the business of the CoC, for example, a county, please use whichever will be most responsive.

**City:** Please enter the city corresponding to the street name and address number above.

**Zip Code:** Please enter the zip code corresponding to the address above.

**E-mail Address:** Please enter the business e-mail address for the point of contact person for the Administrative Entity.

**Phone:** Please enter the area code and business phone number for the point of contact person noted above.

**Name of Jurisdiction(s) (City/County(s) or City that is also a County) that have declared a shelter crisis:** This section is where you will type in the names of each city/county that the CoC represents that have declared a shelter crisis.

**Add Line:** This feature will allow you to add additional lines to this section so that all of the cities/counties that have declared a shelter crisis can be listed.

## Section 2 – Homeless Emergency Aid Program Funds Selection

In this section you will select the funding source(s) you will apply for in Round I. You may select one or both sources of HEAP funding for Round I; 50213(a) and/or 50213 (b). Select the source(s) by checking the box in the upper right corner next to each heading where the Senate Bill reference is indicated. For example:

Senate Bill 850, Section 50213(a):

This portion of HEAP funding is based on the homeless population range from the CoC’s 2017 PIT count.

Senate Bill 850, Section 50213(b):

This HEAP funding is based on the CoC’s percent of the state’s homeless population.

### **Senate Bill 850, Section 50213(a):**

This section of the application is where you will indicate how much of the CoC’s portion of the \$250 million you plan to request in Round 1. This portion of the allocation is based on the homeless population range from the CoC’s 2017 PIT count.

**Homeless Population as of January 1, 2018:** You will be able to select from a drop-down menu the range of homelessness your jurisdiction falls into. Please select the

range based on the official U.S. Department of Housing and Urban Development (HUD) Point in Time (PIT) count numbers for the CoC. Please see Attachment A.

**Requested Grant Amount:** Please indicate the total amount of funding requested under Section 50213(a). This amount must not exceed the total amount the CoC is eligible for under this section only. Please see Attachment A for the funding distribution.

**Senate Bill 850, Section 50213(b):**

This section of the application is where you will indicate how much of the CoC's portion of the \$100 million you plan to request in Round 1. This portion of the allocation is based on the CoC's percent of the state's overall homeless population based on the 2017 PIT count.

**2017 Homeless Point in Time Count:** Applicants should only enter the official HUD PIT count numbers for the CoC. Please see Attachment A.

**Requested Grant Amount:** Please indicate the total amount of funds requested under Section 50213(b). This amount must not exceed the total amount the CoC is eligible for under this section only. Please see Attachment A for the funding distribution.

**Total Amount Requested:** The total of the amounts indicated under Sections 50213 (a) and (b) above will auto-populate.

**Proposed Use of Funding:** In this section, the Administrative Entity will use the drop-down menus to indicate the proposed activity(s) for each jurisdiction and the estimated expenditure amount. The applicants will need to use a separate line to list all of the proposed activities.

**Proposed Activity(s):** Use the drop-down menu to indicate the type of emergency assistance activities that will be provided. Please select from one of the broad activity categories. If the activity is not listed, please select "Other" and type in the activity.

**Jurisdiction:** Indicate the city or county where the proposed activity will take place.

**Estimated Expenditure:** Indicate the total amount of funding for each activity.

**Add Line:** This feature will allow you to add additional lines to this section so that all of the activities per jurisdiction can be included.

**Total Amount Requested:** This field will automatically populate with the total dollar amount of all estimated expenditure(s) for all proposed activity(s).

### **Section 3 – Required Information and Attachments**

This section contains a text box where the administrative entity will describe the collaborative process they performed to determine the use of HEAP funds in their CoC. In addition, there is a checklist of required information or documents that must be submitted via email in order for the application to be considered.

1. Copy of Shelter Crisis Declaration Resolution

2. Verification of collaboration with other city, county or nonprofit partners
3. Waiver of requirements for declaration of emergency shelter crisis (if applicable)
4. Payee Data Record (STD 204)
5. Authorized Signatory Form
6. Proof of Local Collaborative Process (may include public meeting minutes, sign-in sheets, public hearing minutes, CoC meeting sign-in sheets and agenda where this item was discussed, or other proof as appropriate)

The supporting documentation will be submitted via email after the confirmation email is received. See **“\*\*\*Critical Step\*\*\*”** below.

## Submission

Once the “submit” button is selected, any errors on the application will be highlighted in red. You will not be able to proceed to the next page until the corrections and omissions have been made. If all required fields are complete and accurate when “submit” is selected, the certification section will appear.

## Section 4 – Certification of Applicant Information

The certification is the affirmation by the authorized representative that they are authorized to apply for and accept HEAP funds on behalf of the Administrative Entity or Large City, and that the information provided in the application is accurate and complete.

The certifying official must be the same person identified on the Payee Vendor Data Record (STD 204), or one of the Authorized Signers on the Authorized Signatory form.

**Insert name of certifying official:** Enter the name of the Authorized Representative.

**Insert name of Continuum of Care:** Enter the name of the Administrative Entity.

**Date:** This is an automatic field which indicates the date of the application.

**Print:** Select “print your application here” and a summary of the application will pop-up. You will be able to print it for your records.

## Section 5 – Confirmation Email - **\*\*\*Critical Step\*\*\***

Once the application is successfully submitted, the applicant will receive a confirmation email to the email address indicated in Section 1. The confirmation email will include the applicant’s tracking number (which will be used for the duration of the HEAP program) as well as a copy of the application submitted. The applicant must **reply to that email and attach to it all of the items listed on the checklist**. The application and attachments will be linked by the Business, Consumer Services and Housing Agency (BCSH) based on the tracking number contained in that email. If for some reason you do not receive the confirmation email, immediately alert the HEAP team at [HCFC@BCSH.ca.gov](mailto:HCFC@BCSH.ca.gov).



Attachment A – Formula Funding Estimates

CoC Number	Jurisdiction	Total Homeless, 2017	Percent of Total State Homeless, 2017	Section 50213(a) Per Jurisdiction portion of \$250M	Section 50213(b) \$100M Distribution Based on Percent of Homeless Population	Total of CoC Distribution per 50213(a) and (b)	50214(c) 5% Minimum Youth Set-aside Per Continuum of Care total of 50213(a) and (b)
CA-600	Los Angeles City & County	55,188	41.100%	\$ 40,000,000.00	\$ 41,099,807.86	\$ 81,099,807.86	\$ 4,054,990.39
CA-601	San Diego City & County	9,160	6.822%	\$ 12,000,000.00	\$ 6,821,668.48	\$ 18,821,668.48	\$ 941,083.42
CA-500	San Jose/Santa Clara City & County	7,394	5.506%	\$ 12,000,000.00	\$ 5,506,486.54	\$ 17,506,486.54	\$ 875,324.33
CA-501	San Francisco	6,858	5.107%	\$ 12,000,000.00	\$ 5,107,314.68	\$ 17,107,314.68	\$ 855,365.73
CA-502	Oakland, Berkeley/Alameda County	5,629	4.192%	\$ 12,000,000.00	\$ 4,192,049.33	\$ 16,192,049.33	\$ 809,602.47
CA-602	Santa Ana, Anaheim/Orange County	4,792	3.569%	\$ 12,000,000.00	\$ 3,568,715.65	\$ 15,568,715.65	\$ 778,435.78
CA-503	Sacramento City & County	3,665	2.729%	\$ 10,000,000.00	\$ 2,729,412.12	\$ 12,729,412.12	\$ 636,470.61
CA-506	Salinas/Monterey, San Benito Counties	3,364	2.505%	\$ 10,000,000.00	\$ 2,505,250.30	\$ 12,505,250.30	\$ 625,262.52
CA-504	Santa Rosa, Petaluma/Sonoma County	2,835	2.111%	\$ 10,000,000.00	\$ 2,111,291.50	\$ 12,111,291.50	\$ 605,564.57
CA-608	Riverside City & County	2,406	1.792%	\$ 8,000,000.00	\$ 1,791,805.06	\$ 9,791,805.06	\$ 489,590.25
CA-508	Watsonville/Santa Cruz City & County	2,249	1.675%	\$ 8,000,000.00	\$ 1,674,883.45	\$ 9,674,883.45	\$ 483,744.17
CA-514	Fresno City & County/Madera County	2,016	1.501%	\$ 8,000,000.00	\$ 1,501,362.84	\$ 9,501,362.84	\$ 475,068.14
CA-609	San Bernardino City & County	1,866	1.390%	\$ 8,000,000.00	\$ 1,389,654.30	\$ 9,389,654.30	\$ 469,482.71
CA-606	Long Beach	1,863	1.387%	\$ 8,000,000.00	\$ 1,387,420.13	\$ 9,387,420.13	\$ 469,371.01
CA-603	Santa Maria/Santa Barbara County	1,860	1.385%	\$ 8,000,000.00	\$ 1,385,185.96	\$ 9,385,185.96	\$ 469,259.30
CA-510	Turlock, Modesto/Stanislaus County	1,661	1.237%	\$ 6,000,000.00	\$ 1,236,985.95	\$ 7,236,985.95	\$ 361,849.30
CA-505	Richmond/Contra Costa County	1,607	1.197%	\$ 6,000,000.00	\$ 1,196,770.88	\$ 7,196,770.88	\$ 359,838.54
CA-511	Stockton/San Joaquin County	1,542	1.148%	\$ 6,000,000.00	\$ 1,148,363.84	\$ 7,148,363.84	\$ 357,418.19
CA-512	Daly City/San Mateo County	1,253	0.933%	\$ 4,000,000.00	\$ 933,138.71	\$ 4,933,138.71	\$ 246,656.94
CA-509	Mendocino County	1,238	0.922%	\$ 4,000,000.00	\$ 921,967.86	\$ 4,921,967.86	\$ 246,098.39



**Attachment A – Formula Funding Estimates Continued**

CoC Number	Jurisdiction	Total Homeless, 2017	Percent of Total State Homeless, 2017	Section 50213(a) Per Jurisdiction portion of \$250M	Section 50213(b) \$100M Distribution Based on Percent of Homeless Population	Total of CoC Distribution per 50213(a) and (b)	50214(c) 5% Minimum Youth Set-aside Per Continuum of Care total of 50213(a) and (b)
CA-518	Vallejo/Solano County	1,232	0.917%	\$ 4,000,000.00	\$ 917,499.52	\$ 4,917,499.52	\$ 245,874.98
CA-519	Chico, Paradise/Butte County	1,195	0.890%	\$ 4,000,000.00	\$ 889,944.74	\$ 4,889,944.74	\$ 244,497.24
CA-613	Imperial County	1,154	0.859%	\$ 4,000,000.00	\$ 859,411.07	\$ 4,859,411.07	\$ 242,970.55
CA-611	Oxnard, San Buenaventura/Ventura County	1,152	0.858%	\$ 4,000,000.00	\$ 857,921.63	\$ 4,857,921.63	\$ 242,896.08
CA-614	San Luis Obispo County	1,125	0.838%	\$ 4,000,000.00	\$ 837,814.09	\$ 4,837,814.09	\$ 241,890.70
CA-507	Marin County	1,117	0.832%	\$ 4,000,000.00	\$ 831,856.30	\$ 4,831,856.30	\$ 241,592.81
CA-515	Roseville, Rocklin/Placer, Nevada Counties	979	0.729%	\$ 2,000,000.00	\$ 729,084.44	\$ 2,729,084.44	\$ 136,454.22
CA-516	Redding/Shasta, Siskiyou, Lassen, Plumas, Del Norte, Modoc, Sierra Counties	934	0.696%	\$ 2,000,000.00	\$ 695,571.87	\$ 2,695,571.87	\$ 134,778.59
CA-513	Visalia/Kings, Tulare Counties	853	0.635%	\$ 2,000,000.00	\$ 635,249.26	\$ 2,635,249.26	\$ 131,762.46
CA-604	Bakersfield/Kern County	810	0.603%	\$ 2,000,000.00	\$ 603,226.14	\$ 2,603,226.14	\$ 130,161.31
CA-524	Yuba City & County/Sutter County	760	0.566%	\$ 2,000,000.00	\$ 565,989.96	\$ 2,565,989.96	\$ 128,299.50
CA-522	Humboldt County	759	0.565%	\$ 2,000,000.00	\$ 565,245.24	\$ 2,565,245.24	\$ 128,262.26
CA-525	El Dorado County	602	0.448%	\$ 1,000,000.00	\$ 448,323.63	\$ 1,448,323.63	\$ 72,416.18
CA-607	Pasadena	575	0.428%	\$ 1,000,000.00	\$ 428,216.09	\$ 1,428,216.09	\$ 71,410.80
CA-521	Davis, Woodland/Yolo County	459	0.342%	\$ 1,000,000.00	\$ 341,828.15	\$ 1,341,828.15	\$ 67,091.41
CA-520	Merced City & County	454	0.338%	\$ 1,000,000.00	\$ 338,104.53	\$ 1,338,104.53	\$ 66,905.23
CA-529	Lake County	401	0.299%	\$ 1,000,000.00	\$ 298,634.18	\$ 1,298,634.18	\$ 64,931.71
CA-526	Tuolumne, Amador, Calaveras, Mariposa Counties	367	0.273%	\$ 1,000,000.00	\$ 273,313.57	\$ 1,273,313.57	\$ 63,665.68
CA-517	Napa City & County	315	0.235%	\$ 1,000,000.00	\$ 234,587.94	\$ 1,234,587.94	\$ 61,729.40
CA-523	Colusa, Glen, Trinity Counties	176	0.131%	\$ 500,000.00	\$ 131,071.36	\$ 631,071.36	\$ 31,553.57
CA-612	Glendale	168	0.125%	\$ 500,000.00	\$ 125,113.57	\$ 625,113.57	\$ 31,255.68
CA-527	Tehama County	124	0.092%	\$ 500,000.00	\$ 92,345.73	\$ 592,345.73	\$ 29,617.29
CA-530	Alpine, Inyo, Mono Counties	121	0.090%	\$ 500,000.00	\$ 90,111.56	\$ 590,111.56	\$ 29,505.58