



# CALIFORNIA HOMELESS COORDINATING AND FINANCING COUNCIL

Business, Consumer Services and Housing Agency  
Gavin Newsom, Governor | Alexis Podesta, Chair

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**DATE:** December 6, 2019

**MEMORANDUM FOR:** ALL POTENTIAL APPLICANTS

**FROM:** Alexis Podesta, Secretary  
Business, Consumer Services and Housing Agency

**SUBJECT:** NOTICE OF FUNDING AVAILABILITY  
HOMELESS HOUSING, ASSISTANCE AND PREVENTION  
PROGRAM

The Homeless Coordinating and Financing Council (HCFC) is pleased to announce the availability of Homeless Housing, Assistance and Prevention Program (HHAP) grant funding. HHAP is a \$650 million block grant program designed to support regional coordination and expand or develop local capacity to address immediate homelessness challenges throughout the state. Spending must be informed by a best practices framework focused on moving homeless individuals and families into permanent housing and ensuring those individuals and families to maintain their permanent housing. HHAP is authorized by AB 101 (Committee on Budget, Chapter 159, Statutes of 2019), which was signed into law by Governor Gavin Newsom on July 31, 2019.

### Available Funding

HHAP funding is divided into three categories for distribution.

Category for Distribution	Funded Amount	Eligible Applicants
Continuum of Care (CoC)	\$190,000,000.00	CoCs
City/City that is also a County	\$275,000,000.00	Large Cities (population over 300,000)
County	\$175,000,000.00	Counties

Estimated funding amounts for each jurisdiction can be found on the HCFC website: [https://www.bcsb.ca.gov/hcfc/hhap\\_program.html](https://www.bcsb.ca.gov/hcfc/hhap_program.html). PLEASE NOTE: final eligible funding amounts will be posted on the HCFC website within 5 business days of the U.S. Department of Housing and Urban Development's official 2019 Point-in-Time count publication.

### Application Timeline

915 Capitol Mall, Suite 350-A | Sacramento, CA 95814 | (916) 653-4090  
[www.bcsb.ca.gov/hcfc](http://www.bcsb.ca.gov/hcfc)

HHAP applications will be accepted immediately following this NOFA and will be accepted until February 15, 2020. Applications will be reviewed on a rolling basis. The following time frames apply to the application/award process:

NOFA Release	TBA
Applications Review Starts	Upon receipt of application
Application Cut-off Date	February 15, 2020
Applications Awarded	<b>Anticipated 60 days</b> from the date the application is deemed complete
Awards Disbursed	<b>Anticipated 90 days</b> from the date the application is deemed complete

#### Application Submission Process

The HHAP application is available through an online portal. The application does not have a “save” feature and must be completed and submitted in one sitting. A link to the portal can be found here: [https://www.bcsb.ca.gov/hcfc/webapps/hhap\\_application.php](https://www.bcsb.ca.gov/hcfc/webapps/hhap_application.php)

All applications will be completed and submitted online. Once the application is successfully submitted, the applicant will receive a confirmation email that includes a copy of the application, a tracking number, and a checklist of documents to be submitted. The applicant must then reply to the email and attach all items listed on the checklist for the application to be deemed complete. Instructions for the online application form can be found on the HCFC website <https://www.bcsb.ca.gov/hcfc/>. A Frequently Asked Questions document and a toolkit to assist in the development of the additional application documents are forthcoming and will also be posted on the HCFC website.

#### Award Process

HHAP grant applications will be reviewed upon receipt. Once applications have been reviewed and deemed complete (including all requested documentation), an award letter and standard agreement will be prepared and sent to the applicant. When the standard agreement is signed and returned by the applicant, the applicant will simultaneously submit a request for funds which will initiate the distribution process. The request for funds should be dated after the date on which the standard agreement was signed. Funds will be disbursed upon execution of the standard agreement and receipt of request for funds. HCFC anticipates that funds will be distributed within 90 days of receipt of a complete application. Funds will be issued directly to the Administrative Entity that is listed on the application.

## Definitions

Per Health and Safety Code (HSC) § 50216(a-q), below are the definitions for purposes of the HHAP program:

- a) "Agency" means the Business, Consumer Services, and Housing Agency.
- b) "Applicant" means a continuum of care, city, or county.
- 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 at 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) "Council" means the Homeless Coordinating and Financing Council created pursuant to Section 8257 of the Welfare and Institutions Code.
- g) "Emergency shelter" has the same meaning as defined in subdivision (e) of Section 50801.
- h) "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.
- i) "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.
- j) "Homeless point-in-time count" means the 2019 homeless point-in-time count pursuant to Section 578.3 of Title 24 of the Code of Federal Regulations. A jurisdiction may elect to instead use their 2017 point-in-time count if they can demonstrate that a significant methodology change occurred between the 2017 and 2019 point-in-time counts that was based on an attempt to more closely align the count with HUD best practices and undertaken in consultation with HUD representatives. A jurisdiction shall submit documentation of this to the agency by the date by which HUD's certification of the 2019 homeless point-in-time count is finalized. The agency shall review and approve or deny a request described in the previous sentence along with a jurisdiction's application for homeless funding.
- k) "Homeless youth" means an unaccompanied youth between 12 and 24 years of age, inclusive, who is experiencing homelessness, as defined in subsection (2) of

Section 725 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.

- l) "Housing First" has the same meaning as in Section 8255 of the Welfare and Institutions Code, including all the core components listed therein.
- m) "Jurisdiction" means a city, city that is also a county, county, or continuum of care, as defined in this section.
- n) "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.
- o) "Program" means the Homeless Housing, Assistance, and Prevention program established pursuant to this chapter.
- p) "Program allocation" means the portion of program funds available to expand or develop local capacity to address immediate homelessness challenges, in the amount of six hundred fifty million dollars (\$650,000,000).
- q) "Recipient" means a jurisdiction that receives funds from the agency for the purposes of the program.

#### Eligible Uses

The HHAP program requires grantees to expend funds on evidence-based solutions that address and prevent homelessness among eligible populations. As stated in HSC § 50219(c)(1-8), funds shall be expended on any of the following:

1. Rental assistance and rapid rehousing;
2. Operating subsidies in new and existing affordable or supportive housing units, emergency shelters, and navigation centers. Operating subsidies may include operating reserves;
3. Landlord Incentives (including, but not limited to, security deposits and holding fees);
4. Outreach and coordination (which may include access to job programs) to assist vulnerable populations in accessing permanent housing and to promote housing stability in supportive housing;
5. Systems support for activities necessary to create regional partnerships and maintain a homeless services and housing delivery system particularly for vulnerable populations including families and homeless youth;
6. Delivery of permanent housing and innovative housing solutions (such as hotel and motel conversions);
7. Prevention and shelter diversion to permanent housing; and
8. New navigation centers and emergency shelters based on demonstrated need. Demonstrated need for new navigation centers and emergency shelters shall be based on the following:
  - a. The number of available shelter beds in the jurisdiction;
  - b. The shelter vacancy rate in the summer and winter months;

- c. The percentage of exits from emergency shelters to permanent housing solutions; and
- d. A plan to connect residents to permanent housing.

Additionally, HSC § 50218(b) mandates that grantees use **at least 8 percent** of their funds for services specific to the needs of homeless youth. Applicants are also allowed to use funds for the following:

- Up to 5 percent of an applicant's program allocation may be expended on a strategic homelessness plan and/or infrastructure development to support Coordinated Entry Systems (CES) and Homeless Management Information Systems (HMIS).
- Up to 7 percent of a program allocation may be used for a jurisdiction's administrative costs incurred to administer the funds. This does not include staff costs or other costs directly related to implementing or carrying out activities funded by the program allocation.

In addition, grantees shall not use HHAP grant program funding to supplant existing local funds for homeless housing, assistance, or prevention.

### Eligible Applicants

Eligible applicants who may apply for HHAP program funds are the CoCs, as identified by the United States Department of Housing and Urban Development (HUD), large cities (with a population of 300,000 or more), and counties. Successful applicants will be awarded HHAP program funds after entering into a contract with the Business, Consumer Services, and Housing Agency (BCSH). The eligible applicants will administer their own funds separately; however, they are expected to demonstrate regional coordination as outlined in the HHAP Program Guidance. One of the threshold requirements is that eligible applicants must submit a plan specifying alignment of funds and goals, strategies, and services, both short-term and long-term, to reduce homelessness and make it non-recurring.

For allocations made to the large cities and the counties, those cities and counties are the Administrative Entity. For allocations made directly to a CoC, the Administrative Entity means a unit of general-purpose local government (city, county or a city that is also a county), a Joint Powers Authority (JPA), or a nonprofit organization that has (1) previously administered federal Department of Housing and Urban Development (HUD) CoC funds as the collaborative applicant pursuant to Section 578.3 of Title 24 of the Code of Federal Regulations and (2) been designated by the CoC to administer program funds. For this application, CoC and Administrative Entity are used interchangeably.

Individual persons, cities (not identified as one of the 13 large cities), and/or nonprofit organizations (that are not CoCs) are not eligible to apply directly to HCFC for HHAP funds. Those interested in receiving HHAP funds will apply directly to their local CoCs,

large cities, and counties. HCFC encourages interested parties to collaborate with their local CoCs to determine the best use of funds and how funds will be awarded and disbursed.

### Monitoring, Documentation and Reporting Requirements

Administrative Entities must be able to demonstrate that HHAP funds were expended for eligible uses to benefit members of the target population. HCFC will include additional information on monitoring and reporting requirements in the standard agreement executed prior to distribution of HHAP funds to each CoC, large city, and county. In addition to HCFC's monitoring and reporting requirements, it is expected that CoCs, large cities, and counties will provide direct oversight to recipients of HHAP funds.

As stated in HSC § 50221(a)(1-4), grantees will need to report on the following, as well as any additional information the Agency deems appropriate or necessary:

- (1) An ongoing tracking of the specific uses and expenditures of any program funds broken out by eligible uses listed, including the current status of those funds.
- (2) The number of homeless individuals served by the program funds in that year, and a total number served in all years of the program, as well as the homeless population served.
- (3) The type of housing assistance provided, broken out by the number of individuals.
- (4) Outcome data for individuals served through program funds, including the type of housing that an individual exited to, the percent of successful housing exits, and exit types for unsuccessful housing exits.

The first report will be due on January 1, 2021 and annually thereafter until all funds have been expended. A final report is due by January 1, 2026.

**Counties** will need to submit confirmation that 100 percent of program funds have been contractually obligated by May 31, 2023.

Any funds that are not contractually obligated by this date shall be reverted to the CoC that serves the county.

**CoCs and large cities** will need to submit confirmation that no less than 50 percent of program funds have been contractually obligated by May 31, 2023.

If less than 50 percent of program funds have been contractually obligated after May 31, 2023, grantees that are large cities and CoCs shall not obligate or expend the difference of remaining funds within the 50% required obligation amount until the following occurs [HSC § 50220(a)(4)(B)(i-ii)]:

1. On or before June 30, 2023, 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, 2023. The grantee must also submit an updated budget.
2. Agency must approve this alternative disbursement plan and will have until July 31, 2023 to review and approve or deny submitted plans. If the funds identified in the approved alternative disbursement plan are not fully expended by December 31, 2023, the funds shall be returned to Agency.

By June 30, 2025, 100 percent of HHAP funds must be fully expended. HCFC will use the report submitted on or before May 31, 2023 to ensure that Administrative Entities are on track to expend 100 percent of program funds by June 30, 2025. Any remaining amounts of program allocation funds not expended by the June 30, 2025 deadline shall revert to, and be paid and deposited in, the General Fund.

#### Further Information

Additional information including the HHAP Program Guidance, Online Application Form Instructions, and a list of upcoming workshops can be found on the HHAP website: [https://www.bcsb.ca.gov/hcfc/hhap\\_program.html](https://www.bcsb.ca.gov/hcfc/hhap_program.html). The forthcoming Frequently Asked Questions document and the Supplemental Application Documents Toolkit will also be available on the HHAP website.

If you have questions, please direct them to the HCFC inbox at [HCFC@BCSB.CA.GOV](mailto:HCFC@BCSB.CA.GOV).

# Homeless Housing, Assistance, and Prevention Program (HHAP)

## Application Toolkit



Gavin Newsom, Governor  
Secretary Alexis Podesta, Council Chair

January 3, 2020



## Introduction

The Homeless Coordinating and Financing Council (HCFC) is pleased to announce the availability of Homeless Housing, Assistance, and Prevention (HHAP) program grant funding. HHAP is a \$650 million block grant program that is designed to provide local jurisdictions with one-time funds to support regional coordination and to expand or develop local capacity to address immediate homelessness challenges throughout the state. HHAP is authorized by AB 101 (Committee on Budget, Chapter 159, Statutes of 2019), which was signed into law by Governor Gavin Newsom on July 31, 2019.

HCFC recommends the promising or evidence-based practices mentioned in this report be incorporated into homelessness programs awarded with HHAP funds. However, grantees may offer other ideas, approaches, or examples of ways their community has collaborated or could collaborate to best serve people experiencing homelessness including youth. HCFC will provide training and targeted technical assistance to ensure funded grantees can take these recommendations to scale and make the most significant impact in their communities.

This toolkit is a supplemental resource, in addition to the [HHAP Program Guidance](#), to assist applicants in completing the required application documents. In this toolkit you will find:

- Frequently Asked Questions
- Application Narrative Tool
- Annual Budget Template
- Letter of Support Tool
- Government Tax Identification Number or STD 204 – Payee Data Record
- Authorized Signatory Form
- Best Practices Document to assist with eligible uses

The information in this toolkit contains all elements covered in the HHAP Program Guidance but also provides additional detailed information that will be critical to ensuring applications are deemed complete. Please review the toolkit thoroughly to ensure that all areas have been addressed within your application. Once HHAP Program staff receive the application, it will be reviewed and if additional information is needed the contact person listed on the grant application will be contacted for questions. Applications are not deemed complete until HHAP Program staff have received all of the information requested.

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## Frequently Asked Questions

### Eligible Applicants

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**1. Who is eligible to apply for funds?**

Per Health and Safety Code (HSC) §§50216(b) and 50218(a)(1-3), eligible applicants for HHAP funding include the 44 Continuums of Care (CoCs), 58 counties, and 13 largest cities with populations greater than 300,000 (as of January 1, 2019) in the state. Individuals, cities not identified as one of the 13 large cities, and nonprofit organizations are not eligible to apply directly but are encouraged to reach out to eligible applicants in their jurisdiction to participate in the planning process.

**2. Which cities are eligible to apply?**

The following 13 large cities with populations greater than 300,000 (as of January 1, 2019) are eligible to apply for HHAP:

1. Anaheim
2. Bakersfield
3. Fresno
4. Long Beach
5. Los Angeles
6. Oakland
7. Riverside
8. Sacramento
9. San Diego
10. San Francisco
11. San Jose
12. Santa Ana
13. Stockton

### Applications

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**3. How do eligible applicants apply for funds?**

The [HHAP Online Application Form](#) is now available. Applications must be submitted through this online form. To support applicants in completing the online application, please see the [application instructions](#).

In addition to the online application form, applicants must submit required application documents that are outlined in the online form and further explained in the [HHAP Program Guidance](#).

**4. When are application due?**

Per HSC §50220(a)(1), all required application materials must be submitted before midnight on February 15, 2020.

**5. What is required for an application to be deemed complete by HHAP program staff?**

In order for HHAP program staff to review and deem an application complete, applicants must complete the online application form and submit all required application documents listed below. Once the online application form is successfully submitted, the applicant will receive a confirmation email that includes a copy of the application, a tracking number, and a checklist of required documents to be submitted to HCFC. The applicant must reply to the email and attach all items listed on the checklist. The required attachments do not have to be submitted at the time the online application form is completed but they must be submitted before HHAP program staff can begin the review process.

The following application documents are required:

- HHAP Application Narrative
- Annual HHAP Budget
- Letters of Support
- HMIS Data Sharing Agreement
- Redirection of Funds Documents (if applicable)
- Authorized Signatory Form
- Government Tax Identification Number (GovTIN) OR Payee Data Record (STD 204)

Only once the required documents have been received will the application be reviewed by HHAP program staff. The eligible applicant will be notified by program staff that the application is deemed complete, along with next steps.

**6. What do we do if we do not know the specific projects that HHAP will be funding at the time of the application deadline?**

The purpose of the application is to provide a plan for how HHAP funding will be utilized throughout the 5-year grant period. In planning for HHAP funding, it is important that you have thoughtful, well-researched predictions for the amounts of funding that you will spend within each of the eligible use categories. Applications should be well-developed and completed in partnership with all entities receiving funding within your jurisdiction as well as service providers and other groups that serve people experiencing homelessness in your community. General plans for funding should be included in the narrative section of the application, including information on specific projects that may already have been determined.

HHAP funding is also intended to be a partnership with the state and we understand there will be unexpected events that occur within the 5-year grant period. More information will be provided about how those unexpected events should be communicated with HHAP program staff to ensure that unexpected changes are in line with your regional coordination efforts and meet the eligible activities noted in statute.

- 7. Who is the “Administrative Entity” for the purposes of applying for funds?**  
As stated in the HHAP Program Guidance (p. 2-3), the Administrative Entity has authority to receive and expend funding for the jurisdiction. The AE that should be signing off on the application should be an individual that has the authority to make decisions regarding HHAP funding on behalf of the entity that is applying for the funding.

### **Award Allocations**

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**8. How much funding will grantees receive?**

AB 101 (Committee on Budget, Chapter 159, Statutes of 2019) authorized \$650 million in one-time block grant funding for local jurisdictions; \$190 million will be made available for CoCs, \$275 million will be made available for cities or cities that are also counties with populations greater than 300,000 (as of January 1, 2019), and \$175 million will be made available for counties.

Per HSC §50218(a)(1-4), final allocations to jurisdictions will be calculated based on the official 2019 US Department of Housing and Urban Development (HUD) Point-In-Time (PIT) counts. Once the official 2019 PIT counts have been finalized and posted by HUD, HCFC will calculate each jurisdiction's final program allocation award amount and post this information on its website.

Per HSC §50216(j), a jurisdiction can request to use their 2017 PIT count instead of their 2019 PIT count if they can demonstrate that a significant methodology change occurred between the 2017 and 2019 PIT counts. A jurisdiction wishing to use the 2017 PIT count must submit their request to HCFC by midnight on the date of the release of the official 2019 HUD PIT count. HCFC will review and approve or deny a jurisdiction's request to use the 2017 PIT count. See HHAP Program Guidance (p. 4-5) for more information.

**9. Can an eligible applicant redirect funds to another eligible applicant in the same region?**

HCFC acknowledges that there may be jurisdictions that want to redirect their HHAP program allocations to their partnering CoC, large city (if applicable), or county. In lieu of directly applying for their program allocation, eligible applicants may redirect their HHAP program allocation to another eligible applicant in their same region. Refer to HHAP Program Guidance (p. 5) for more information about requirements to redirect funds.

**10. Will funds be disbursed in installments over the 5-year grant period?**

HCFC will disburse all funding in one payment. The budget submitted by the applicant should indicate the funding that will be used in each year and the eligible use area on which it will be spent. HHAP program staff will monitor budgets for change throughout the 5-year grant period.

**11. Can funds be spent prior to award disbursements?**

Per the HHAP Program Guidance (p. 4), applicants requesting to expend program funds prior to disbursement must meet the following requirements:

- (1) Reimbursement is not permitted for activities occurring prior to July 1, 2019;
- (2) Reimbursement shall not supplant existing local funds for homeless housing, assistance, or prevention;
- (3) Approval from HCFC must be obtained prior to authorizing reimbursement; and
- (4) Capital improvement projects pertaining to emergency shelters and navigation centers are still required to demonstrate need.

**Eligible Uses**

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**12. What can funds be used on?**

Per HSC §50219(c), program allocations are eligible to be used to fund the following:

- Rental assistance and rapid rehousing;
- Operating subsidies in new and existing affordable or supportive housing units, emergency shelters, and navigation centers. Operating subsidies may include operating reserves;
- Incentives to landlords, including, but not limited to, security deposits and holding fees;
- Outreach and coordination, which may include access to job programs, to assist vulnerable populations in accessing permanent housing and to promote housing stability in supportive housing;

- Systems support for activities necessary to create regional partnerships and maintain a homeless services and housing delivery system particularly for vulnerable populations including families and homeless youth;
- Delivery of permanent housing and innovative housing solutions such as hotel and motel conversions;
- Prevention and shelter diversion to permanent housing; and
- New navigation centers and emergency shelters based on demonstrated need.

Additional requirements around spending of HHAP funds include:

- a. Per HSC §50218(b), at least 8 percent of program allocations **must** be used for services that meet the specific needs of homeless youth populations;
  - Per HSC §50219(d), up to 5 percent of allocations may be used for a strategic homelessness plan<sup>1</sup> and/or for infrastructure development to support coordinated entry systems and Homeless Management Information Systems (HMIS); and
  - Per HSC §50219(e), up to 7 percent of allocations may be used for administrative costs incurred by the city, county, or CoC to administer its program allocation. This does not include staff costs or other costs directly related to implementing or carrying out activities funded by the program allocation.

**13. Can HHAP funds be used to replace existing local funds?**

Per HSC §50218(a)(5), program allocations are not eligible to be used to replace existing local funds for homeless housing, assistance, or prevention. Refer to HHAP Program Guidance (p.4) for more information.

**14. What are the criteria for establishing new navigation centers and emergency shelters?**

Per HSC §50219(c)(8), establishing new navigation centers and emergency shelter is based on demonstrated need and will be approved for funding based on the following:

- (a) The number of available shelter beds in the jurisdiction;
- (b) The shelter vacancy rate in the summer and winter months;
- (c) The percentage of exits from the emergency shelters to permanent housing solutions;
- (d) A plan to connect residents to permanent housing

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<sup>1</sup> As defined in [Section 578.7\(c\) of Title 24 of the Code of Federal Regulations](#).

**15. Can eligible applicants allocate more than 8 percent to address youth homelessness?**

Yes, eligible applicants can spend more than 8 percent of their allocations on programs addressing youth homelessness. Spending must be informed by a best-practices framework focused on moving youth, including pregnant and parenting youth, experiencing homelessness to stable housing and opportunities for self-sufficiency.

**Expenditure Deadlines**

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**16. How long does a grantee have to spend their program allocation?**

Per HSC §50220(a), obligation and expenditure deadlines for grantees are as follows:

Counties

Counties must contractually obligate their full program allocation on or before May 31, 2023. Any funds that are not contractually obligated by this date will be reverted to the CoC that serves the county. Specific to Los Angeles County, funds that are not contractually obligated by this date will be divided proportionally using the HHAP allocation funding formula among the four CoCs that serve Los Angeles County.

Counties not obligating their full program allocation by this date are required to notify HCFC on or before May 31, 2023, of the name of the CoC(s) in which the county is served by, and the amount of program funds that will be reverted to the CoC(s). By June 30, 2023, the county must provide HCFC with evidence that the funds were transferred and submit an updated budget that clearly identifies the funds that were transferred.

Continuums of Care and Large Cities

CoCs and large cities must contractually obligate no less than 50 percent of program allocations on or before May 31, 2023. If less than 50 percent of program funds have been contractually obligated after May 31, 2023, the grantee must not obligate or expend the difference of remaining funds within the 50 percent required obligation amount unless and until the following occurs:

- On or before June 30, 2023, 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, 2023. The grantee must submit an updated budget; and



- HCFC must approve or deny this alternative disbursement plan by July 31, 2023.

If the funds identified in the approved alternative disbursement plan are not fully expended by December 31, 2023, the funds will be returned to HCFC.

HHAP program funds must be fully expended by June 30, 2025. Funds not fully expended by this date must revert to, and deposited in, the General Fund.

### **Program Reporting and Monitoring**

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#### **17. What are the program reporting requirements?**

Additional information on reporting requirements is forthcoming. However, per HSC §50221 (a), at minimum grantees will need to report on the following annually:

- An ongoing tracking of the specific uses and expenditures of any program funds broken out by the eligible uses listed, including the current status of those funds;
- The number of homeless individuals served by the program funds in that year and a total number served in all years of the program, as well as the homeless population served;
- The type of housing assistance provided, broken out by the number of individuals; and
- Outcome data for an individual served through program funds, including the type of housing that an individual exited to, the percent of successful housing exists, and exit types for unsuccessful housing exits.

Additionally, per HSC §50221 (b), grantees must submit a final report to HCFC detailing the uses of all program funds by January 1, 2026.

HCFC will include reporting requirements in the standard agreement executed prior to distribution of HHAP program funds to each CoC, large city, and county. In addition to the annual reports, grantees will be required to submit a list of sub-recipient awards, which will include the name of the sub-recipient, the amount awarded, and the project type. The reporting template, including instructions and definitions will be provided by HCFC at a later date.

**18. How will HCFC monitor the program?**

More detailed information on monitoring efforts is forthcoming. However, at minimum, HCFC will use site visits, ongoing technical assistance, and annual reports to ensure that grantees are on track to expend 100 percent of program funds by June 30, 2025 and to ensure compliance with program requirements. If at any time HCFC determines that HHAP funding is being expended on ineligible uses, HCFC, at its sole and reasonable discretion, may demand the repayment of funds from an applicant for failure to comply with program requirements.

## Application Narrative Template

This section of the toolkit is to assist jurisdictions in thoroughly completing their application narrative document. Below you will find the questions that HHAP program staff will be ensuring are answered in each jurisdiction's narrative document. Applications will not be deemed complete if all the below questions are not addressed in a jurisdiction's narrative attachment. More information on these areas can be found in the [HHAP Program Guidance](#).

### **1. SUMMARY OF HOMELESSNESS IN THE CoC, LARGE CITY, OR COUNTY**

To successfully complete this section, applicants must:

**A. Submit their CoC's complete HUD Longitudinal System Assessment (LSA) from June 2018 – June 2019.**

**B. Use the LSA data to provide (as defined by HUD):**

1. Total number of households served in: (1) Emergency Shelter, Safe Haven and Transitional Housing, (2) Rapid Rehousing, and (3) Permanent Supportive Housing.
2. Total number of disabled households served across all interventions.
3. Total number of households experiencing chronic homelessness served across all interventions.
4. Total number of 55+ households served across all interventions.
5. Total number of unaccompanied youth served across all interventions.
6. Total number of veteran households served across all interventions.
7. Number of individuals served across all interventions who were: (1) Female, (2) Male, (3) Transgender, or (4) Gender Non-Conforming.
8. Total number individuals served across all interventions who were: (1) White, Non-Hispanic/Non-Latino (only), (2) White, Hispanic/Latino (only), (3) Black or African American (only), (4) Asian (only), (5) American Indian or Alaska Native (only), (5) Native Hawaiian/Other Pacific Islander (only) or (6) Multiple races

**Please note:**

- Per HHAP program guidance, CoCs are expected to share the LSA with their regional co-applicants (i.e. applicable large cities and

counties that overlap the CoC's jurisdiction). Each entity will submit a copy of the LSA for their CoC.

- Acknowledging that there may be differences in demographics and characteristics within a region, large city and county, applicants may also include additional information and data that is specific to the geography they represent.

## **2. DEMONSTRATION OF REGIONAL COORDINATION**

To successfully complete this section, applicants must provide:

### **A. Coordinated Entry System (CES) Information**

For CoC applicants:

1. Describe how your CES functions, including:
  - a. What entity is responsible for operating your CES?
  - b. What is the process for assessment and identification of housing needs for individuals and families that are experiencing or at risk of experiencing homelessness in your community?
  - c. How are people referred to available housing through CES?
2. How do you promote the utilization of your CES? Specifically:
  - a. What outreach do you conduct to ensure all individuals experiencing homelessness, including those with multiple barriers, are aware of the CES assessment and referral process?
  - b. What is the grievance or appeal process for customers?
  - c. How do you provide culturally responsive services to people experiencing homelessness?
3. What, if any, are the current challenges preventing successful CES operation in your jurisdiction, and how do you plan to address these challenges?

For Large City and County applicants:

1. How do you coordinate with your CoC's CES?
2. What, if any, are your jurisdiction's current challenges related to CES, and how do you plan to address these challenges?
3. How do you promote the utilization of your CES?
  - a. Specifically, what outreach do you conduct to ensure all individuals experiencing homelessness in your jurisdiction, including those with multiple barriers, are aware of the CES assessment and referral process?

**B. Prioritization Criteria**

1. What are the criteria used to prioritize assistance for people experiencing homelessness in your jurisdiction?
2. How is CES, pursuant to 24 CFR 578.8(a)(8) used for this process?

**C. Coordination of Regional Needs**

1. How have you coordinated with your partnering CoC, large city (if applicable), and/or county to identify your share of the regional need to address homelessness?
2. What is your identified share of this need, and how will the requested funds help your jurisdiction meet it?

**D. Creating Sustainable, Long Term Housing Solutions**

1. How is your jurisdiction involved in the efforts to create sustainable, long-term housing solutions for people experiencing homelessness across your region?

Examples could include, but are not limited to:

- a. Partnering with agencies responsible for city planning and zoning, housing developers, and financial and legal service providers.
- b. Developing or strengthening data and information sharing across and within jurisdictions.
- c. Coordinating with other regional jurisdictions to ensure systems are aligned and all available funding is being used efficiently and effectively.

**3. RESOURCES ADDRESSING HOMELESSNESS**

To successfully complete this section, all applicants must answer the following questions:

**A. Existing Programs and Resources**

1. Provide an exhaustive list of all funds (including the program and dollar amount) that your jurisdiction currently uses to provide housing and homeless services for homeless populations.

This list should include (where applicable), but not be limited to:

- a. Federal Funding (Examples: [YHDP](#), [ESG](#), [CoC](#), [CSBG](#), [HOME-TBRA](#), [CBDG](#))
- b. State Funding (Examples: [HEAP](#), [CESH](#), [CalWORKs HSP](#), [NPLH](#), [VHHP](#), [PHLA](#), [HHC](#), [Whole Person Care](#), [HDAP](#), [BFH](#))
- c. Local Funding

2. How are these resources integrated or coordinated with applicants from overlapping jurisdictions (i.e. CoC, large city, and/or county)?
3. What gaps currently exist in housing and homeless services for homeless populations in your jurisdiction?

**B. HHAP Funding Plans**

1. Explain, in detail, how your jurisdiction plans to use the full amount of HHAP funds (including the youth set-aside) and how it will complement existing funds to close the identified gaps in housing and homeless services for the homeless population in your jurisdiction.
2. How will you ensure that HHAP funded projects will align and comply with the core components of Housing First as defined in Welfare and Institutions Code § 8255(b)?

**4. PARTNERS ADDRESSING HOMELESSNESS**

To successfully complete this section, all applicants must answer the following questions:

**A. Collaborating Partner Efforts**

Please note: per [Program Guidance](#), page 9, collaborative partners, at a minimum, should include representatives of local homeless service providers, homeless youth programs, law enforcement, behavioral health, county welfare departments, city and county public officials, educators, workforce development, community clinics, health care providers, public housing authorities, and people with lived experience. If any of these partnerships are not currently active in your jurisdiction, please address in question #3 below.

- Describe, in detail, the collaborative partners who will be working with you on identified HHAP projects and how you will be partnering with them.
- Describe any barriers that you experience in partnering, and how you plan to address them.

Examples could include: lack of key stakeholders or service providers, political bureaucracy, approval methods, lack of community input, etc.

- *If no collaborative partners have not been identified at time of application, describe the collaborative process of how you intend to include new and existing partners on HHAP projects.*

## **5. SOLUTIONS TO ADDRESS HOMELESSNESS**

To successfully complete this section:

Applicants that Submitted a Strategic Plan for CESH must:

- Identify the measurable goals set in your CESH Strategic Plan and explain, in detail, which of these goals HHAP funding will directly impact and by how much.

**Please note:** Per HSC § 50219(a)(6), all applicants' measurable goals must include the number of individuals they intend to serve, and the number of individuals they intend to successfully place in permanent housing with HHAP funding.

Applicants that did not Submit a Strategic Plan for CESH must:

- Identify clear, measurable goals that HHAP will be expected to achieve in your jurisdiction.

Examples:

- Decrease the percent of our jurisdiction's total homeless population that is unsheltered by 10 percentage points annually (baseline of 65% from 2018).
- Reduce the number of people who become homeless for the first time across our jurisdiction by 20% annually (baseline of 2,000 households from 2018)
- Increase the percent of successful shelter exits into permanent housing by 5 percentage points annually (baseline of 60%).

**Please note:** Per HSC § 50219(a)(6) all applicants' measurable goals must include the number of individuals they intend to serve, and the number of individuals they intend to successfully place in permanent housing with HHAP funding.



**HOMELESS HOUSING, ASSISTANCE AND PREVENTION PROGRAM (HHAP)  
BUDGET TEMPLATE**

**Applicant Information**

CoC / Large City / County Name


Receiving Redirected Funds?


Administrative Entity Name:

Total of Redirected Funding Received

**HHAP Funding Expenditure Plan\***

Eligible Use Category	FY20/21	FY21/22	FY22/23	FY23/24	FY24/25	TOTAL
Rental Assistance /Rapid Rehousing						
Operating Subsidies and Reserves						
Landlord Incentives						
Outreach and Coordination (including employment)						
Systems Support to Create Regional Partnerships						
Delivery of Permanent Housing						
Prevention and Shelter Diversion to Permanent Housing						
New Navigation Centers and Emergency Shelters						
Innovative Solutions						
Strategic Homelessness Planning (up to 5%)						
Infrastructure Development CES or HMIS (up to 5%)						
Youth Set-Aside (no less that 8%)						
Administrative (up to 7%)						

\*Narrative should reflect details of HHAP funding plan

**TOTAL FUNDING ALLOCATION**

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REFERENCES:

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## Letter of Support Tool

The Homeless Housing, Assistance, and Prevention Program (HHAP) was designed to provide jurisdictions with funding to support regional coordination and expand and develop local capacity to address immediate homelessness challenges. This regional coordination will help to ensure that services and efforts within the area are not duplicated, but instead are supplemented by one another. The Homeless Coordinating and Financing Council (HCFC) is requiring applicants to submit letters of support from the other eligible applicants that are receiving grant funding within their jurisdiction.

These letters shall acknowledge and agree to regional coordination and partnership, per Health and Safety Code 50219(a)(1). Below are the minimum elements that should be included in the letter(s) to demonstrate required regional coordination:

**1. Letters should be on official letterhead from the other HHAP-eligible applicants within overlapping jurisdictions.**

For example, within the City of Sacramento's HHAP application, there will be two other applicants who overlap jurisdictional boundaries with the City of Sacramento - the County of Sacramento and the Continuum of Care (CoC) that serves the City of Sacramento. A letter of support from the County of Sacramento and a letter of support from the CoC should be provided.

**2. Letters should be signed by the HHAP Administrative Entity of the overlapping jurisdiction(s).**

This does not have to be a County Board of Supervisors or governing board but should be someone within the Administrative Entity authorized to act on behalf of the Administrative Entity. For example, the letter may be signed by an Executive Director, Chief Executive Officer or Chief Operating Officer.

**3. Letters should agree to and provide detailed plans (attendees, frequency, etc.) for anticipated, regular meetings between the overlapping jurisdictions to jointly plan and evaluate HHAP spending and projects.**

**4. Letters should acknowledge that the overlapping jurisdiction(s) have reviewed and agree with how the applicant jurisdiction intends to spend their HHAP funds, and that the applicant's spending plan accurately addresses their share of the regional need to address homelessness.**



The principal purpose of the information provided is to establish the unique identification of the government entity.

**Instructions:** You may submit one form for the principal government agency and all subsidiaries sharing the same TIN. Subsidiaries with a different TIN must submit a separate form. Fields bordered in red are required. Hover over fields to view help information. Please print the form to sign prior to submittal. You may email the form to: vendors@fiscal.ca.gov, or fax it to (916) 576-5200, or mail it to the address above.

---

Principal Government Agency Name

Remit-To Address (Street or PO Box)

City  State  Zip Code+4

Government Type:  City  County  Federal Employer Identification Number (FEIN)   
 Special District  Federal  
 Other (Specify)

---

List other subsidiary Departments, Divisions or Units under your principal agency's jurisdiction who share the same FEIN and receives payment from the State of California.

Dept/Division/Unit Name	<input style="width: 220px; height: 30px;" type="text"/>	Complete Address	<input style="width: 260px; height: 30px;" type="text"/>
Dept/Division/Unit Name	<input style="width: 220px; height: 30px;" type="text"/>	Complete Address	<input style="width: 260px; height: 30px;" type="text"/>
Dept/Division/Unit Name	<input style="width: 220px; height: 30px;" type="text"/>	Complete Address	<input style="width: 260px; height: 30px;" type="text"/>
Dept/Division/Unit Name	<input style="width: 220px; height: 30px;" type="text"/>	Complete Address	<input style="width: 260px; height: 30px;" type="text"/>

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Contact Person  Title

Phone number  E-mail address

Signature  Date

**PAYEE DATA RECORD**

(Required when receiving payment from the State of California in lieu of IRS W-9)  
 STD. 204 (Rev. 6-2003)

<b>1</b>	<p><b>INSTRUCTIONS:</b> Complete all information on this form. Sign, date, and return to the State agency (department/office) address shown at the bottom of this page. Prompt return of this <b>fully completed</b> form will prevent delays when processing payments. Information provided in this form will be used by State agencies to prepare Information Returns (1099). See reverse side for more information and Privacy Statement.</p> <p><b>NOTE:</b> Governmental entities, federal, State, and local (including school districts), are not required to submit this form.</p>		
<b>2</b>	PAYEE'S LEGAL BUSINESS NAME (Type or Print)		
	SOLE PROPRIETOR – ENTER NAME AS SHOWN ON SSN (Last, First, M.I.)		E-MAIL ADDRESS
	MAILING ADDRESS		BUSINESS ADDRESS
	CITY, STATE, ZIP CODE		CITY, STATE, ZIP CODE
<b>3</b>	<p>ENTER FEDERAL EMPLOYER IDENTIFICATION NUMBER (FEIN): <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></p> <p> <input type="checkbox"/> PARTNERSHIP                      CORPORATION:  <input type="checkbox"/> ESTATE OR TRUST                      <input type="checkbox"/> MEDICAL (e.g., dentistry, psychotherapy, chiropractic, etc.)  <input type="checkbox"/> <input type="checkbox"/> LEGAL (e.g., attorney services)  <input type="checkbox"/> <input type="checkbox"/> EXEMPT (nonprofit)  <input type="checkbox"/> <input type="checkbox"/> ALL OTHERS                 </p> <hr/> <p> <input type="checkbox"/> INDIVIDUAL OR SOLE PROPRIETOR                      ENTER SOCIAL SECURITY NUMBER: <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> </p> <p style="text-align: center; font-size: small;">(SSN required by authority of California Revenue and Tax Code Section 18646)</p>		<p><b>NOTE:</b>                      Payment will not be processed without an accompanying taxpayer I.D. number.</p>
<b>4</b>	<p><input type="checkbox"/> California resident - Qualified to do business in California or maintains a permanent place of business in California.</p> <p><input type="checkbox"/> California nonresident (see reverse side) - Payments to nonresidents for services may be subject to State income tax withholding.</p> <p style="margin-left: 20px;"> <input type="checkbox"/> No services performed in California.  <input type="checkbox"/> Copy of Franchise Tax Board waiver of State withholding attached.                 </p>		
<b>5</b>	<p style="text-align: center;"><b>I hereby certify under penalty of perjury that the information provided on this document is true and correct. Should my residency status change, I will promptly notify the State agency below.</b></p>		
AUTHORIZED PAYEE REPRESENTATIVE'S NAME (Type or Print)		TITLE	
SIGNATURE		DATE	TELEPHONE ( )
<b>6</b>	<p>Please return completed form to:</p> <p>Department/Office: _____</p> <p>Unit/Section: _____</p> <p>Mailing Address: _____</p> <p>City/State/Zip: _____</p> <p>Telephone: ( ) _____ Fax: ( ) _____</p> <p>E-mail Address: _____</p>		



Application Number:

Application number will be sent as part of the confirmation email after submitting the electronic HHAP application.

**Homeless Housing, Assistance and Prevention Program (HHAP)  
Authorized Signatories Form**

Date:

**GRANTEE INFORMATION**

Entity Name:

Authorized Representative:

Form Instructions: Eligible applicants who may apply for HHAP program funds are the CoC, as identified by the United States Department of Housing and Urban Development (HUD), large cities (with a population of 300,000 or more), and counties. By signing and submitting this document, the authorized representative is certifying that the approved signatory(ies) below are authorized to sign the standard agreement and related documents on behalf of the specified Administrative Entity. Please attach this completed form with the rest of the required documents of the application. All required documents must be submitted in order for the application to be deemed complete.

In the space provided below, fill in the name, position/title and signature of all of the individuals who are authorized to sign all applicable HHAP documents in lieu of the authorized representative, including (but not limited to):

- 1) HHAP Standard Agreement
- 2) STD 204 form (for nongovernmental entities)
- 3) GovtTIN form (for governmental entities)
- 4) Redirection of Funds (if applicable)

Number	Name of Approved Signatory	Position / Title	Signature
1			
2			
3			

**Note:** This form must be updated by the Administrative Entity whenever the authorized representative or approved signatory changes. The updated information must include the name, position/title and signature of the newly approved signatory. Please forward supporting documentation noticing any official changes to the list of approved signatories to HCFC@BCSH.ca.gov. Supporting documentation must include the name and position/title of the individual authorized to legally bind the governing body to HHAP-related contracts and commitments. The supporting document does not need to be HHAP specific.

**CERTIFICATION**

I certify that the signature(s) above are of the individuals authorized to sign for all applicable documents for the HHAP grant cited above.

*NOTE: Authorized Representative cannot be a person named as an approved signatory above.*

Name of Authorized Representative

Title

Signature of Authorized Representative

Date

## Promising & Evidence-Based Practices

Per [Health and Safety Code Section 50217\(a\)](#), the Homeless Housing Assistance and Prevention (HHAP) program requires that program spending be informed by a best-practices framework focused on moving individuals and families experiencing homelessness into permanent housing, and in accordance with [eligible activities](#). While the information below is not an exhaustive list, the promising and evidenced-based practices outlined in this document were compiled to assist jurisdictions applying for HHAP funding determine how to most effectively and efficiently spend their HHAP funds.

### Using HHAP funds to Strengthen the Homeless Crisis Response System

An [effective homeless crisis response system](#) is critical to helping people exit homelessness quickly by identifying those experiencing homelessness, preventing homelessness when possible, quickly connecting individuals to housing, and providing wraparound services when needed. HCFC encourages HHAP applicants to support programs that strengthen the local crisis system and ensure that the full continuum of interventions described below are available and effective in their jurisdictions.

1. **Outreach:** Outreach programs engage and provide services to people living in places not meant for human habitation, including cars, parks, abandoned buildings, bus or train stations, encampments, or campgrounds. HHAP grantees are encouraged to fund outreach programs that:
  - Thoughtfully and respectfully engage unsheltered individuals and assess them via the local Coordinated Entry System (CES); and
  - Connect participants with emergency shelter, housing, and/or other critical services.

Additionally, services provided should aim to meet the basic needs of the program participants, gain their trust, and help them access a broad range of stabilization services.

2. **Coordinated entry:** [Coordinated entry](#) is a process designed to quickly identify, assess, refer, and connect individuals, [youth including parenting and pregnant youth](#), and families in crisis to housing and services. Coordinated entry is intended to prioritize resources for those with the greatest need, match people with the services that are most likely to help them exit homelessness, reduce the time it takes for participants to access services, and ensure that resources are allocated efficiently. Per Health

and Safety Code Section 50219(a)(9), HHAP applicants should ensure that funded programs are integrated within the local CES.

**Homelessness Prevention and Diversion:** Homelessness prevention and [diversion](#) programs are intended to quickly support people who are at imminent risk of homelessness or who are initially attempting to access shelter by helping them quickly regain stability in their current housing or in other permanent housing. Prevention programs are intended to target people who are at imminent risk of homelessness, whereas diversion programs usually target people as they are initially trying to gain entry into shelter.

Both prevention and diversion programs connect participants to other types of assistance such as landlord mediation, CalFresh benefits, health and behavioral health care, early childhood development and education, CalWORKS, Supplemental Security Income (SSI) and Social Security Disability Insurance (SSDI), and other resources. Additionally, these programs are designed to engage participants in creative problem-solving conversations, connect them with family supports, provide housing search and placement services, and secure flexible financial assistance to help people resolve their immediate housing crisis.

HHAP applicants are encouraged to consider funding programs that provide rental assistance, housing search, and stabilization services to prevent homelessness or quickly divert individuals out of the shelter system. Examples of HHAP eligible activities for prevention or diversion programs include but are not limited to: short or medium-term rental assistance, payment of rental arrears and security deposits, utility payments, moving costs, housing search assistance, housing stabilization case management, credit repair, and legal services.

**Emergency shelters, Navigation Centers, and Interim Housing:** Emergency shelter, navigation centers, and interim housing provide immediate access to temporary shelter via the CES, meet basic needs like food, clothing, and hygiene, and quickly connect individuals to housing and other mainstream services including health and behavioral health services, welfare agencies, juvenile justice and social service agencies. HHAP applicants should evaluate the type of temporary shelters available in their local crisis response system to determine ways to improve their effectiveness. Possible improvements to current shelter could include the following:

- expanding services and/or operational hours to meet the demonstrated need;
- eliminating rules or expectations that could be perceived to be unreasonable or punitive;
- accommodating self-defined groups of families;
- creating safe arrangements for pets within the shelter;
- providing safe storage for possessions; or
- increasing case management to create quick connections to permanent housing or housing navigation services.

Both essential services and operations for temporary shelter are eligible uses of HHAP funds. Examples of HHAP eligible activities for emergency shelters, navigation centers, and interim housing include but are not limited to: increased case management services, increasing the number of available shelter beds, adding or increasing employment assistance, and insurance, furnishings, utilities and rent for the facility.

3. **Permanent Housing:** A crisis response system should have the capacity to connect people experiencing homelessness with permanent housing programs, such as [rapid re-housing](#), [host homes](#), [supportive housing](#), and other stable and safe housing options.

*Rapid rehousing (RRH)* is an evidence-based housing intervention, particularly for families experiencing homelessness. HHAP grantees are encouraged to fund projects that incorporate all the following core components of RRH:

- i. Housing identification;
- ii. Rent and move-in assistance; and
- iii. Intensive case management and services.

Examples of HHAP-eligible RRH activities include but are not limited to: rental and utility arrears payments, rental application fees, moving costs, security deposits, rental subsidies, housing search assistance, and housing stabilization case management services.

*Shared housing* is an intervention where two or more households live together in a housing unit and share housing related costs. Shared housing models often include sharing common areas such as kitchens and living rooms, individual bedroom areas, and may also include either individual or shared bathrooms. Shared housing programs may consider utilizing a person-centered screening process to fill a vacancy or formalized tenancy agreements for each household, and are encouraged to provide short-term case management to tenants upon move in. Shared

housing programs may use the same HHAP eligible activities mentioned in the RRH intervention section.

*Host homes* are an innovative approach that pairs community members with underutilized spaces in their homes and provides a non-institutional environment for youth experiencing homelessness. HHAP applicants should consider funding programs that provide alternate housing arrangements in supported environments rather than temporarily placing youth into emergency shelters. Additionally, jurisdictions receiving funds from the [Rural Host Homes for Basic Center Program](#) administered by the United States Department of Health and Human Services should consider leveraging the HHAP youth set-aside to expand their rural host home projects.

*Supportive Housing (SH)* is an evidence-based model that combines low-barrier affordable housing assistance with intensive wraparound services to help individuals and families lead more stable lives. Both the housing assistance and the services are non-time-limited. HHAP funds can be used to provide operating subsidies, including operating reserves, in new and existing affordable or supportive housing units.

### **Adopting Effective Approaches to Provide Services and Housing**

Jurisdictions receiving HHAP funds should administer, evaluate, and monitor programs to ensure compliance with the core components of Housing First, strive to employ a progressive engagement approach, and offer opportunities to increase a household's income or retain employment. Additionally, programs geared towards ending youth homelessness should ensure services are tailored around the specific needs of the unaccompanied youth.

#### Housing First

Housing First is a proven approach, applicable across all elements of systems for ending homelessness, in which people experiencing homelessness are connected to permanent housing swiftly and with few to no treatment preconditions, behavioral contingencies, or other barriers. Housing First providers offer services as needed and do not make housing contingent on the participation in services. (e.g., sobriety, engagement in treatment, service participation requirements).

Additionally, Senate Bill (SB) 1380 (Mitchell, Chapter 847, Statutes of 2016) requires all state-funded programs providing housing or housing-based services to people experiencing homelessness to incorporate the core components of Housing First as enumerated in Welfare and Institutions Code Section [8255](#).



### Progressive Engagement

To maximize resources and increase the number of people served within the homeless crisis response system, HHAP grantees are encouraged to support programs that utilize a [progressive engagement approach](#). This means programs help households end their homelessness as rapidly as possible, despite barriers, with minimal financial and support resources. More supports are offered to those households who struggle to stabilize and cannot maintain their housing without deeper assistance.

Programs and systems using a progressive engagement approach regularly reassess housing barriers and seek to transition individuals off assistance as soon as their housing retention barriers are resolved. Programs employing this approach consistently evaluate when to offer more intensive support, additional rental assistance, or step-up referrals to longer-term, deeper housing interventions.

### Increasing Income for People Experiencing Homelessness

Helping people experiencing homelessness increase and stabilize their incomes is key to creating and maintaining housing stability. HHAP applicants are strongly encouraged to support programs that connect participants with job training or placement programs, facilitate access to work supports such as childcare or transportation assistance, and/or increase their income through public benefit programs like CalWORKs or Supplemental Security Income (SSI). HHAP funds are eligible to be used on outreach and coordination efforts to job programs, and to foster partnerships with county welfare departments or workforce development agencies.

### Youth Centric Programs

Understanding the causes of youth homelessness can help local jurisdictions design effective systems and interventions. HHAP applicants should consider funding programs that employ the following housing services practices and interventions:

- Youth, including those who are transgender and gender conforming, have access to inclusive, nondiscriminatory shelter and housing.
- Programs prioritize [family reunification](#) or support reunification as the initial intervention for youth experiencing homelessness.
- Youth in crisis are provided alternative housing models such as flexible emergency shelter responses or [host homes](#).
- [Rapid re-housing](#) programs offered to youth are tailored to youth.
- Supportive housing units are prioritized for the most vulnerable.

HHAP grantees are encouraged to utilize the youth set-aside allocations to support programs that are incorporated in the local homelessness crisis system or utilize a comprehensive or [coordinated response](#) to prevent and end youth homelessness.



**HOMELESS HOUSING, ASSISTANCE, AND PREVENTION (HHAP)  
GRANT ALLOCATIONS**

CONTINUUM OF CARE	ALLOCATION
Alpine, Inyo, Mono Counties CoC	\$ 500,000.00
Amador, Calaveras, Mariposa, Tuolumne Counties CoC	\$ 995,414.43
Bakersfield/Kern County CoC	\$ 1,566,746.98
Chico, Paradise/Butte County CoC	\$ 1,491,354.64
Colusa, Glenn, Trinity Counties CoC	\$ 500,000.00
Daly/San Mateo County CoC	\$ 1,781,143.93
Davis, Woodland/Yolo County CoC	\$ 771,593.44
El Dorado County CoC	\$ 722,117.21
Fresno City & County/Madera County CoC	\$ 2,954,437.15
Glendale CoC	\$ 500,000.00
Humboldt County CoC	\$ 2,004,964.93
Imperial County CoC	\$ 1,664,521.41
Lake County CoC	\$ 500,000.00
Long Beach CoC	\$ 2,231,141.93
Los Angeles City & County CoC	\$ 66,271,041.04
Marin County CoC	\$ 1,218,057.42
Mendocino County CoC	\$ 924,734.12
Merced City & County CoC	\$ 716,227.19
Napa City & County CoC	\$ 500,000.00
Nevada County CoC	\$ 500,000.00
Oakland, Berkeley/Alameda County CoC	\$ 9,449,958.07
Oxnard, San Buenaventura/Ventura County CoC	\$ 1,966,090.75
Pasadena CoC	\$ 638,478.84
Redding/Shasta, Siskiyou, Lassen, Plumas, Del Norte, Modoc, Sierra Counties CoC	\$ 1,589,129.07
Richmond/Contra Costa County CoC	\$ 2,703,522.04
Riverside City & County CoC	\$ 3,311,372.74
Roseville, Rocklin/Placer County CoC	\$ 726,829.24
Sacramento City & County CoC	\$ 6,550,887.16
Salinas/Monterey, San Benito Counties CoC	\$ 3,185,326.18
San Bernardino City & County CoC	\$ 3,071,059.67
San Diego City and County CoC *	\$ 10,790,528.04
San Francisco CoC	\$ 9,465,272.14
San Jose/Santa Clara City & County CoC	\$ 11,433,718.90
San Luis Obispo County CoC	\$ 1,746,981.78
Santa Ana, Anaheim/Orange County CoC	\$ 8,081,115.98
Santa Maria/Santa Barbara County CoC	\$ 2,123,943.46
Santa Rosa, Petaluma/Sonoma County CoC	\$ 3,476,293.48
Stockton/San Joaquin County CoC	\$ 3,099,331.80
Tehama County CoC	\$ 500,000.00
Turlock, Modesto/Stanislaus County CoC	\$ 2,265,304.09
Vallejo/Solano County CoC	\$ 1,355,884.04
Visalia/Kings, Tulare Counties CoC	\$ 1,253,397.58
Watsonville/Santa Cruz City & County CoC	\$ 2,552,737.36
Yuba City & County/Sutter County CoC	\$ 849,341.78

CITY	ALLOCATION
Anaheim	\$ 8,422,162.84
Bakersfield	\$ 3,265,736.61
Fresno	\$ 6,158,246.18
Long Beach	\$ 4,650,605.37
Los Angeles	\$ 117,562,500.00
Oakland	\$ 19,697,548.19
Riverside	\$ 6,902,244.82
Sacramento	\$ 13,654,707.74
San Diego *	\$ 22,491,840.12
San Francisco	\$ 19,729,468.92
San Jose	\$ 23,832,510.94
Santa Ana	\$ 8,422,162.84
Stockton	\$ 6,460,265.43

COUNTY	ALLOCATION
Alameda	\$ 8,754,709.98
Alpine	\$ -
Amador	\$ 233,546.24
Butte	\$ 1,381,633.36
Calaveras	\$ 202,988.79
Colusa	\$ 61,114.90
Contra Costa	\$ 2,504,619.72
Del Norte	\$ 200,806.11
El Dorado	\$ 668,989.93
Fresno	\$ 2,325,640.36
Glenn	\$ 62,206.24
Humboldt	\$ 1,857,456.54
Imperial	\$ 1,542,059.99
Inyo	\$ 158,243.95
Kern	\$ 1,451,478.97
Kings	\$ 272,834.39
Lake	\$ 445,265.73
Lassen	\$ 50,201.53
Los Angeles	\$ 64,319,071.00
Madera	\$ 411,434.26
Marin	\$ 1,128,443.05
Mariposa	\$ 65,480.25
Mendocino	\$ 856,699.99
Merced	\$ 663,533.24
Modoc	\$ 5,456.69
Mono	\$ 75,302.29
Monterey	\$ 2,642,128.26
Napa	\$ 351,410.70
Nevada	\$ 452,905.09
Orange	\$ 7,486,575.73
Placer	\$ 673,355.28
Plumas	\$ 50,201.53
Riverside	\$ 3,067,749.91
Sacramento	\$ 6,068,928.22
San Benito	\$ 308,848.53
San Bernardino	\$ 2,845,117.04
San Diego *	\$ 9,996,652.14
San Francisco	\$ 8,768,897.37
San Joaquin	\$ 2,871,309.15
San Luis Obispo	\$ 1,618,453.62
San Mateo	\$ 1,650,102.41
Santa Barbara	\$ 1,967,681.64
Santa Clara	\$ 10,592,522.45
Santa Cruz	\$ 2,364,928.51
Shasta	\$ 902,536.17
Sierra	\$ 13,096.05
Siskiyou	\$ 249,916.30
Solano	\$ 1,256,129.54
Sonoma	\$ 3,220,537.17
Stanislaus	\$ 2,098,642.15
Sutter	\$ 319,761.91
Tehama	\$ 314,305.22
Trinity	\$ 86,215.67
Tulare	\$ 888,348.78
Tuolumne	\$ 420,164.96
Ventura	\$ 1,821,442.40
Yolo	\$ 714,826.11
Yuba	\$ 467,092.48

\* Indicates jurisdictions approved to use 2017 PIT counts per HSC § 50216 (j). All other jurisdiction allocations are based on 2019 PIT counts.  
 No more than 40 percent of the total allocation for CoCs and no less than \$500,000 will be awarded to an individual CoC per HSC § 50218 (a)(1).  
 No more than 45 percent of the total allocation for cities will be awarded to an individual city per HSC § 50218 (a)(2).  
 No more than 40 percent of the total allocation for counties will be awarded to an individual county per HSC § 50218 (a)(3).