



**San Bernardino County Homeless Partnership  
Central Valley Homeless Provider Network**

**Wednesday, June 3, 2020 • 1:00 p.m. to 2:00 p.m.**

**Join Zoom Meeting**

<https://us02web.zoom.us/j/81160786094?pwd=M09reGpzRG0rS3pRSdDhReEhJODFzdz09>

• **Meeting ID: 811 6078 6094 - Password: 239337**

**Dial –In Info: (669) 900-6833 - Meeting ID: 811 6078 6094 - Password: 239337**

**Electronic Sign-in Sheet:**

Please use our electronic digital sign-in sheet: <https://forms.gle/GXHy1AA6tUL1ccSw9>

**HOMELESS PROVIDER NETWORK AGENDA**

OPENING REMARKS	PRESENTER
A. Call to Order (3 minutes) B. Welcome and Introductions (10 minutes)	Jessica Alexander
<b>CONSENT</b>	
C. Approve the minutes from the May 6, 2020 Central Valley Homeless Provider Network Meeting.	Jessica Alexander
<b>REPORTS &amp; UPDATES</b>	
D. United Way/211	Gary Madden
<b>PRESENTATION</b>	
E. Knock Knock Angels	Vickie Lobo
<b>DISCUSSION</b>	
A. COVID-19 Response B. HHAP Funding Priorities and Recommendations,	Jessica Alexander Jeff Little/ Rene Keres
<b>CLOSING</b>	
C. Public Comment (3 mins) D. Adjournment	
Next Meeting:  Central Valley HPN will next meet on: August 5, 2020 County of San Bernardino Behavioral Health Admin Conf Room 109A/B 303 E. Vanderbilt Way, San Bernardino, CA 92415 1:00 – 2:00pm	

*Mission Statement*

*The Mission of the San Bernardino County Homeless Partnership is to provide a system of care that is inclusive, well planned, coordinated and evaluated and is accessible to all who are homeless and those at-risk of becoming homeless.*

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AGENDA AND SUPPORTING DOCUMENTATION CAN BE OBTAINED AT 303 E VANDERBILT WAY, SAN BERNARDINO, CA 92415 OR BY EMAIL: [HOMELESSRFP@HSS.SBCOUNTY.GOV](mailto:HOMELESSRFP@HSS.SBCOUNTY.GOV).

## Minutes for San Bernardino County Office of Homeless Services Central Valley Regional Homeless Provider Network Meeting

May 6, 2020  
1:00 P.M.-2:30 P.M.  
Zoom Meeting ID: 811 6078 6094

Minutes recorded and transcribed by Jerrold Thompson, President of Impact San Bernardino

OPENING REMARKS	PRESENTER	ACTION / OUTCOME
A. Call to Order B. Welcome and Introductions	Jessica Alexander	<ul style="list-style-type: none"> <li>▪ Meeting was called to order at 1:05pm</li> <li>▪ Attendees were welcomed to the meeting and asked to sign in via the digital sign-in sheet. Introductions were conducted by attendees, network partners and HPN members.</li> <li>▪ Dr. Jerrold Thompson, President of Impact San Bernardino, was introduced as the new Central Valley HPN Secretary.</li> </ul>
CONSENT	PRESENTER	
C. Approve minutes of the August 07, 2019 and September 4, 2019 HPN Central Valley Meeting.	Jessica Alexander	<ul style="list-style-type: none"> <li>▪ Levi Deatherage made a motion to accept the minutes of the August 7, 2019 and the September 4, 2019 meeting minutes as submitted by former HPN Secretary, Rebecca Murillo. A second was made by Dr. Rene Keres. All were in favor, none opposed. The motion was carried. The consent calendar was approved.</li> </ul>
REPORTS & UPDATES	PRESENTER	
D. 211/Emerging Trends Update	Gary Madden	<ul style="list-style-type: none"> <li>• The need for food presently supersedes housing</li> <li>• Rental Assistance and Utility Assistance are needed</li> <li>• Calls from Senior Females are up</li> <li>• Rise in Both Mental Health and Addictions.</li> </ul>
PRESENTATIONS	PRESENTER	
E. KEYS Non Profit	Jere Thrasher	<p>Jere Thrasher gave a history of KEYS Non Profit and explained is mission and current programs.</p> <ul style="list-style-type: none"> <li>• Created by the Housing Authority, now they have branched off on their own.</li> <li>• Mission is to empower lower income individuals to unlock the family's potential</li> <li>• Specializing in Rapid Re-Housing</li> <li>• Primary Programs:               <ol style="list-style-type: none"> <li>1. TAD</li> <li>2. KEYS for Life</li> <li>3. KEYS for Success</li> <li>4. SSVF Veterans Program</li> </ol> </li> <li>• Very great partnerships for the transformation of many of these families</li> <li>• KEYS has served many families with only 5% returning to homelessness</li> <li>• Julie Burnett made additional comments on KEYS programs, Jere Thrasher and Julie Burnett answered HPN network member's questions regarding the potential to partner.</li> </ul>
DISCUSSION	PRESENTER	
F. HHAP Funding Priorities, COVID-	Jessica Alexander,	<ul style="list-style-type: none"> <li>▪ From Don Smith – Where should we prioritize funding? 9 possible categories               <ol style="list-style-type: none"> <li>1. Rental Assistance and Rapid Rehousing</li> </ol> </li> </ul>

<p>19 Response and Future Outcomes, COVID-19 Response and Provider Service Resource Registry</p>	<p>Don Smith</p>	<ol style="list-style-type: none"> <li>2. Outreach and Coordination (including employment)</li> <li>3. Innovative solutions like motel/hotel conversion</li> <li>4. Operating Subsidies and Reserves</li> <li>5. Systems Support to create regional partnerships</li> <li>6. Prevention and shelter diversion to permanent housing</li> <li>7. Landlord incentives</li> <li>8. Delivery of Permanent Housing (which can assist with renovations and refurbishment)</li> <li>9. New navigation centers and emergency shelters (based on demonstrated need)</li> </ol> <ul style="list-style-type: none"> <li>• RFP will follow once Regional Steering Committees determines funding priorities</li> <li>• COVID-19 concerns should be taken into consideration</li> </ul>
<p>Other Discussions</p>		<p>Gary Madden of 211 brought to light that Careers/ Workforce Development is needed to be coupled with housing in order to for families to sustain housing. F</p> <p>Don Smith-reminded all of the Service Resource Registry which will categorize the services being provided by providers with and without funding, and services that providers can provide with funding.</p>
<p><b>CLOSING</b></p>		
<p>Public Comment</p>		<p>There was no public comment.</p>
<p>Adjournment</p>		<ul style="list-style-type: none"> <li>▪ Being no further business to discuss, the meeting was adjourned at 2:28 pm</li> </ul>
<p>Next Meeting</p>		<ul style="list-style-type: none"> <li>▪ The next Central Valley Regional Committee meeting is scheduled for June 3, 2020 at The County of San Bernardino Behavioral Health Admin Conf Room 109A/B 303 E. Vanderbilt Way, San Bernardino, CA 92415 1:00 pm.</li> </ul>





**San Bernardino County Homeless Partnership  
Central Valley Regional Steering Committee**

**Wednesday, June 3, 2020 • 2:00 p.m. to 3:00 p.m.**

Join Zoom Meeting

<https://us02web.zoom.us/j/81160786094?pwd=M09reGpzRG0rS3pRSdhdReEhJODFzdz09>

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**REGIONAL STEERING COMMITTEE AGENDA**

OPENING REMARKS	PRESENTER
A. Call to Order (3 minutes) B. Welcome and Introductions (5 minutes)	Jessica Alexander/Maria Gallegos
CONSENT	
C. Approve the minutes from the May 6, 2020 Regional Steering Committee Meeting.	Jessica Alexander
REPORTS & UPDATES	
D. ICH Meeting Update E. Regional Cities Update F. COVID-19 Response	Maria Gallegos Eric Gavin Jessica Alexander
PRESENTATION	
G. Central Valley HPN Recommendations on HHAP Funding Priorities	Jeff Little/Rene Keres
DISCUSSION	
A. Receive and Accept the Recommendations of the Central Valley HPN in re Central Valley HHAP Funding Priorities	Jessica Alexander
CLOSING	
B. Public Comment (3 mins) C. Adjournment	
Next Meeting:  Central Valley Regional Steering Committee will next meet on: August 5, 2020 County of San Bernardino Behavioral Health Admin Conf Room 109A/B 303 E. Vanderbilt Way, San Bernardino, CA 92415 2:00 – 3:00pm	

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## Minutes for San Bernardino County Office of Homeless Services Central Valley Regional Steering Committee Meeting

May 6, 2020  
2:30 P.M. – 3:30 P.M.  
Zoom Meeting ID: 811 6078 6094

Minutes recorded and transcribed by Desiree Rivera, Program Coordinator, United States Veterans Initiative

OPENING REMARKS	PRESENTER	ACTION / OUTCOME
A. Call to Order B. Welcome and Introductions	Jessica Alexander	<ul style="list-style-type: none"> <li>▪ Meeting was called to order at around 2:32 p.m.</li> <li>▪ Attendees were welcomed to the meeting and asked to sign in via the digital sign-in sheet. Introductions were conducted by committee members only. Committee Members Darryly Frye and Toni Momberger were unable to attend.</li> </ul>
CONSENT	PRESENTER	
C. Approve minutes of the April 1, 2020, Regional Steering Committee Meeting.	Jessica Alexander	<ul style="list-style-type: none"> <li>▪ Maria Gallegos made a motion to accept April 1, 2020 meeting minutes as submitted. A second was made by Levi Deatherage. All were in favor, none opposed. The motion was carried. The consent calendar was approved.</li> </ul>
REPORTS & UPDATES	PRESENTER	
D. ICH Special Meeting Update	Bessine Richard/Jessica Alexander/ Levi Deatherage/ Mike Jones	<ul style="list-style-type: none"> <li>▪ ICH will soon be establishing a newsletter for monthly highlights</li> <li>▪ Supervisor Gonzales added more meetings to ICH each month</li> <li>▪ Point in time count updates from Dr. Joe Colletti. He has 13 recommendations. Some ideas listed below:               <ol style="list-style-type: none"> <li>1. Understanding that this is more of a public and mental health problem;</li> <li>2. Looking where money is spent</li> <li>3. More money towards human crisis and not so much on housing</li> </ol> </li> <li>• COVID response is having issues with securing motels</li> <li>• AB 3300 rolling out May 20, 2020 at 2 billion annually towards counties addressing long term care to homelessness</li> </ul>
PRESENTATION	PRESENTER	
E. COVID-19 Homeless Response Process	Maricela Manzo	<ul style="list-style-type: none"> <li>▪ From Maricela Manzo – COVID 19 Homeless Response Process and Coordination               <ol style="list-style-type: none"> <li>1. Positive, exposed, and Symptomatic</li> <li>2. 65 and older, chronic health, and pregnant women</li> <li>3. Unsheltered families verified by CalWORKs</li> <li>4. Unsheltered families nonverified by CalWORKS</li> <li>5. Literally homeless</li> <li>6. SSVF eligible veterans</li> </ol> </li> <li>• San Bernardino County Priorities</li> <li>• Contact information for HOPE, CES, HSP, Public Health, VA, and Carolina for all providers for screening, direction, or verification completion</li> <li>• Project Room Key is fully operational</li> </ul>
DISCUSSION	PRESENTER	

<p>F. HHAP Funding Priorities, COVID-19 Response and Future Outcome</p>	<p>Don Smith Jessica Alexander</p>	<ul style="list-style-type: none"> <li>▪ From Don Smith – Where should funding? 9 possible categories               <ol style="list-style-type: none"> <li>1. Rental Assistance and Rapid Rehousing</li> <li>2. Outreach Coordination (including employment)</li> <li>3. Innovative solutions like motel/hotel conversion</li> <li>4. Operating subsidies and Reserves</li> <li>5. System Support to create regional partnerships</li> <li>6. Prevention and shelter diversion to permanent housing</li> <li>7. Landlord incentives</li> <li>8. Delivery of permanent housing (which can assist with renovations and refurbishment)</li> <li>9. New navigation centers and emergency shelters</li> </ol> </li> <li>• RFP will follow once steering committees determine fund priorities</li> <li>• COVID-19 concerns should be taken into consideration</li> </ul>
<p><b>CLOSING</b></p>		
<p>Public Comment</p>		<ul style="list-style-type: none"> <li>▪ L. Petite (Public Comment)</li> <li>▪ Pablo Ramirez (Public Comment)</li> </ul>
<p>Council Roundtable</p>	<p>Group</p>	<ul style="list-style-type: none"> <li>▪ Levi Deatherage- Wait on deciding for HHAP</li> <li>▪ Jeff Little– Review cities who had homeless growth from the point-in-time count</li> <li>▪ Ujma Moore– Review the point-in-time count</li> <li>▪ <b>Katelyn Rodriguez</b>– Discussed the barriers with seniors and her city homeless numbers</li> <li>▪ Bessine Richard – discussion on workforce development and training. Any individual who needs assistance, please call 909-382-0440. Flyer outlining more details soon to be distributed</li> </ul>
<p>Adjournment</p>		<ul style="list-style-type: none"> <li>▪ Being no further business to discuss, the meeting was adjourned at 3:26 p.m.</li> </ul>
<p>Next Meeting</p>		<ul style="list-style-type: none"> <li>▪ The next Central Valley Regional Steering Committee meeting is scheduled for June 3, 2020 at The County of San Bernardino Behavioral Health Admin Conf Room 109A/B 303 E. Vanderbilt Way, San Bernardino, CA 92415 2:00 – 3:00pm</li> </ul>





## EVIDENCE-BASED PRACTICES

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- HEAP funding allowed for jurisdictions to have flexibility to use funds to meet their emergency needs.
- HHAP funding expands the HEAP funding and focuses on evidence-based practices, regional coordination, and services specific to the needs of youth.
- Evidence-Based Practices include but are not limited to:
  - Housing First
  - Permanent Supportive Housing
  - Trauma Informed Care
  - Harm Reduction
  - No-wrong Door Approach

## HHAP ELIGIBLE USES

**Rental Assistance  
and  
Rapid Rehousing**

**Operating  
Subsidies and  
Reserves**

**Landlord  
Incentives**

**Outreach and  
Coordination  
(including employment)**

**Systems Support  
to create regional  
partnerships**

**Delivery of  
Permanent  
Housing**

**Innovative  
solutions like  
motel/hotel  
conversion**

**Prevention and  
shelter diversion  
to permanent  
housing**

**New navigation  
centers and  
emergency shelters  
(based on demonstrated need)**

**\*\*funds shall be expended on evidence-based solutions\*\***

## COLLABORATION, COORDINATION, AND COMMITMENT



- **Collaboration**-Local, state, and federal government, stakeholders, non-traditional entities, people with lived experience.
- **Coordination** to maximize funding and resources to achieve solutions
- **Commitment** to doing our part.



## PEOPLE EXPERIENCING HOMELESSNESS

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- **RARE: Prevention and diversion**
  - It is an approach, a culture in your system
- **BRIEF: Alignment of resources**
  - to address the upstream of Behavioral health, substance use disorders, chronic homelessness, low-barrier shelters, etc.
- **ONE-TIME: Access and exit strategies**
  - Ensuring people have opportunities to succeed



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

The Homeless Housing, Assistance, and Prevention Program (HHAP) funding. HHAP program is a \$650 million block grant program designed to provide jurisdictions with one-time grant funds to support regional coordination and expand or develop local capacity to address their immediate homelessness challenges informed by a best-practices framework focused on moving homeless individuals and families into permanent housing and supporting the efforts of those individuals and families to maintain their permanent housing. HHAP grant program is authorized by AB101, which was signed into law by Governor Gavin Newsom on July 31, 2019. This document provides an overview of the HHAP grant program, including timelines with key milestones and program deliverables. <https://www.bcsb.ca.gov/hcfc/>

<b>Program Overview</b>	<ul style="list-style-type: none"> <li>• \$650 million one-time block grant</li> <li>• Provides local jurisdictions with funds to support regional coordination and expand or develop local capacity to address their immediate homelessness challenges</li> </ul>	
<b>Eligible Applicants</b>	<ul style="list-style-type: none"> <li>• 44 Continuums of Care</li> <li>• 13 Largest Cities, with populations of 300,000 or more (as of January 2019)</li> <li>• 58 Counties</li> </ul>	
<b>Funding Allocations</b>	<ul style="list-style-type: none"> <li>• 190 million – Continuums of Care</li> <li>• 275 million – Large Cities</li> <li>• 175 million – Counties</li> <li>• Allocations are based on each CoCs proportionate share of the state’s total homeless population based on the 2019 homeless point-in time count (PIT).</li> </ul>	
<b>Key Elements</b>	<ul style="list-style-type: none"> <li>• Requires a demonstration of regional coordination</li> <li>• Mandate that at least 8% of the allocation MUST be used to establish or expand programs to meet the needs of youth experiencing homelessness</li> <li>• Does not require a crisis shelter declaration to be a direct recipient of HHAP funds</li> <li>• Eligible uses to be defined in the HHAP program guidance</li> </ul>	
<b>Important Dates</b>	October 2019	Program Guidance Published
	TBD	Application Map and Instructions released
	TBD	Release of NOFA and Application (dependent upon the release of 2019 point-in-time count by US Housing and Urban Development)
	February 15, 2020	HHAP Applications Due
	April 1, 2020	All HHAP awards to be made
	May 31, 2023	HHAP program funds must be contractually obligated **varies for counties, CoCs, and large cities
	June 30, 2025	HHAP program funds must be fully expended

# HOMELESS HOUSING, ASSISTANCE AND PREVENTION PROGRAM (HHAP)

## PROGRAM GUIDANCE



Gavin Newsom, Governor  
Secretary Alexis Podesta, Council Chair

October 29, 2019

## Homeless Housing, Assistance, and Prevention Program (HHAP) Program Guidance – October 2019

The California Homeless Coordinating and Financing Council (HCFC) is pleased to announce the Homeless Housing, Assistance, and Prevention Program (HHAP) funding. HHAP program is a block grant program designed to provide jurisdictions with one-time grant funds to support regional coordination and expand or develop local capacity to address their immediate homelessness challenges. Spending must be informed by a best-practices framework focused on moving homeless individuals and families into permanent housing and supporting the efforts of those individuals and families to maintain their permanent housing. HHAP grant program is authorized by AB101 (Chapter 159, Statutes of 2019), which was signed into law by Governor Gavin Newsom on July 31, 2019. This document provides an overview of the HHAP grant program, including timelines with key milestones and program deliverables.

### Available Funding

HHAP funding is divided into three categories for distribution.

Eligible Applicant	Funded Amount	Funding Determination
Continuum of Care (CoC) <i>[Part 1 of Division 31 of the HSC § 50218 (a)(1)]</i>	\$190,000,000	Based on each CoCs proportionate share of the state's total homeless population based on the homeless point-in time count.
City/City that is also a County, with a population of 300,000 or more, as of January 1, 2019. <i>[Part 1 of Division 31 of the HSC § 50218 (a)(2)]</i>	\$275,000,000	Based on the city's proportionate share of the total homeless population of the region served by the CoC within which the city is located, based on the homeless point-in time count.
County <i>[Part 1 of Division 31 of the HSC § 50218 (a)(3)]</i>	\$175,000,000	Based on the county's proportionate share of the total homeless population of region served by the CoC within which the county is located, based on the homeless point-in time count.

### Eligible Applicants

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. 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.

## 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 Health and Safety Code (HSC) § 50219(c)(1-8), eligible uses may include but are not limited to:

- (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 stability in supportive housing;
- (5) Systems support for activities necessary to create regional partnerships and maintain a homeless services and housing delivery system;
- (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.

In addition, HSC § 50218(b) states that grantees are required to use at least 8 percent of the program allocation for services that meet the specific needs for homeless youth populations.

## Additional Eligible and Ineligible Uses

HHAP program statute has additional mandates on eligible and ineligible uses of program funds. HSC § 50219(d) and (e):

- (1) Eligible applicants may use up to 5 percent of their program allocation on:
  - (a) Strategic homelessness plan, as defined in section 578.7(c) of Title 24 of the Code of Federal Regulations (CFR); and/or
  - (b) For infrastructure development to support coordinated entry systems and Homeless Management Information Systems (HMIS).
- (2) Eligible applicants shall not use more than 7 percent of their program allocation 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.

In addition, HSC § 50218(a)(5) states that program recipients shall not use HHAP program funding to supplant existing local funds for homeless housing, assistance, or prevention. The intent of HHAP program funds is to expand or increase services and housing capacity. HHAP funds cannot replace local funds that are committed to an existing or developing homeless assistance program. However, if funds previously supporting a service or project end or are reduced for reasons beyond the control of the grantee and services or housing capacity will be lost as a result of these funds ending, HHAP program funds may be used to maintain the service or program and are not considered supplanting. Examples include, but are not limited to, a time-limited city and/or county tax or one-time block grant, such as HEAP.

## **Reimbursement**

HHAP program funds should not generally be obligated or expended prior to the effective date of the standard agreement. However, Agency acknowledges there may be circumstances in which reimbursement is necessary to prevent or address homelessness in a given jurisdiction. When considering a reimbursement, the following requirements must be adhered to:

- (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.
- (4) Capital improvement projects pertaining to emergency shelters and navigation centers are still required to demonstrate need. Eligible applicants are required to submit the following information for HCFC to review and approve or deny such projects:
  - (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.

## **Pre-Application Notices**

### **Point-In-Time (PIT) Count**

HSC § 50216(j) states that a jurisdiction may elect to use their 2017 PIT count, instead of their 2019 PIT count, if they can demonstrate all of the following:

- (1) That a significant methodology change occurred between the 2017 and 2019 PIT counts;
- (2) That the significant change in methodology was based on an attempt to more closely align the count with HUD best practices; and,
- (3) That the change was undertaken in consultation with HUD representatives.

To expedite the release of the HHAP NOFA and application, HCFC is requesting eligible applicants who want to elect to use their 2017 PIT count, instead of their 2019 PIT count to determine their HHAP allocation, submit their request and supporting documentation on the forms provided by HCFC, on or before November 1, 2019. However, requests will be accepted until midnight on the day HUD releases the 2019 PIT count. Agency shall review and approve or deny all requests. The notice and forms can be found on the HCFC web-site at [www.bcsb.ca.gov/hcfc](http://www.bcsb.ca.gov/hcfc).

## Redirection of Funds

HCFC acknowledges there may be jurisdictions who want to redirect their HHAP program allocation to their partnering CoC, large city (if applicable), or county. Therefore, eligible applicants will be allowed to redirect their HHAP program allocation to the CoC, large city (if applicable), or county that serves the same region it is connected to in lieu of directly applying for their program allocation. The following requirements must be adhered to when redirecting funds:

- (1) The jurisdiction must redirect their entire HHAP program allocation to a single CoC, large city (if applicable), or county that serves the same region.
- (2) Redirected funds shall be used in the jurisdiction entitled to the funds or to provide regional housing or services that serve the population living in the jurisdiction entitled to the funds.
- (3) The eligible applicant receiving funds must clearly identify the intended use of the redirected funds in their program application.
- (4) The eligible applicant receiving funds must comply with the expenditure deadlines as stated in HSC § 50220(a-e). For example, if a large city receives funds from a county, the entire county program allocation must be contractually obligated by May 31, 2023. Funds not contractually obligated by this date would then revert to the CoC serving that region.
- (5) Eligible applicants who are giving and receiving the program allocation will also need to submit a binding resolution or agreement that redirects the funds from one entity to the other and is signed by both jurisdictions. Evidence of such an agreement/resolution must be submitted by midnight on February 15, 2020.

HCFC is requesting any eligible applicants wishing to redirect their program allocation in this way to submit their intent to do so by November 1, 2019. Eligible applicants can decide to redirect funds up until February 15, 2020, when applications are due. Submitting an intent to redirect funds does not obligate the eligible applicant to redirect funds. However, once an application that includes redirected funds is submitted, changes cannot be made. The Intent to Redirect Program Allocation form that must be completed can be found at [www.bcsb.ca.gov/hcfc](http://www.bcsb.ca.gov/hcfc).

## Expenditure Deadlines

HHAP program funds must be fully expended by June 30, 2025, as stated in HSC § 50220(e). Funds not fully expended by this date must be returned to Agency and will revert to the General Fund. 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 shall be reverted to the CoC that serves the county [HSC § 50220(a)(4)(A)(ii)]. Specific to Los Angeles County, funds that are not contractually obligated by this date shall be divided proportionately using the HHAP funding allocation formula among the four CoC's that serve Los Angeles County: City of Glendale CoC, City of Pasadena CoC, the City of Long Beach CoC, and the Los Angeles Homeless Services Authority.

Counties not obligating their full program allocation by this date are required to notify Agency 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 shall provide Agency with evidence that the funds were transferred and submit an updated budget that clearly identifies the funds that were transferred.

**Example:**

As of May 31, 2023, a county grantee only contractually obligated 40% of their program allocation.

Date	Description
May 31, 2023	The county must notify Agency 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).
June 30, 2023	The county shall provide Agency with evidence that the funds were transferred and submit an updated budget that clearly identifies the funds that were transferred.

**CoCs and large cities:** CoCs and large cities must contractually obligate no less than 50% of program allocations on or before May 31, 2023. If less than 50% of program funds have been contractually obligated after May 31, 2023, the grantee 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 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.

**Example:**

As of May 31, 2023, a CoC or large city grantee only contractually obligated 40% of their program allocation.

Date	Description
May 31, 2023	40% contractually obligated, 10% not obligated.
June 30, 2023	Submit an alternative disbursement plan to fully expend the 10% that was not contractually obligated by December 31, 2023.
July 31, 2023	Agency to review and approve or deny disbursement plans.
December 31, 2023	Remaining 10% of program funds not fully expended by this date shall be returned to Agency.

**Pre-Application Program Timeline**

Beginning in October, the HHAP program team will begin the distribution of key program information and documents. These pre-application materials will help inform the local collaborative process and assist stakeholders as they plan their applications.

<b>Date</b>	<b>Document</b>	<b>Description</b>
October 2019	Program Guidance	The guidance document includes program details, application information, and program timelines.
October 2019- Ongoing	Technical Assistance	Outreach and technical assistance will be conducted by the HHAP team.
November 2019	Application Map and Instructions	An application map and instructions will be released in advance of the HHAP program Notice of Funding Availability (NOFA). The map will walk the applicant thru the application process and the information needed to complete the application.
November 2019	HHAP Application Checklist Tool	The tool is to assist eligible applicants in completing the application narrative. It will also serve as the review tool for the HHAP team when reviewing applications.
November 1, 2019	Submit request to use 2017 PIT count	Target date for eligible applicants to submit their request and justification to use their 2017 PIT count for their program allocation, though applicants have until midnight on the day HUD officially publishes the 2019 PIT county to submit the request
November 1, 2019	Submit intent to redirect HHAP program allocation	Target date for eligible applicants to notify HCFC of their interest in redirecting their program allocation and not apply directly for their HHAP program allocation, though applicants have until February 15, 2020 to decide
December 2019	Frequently Asked Questions (FAQs) and Additional Resources	This document will include additional information and details about the program.

## Application Timeline

HHAP applications will be accepted immediately upon release of the NOFA. Applications must be submitted and received by Agency no later than midnight on February 15, 2020. Agency will award all HHAP program funds by April 1, 2020. Any funds not applied for and awarded by this date will be released for a second round NOFA on a date to be determined by Agency. If after the second round of awards, not all funds have been claimed by all administrative entities, Agency shall work with the Department of Finance to determine if any unallocated funds should revert to the General Fund.

<b>Date</b>	<b>Document</b>	<b>Description</b>
Expected in November or December 2019	2019 PIT count published	HUD publishes the official 2019 PIT count data.
Expected in November or December 2019	Final date to submit request to use 2017 PIT count	Requests to use the 2017 PIT count must be submitted by midnight on the day HUD officially publishes the 2019 PIT count.
Release of the 2019 PIT count + 5 business days	HHAP program allocations published	Agency will publish the program allocations for each eligible applicant and identify if jurisdictions are using the 2017 or 2019 PIT count.
Release of the 2019 PIT count + 10 business days	NOFA and Application released	Agency will release the NOFA and application 10 business days after the 2019 PIT count is released by HUD.
February 15, 2020	Final date to submit applications	Applications must be submitted by midnight on this date. Applications can be submitted immediately after the NOFA is opened and will be reviewed as they are received.
April 1, 2020	Final date to make awards	Agency will make awards on a rolling basis; however, all awards will be made by this date.

## Application Process

The HHAP application will be available through an online portal. The application portal will open the same day the NOFA is released. The application does not have a “save” feature and must be completed and submitted in one sitting. 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 to HCFC. The applicant must reply to the email and attach all items listed on the checklist. The application will then be reviewed by HHAP program staff. The eligible applicant will be notified by HHAP program staff if the application is deemed complete or incomplete, along with next steps. Forms can be found on the HCFC web-site at [www.bcsb.ca.gov/hcfc](http://www.bcsb.ca.gov/hcfc).

## Application Required Documents

HHAP program funds are intended to support regional coordination and expand or develop local capacity to assist local jurisdictions in addressing their immediate homelessness challenges. Spending must be informed by a best-practices framework focused on moving homeless individuals and families into permanent housing and supporting the efforts of those individuals and families to maintain their permanent housing. Eligible applicants are required to submit a summary of how they will meet the requirements outlined in HSC § 50219(a)(1-9). HCFC will provide an application narrative template that applicants must use and submit as part of the application process. A checklist tool will also be made available to assist eligible applicants in successfully applying for their HHAP program funds. The application narrative includes the following:

- (1) Summary of Homelessness in the CoC, large city, or county:** Eligible applicants shall use the HUD [Longitudinal System Assessment](#) (LSA) and provide a summary of the data on demographics and characteristics of the homeless populations in the jurisdiction. CoCs shall make the LSA available to the large cities and counties. All applicants must submit an electronic copy of their Longitudinal System Assessment (LSA) to HCFC. Large city and county applicants may also include additional information and data that is specific to the region they represent.
- (2) Demonstration of regional coordination:**
  - a. Coordinated entry:
    - i. For applicants that are CoCs, describe how the Coordinated Entry System (CES) currently functions. Include the entity responsible for operating the CES, additional procedures or processes developed to make all persons experiencing homelessness aware of the assessment and referral process to access available housing, including outreach to persons who may experience barriers to accessing the assessment and referral system. Clearly identify barriers or challenges to the CES and plans to address these barriers.
    - ii. For applicants that are large cities or counties, describe how the applicant interfaces with the CES. Clearly identify barriers or challenges to the coordinated system and plans to address these barriers.

- b. Applicants must describe their prioritization criteria and how CES, pursuant to 24 CFR 578.7(a)(8), is used for this process. HHAP funded projects shall align and comply with the core components of Housing First as defined in Welfare and Institutions Code § 8255(b).
- c. Applicants must describe how they have coordinated with their partnering CoC, large city (if applicable), and/or county to identify their share of the regional need to address homelessness, and how the requested funds will help meet the jurisdiction's share of that need.
- d. Applicants must outline how they are involved in efforts to create sustainable, long-term housing solutions for people experiencing homelessness or at risk of homelessness. This may include connecting to and supporting the CoC, communicating and working along-side agencies responsible for city planning and zoning, working more effectively with housing developers and financial and legal service providers, fostering strong community partnerships, and developing or strengthening data and information sharing.

**(3) Resources Addressing Homelessness:** Applicants must describe their existing programs and resources to address homelessness, and how those resources are integrated or coordinated with applicants from overlapping jurisdictions (i.e. CoC, large city, and/or county).

**(4) Partners Addressing Homelessness:** Describe partners who are or will be working with the applicant on identified HHAP projects. If projects and/or partners have not been identified at the time of application, describe the process to include partners. 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 there are barriers, such as lack of key stakeholder entities, please explain and include a plan to address identified barriers.

**(5) Funding to Address Homelessness:** Applicants must include a detailed annual budget that includes all funds currently being used by the applicant to provide housing and homeless services for the homeless populations in their jurisdiction, including all federal, state, and local funds. Where applicable, identify [Homeless Emergency Aid Program \(HEAP\)](#), [California Emergency Solutions and Housing \(CESH\)](#), [No Place Like Home \(NPLH\)](#), and [CalWORKS Housing Support Program \(HSP\)](#) funds. Provide information on the programs supported by the funds identified in the detailed budget and how HHAP program funds will complement these identified funds.

**(6) Solutions to Address Homelessness:** Overview of the planning efforts to address homelessness. For applicants that submitted a strategic plan for CESH funding, identify the measurable goals from that strategic plan and how HHAP funding will directly impact those goals. For applicants that do not have a strategic plan or did not use CESH to develop a plan, identify measurable goals that HHAP will be expected to achieve. Agency may ask for additional justifications for identified goals.

### Examples of measurable goals:

1. Decrease the percent of our jurisdiction's total homeless population that is unsheltered by 10 percentage points annually (baseline of 65% from 2018).
2. 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).
3. Increase the percent of successful shelter exits into permanent housing by 5 percentage points annually (baseline of 60%).

The following documents must be submitted by all eligible applicants for an application to be reviewed:

Document	Description
HHAP Application Narrative	Applicants must submit the template provided by HCFC which includes a description of how the applicant will meet HS § 50219(a)(1-9).
Annual HHAP Budget	Applicants must submit an annual HHAP budget that includes how HHAP funds will be spent each year throughout the funding period. This budget should complement the elements requested in Section 5: Funding to Address Homelessness, of the HHAP application narrative.
Letters of Support	Letters from applicants in overlapping jurisdictions (i.e. CoC, large city, and/or county), acknowledging and agreeing to regional collaboration as described in the application.
Redirection of Funds Documents (if applicable)	If redirecting funds, applicants must submit a binding resolution or agreement that redirects the funds from one entity to the other and is signed by both jurisdictions.
Authorized Signatory Form	This form identifies person(s) authorized to sign the standard agreement and other required financial forms.
Government Tax Identification Number (GovTIN) or Payee Data Record (STD 204)	Forms must be submitted to receive disbursement.

### Disbursement Process

HCFC is committed to disbursing HHAP funds in a timely manner. HHAP program funds will be disbursed within 90 days of the date the application is deemed complete. Once the application is deemed complete, HCFC will prepare and mail the award letter and standard agreement to the applicant/awardee within 30 days. The applicant/awardee will have up to 30 days to review and return the signed standard agreement and Request for Funds Form (RFF). Once HCFC receives the signed standard agreement and RFF from the applicant/awardee, funds will be disbursed within 30 days.

### Reporting Requirements

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 individual 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.

HCFC will include reporting requirements in the standard agreement executed prior to distribution of HHAP program funds to each CoC, large city, and county. The reporting template, including instructions and definitions will be provided by HCFC at a later date.

In addition to the annual report, 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 final report and list of sub-recipients will be posted on HCFC’s web-site [HSC § 50217(e)(4)].

Annual reports must be submitted to Agency as stated below:

Date	Document
January 1, 2021	Annual Report #1
January 1, 2022	Annual Report #2
January 1, 2023	Annual Report #3
January 1, 2024	Annual Report #4
January 1, 2025	Annual Report #5
January 1, 2026	Final Report

### Monitoring

HCFC will use the annual reports submitted to ensure that grantees are on track to expend 100 percent of program funds by June 30, 2025. In addition to the reporting requirements above, it is expected that CoC’s, large cities, and counties will provide direct oversight to recipients of HHAP funds. HCFC will include additional monitoring requirements in the standard agreement executed prior to distribution of HHAP program funds to each CoC, large city, and county.

### Contact the Program

HCFC will be providing ongoing technical assistance and training to support CoCs, large cities, and counties in successfully applying for and administering HHAP program funds. Additional information regarding the HHAP program is available on the HCFC [website](#). To receive information releases regarding the HHAP program, please register for the program [listserv](#). If you have questions, please direct them to the HCFC inbox at [HCFC@BCSH.CA.GOV](mailto:HCFC@BCSH.CA.GOV).

## Definitions

Per 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 of 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.

## Master Program Timeline

Date	Action	Description
<b>Pre-Application Timeline</b>		
October 2019	Program Guidance	The guidance document includes program details, application information, and program timelines.
October 2019- Ongoing	Technical Assistance	Outreach and technical assistance will be conducted by the HHAP team.
November 2019	Application Map and Application Map Instructions	An application map and instructions will be released in advance of the HHAP program Notice of Funding Availability (NOFA). The map will walk the applicant thru the application process and the information needed to complete the application.
November 2019	HHAP Application Checklist Tool	The tool is to assist eligible applicants in completing the application narrative. It will also serve as the review tool for the HHAP team when reviewing applications.
November 1, 2019	Submit request to use 2017 PIT count	This is the target date for eligible applicants to submit their request and justification to use their 2017 PIT count for their program allocation.
November 1, 2019	Submit intent to redirect HHAP program allocation	Eligible applicants notify HCFC of their interest in redirecting their program allocation and not apply directly for their HHAP program allocation. Redirection of funds will be allowed until February 15, 2020.
December 2019	Frequently Asked Questions (FAQs)	The FAQs include additional information and details about the program.
<b>Application, Award, and Disbursement Timeline</b>		
Expected in November or December 2019	2019 PIT count published	HUD publishes the official 2019 PIT count data.
November - December 2019	Final date to submit request to use 2017 PIT count	Requests to use the 2017 PIT count must be submitted by midnight on the day HUD officially publishes the 2019 PIT count.
Release of the 2019 PIT count + 5 business days	HHAP program allocations published	Agency will publish the program allocations for each eligible applicant and identify if jurisdictions are using the 2017 or 2019 PIT count.
Release of the 2019 PIT count + 10 business days	NOFA and Application released	Agency will release the NOFA and application 10 business days after the 2019 PIT count is released by HUD
February 15, 2020	Final date to submit applications	Applications must be submitted by midnight on this date. Applications can be submitted immediately after the NOFA is opened and will be reviewed as they are received.
April 1, 2020	Final date to make awards	Agency will make awards on a rolling basis; however, all awards will be made by this date.
<b>Reporting and Spending Timeline</b>		
January 1, 2021	Annual Report Due	First annual report must be submitted to HCFC on or before this date. Reports are due every January 1, with a final report due January 1, 2026.
May 31, 2023	HHAP program allocations to be contractually obligated	<b>Counties:</b> 100% of program allocation <b>must</b> be contractually obligated. <b>CoCs and large cities:</b> 50% of program allocation <b>must</b> be contractually obligated. **see expenditure deadlines section for details**
June 30, 2023	CoC and large cities must submit an alternative disbursement plan to Agency	CoCs and large cities that <b>did not</b> contractually obligate 50% of their program allocation must submit an alternative disbursement plan **see expenditure deadlines section for details**

June 30, 2023	Counties must submit proof of program funds to be reverted to the CoC	Counties that <b>did not</b> contractually obligate 100% of program funds must revert remaining funds to the CoC that serves the county. **see expenditure deadlines section for details**
July 31, 2023	Agency to review and approve or deny alternative disbursement plans	Agency will review and approve or deny alternative disbursement plans.
December 31, 2023	Funds identified in an approved alternative disbursement plan must be fully expended	CoCs and large cities with an approved alternative disbursement plan must provide evidence these identified funds have been fully expended. Unspent funds must be returned to Agency **see expenditure deadlines section for additional details**
June 30, 2025	HHAP program allocations to be fully expended	HHAP program funds must be fully expended by the grantee, sub-grantees and/or contractors by this date. **The grantee will have until the final reports are due to pay out all invoices by sub-grantees and/or contractors**

## 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.