

AB 977 HMIS Project Setup Instructions

April 25, 2023 (Updated February 9, 2024)

INTENDED AUDIENCE:

HMIS Lead and/or CoC staff responsible for the system administration of their CoC's HMIS.

STATE DEPARTMENTS:

- California Department of Housing and Community Development (HCD)
- California Department of Social Services (CDSS)
- California Community Colleges Chancellor's Office (CCCCO)
- California Interagency Council on Homelessness (Cal ICH)
- California Department of Veterans Affairs (CalVet)

PROGRAMS¹:

- HCD Homekey
- HCD Housing for a Healthy California Program (HHC)
- HCD No Place Like Home Program (NPLH)
- HCD Multifamily Housing Program (MHP), including the following subsidiary programs:
 - Supportive Housing Multifamily Housing Program (SHMHP)
 - Homeless Youth Multifamily Housing Program (HYMHP)
- HCD Veterans Housing and Homeless Prevention Act (VHHP)
- CDSS Bringing Families Home (BFH)
- CDSS CalWORKs Housing Support Program (HSP)
- CDSS Housing and Disability Income Advocacy Program (HDAP)
- CCCC Community Colleges Homeless and Housing Insecure Pilot Program (HHIP)
- Cal ICH Homeless Housing, Assistance, and Prevention Program (HHAP)
- Cal ICH Encampment Resolution Fund (ERF) Program
- Family Homelessness Challenge (FHC) Grants
- Veterans Support to Self-Reliance (VSSR) Pilot

Purpose

Cal ICH is providing this project setup document in partnership with Abt Associates ("Abt"), the technical assistance ("TA") provider for AB 977 implementation, as part of broader technical assistance efforts aimed at supporting grantees and HMIS Leads with AB 977 compliance. This document specifies the entry format for HMIS data entry and describes the project setup requirements for grantees of these programs.

¹ Additionally, CDSS's Home Safe program, which is not statutorily required to comply with AB 977, has been required by CDSS to enter client data into HMIS since 2021. CDSS has encouraged Home Safe grantees to follow the AB 977 Project Setup Instructions and participate in TA and training activities.

Additional support and technical assistance are available to HMIS Leads and CoCs to assist them in adding new projects and updating existing projects to comply with AB 977 requirements. Each HMIS Lead has been assigned an Abt HMIS liaison. HMIS Leads can reach out to their assigned liaison with any questions or for more in-depth TA via the AB 977 TA helpdesk at AB977_TA@abtassoc.com.

[Overview of Project Setup and Data Entry Requirements](#)

Grantees of the above named programs who serve people who are either at risk of and/or experiencing homelessness are required to comply with the HMIS project setup and data entry requirements set forth in HUD's [HMIS Data Standards](#) as well as the funding codes and grant identifiers (see [Table 3](#)) detailed in this document.

[Project Setup](#)

This section provides an overview of key Project Descriptor Data Elements (PDDEs) with data entry instructions specifically for projects that receive funding from the above-named programs.

[Encampment Resolution Fund-Specific Setup](#)

The Encampment Resolution Fund (ERF) program has a statutory requirement that grantees submit individual client-level data to Cal ICH for the purposes of research and evaluation ([HSC 50254\(b\)\(3\)](#)). To reduce the manual reporting required to meet this statutory requirement, starting with ERF-2-R, ERF projects must be set up in a way that allows Cal ICH to unequivocally identify in HDIS all the served clients from the designated encampment(s).

To meet this requirement, grantees must ensure that at least one HMIS project (or multiple projects when combined) used for ERF client services/activities is both (1) exclusive to only ERF clients (i.e. clients that are not from the designated encampment(s) are not also included in that HMIS project) and (2) comprehensive of all the clients served by ERF from the designated encampment(s). HMIS Leads can work with ERF2R grantees and Abt TA providers to ensure projects are set up correctly.

Organization Name: Cal ICH *recommends*, but does not require, that grantees creating new projects in HMIS create separate projects for each subgrantee to allow grantees and the state departments to monitor and ensure compliance of all subgrantees. This recommendation applies to both Cal ICH and CDSS programs. Projects funded by HCD or CCCC programs should be set up as follows:

- **HCD:** The organization name should be the organization providing state-funded assistance or housing. Subrecipient or subcontractor organizations must create separate projects in HMIS. For recipients that are housing developers, the organization name in HMIS should be the name of the organization that will be entering the client data into HMIS. For example, many developers subcontract with nonprofit organizations to provide direct services or assistance to clients. If staff at the nonprofit service provider will be recording client information in HMIS for that project, the organization name should be the name of the nonprofit provider.
- **CCCCO:** The organization name should be the organization that will be entering the client data into HMIS. For colleges providing direct housing assistance, enter the name of the college. Subcontractors or partner organizations which are providing direct service must create separate projects in HMIS.

Continuum Project: Continuum Projects are projects within the geographic boundaries of the Continuum(s) of Care whose primary purpose is to meet the specific needs of people who are

experiencing or at risk of homelessness by providing housing, shelter, and/or services. Most projects created under AB 977 should be set up as Continuum Projects (Continuum Project = “Yes”). Table 1 below shows which project types for which populations should be classified as Continuum or non-Continuum. If only some of the project’s housing/services fall under the definition of Continuum Project, two separate projects will need to be created.

Table 1: Determining which Projects are Continuum or Non-Continuum Projects²

Project Description	HMIS Required	Continuum Project
Projects of any type that are restricted to or dedicated to clients <i>experiencing</i> homelessness (Categories 1 through 4 of the federal homeless definition)	Yes	Yes
Projects that serve clients at risk of homelessness with homelessness prevention (services and/or financial assistance) to stabilize their housing	Yes	Yes
Permanent housing projects restricted to serving clients who are at-risk of homelessness (Permanent Housing Only and Permanent Housing with Services)	Yes	No
Affordable housing projects that do not have any units restricted to people experiencing homelessness or at-risk of homelessness ³	No	No

Projects that are dedicated and/or restricted to serving people *experiencing* homelessness should **always** be considered Continuum Projects. Projects that are **not** restricted to either people experiencing homelessness or at risk (e.g., general affordable housing developments that are frequently funded by HCD programs) are **never** considered Continuum Projects and can be excluded from HMIS.

Project Type: HUD-defined HMIS Project Types and examples of grant activities within each Project Type with the most applicable of the above-named programs are listed in [Table 2](#). This is provided to assist HMIS Leads and grantees with determining the appropriate project type(s) and does not reflect an exhaustive list of project types and activities. In some cases, individual grantees may use their funding for eligible program activities that align with other project types than those listed. HMIS Leads can

² Note that grantees of some programs did not receive Continuum Project information in the tabular form shown here; however, Cal ICH guidance around the use of Continuum Project is the same across all programs.

³ HCD’s MHP, NPLH, and VHHP programs fund general affordable housing projects that are not always restricted to people experiencing or at-risk of homelessness. HCD does not require HMIS entry for these projects, but it is optional. If HMIS Leads encounter other projects funded by other programs that are not restricted or dedicated to people experiencing or at-risk of homelessness, they should contact their Abt HMIS liaison to confirm whether HMIS is required.

request assistance with determining the appropriate project types for grantees from their Abt HMIS Liaison. Both grantees and HMIS Leads can email the Abt AB 977 helpdesk at AB977_TA@abtassoc.com.

Table 2: HMIS Project Types

HMIS Project Type	Applicable Programs	Project Activities
Rapid Re-housing (RRH)	<ul style="list-style-type: none"> • BFH • HSP • HDAP • Home Safe • HHIP • HHAP • ERF • FHC 	<ul style="list-style-type: none"> • Short-term (0-3 months) or medium-term (4-24 months) rental assistance; and/or • Housing relocation and stabilization services.
Permanent Supportive Housing (PSH) <i>(disability required)</i>	<ul style="list-style-type: none"> • HDAP • Homekey • HHC • MHP • VHHP • NPLH • HHAP • ERF • FHC • VSSR 	<ul style="list-style-type: none"> • Long-term housing (24+ months) for people with disabilities. • Supportive services
Permanent Housing – Permanent Housing with Services <i>(no disability required)</i>	<ul style="list-style-type: none"> • BFH • HSP • HDAP • Home Safe • Homekey • HHC • MHP • VHHP • HHAP • ERF • FHC 	<ul style="list-style-type: none"> • Long-term housing (24+ months) not limited to people with disabilities. • Supportive services
Permanent Housing – Housing Only	<ul style="list-style-type: none"> • MHP • HHAP • ERF • FHC 	<ul style="list-style-type: none"> • Long-term housing (24+ months) not limited to people with disabilities. • No supportive services.
Emergency Shelter (ES) – Entry Exit (EE)	<ul style="list-style-type: none"> • BFH • HSP • HDAP • Home Safe • HHIP • HHAP • ERF • FHC 	<ul style="list-style-type: none"> • Temporary or interim shelter • Hotel/motel vouchers paid for by charitable organizations or by federal, state, and local government programs. • Shelters that collect all UDEs and most CDEs at project start and exit; EE shelters typically require or encourage a continuous stay while a client resolves their homelessness.

Table 2: HMIS Project Types (continued)

HMIS Project Type	Applicable Programs	Project Activities
Emergency Shelter (ES) – Night-by-Night (NBN)	<ul style="list-style-type: none"> • BFH • HSP • HDAP • Homekey • MHP • VHHP • HHAP • ERF • FHC 	<ul style="list-style-type: none"> • Temporary or interim shelter • Hotel/motel vouchers paid for by charitable organizations or by federal, state, and local government programs. • Shelters that are typically high-volume where many clients spend a night at the shelter as needed on an irregular basis. NBN shelters track every discrete bed night that a client stays in the shelter.
Transitional Housing (TH)	<ul style="list-style-type: none"> • BFH • HSP • HDAP • Homekey • MHP • VHHP • HHAP • ERF • FHC 	<ul style="list-style-type: none"> • Temporary lodging to facilitate moving families and individuals into permanent housing within a specified period of time (less than 24 months)
Street Outreach (SO)	<ul style="list-style-type: none"> • HDAP • HHAP • ERF • FHC 	<ul style="list-style-type: none"> • Services to reach out to unsheltered people and connect them with shelter, housing, or critical resources.
Homelessness Prevention (HP)	<ul style="list-style-type: none"> • BFH • HSP • HDAP • Home Safe • HHIP • HHAP • ERF • FHC 	<ul style="list-style-type: none"> • Supportive services and/or financial assistance to prevent a person from entering an emergency shelter or place not meant for human habitation.
Supportive Services Only (SSO): Services Only	<ul style="list-style-type: none"> • BFH • HSP • HDAP • Home Safe • HHAP • ERF • FHC • VSSR 	<ul style="list-style-type: none"> • Financial assistance other than rental assistance • Supportive services not tied to housing

Funding Sources: Grantees must enter the standardized funding source code provided by Cal ICH (see [Table 3](#)) to allow state departments to track compliance with AB 977. These codes will also need to be updated for existing projects in HMIS.

- **Funding Program:** “Local or Other Funding Source (Please Specify)”
 - **Other funder text box:** Enter into the open text field the code listed for their program in the “Other Funder Code” column (see [Table 3](#)).
- **Grant Identifier:** Enter the Grant ID in the format specified in [Table 3](#) for the applicable program. A list of assigned grantee IDs for each program can be found in the Appendix to this document.

Multiple Funding Sources

For projects that receive multiple types of funding from state departments, a separate funding source record with the applicable funder code and grant identifier for each funding program must be entered into HMIS. Projects that receive funding from multiple HHAP or HCD contracts should enter multiple funding source records.

Table 3: Grantee Funding Codes and Grant Identifiers by Program

Department	Program	Other Funder Code	Grant ID	Grant ID Examples
HCD	Homekey	CA-HCD-Homekey	Enter the HCD contract number with the 3-digit county code appended.	
HCD	MHP	CA-HCD-MHP		
HCD	VHHP	CA-HCD-VHHP		
HCD	HHC-II	CA-HCD-HHCII		
HCD	NPLH-Balance of State	CA-HCD-NPLH		
HCD	NPLH-Alternative Process County	CA-County-NPLH	Enter the NPLH contract number assigned by the for this project with the 3-digit county code appended. Alternative Process Counties are Los Angeles, San Francisco, San Diego, and Santa Clara.	
Cal ICH	HHAP 1	CA-HCFC-HHAP1	Enter the contract number appended to the previously assigned grantee IDs	CALICH-CTY-001_20-HHAP-00000
Cal ICH	HHAP 2	CA-HCFC-HHAP2		CALICH-COC-005_21-HHAP-00000
Cal ICH	HHAP 3	CA-CALICH-HHAP3		CALICH-COU-999_22-HHAP-00000
Cal ICH	HHAP 4	CA-CALICH-HHAP4		CALICH-CTY-022_ERF-00000
Cal ICH	ERF 1	CA-CALICH-ERF1		CALICH-COU-0999_22-ERF-2-L-00000
Cal ICH	ERF 2L	CA-CALICH-ERF2L		CALICH-CTY-022_ERF-00000
Cal ICH	ERF 2R	CA-CALICH-ERF2R		CALICH-COU-0999_22-ERF-3-L-00000
Cal ICH	ERF 3L	CA-CALICH-ERF3L		CALICH-CTY-001_22-FHC-00000
Cal ICH	FHC	CA-CALICH-FHC		
Cal ICH				

Table 3: Grantee Funding Codes and Grant Identifiers by Program (continued)

Department	Program	Other Funder Code	Grant ID	Grant ID Examples
CDSS	BFH	CA-CDSS-BFH	County code or tribal abbreviation used for other CDSS reporting appended to BFH	BFH01
CDSS	HDAP	CA-CDSS-HDAP	County code or tribal abbreviation used for other CDSS reporting appended to HDAP	HDAP01
CDSS	HSP	CA-CDSS-HSP	County code or tribal abbreviation used for other CDSS reporting appended to HSP	HSP01
CDSS	Home Safe*	CA-CDSS-HomeSafe	County code or tribal abbreviation used for other CDSS reporting appended to Home Safe	HomeSafe01
CCCCO	CCHHIP	CA-CCCCO-CCHHIP	College code in the Appendix	20-621
CalVet	VSSR	CA-CALVET-VSSR	Enter the assigned Grant ID in the Appendix	VSSR-001

*CDSS's Home Safe program, which is not statutorily required to comply with AB 977, has been required by CDSS to enter client data into HMIS since 2021. CDSS has encouraged Home Safe grantees to follow the AB 977 Project Setup Instructions and participate in TA and training activities.

Appendix: Grantee IDs for Grant ID Field in HMIS

Table 4: List of Cal ICH Grantee IDs

The Grantee IDs below are used in combination with the Cal ICH contract number to form the HMIS Grant ID. Please see [Table 3](#) for more information on Grant IDs

Grantee County, City, or CoC	Grant ID
County Alameda	CALICH-COU-001
County Butte	CALICH-COU-002
County Colusa	CALICH-COU-003
County Contra Costa	CALICH-COU-004
County Del Norte	CALICH-COU-005
County El Dorado	CALICH-COU-006
County Fresno	CALICH-COU-007
County Glenn	CALICH-COU-008
County Humboldt	CALICH-COU-009
County Kern	CALICH-COU-010
County Kings	CALICH-COU-011
County Lake	CALICH-COU-012
County Lassen	CALICH-COU-013
County Los Angeles	CALICH-COU-014
County Madera	CALICH-COU-015
County Marin	CALICH-COU-016
County Mendocino	CALICH-COU-017
County Merced	CALICH-COU-018
County Modoc	CALICH-COU-019
County Monterey	CALICH-COU-020
County Napa	CALICH-COU-021
County Nevada	CALICH-COU-022
County Orange	CALICH-COU-023
County Placer	CALICH-COU-024
County Plumas	CALICH-COU-025
County Riverside	CALICH-COU-026
County Sacramento	CALICH-COU-027
County San Benito	CALICH-COU-028
County San Bernardino	CALICH-COU-029
County San Diego	CALICH-COU-030
County San Francisco	CALICH-COU-031
County San Joaquin	CALICH-COU-032
County San Luis Obispo	CALICH-COU-033
County San Mateo	CALICH-COU-034
County Santa Barbara	CALICH-COU-035
County Santa Clara	CALICH-COU-036

County Santa Cruz	CALICH-COU-037
County Shasta	CALICH-COU-038
County Sierra	CALICH-COU-039
County Siskiyou	CALICH-COU-040
County Solano	CALICH-COU-041
County Sonoma	CALICH-COU-042
County Stanislaus	CALICH-COU-043
County Sutter	CALICH-COU-044
County Tehama	CALICH-COU-045
County Trinity	CALICH-COU-046
County Ventura	CALICH-COU-047
County Yolo	CALICH-COU-048
County Yuba	CALICH-COU-049
County Imperial	CALICH-COU-050
County Tulare	CALICH-COU-051
County Tuolumne	CALICH-COU-052
County Mariposa	CALICH-COU-053
City Anaheim	CALICH-CTY-050
City Bakersfield	CALICH-CTY-051
City Berkeley	CALICH-CTY-052
City Fresno	CALICH-CTY-053
City Long Beach	CALICH-CTY-054
City Los Angeles	CALICH-CTY-055
City Oakland	CALICH-CTY-056
City Palm Springs	CALICH-CTY-057
City Riverside	CALICH-CTY-058
City Sacramento	CALICH-CTY-059
City San Diego	CALICH-CTY-060
City San Francisco	CALICH-CTY-061
City San Jose	CALICH-CTY-062
City Santa Ana	CALICH-CTY-063
City Stockton	CALICH-CTY-064
City Tulare	CALICH-CTY-065
City Vista	CALICH-CTY-066
City Eureka	CALICH-CTY-067
City Petaluma	CALICH-CTY-069
City Redwood City	CALICH-CTY-070
City Richmond	CALICH-CTY-071
City Salinas	CALICH-CTY-072
City San Rafael	CALICH-CTY-073
City Fontana	CALICH-CTY-074

City Livermore	CALICH-CTY-075
City Montebello	CALICH-CTY-076
City Oroville	CALICH-CTY-077
City Redding	CALICH-CTY-078
City Irvine	CALICH-CTY-079
City Banning	CALICH-CTY-080
City Carlsbad	CALICH-CTY-081
City Napa	CALICH-CTY-082
City Oxnard	CALICH-CTY-083
City Redlands	CALICH-CTY-084
City Santa Rosa	CALICH-CTY-085
City Thousand Oaks	CALICH-CTY-086
City Visalia	CALICH-CTY-087
City Garden Grove	CALICH-CTY-088
CoC San Jose/Santa Clara City & County	CALICH-COC-500
CoC San Francisco City & County	CALICH-COC-501
CoC San Luis Obispo County	CALICH-COC-502
CoC Sacramento City & County	CALICH-COC-503
CoC Santa Rosa/Petaluma/Sonoma County	CALICH-COC-504
CoC Salinas/Monterey County	CALICH-COC-506
CoC Marin County	CALICH-COC-507
CoC Watsonville/Santa Cruz County	CALICH-COC-508
CoC Mendocino County	CALICH-COC-509
CoC Turlock, Modesto/Stanslaus County	CALICH-COC-510
CoC Stockton/San Joaquin County	CALICH-COC-511
CoC Visalia/Kings, Tulare Counties	CALICH-COC-513
CoC Fresno City & County/Madera County	CALICH-COC-514
CoC Roseville, Rocklin/Placer County	CALICH-COC-515
CoC Redding/Shasta, Siskiyou, Lassen, Plumas, Del Norte, Modoc, Sierra Counties	CALICH-COC-516
CoC Napa County	CALICH-COC-517
CoC Vallejo/Solano County	CALICH-COC-518
CoC Merced City & County	CALICH-COC-520
CoC Davis, Woodland/Yolo County	CALICH-COC-521
CoC Humboldt County	CALICH-COC-522
CoC Colusa, Glenn, Trinity Counties	CALICH-COC-523
CoC Yuba City, Marysville/Sutter, Yuba Counties	CALICH-COC-524
CoC El Dorado County	CALICH-COC-525
CoC Amador, Calaveras, Mariposa, Tuolumne Counties	CALICH-COC-526
CoC Tehama County	CALICH-COC-527
CoC Lake County	CALICH-COC-529
CoC Alpine, Inyo, Mono Counties	CALICH-COC-530

CoC Nevada County	CALICH-COC-531
CoC Los Angeles City & County	CALICH-COC-600
CoC San Diego City & County	CALICH-COC-601
CoC Santa Ana, Anaheim/Orange County	CALICH-COC-602
CoC Santa Maria/Santa Barbara County	CALICH-COC-603
CoC Bakersfield/Kern County	CALICH-COC-604
CoC Long Beach	CALICH-COC-606
CoC Pasadena	CALICH-COC-607
CoC Riverside City & County	CALICH-COC-608
CoC San Bernardino City & County	CALICH-COC-609
CoC Oxnard, San Buenaventura/Ventura County	CALICH-COC-611
CoC Glendale	CALICH-COC-612
CoC Imperial County	CALICH-COC-613

Table 5: List of CDSS Grantee IDs

The Grantee IDs below are used to form the HMIS Grant ID in combination with their program abbreviation from [Table 3](#). No contract number should be entered for CDSS-funded projects.

County	Grantee ID
Alameda	01
Alpine	02
Amador	03
Butte	04
Calaveras	05
Colusa	06
Contra Costa	07
Del Norte	08
El Dorado	09
Fresno	10
Glenn	11
Humboldt	12
Imperial	13
Inyo	14
Kern	15
Kings	16
Lake	17
Lassen	18
Los Angeles	19
Madera	20
Marin	21
Mariposa	22
Mendocino	23
Merced	24
Modoc	25
Mono	26
Monterey	27
Napa	28
Nevada	29
Orange	30
Placer	31
Plumas	32
Riverside	33
Sacramento	34
San Benito	35
San Bernardino	36
San Diego	37
San Francisco	38

San Joaquin	39
San Luis Obispo	40
San Mateo	41
Santa Barbara	42
Santa Clara	43
Santa Cruz	44
Shasta	45
Sierra	46
Siskiyou	47
Solano	48
Sonoma	49
Stanislaus	50
Sutter	51
Tehama	52
Trinity	53
Tulare	54
Tuolumne	55
Ventura	56
Yolo	57
Yuba	58

Table 6: List of HCD Grantee IDs

The Grantee IDs below are used in combination with the HCD contract number to form the Grant ID. Please see [Table 3](#) for more information on Grant IDs.

County	Grantee ID
Alameda	001
Alpine	002
Amador	003
Butte	004
Calaveras	005
Colusa	006
Contra Costa	007
Del Norte	008
El Dorado	009
Fresno	010
Glenn	011
Humboldt	012
Imperial	013
Inyo	014
Kern	015
Kings	016
Lake	017
Lassen	018
Los Angeles	019
Madera	020
Marin	021
Mariposa	022
Mendocino	023
Merced	024
Modoc	025
Mono	026
Monterey	027
Napa	028
Nevada	029
Orange	030
Placer	031
Plumas	032
Riverside	033
Sacramento	034
San Benito	035
San Bernardino	036
San Diego	037
San Francisco	038

San Joaquin	039
San Luis Obispo	040
San Mateo	041
Santa Barbara	042
Santa Clara	043
Santa Cruz	044
Shasta	045
Sierra	046
Siskiyou	047
Solano	048
Sonoma	049
Stanislaus	050
Sutter	051
Tehama	052
Trinity	053
Tulare	054
Tuolumne	055
Ventura	056
Yolo	057
Yuba	058

Table 7: List of CCCCCO Codes

The community college codes below are used to form the HMIS Grant ID. Please see [Table 3](#) for more information on Grant IDs.

Grantee	Grant Identifier
American River College	23-231
Antelope Valley College	20-621
Barstow Community College	20-911
Butte College	20-111
Cerritos College	20-811
College of Marin	23-334
College of the Redwoods	20-161
Fresno City College	20-571
Gavilan College	20-441
Imperial Valley College	20-031
La Harbor College	23-742
LA Trade Tech College	23-746
Long Beach City College	20-841
Los Angeles Southwest College	20-745
Modesto Junior College	20-592
Oxnard College	23-682
Riverside City College	20-961
San Bernardino Valley College	23-982
San Diego City College	20-071
Santa Barbara College	23-651
Santa Rosa College	23-261
Shasta College	23-171
Southwestern College	23-091
Victor Valley College	20-991
West Hills Lemoore College	23-582

Table 8: List of CalVet Grantee Identifiers (Grantee IDs)

The grantee IDs below are used for the HMIS Grant ID. Please see [Table 3](#) for more information on Grant IDs.

Grantee/Project Sponsor Name	Grantee ID
Nations Finest-Mather	VSSR-001
Nations Finest- Sonoma	VSSR-002
PATH	VSSR-003
Swords to Plowshares	VSSR-004
USVets-IE	VSSR-005
USVets-LA	VSSR-006