

**Homeless Housing, Assistance and Prevention Program
Round 2 (HHAP-2)
Application Template**



CALIFORNIA
HOMELESS COORDINATING
AND FINANCING COUNCIL

State of California

Governor Gavin Newsom

**Lourdes M. Castro Ramírez, Secretary
Business, Consumer Services and Housing Agency**

**Ali Sutton, Deputy Secretary for Homelessness
Homeless Coordinating and Financing Council**

915 Capitol Mall, Ste 350-A, Sacramento, CA 95814

Telephone: (916) 651-7995

Website: <https://www.bcsb.ca.gov/hcfc/grants.html>

HHAP-2 Program Email: hcfc@bcsb.ca.gov

November 24, 2020

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A. OVERVIEW

Application Period Start Date: November 24, 2020

Application Period End Date: 5:00 pm PST on January 23, 2021

NOFA – Notice of Funding Availability:

https://www.bcsb.ca.gov/hcfc/documents/hhap_nofa_rd2.pdf

HHAP-2 Application Guidance:

https://www.bcsb.ca.gov/hcfc/documents/application_guidance_r2.pdf

Online application portal: https://bcsb.ca.gov/hcfc/hhap_application.html

CONTACT INFORMATION

Program Contact: Amber Ostrander, HHAP Program Manager

Contact Notes: For any questions or to report any issues with the application, please contact hcfc@bcsb.ca.gov

ELIGIBLE APPLICANTS:

Eligible applicants who may apply for Homeless Housing, Assistance and Prevention Round 2 (HHAP-2) program funds are the same as those in HHAP-1 – California’s Continuums of Care (CoC), as identified by the United States Department of Housing and Urban Development (HUD), large cities (with populations of 300,000 or more), and counties. Successful applicants will administer their own funds but are required to coordinate with other applicants in the region to develop their application and make HHAP-2 funding determinations.

AVAILABLE FUNDING

HHAP-2 funds will be made available as non-competitive allocations according to the applicant's classification as either a CoC, large city, or county, as follows:

Eligible Applicants	Funding Amount
44 Continuums of Care (CoCs)	\$90,000,000
13 large cities/cities who are also counties with populations over 300,000	\$130,000,000
58 counties	\$80,000,000

Individual allocations for each of the eligible applicants are based on their proportionate share of the state’s homeless population as reported by the Department of Housing and Urban Development (HUD) in the 2019 Point-In-Time (PIT) count (unless the applicant was previously approved to use 2017 PIT count data). [Allocation amounts](#) can be found on the HCFC website’s HHAP page.

B. PURPOSE AND PROGRAM OBJECTIVES

HCFC strongly encourages applicants to prioritize the use of HHAP funds to assist people experiencing literal homelessness move into safe, stable housing, with a particular focus on rehousing individuals currently living in Project Roomkey (PRK) sites. **HHAP funding should be housing-focused – either funding permanent housing interventions directly or, if used for shelter or street outreach, have clear pathways to connect people to permanent housing options.**

HHAP-2 is designed to build on regional coordination developed through previous rounds of HCFC Homeless Emergency Aid Program (HEAP), HHAP, and COVID-19 funding. HHAP-2 funds should be used to continue to build regional coordination and a unified regional response to reduce and end homelessness. In order to successfully reduce homelessness through this funding, HCFC also expects applicants to:

- Strategically pair these funds with other local, state, and federal funds to reduce and end homelessness as laid out in the [Guide to Strategic Uses of Key State and Federal Funds to Reduce Homelessness During the COVID-19 Pandemic](#);
- Demonstrate a commitment to address racial disproportionalities in homeless populations and achieve equitable provision of services for Black, Native and Indigenous, Latinx, Asian, Pacific Islanders, and other people of color who are disproportionately impacted by homelessness and COVID-19;
- Establish a mechanism for people with lived experience of homelessness to have meaningful and purposeful opportunities to inform and shape all levels of planning and implementation, including opportunities to hire people with lived experience; and
- Fund projects that provide housing and services using a Housing First approach, per Health and Safety Code Section 50220.5 (g), and delivered in a low barrier, trauma informed, and culturally responsive manner. People assisted with these funds must not be required to receive treatment or perform any other prerequisite activities as a condition for receiving shelter, housing, or other services for which these funds are used, and all services funded through this program must be informed by a harm-reduction philosophy. Housing First should be adopted within the entire local homelessness response system, including outreach and emergency shelter, short-term interventions like rapid re-housing, and longer-term interventions like supportive housing.

C. APPLICATION REVIEW PROCESS

All applicants for HHAP-2 funding are required to provide responses to all areas listed in Section D: Application Requirements. Applicants will have 60 days to submit an application for HHAP-2 funding, with all applications due no later than **5pm on January 23, 2021**. Once applications have been received by HCFC, staff will have up to 60 days to review each application and may request additional information from an applicant. HCFC staff will reference HHAP-1 applications, strategic action plans and expenditure report data when reviewing HHAP-2 applications to ensure that continued planning and coordination is occurring in order to successfully implement projects within shared jurisdictions.

Once HCFC staff have conducted a thorough review of the application, if there are areas needing additional detail, those areas will be outlined and requested from the applicant via a standard email from HCFC@bcsh.ca.gov. If an applicant receives an email requesting additional information, the applicant will have 45 days or until May 14, 2021 – whichever is sooner – to provide an amended application. Upon receipt of the amended application, HCFC staff will have up to 30 days to provide an approval to the applicant.

D. APPLICATION REQUIREMENTS

All applicants for HHAP-2 funding are required to provide responses to the following sections. Applications will only be deemed complete if each of the items below are addressed fully. For each of the following sections, applicants must provide thoughtful, detailed responses.

Section	Description	Page
1	Homelessness Response System Gaps Assessment	7
2	Regional Resources Planning	10
3	HHAP-2 Funding Plans	11
4	HHAP-2 Goals	13
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1. Homelessness Response System Gaps Assessment

When determining local funding priorities, it is critical to understand the current gaps in the local homelessness response system. Each community faces unique challenges in reducing and ending homelessness, so an assessment of current resources and understanding the needs yet to be fulfilled is critical to ensuring the effective and efficient use of new resources. This can be done in various ways and can include conducting a community needs assessment, holding local public forums, talking with service providers and people experiencing homelessness, and utilizing [HUD's seven system-level performance measures](#) that help communities gauge their progress in preventing and ending homelessness.

To successfully complete this section of the application, applicants will need to provide the following:

1. A narrative description of the most recent assessment process used to determine local gaps in housing services for persons experiencing homelessness in the applicant's community. Information should include but is not limited to:
 - a. How data collection methods were used to determine gaps (ie: HUD's homeless Point-in-Time count, Continuum of Care Housing Inventory Count, Longitudinal Systems Analysis, and Stella tools, HMIS Annual Performance Reports for Emergency Shelter (ES), Transitional Housing (TH), Rapid Rehousing (RRH), and Permanent Supportive Housing (PSH), as well as any recently conducted local needs assessments);
 - b. How people with lived experience of homelessness had ongoing meaningful and purposeful opportunities to participate in and inform the most recent gaps assessment and how they have meaningful opportunities to inform all levels of system planning over time;
 - c. How organizations that have historically served communities of color but may not have previously participated formally in the CoC and may not be a part of the homelessness provider community had meaningful and purposeful opportunities to participate in and inform the most recent gaps assessment and how they will be engaged in system planning over time;
 - d. How gaps were assessed for special populations such as families, youth, victims of domestic violence, seniors, persons who have been convicted of a crime, persons with a disability, persons who are chronically homeless, persons with HIV/AIDS, persons who are

LGBTQ, veterans, persons with limited English proficiency, and persons who are undocumented;

- e. How racial or ethnic disparities in the delivery of homeless services were assessed;
 - f. How frequently gaps assessments are conducted;
 - g. How findings are used to make informed decisions for funding projects within the community; and
 - h. How the applicant will conduct ongoing system performance evaluation to ensure the impact of HHAP-2 funds throughout the spending period and determine if adjustments are needed to address gaps in the homelessness response system.
2. The most recent gaps assessment that was conducted and the date in which it was completed. Reports can be attached, but all applicants must summarize main findings within this section. Reports submitted without a summary will not be accepted. Summaries must include, but are not limited to:
- a. Current number of people experiencing homelessness in the community including demographic information, and the existing programs and funding which address homelessness within the jurisdiction;
 - b. Data and qualitative information showing any gaps or disparities in access to services, delivery of services, and housing placement and housing retention outcomes for special populations such as families, victims of domestic violence, seniors, youth and young adults, persons who have been convicted of a crime, persons with a disability, persons who are chronically homeless, persons with HIV/AIDS, persons who are LGBTQ, veterans, persons with limited English proficiency, and persons who are undocumented;
 - c. Data and qualitative information showing any racial or ethnic disparities in access to services, delivery of services and housing placement and housing retention outcomes of homeless services;
 - d. Any other disparities that were found in the delivery of homelessness services including rates of successful permanent housing placements, and housing retention rates;
 - e. Using the Service Gap Analysis Chart below, identify which areas of the local homelessness response system (e.g. shelter, rental

subsidies, supportive housing) have gaps in resources based on the needs of people experiencing homelessness in the community.

SERVICE GAP ANALYSIS	Total # of Clients Currently Needing This Service	Total # of Clients Currently Receiving This Service	Remaining Need
Interim Housing/Shelter Beds			
Rental Assistance			
Supportive Housing (Permanent)			
Outreach			
Prevention/Diversion			

2. Regional Resources Planning

When working within the homelessness system, it is critical to assess the current resources available within the community to ensure any new resources are most effectively and efficiently targeted to best serve people experiencing homelessness within the community. Given the high number of people experiencing homelessness in California and the unprecedented amount of federal and state funds available to address homelessness, HCFC expects applicants to coordinate all available funding to safely shelter and permanently house as many people experiencing homelessness in the applicant's community as possible, with a particular focus on rehousing individuals currently living in Project Roomkey (PRK) sites.

HCFC requires all HHAP-2 applicants to complete a [Homelessness Response Local Investment Plan \(Appendix A\)](#) that lists all regional resources used to address homelessness. The document includes different interventions within the homelessness system. For each intervention, please tell us:

- The funding source(s) used to assist in the delivery of the intervention. If several funding sources are used, please list them in order of highest amount of funding used for the intervention to the lowest;
- If the funding source is covered by more than one applicant (i.e. County and Continuum of Care) please list separately. Do not combine allocations; and
- When referencing units of measurement, please reference service basis unit of measurement. Example: \$500,000 in funding provided RRH to approximately 20 households over XX period of time.

In addition to filling out the [Homelessness Response Local Investment Plan](#) document, applicants must answer the following narrative question that will support the information provided:

1. What efforts are made to coordinate all available local, state and federal funds that can address homelessness in the applicant's community?

3. HHAP-2 Funding Plans

When planning how to target new HHAP-2 resources, it is essential to do so in direct response to the gaps assessment and current regional investment planning described in Sections 1 and 2. HHAP-2 funding plans must state the specific gaps that will be addressed with these new funds and provide sufficient detail to ensure that any selected projects will effectively meet identified gaps. HCFC expects applicants to clearly understand and identify the intervention types requiring funding prior to initiating their local project selection processes.

Applicants must identify and describe each intervention type they intend to fund with their HHAP-2 grant and how much of their HHAP-2 funding they intend to focus on that intervention type. Applicants must also describe how investing in the requested interventions will meet the previously identified needs of their community.

Intervention Types are broken into six categories: (1) Outreach; (2) Interim Housing; (3) Rental Assistance; (4) Permanent Supportive and Service-Enriched Housing; (5) Diversion and Homelessness Prevention, and (6) Services.

Applicants should utilize the HHAP-2 [Application Guidance](#) document for detailed information on how these interventions can be implemented, how they work together, and how HCFC recommends prioritization and utilization of these interventions.

In addition to providing information on how the applicant intends to utilize their HHAP-2 funds on specific interventions, applicants must also outline the amounts they intend to allocate to the eligible uses that will support the interventions throughout the duration of the grant period.

To successfully complete this section of the application, applicants will need to provide the following:

1. Using the [Funding Plan Template \(Appendix B\)](#) and [Expenditure Plan Template \(Appendix C\)](#), provide detailed information for each of the intervention types and eligible uses being proposed for HHAP-2 funding. **(NOTE:** Specific project information for the intervention types identified will be requested at a later date once the local selection process has been completed.)
2. Describe how the applicant intends to prioritize funding towards local Project Roomkey permanent housing pathways. If an applicant does not intend to prioritize funding in this way, they must explain what other resources have been identified to meet this need locally to ensure that households staying at Project Roomkey sites move to permanent housing and do not return to unsheltered locations or congregate settings.

3. Describe the activities budgeted for grant administration. In the applicant's response, describe the overall grant administration staffing plan to accomplish the applicant's goals and activities. Provide information on roles that will be responsible for ensuring the successful execution of HHAP funded projects. Descriptions should include but are not limited to:
 - a. The number of full-time employees (FTE) or percent of time per FTE that will be employed by the applicant dedicated to the execution of HHAP-2.
 - b. Existing staff positions that will be leveraged to fulfill this need.
4. In what ways the applicant's jurisdiction is leveraging the adult system to serve youth and in what ways the homelessness response system has been or will be adapted to youth; and how the applicant will use HHAP-2 funding to ensure youth can access services and that targeted spending meets their needs.
5. Describe how the applicant will incorporate meaningful collaboration with individuals that have lived experience being homeless throughout funding planning, design, implementation, and evaluation.

4. HHAP-2 Goals

Creating performance targets that can be clearly measured every year ensures a commitment to locally shared goals. Utilizing the local needs assessment, applicants must identify the areas of impact to be targeted by HHAP funds in Section 3: HHAP-2 Funding Plans, and in this section must present specific and measurable goals for those investment areas. These goals should inform how applicants design HHAP programming and should be stated in the local selection process funding announcements and subcontracts so that local applicants and the selected subrecipients understand program expectations.

HHAP Programmatic Goals

HHAP statute mandates that applicants set goals related to the total number of individuals served and, of those served, the number who will be successfully placed in permanent housing due to HHAP-2 investments.

For interventions funded with HHAP, applicants must show how their jurisdiction plans to use their HHAP investment to meet statutorily-required goals by providing the following in the table below: (1) number of individuals that *currently* need this intervention; (2) number of households expected to be served, annually and over the entire grant period; and (3) number of households expected to be placed into permanent housing, annually and over entire grant period.

Note: identified need below should be the same as the numbers indicated in Section 1.

Statutory Goals by Intervention Type	FY 21/22	FY 22/23	FY 23/24	FY 24/25	FY 25/26	Total #
Permanent Supportive and Service-Enriched Housing						
Total # of individuals that <i>currently</i> need this intervention						
# of individuals expected to be served by HHAP-2						
# of individuals expected to be placed into permanent housing through HHAP-2						
Rental Assistance						
Total # of individuals that <i>currently</i> need this intervention						
# of individuals to be served						
# of individuals to be placed into permanent housing						
Interim Housing						

Total # of individuals that <i>currently</i> need this intervention						
# of individuals to be served						
# of individuals to be placed into permanent housing						
Diversion and Homelessness Prevention						
Total # of individuals that <i>currently</i> need this intervention						
# of individuals to be served						
# of individuals to be placed into permanent housing						
Outreach						
Total # of individuals that <i>currently</i> need this intervention						
# of individuals to be served						
# of individuals to be placed into permanent housing						
Services						
# of individuals to be served						
# of individuals to be placed into permanent housing						

In addition to setting clear goals on numbers served and numbers moved into permanent housing, applicants must also provide the following:

1. Any additional systemwide goals the applicant's jurisdiction and/or region has identified and the metrics used to evaluate progress towards those goals.
2. An update on systemwide goals identified in HHAP-1 and explanation of any goal modifications made in response to changing needs.
3. At least one clear, measurable performance goal related to how HHAP-2 funding will address racial disparities identified in the jurisdiction's homelessness response system.
4. At least one clear, measurable, youth-specific performance goal related to HHAP-2 investments, including an explanation of how the applicant's jurisdiction accounts for the unique service needs of youth when determining how to set performance targets for youth set-aside funding interventions.

5. Local Project Selection Process

Applicants may choose (though they are not required) to contract with local nonprofits and service providers to administer the services detailed in their HHAP-2 Funding Plan. When contracting for services, applicants shall select qualified service providers that provide services which match the needs of the local population of people experiencing homelessness and which are HHAP-eligible activities that are in line with the applicant's HHAP-2 Funding Plan.

HCFC encourages applicants to consider how these funds are accessible to smaller and non-traditional organizations that have historically served communities of color but may not have previously participated formally in the CoC or been a part of the homeless provider community.

To successfully complete this section of the application, applicants will need to provide the following:

1. An explanation of how HHAP-2 funds will be distributed and whether a local project selection process will be utilized to select subcontractors.
 - a. If the applicant *is not utilizing* a local selection process, please include the following in the explanation:
 - i. Description of why this is the best funding plan for the community; and
 - ii. Description of how applicants will ensure equitable access to services funded.
 - b. If the applicant *is utilizing* a local selection process, please include the following in the explanation:
 - i. What is the process and timeline for project selection?
 - ii. How will the applicant encourage new partners to participate?
 - iii. How will people with lived experience of homelessness, including youth with lived experience, have meaningful and purposeful opportunities to shape the selection process and funding decisions?
 - iv. How will the applicant promote equity and ensure underrepresented communities can be competitive applicants for funding?
2. Describe how systemwide collaboration would occur among homelessness service providers and other social safety net providers. How do these collaborative efforts help minimize or avoid the duplication of service and effort?

In addition to the narrative questions above, check all box(s) that apply to the applicant's community:

LOCAL PROJECT SELECTION PROCESS ASSESSMENT (check all that apply)	
<input type="checkbox"/>	The process will clearly define for potential subcontractors which types of projects will be prioritized for funding and which needs identified in the needs/gaps assessment are intended to be met by funding such projects.
<input type="checkbox"/>	The process will prioritize programs that address the disproportionate impacts that homelessness and COVID-19 have on communities of color, particularly Black, Latinx, Asian, Pacific Islander, Native and Indigenous communities.
<input type="checkbox"/>	The process will remove barriers to competitive participation by applicants representing marginalized communities.
<input type="checkbox"/>	The process will use objective criteria to evaluate projects for funding.
<input type="checkbox"/>	The objective criteria used to evaluate projects will include data on past performance related to the proposed activity (for example, an existing rapid rehousing provider applies to provide rapid rehousing services with HHAP funds and provides HMIS data to show a history of positive outcomes)
<input type="checkbox"/>	The objective criteria used to evaluate projects will allow applicants applying to perform services not previously performed by their organization, to provide other data or outcome results to support their competency to perform the proposed activity.
<input type="checkbox"/>	The process will have provisions to allow for innovation, while balancing the need for data and performance-based decision-making.
<input type="checkbox"/>	The process will be posted publicly on a platform that is accessible to the public.
<input type="checkbox"/>	The process will consider the severity of needs and vulnerabilities of the proposed target population in its objective criteria – and aligns its prioritization of these needs with the needs identified through the community needs assessment process.
<input type="checkbox"/>	The process will avoid conflict of interest.
<input type="checkbox"/>	The process will only fund programs that follow a Housing First approach.
<input type="checkbox"/>	The process will include people with lived experience to have meaningful and purposeful opportunities to inform and shape all levels of planning and implementation.

6. Racial Equity Efforts

HHAP-2 applicants should prioritize the advancement of racial equity at every level of the homelessness response system. Applicants must be actively involved in their homelessness response systems, facilitating partnerships among service organizations, and promoting racial equity practices. Applicants must respond to disproportionality in access to services, service provision, and outcomes. Applicants cannot simply rely on delivering a standardization of services to address equity. Applicants have the responsibility to examine their data to ensure all eligible persons receive equitable services, support, and are served with dignity, respect, and compassion regardless of circumstances, ability, or identity.

HCFC encourages applicants to consider how these funds are accessible to smaller and non-traditional organizations that have historically served communities of color but may not have previously participated formally in the CoC or been a part of the homeless provider community, and how these funds would address the organizational capacity of organizations that are led by Black, Latinx, Asian, Pacific Islander, and Native and Indigenous people that support the goal of reducing and ending homelessness.

To successfully complete this section of the application, applicants will need to provide the following:

1. Using the [Racial Demographic Data Worksheet \(Appendix D\)](#), please provide the Continuum of Care Outcomes by Race and Ethnicity.
2. Describe how the local homelessness response system or projects the applicant is planning use policy and practices to ensure equal access and non-discrimination when serving prospective and new program participants.
3. How does the applicant's grant making process and/or funding decisions include prioritization of programs that are addressing the disproportionate impacts that homelessness and COVID-19 have on communities of color, particularly Black, Latinx, Asian, Pacific Islander and Indigenous communities?
4. How are the voices of Black, Latinx, Asian, Pacific Islander and Indigenous communities being developed as central in creating effective approaches to reducing and ending homelessness?
5. Does the applicant have a strategy to expand the reach of funding to underserved and marginalized communities and non-traditional providers who can reach and serve disproportionately impacted communities? If so, please describe.

6. Describe how the priority population(s) learn about and enter local homelessness programs, including marketing and communication strategies used.
7. How is the applicant making community project grants accessible to smaller organizations that have historically served communities of color, but may not have previously participated formally in the CoC or as a part of the “homeless provider” community?
8. How does the applicant partner with organizations that are addressing racial equity in the housing and homelessness response system?
9. How will the applicant ensure that racial disparities are addressed with this funding?

In addition to the narrative questions above, check all boxes that apply to the applicant’s community:

RACIAL EQUITY ASSESSMENT (check all that apply)			
Implemented	Planning to Implement	Implementing but could benefit from assistance	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	We have a racial equity policy within the organization I work for.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	We collect racial, ethnic and linguistic data on clients and constituents outside of HMIS.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	We provide language interpreter/translator services for people who speak languages other than English.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	We collect data on service-user or constituent satisfaction with our organization regarding racial equity.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	We have formal partnerships with organizations of color.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	We allocate resources for engagement and outreach in communities of color.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Racial equity and cultural competency training are offered to employees within the applicant’s organization.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	We meet regularly with leaders from communities of color specifically to discuss racial equity within the homelessness system.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	We analyze to assess whether equitable access to new and existing shelter facilities is being provided to people of color, especially Black, Latinx, and Indigenous populations most impacted by homelessness, and examine data to determine if there are other disparities to be addressed, such as by age, ethnicity, disability, gender status, family composition, etc.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	We have convened and actively engage with a lived experience board that represents the population served.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	We ensure strategies and communications efforts have broad geographic reach, including into rural areas and in support of Tribal communities.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Providers and front-line staff reflect the people they serve including the necessary language skills to serve sub-populations.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	We have access to data on racial/ethnic disparities to guide our planning and implementation of HHAP funding.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Our work includes performance measures to determine how well we are doing to address racial disparities.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	We have developed and implemented a plan to address racial disparities in the homelessness response system.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	We host or participate in trainings dedicated to improving equitable outcomes.

7. Regional Collaboration and Partnerships

HHAP program funds are intended to support regional coordination and expand local capacity to address homelessness. Demonstration of how jurisdictions have coordinated and will continue to coordinate with other jurisdictions is a critical factor of funding. With HHAP-1 funding, applicants were required to partner with other applicants to make collective funding decisions for their communities. HHAP-2 funding should increase and improve those partnership efforts.

To successfully complete this section of the application, applicants must provide the following:

1. Describe the process by which neighboring HHAP-funded jurisdictions are coordinating together to address homelessness, including funding collaboration and coordination, peer learning, and data sharing.
2. Describe the ways HCFC funding plans are coordinated with regional partners that are also receiving HCFC funding. If there are changes to the funding plans, how are partners informed of these changes?
3. Using the experience with HHAP-1 planning, describe successes that have come out of regional coordination and partnering efforts. Also, describe any barriers the applicant has experienced in working with regional partners. Explain any strategies identified that have contributed to the address these barriers.
4. How will HHAP-2 funding support and scale current partnerships?
5. Describe applicant's share of the regional need as well as the share of the regional need from partnering jurisdictions (CoC, County, Large City). Describe the methodology used for determining the share of the regional need.
6. Describe how HHAP-2 funds will be integrated into the current regional strategic plan to address homelessness. Has the region's strategy for use of HHAP funding changed since HHAP-1?
7. When spending plans need to be adjusted in response to changing needs in the community, how are collaborative partners involved in those decisions?
8. Has a youth-specific strategy been identified within the applicant's region? If so, please describe. If not, why not?
9. Describe how youth-specific local partners are involved in making regional planning or spending decisions.

8. Housing First Assessment

Housing First-oriented programs are low or no barrier and client-centered, emphasizing client-choice. Housing is not viewed as a reward or incentive for achieving specific goals or participating in a specific program, but as necessary to help a family or individual stabilize and meaningfully access services, which are offered as needed on a voluntary basis. In practice, this means that programs connect participants to permanent housing as quickly as possible with few to no preconditions, behavioral contingencies, or other barriers at enrollment or throughout the program.

Health and Safety Code Section 50220.5(g) mandates that all recipients of state homelessness funding shall comply with Housing First as provided in Chapter 6.5 (commencing with Section 8255) of Division 8 of the Welfare and Institutions Code.

To successfully complete this section of the application, applicants will need to assess their current policies and check all that apply:

Housing First Assessment (check all that apply)	
<input type="checkbox"/>	Access to programs is not contingent on sobriety, minimum income requirements, lack of a criminal record, completion of treatment, participation in services, or other unnecessary conditions.
<input type="checkbox"/>	Programs or projects do everything possible not to reject an individual or family on the basis of poor credit or financial history, poor or lack of rental history, minor criminal convictions, or behaviors that are interpreted as indicating a lack of "housing readiness."
<input type="checkbox"/>	People with disabilities are offered clear opportunities to request reasonable accommodations within applications and screening processes and during tenancy and building and apartment units include special physical features that accommodate disabilities.
<input type="checkbox"/>	Programs or projects that cannot serve someone work through the coordinated entry process to ensure that those individuals or families have access to housing and services elsewhere.
<input type="checkbox"/>	Housing and service goals and plans are highly client centered and driven.
<input type="checkbox"/>	Supportive services emphasize engagement and problem-solving over therapeutic goals.
<input type="checkbox"/>	Participation in services or compliance with service plans are not conditions of tenancy but are reviewed with clients and regularly offered as a resource to clients.
<input type="checkbox"/>	Services are informed by a harm-reduction philosophy that recognizes that drug and alcohol use and addiction are a part of some clients' lives. Clients are engaged in non-judgmental communication regarding drug and alcohol use and are offered education regarding how to avoid risky behaviors and engage in safer practices.
<input type="checkbox"/>	Substance use in and of itself, without other lease violations, is not considered a reason for eviction.
<input type="checkbox"/>	Clients are given reasonable flexibility in paying their share of rent on time and offered special payment arrangements for rent arrears and/or assistance with financial management, including representative payee arrangements as needed.
<input type="checkbox"/>	Every effort is made to provide a client the opportunity to transfer from one housing situation, program, or project to another if a tenancy is in jeopardy. Whenever possible, eviction back into homelessness is avoided.

APPENDIX A: Homelessness Response Local Investment Plan

The [Homelessness Response Local Investment Plan](#) is provided as an excel spreadsheet that applicants must complete and upload as a separate file into the online application portal.

Homelessness Response Local Investment Plan							
Please refer to the following for guidance and a sample plan: Guide to Strategic Uses of Key State and Federal Funds to Reduce Homelessness During the COVID-19 Pandemic							
Use the Table below to complete the Regional Resources Guide for submittal with your HHAP application. Refer to the Sample Local Investment Plan on page 11 of the Guide to Strategic Uses of Key State and Federal Funds as an example (link above).							
Applicant Name:		(enter drop down)					
Part 1: Summary of Investment Plan							
1.							
2.							
3.							
4.							
Part 2: Priority and Order of Use of Funding Sources							
Non-Congregate Shelter/Interim Housing (Capital / Operations / Services)		Rental Assistance (Short-Term to Permanent)		Permanent Supportive and Service-Enriched Housing (Capital / Operations / Services)		Diversion and Homelessness Prevention	
Funding Source: Use and Priority # 1		Funding Source: Use and Priority # 1		Funding Source: Use and Priority # 1		Funding Source: Use and Priority # 1	
Funding Source:		Funding Source:		Funding Source:		Funding Source:	
If Other, list:		If Other, list:		If Other, list:		If Other, list:	
Funding Amount:		Funding Amount:		Funding Amount:		Funding Amount:	
Unit of Measure:		Unit of Measure:		Unit of Measure:		Unit of Measure:	
If Other, list:		If Other, list:		If Other, list:		If Other, list:	
Number Assisted:		Number Assisted:		Number Assisted:		Number Assisted:	
Deadline for Expenditure:		Deadline for Expenditure:		Deadline for Expenditure:		Deadline for Expenditure:	
Funded Activity:		Funded Activity:		Funded Activity:		Funded Activity:	
If Other, list:		If Other, list:		If Other, list:		If Other, list:	
Narrative Description (Optional):		Narrative Description (Optional):		Narrative Description (Optional):		Narrative Description (Optional):	
Funding Source: Use and Priority # 2		Funding Source: Use and Priority # 2		Funding Source: Use and Priority # 2		Funding Source: Use and Priority # 2	
Funding Source:		Funding Source:		Funding Source:		Funding Source:	
If Other, list:		If Other, list:		If Other, list:		If Other, list:	
Funding Amount:		Funding Amount:		Funding Amount:		Funding Amount:	
Unit of Measure:		Unit of Measure:		Unit of Measure:		Unit of Measure:	
If Other, list:		If Other, list:		If Other, list:		If Other, list:	
Number Assisted:		Number Assisted:		Number Assisted:		Number Assisted:	
Deadline for Expenditure:		Deadline for Expenditure:		Deadline for Expenditure:		Deadline for Expenditure:	
Funded Activity:		Funded Activity:		Funded Activity:		Funded Activity:	
If Other, list:		If Other, list:		If Other, list:		If Other, list:	
Narrative Description (Optional):		Narrative Description (Optional):		Narrative Description (Optional):		Narrative Description (Optional):	
Funding Source: Use and Priority # 3		Funding Source: Use and Priority # 3		Funding Source: Use and Priority # 3		Funding Source: Use and Priority # 3	
Funding Source:		Funding Source:		Funding Source:		Funding Source:	
If Other, list:		If Other, list:		If Other, list:		If Other, list:	
Funding Amount:		Funding Amount:		Funding Amount:		Funding Amount:	
Unit of Measure:		Unit of Measure:		Unit of Measure:		Unit of Measure:	
If Other, list:		If Other, list:		If Other, list:		If Other, list:	
Number Assisted:		Number Assisted:		Number Assisted:		Number Assisted:	
Deadline for Expenditure:		Deadline for Expenditure:		Deadline for Expenditure:		Deadline for Expenditure:	
Funded Activity:		Funded Activity:		Funded Activity:		Funded Activity:	
If Other, list:		If Other, list:		If Other, list:		If Other, list:	
Narrative Description (Optional):		Narrative Description (Optional):		Narrative Description (Optional):		Narrative Description (Optional):	
Funding Source: Use and Priority # 4		Funding Source: Use and Priority # 4		Funding Source: Use and Priority # 4		Funding Source: Use and Priority # 4	
Funding Source:		Funding Source:		Funding Source:		Funding Source:	
If Other, list:		If Other, list:		If Other, list:		If Other, list:	
Funding Amount:		Funding Amount:		Funding Amount:		Funding Amount:	
Unit of Measure:		Unit of Measure:		Unit of Measure:		Unit of Measure:	
If Other, list:		If Other, list:		If Other, list:		If Other, list:	
Number Assisted:		Number Assisted:		Number Assisted:		Number Assisted:	
Deadline for Expenditure:		Deadline for Expenditure:		Deadline for Expenditure:		Deadline for Expenditure:	
Funded Activity:		Funded Activity:		Funded Activity:		Funded Activity:	
If Other, list:		If Other, list:		If Other, list:		If Other, list:	

APPENDIX B: Funding Plan Template

The [Funding Plan Template](#) is provided to applicants in Word document format to assist in planning but **is not required to be submitted as a separate file**. Applicants will enter the data manually into the online application portal for each Intervention Type they are funding.

HHAP Round 2 Funding Plan

Intervention Type:	Choose an item.
<i>Interim Housing or Permanent Housing only:</i>	Choose an item.
Total Funds Requested:	\$0.00
HHAP Eligible Uses	
1. Rapid rehousing	\$0.00
2. Operating subsidies	\$0.00
3. Street outreach	\$0.00
4. Services coordination,	\$0.00
5. Systems support	\$0.00
6. Delivery of permanent housing	\$0.00
7. Prevention and diversion	\$0.00
8. New navigation centers and emergency shelters.	\$0.00
<i>(Interim Housing only)</i>	
Demonstrated Need Data:	
# of available shelter beds	[Enter #]
# of people experiencing unsheltered homelessness in the 2019 homeless point-in-time count	[Enter #]
Shelter vacancy rate (%) in the summer months	[Enter %]
Shelter vacancy rate (%) in the winter months	[Enter %]
% of exits from emergency shelters to permanent housing solutions	[Enter %]
Describe plan to connect residents to permanent housing.	[Enter narrative text.]

- 1. Describe the scale and scope of anticipated intervention model and outline the key service components expected to be provided with this funding.**
- 2. Describe how the requested investment amount for this intervention will help the applicant's community achieve regional goals and address specific gaps in the homeless response system as identified in the regional gaps assessment.**

- 3. Check any specific population(s) expected to be served through this intervention investment.**
 - Adults with children
 - Adults without children
 - Unaccompanied Youth (12-24yr of age per definition in HHAP statute)
 - Chronically Homeless
 - Veterans
 - Domestic Violence Survivors
 - Individuals with Co-occurring Disorders (Substance Use and Mental Health)
 - COVID High Risk – individuals at high-risk for contracting COVID
 - Parenting Youth

- 4. Describe how this intervention investment will address the disproportionate impacts of homelessness on communities of color, particularly Black, Latinx, Asian, Pacific Islander, and Native and Indigenous communities.**

- 5. Describe how and how often performance will be measured for this intervention investment.**

- 6. If this intervention investment is expected to serve youth experiencing homelessness (as defined in HSC § 50216 (k) what youth-specific best practices will be utilized to ensure they can access the services?**

APPENDIX C: Expenditure Plan Template

The [Expenditure Plan Template](#) is provided to applicants in excel spreadsheet format to assist in planning but **is not required to be submitted as a separate file**. Applicants will enter the data manually into the online application portal.



HOMELESS HOUSING, ASSISTANCE AND PREVENTION PROGRAM (HHAP) - Round 2 EXPENDITURE PLAN TEMPLATE

APPLICANT INFORMATION

CoC / Large City / County Name:	<input type="text"/>	Receiving Redirected Funds? Y/N	<input type="text"/>
Administrative Entity Name:	<input type="text"/>	Total Redirected Funding	\$ <input type="text"/>

HHAP FUNDING EXPENDITURE PLAN

ELIGIBLE USE CATEGORY	FY20/21	FY21/22	FY22/23	FY23/24	FY24/25	TOTAL
Rapid Rehousing	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Rapid Rehousing: Youth Set Aside</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Operating Subsidies and Reserves	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Operating Subsidies and Reserves: Youth Set Aside</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Street Outreach	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Youth Set Aside</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Services Coordination	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Youth Set Aside</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Systems Support	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Youth Set Aside</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Delivery of Permanent Housing	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Youth Set Aside</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Prevention and Shelter Diversion	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Youth Set Aside</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
New Navigation Centers and Emergency Shelters	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Youth Set Aside</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Strategic Homelessness Planning, Infrastructure Development, CES, and HMIS (up to 5%)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Administrative (up to 7%)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL FUNDING ALLOCATION						\$ -
	FY20/21	FY21/22	FY22/23	FY23/24	FY24/25	TOTAL
Youth Set Aside (at least 8%)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

COMMENTS:

APPENDIX D: Racial Demographic Data Worksheet

The [Racial Demographic Data Worksheet](#) is provided as an excel spreadsheet that applicants must complete and upload as a separate file into the online application portal.

Continuum of Care 2019 Outcomes by Race and Ethnicity

Applicant Name		CoC Name, if different:		Using data from your HMIS, please insert outcomes here (using the period from Jan 1 2019- Dec 31 2019):															
	Experiencing Homelessness		Accessing Emergency Shelters		Exiting to Permanent Housing		Length of Time Homeless		Accessing Permanent Supportive Housing		Length of Time to get housing (# of days to exit homelessness)		Accessing Coordinated Entry		Returns to Homelessness		Other Measure:		
	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	
Total	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####
White	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####
Black	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####
Native American/Alaskan	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####
Asian/Pacific Islander	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####
Other/Multi-Racial	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####
Ethnicity																			
Hispanic	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####
Non-Hispanic	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####