HHAP-2
NOFA and Application Guidance FAQs

Application Deadline

1. **Will any extensions be granted for communities experiencing challenges due to the ongoing COVID-19 pandemic?**
   We understand communities are under extraordinary stress during the COVID-19 pandemic, however, the deadline to submit applications by Saturday, January 23, 2021 and the rolling deadlines for application review and amendments are statutorily mandated. We are unable to grant extensions to the application or amendments deadlines.

Redirections

2. *NEWLY ADDED!* **If an eligible applicant is redirecting its allocation, do both the redirecting and receiving jurisdictions need to submit separate applications?**
   No, the redirecting jurisdiction does not need to apply separately for funding. The entity receiving the redirection is applying on behalf of the entity redirecting its funding.

3. *NEWLY ADDED!* **When is a resolution required for the HHAP Round-2 Application?**
   Binding resolutions or agreements are only required for redirections. Entities not involved in redirections do NOT need to submit a resolution. It is also important to note that the due date to provide an intent to redirect funding has passed. The option to redirect funds through the state is no longer available if you did not submit your intent to redirect form by the due date.

4. *NEWLY ADDED!* **If we have a resolution to redirect for HHAP 1 and are redirecting for HHAP 2 do we need a second resolution?**
   Yes, we will need a new redirection resolution for HHAP 2.

5. **Is there flexibility in providing a binding redirection resolution or joint agreement after the January 23, 2021 application deadline?**
   Resolutions or joint agreements should be uploaded with the application by the deadline of January 23, 2021. Please reach out to the HHAP team at hcfc@bcsh.ca.gov as soon as possible if you have determined that this will be an issue because of your local governing board meeting schedule.

6. **Can we still redirect our allocation to another eligible applicant?**
   The deadline to notify us that you will be redirecting funds for HHAP-2 was on November 23, 2020 and we are not granting extensions at this time.

7. **Is there a template for the binding resolution or agreement that is required to be submitted with the application for applicants receiving redirections?**
   There is no required template for binding resolutions. Any submitted binding agreement or resolution should be unique to your jurisdiction and is subject to each

party's local processes and requirements. The document should name and identify the redirecting and receiving eligible applicants, and agree to the redirection of the full allocation, the funding plans as described in the application, and ongoing collaboration between the applicants on HHAP projects. This document is legally binding and should be reviewed by the applicant's legal team prior to submission.

Target Populations

8. **What suggestions can HCFC share on how to engage persons with lived homeless experience during the COVID-19 pandemic? All our processes are not feasible with our shelter in place order and our homeless service providers are overwhelmed with the COVID-19 response to assist us with connecting with this population.**
People with lived experience are a valuable resource to the homelessness response system and should be engaged in determining the best ways in which to serve people experiencing homelessness. HCFC understands that during the COVID-19 pandemic, processes are not as easily navigated as they once were. HCFC expects that applicants make attempts to include people with lived experience in their planning and encourages the use of the hosting zoom meetings with service providers, making phone calls to individuals connecting with them to discuss their input, finding time with local Lived Experience Advisory Boards, and/or taking into consideration prior feedback received by people with lived experience on how to prioritize local homelessness resources. If the applicant has not engaged people with lived experience in their current funding plan decisions, HCFC expects that the applicant to provide a plan for how they will engage as soon as possible within their application.

9. **How is the "target population" for these funds defined?**
The target population for the HHAP program is individuals and families who are homeless. The HHAP statute defines "homeless." Please see the specific statutory definitions below and note that the definition includes specific provisions for "imminently" homeless.

HHAP statute: HSC Section 50216(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.

Federal statute: 24 CFR § 578.3
> **Homeless means:**
> (1) An individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:
> (i) An individual or family with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground;
> (ii) An individual or family living in a supervised publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by

charitable organizations or by federal, State, or local government programs for low-income individuals); or

(iii) An individual who is exiting an institution where he or she resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution;

(2) An individual or family who will imminently lose their primary nighttime residence, provided that:

(i) The primary nighttime residence will be lost within 14 days of the date of application for homeless assistance;

(ii) No subsequent residence has been identified; and

(iii) The individual or family lacks the resources or support networks, e.g., family, friends, faith-based or other social networks, needed to obtain other permanent housing;

(3) Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition, but who:

(i) Are defined as homeless under section 387 of the Runaway and Homeless Youth Act (42 U.S.C. 5732a), section 637 of the Head Start Act (42 U.S.C. 9832), section 41403 of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2), section 330(h) of the Public Health Service Act (42 U.S.C. 254b(h)), section 3 of the Food and Nutrition Act of 2008 (7 U.S.C. 2012), section 17(b) of the Child Nutrition Act of 1966 (42 U.S.C. 1786(b)), or section 725 of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a);

(ii) Have not had a lease, ownership interest, or occupancy agreement in permanent housing at any time during the 60 days immediately preceding the date of application for homeless assistance;

(iii) Have experienced persistent instability as measured by two moves or more during the 60-day period immediately preceding the date of applying for homeless assistance; and

(iv) Can be expected to continue in such status for an extended period of time because of chronic disabilities; chronic physical health or mental health conditions; substance addiction; histories of domestic violence or childhood abuse (including neglect); the presence of a child or youth with a disability; or two or more barriers to employment, which include the lack of a high school degree or General Education Development (GED), illiteracy, low English proficiency, a history of incarceration or detention for criminal activity, and a history of unstable employment; or

(4) Any individual or family who:

(i) Is fleeing, or is attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or a family member, including a child, that has either taken place within the individual's or family's primary nighttime residence or has made the individual or family afraid to return to their primary nighttime residence;

(ii) Has no other residence; and

(iii) Lacks the resources or support networks, e.g., family, friends, and faith-based or other social networks, to obtain other permanent housing.

10. **How are "homeless youth" defined for purposes of meeting the required youth set aside amount?**

Health and Safety Code, Section 50216(k) defines "Homeless youth" as 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.

Section 725 of the federal McKinney-Vento Homeless Assistance Act (42 U.S.C. Sec. 11434a(2)):

2) The term homeless children and youths' —

(A) means individuals who lack a fixed, regular, and adequate nighttime residence (within the meaning of section 103(a)(1)); and

(B) includes —

(i) children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;

(ii) children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings (within the meaning of section 103(a)(2)(C));

(iii) children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and

(iv) migratory children (as such term is defined in section 1309 of the Elementary and Secondary Education Act of 1965) who qualify as homeless for the purposes of this subtitle because the children are living in circumstances described in clauses (i) through (iii).

Gaps Assessment

11. **The application calls for us to use our community's Gaps Assessment to complete the application. How recent does the Gaps Assessment need to be?**

Use the most recent needs assessment that has been completed within your community and please note the date it was completed. Applicants can use other assessments and/or reports to determine areas where gaps exist in the homelessness response system within the community, but these assessments and/or reports must be uploaded to the application portal and referenced within the response to the questions. If these types of reports are unavailable, it is still critical that the applicant describe the ways that the community determines needs within the system and where to allocate resources. If this is an area where the applicant feels additional technical assistance from the state would beneficial, please inform us within the application so that we can better support you.

12. **What qualifies as an acceptable Systems Gaps Assessment? Typically, formal needs/gaps assessments take considerable time to conduct and assemble. How formal does this assessment need to be for the HHAP 2 application? How do we facilitate the gaps assessment?**

HCFC expects that your community is making informed decisions on resources needed within the local homelessness response system based on strategic plans, needs assessments and gaps analysis in conjunction with current data on people experiencing homelessness and service disparities. While HCFC expects that the applicant has completed a formal and recent gaps assessment, if the applicant does not have this information, the most important thing to remember in this section is to utilize the data available to you, clearly identify gaps, and then explain to us the methodology used to identify those gaps. Applicants can also utilize the System Gap Analysis chart on Page 9 of the Application Template to assist in determining where gaps exist in your community.

Homelessness Response Local Investment Plan

13. **If we participated in the HUD RCIP tool process, would you accept the RCIP spreadsheet in lieu of the Homelessness Response Local Investment Plan?**
After reviewing the information contained in this document, we are unable to accept this as a replacement to the Homelessness Response Local Investment Plan. The HUD RCIP tool does not include a break-out of state funding programs which is instrumental to gaining a better understanding of the resources our grantees are working with within their communities. We encourage applicants to use this as a tool to complete the Homelessness Response Local Investment Plan as it does contain information that is requested. As a reminder, the Homelessness Response Local Investment Plan was taken from the Housing and Community Development Department's Emergency Solutions Grant-Coronavirus (ESG-CV) application. Applicants are encouraged to reference the ESG-CV application when filling out the Investment Plan.

14. *NEWLY ADDED!* **For the local investment plan spreadsheet, can you confirm the timeframe we should be using to determine the funding amounts we should include in this document?**
We would like to get a full picture of the current funding available in the region. Please use the most current data available and specify the timeframe of the data provided in the Part 1 Summary of the Investment Plan section of the document.

15. *NEWLY ADDED!* **Can we submit the same investment plan for the CoC and county if it's the same system-wide plan?**
Yes, if the investment plan reflects all funding available to the CoC and county, the same plan can be submitted with the CoC and county applications.

Regional Coordination

16. **Does regional coordination for Round 1 have the same purpose as Round 2, meaning that CoC, City, and County coordination counts as regional partnership?**
At a minimum, we expect the CoC, Large City(ies), and County(ies) within the same CoC jurisdiction to be coordinating with one another. We encourage you to coordinate with as many regional partners as needed to address and serve the needs of your community.

Eligible Uses

17. What uses of HHAP funding are eligible relating to Project Roomkey?
See the [Guide to Strategic Uses of Key State and Federal Resources](#) and the letter that provides guidance on [Rehousing out of Project Roomkey and other non-congregate shelters](#). These resources can assist in how to utilize HHAP to support Project Roomkey continued operations and permanent housing exits.

18. Are hotel stays/motel vouchers an allowable use of HHAP funds?
Yes, hotel/motel vouchers are allowed within the HHAP program within the eligible use category of New Navigation Centers/Emergency Shelters. Applicants are required to answer the statutory required questions within [Health and Safety Code, Section 50219(c)(8)(i-iv)](#) when using HHAP funds in this way. Applicants that do not answer these questions when requesting to use HHAP funding in this way will have their application returned for amendments.

19. What are some examples of eligible "services coordination" activities?
Some examples include housing navigation services, case management and multi-disciplinary teams, and connecting individuals experiencing homelessness to other resources such as: employment development programs, mainstream benefits, disability benefits, food and other basic needs.

20. Under what eligible use category would case management and supportive services for permanent supportive housing projects fall?
Services coordination.

21. Under what eligible use category would capital and improvement projects in permanent supportive housing projects fall?
Permanent housing and innovative solutions.

22. Under what eligible use category would the purchase of a motel fall?
If motel is being converted to permanent housing, it would fall under permanent housing and innovative solutions
If motel is going to be used as non-congregate shelter: new emergency shelters/navigation centers (with required demonstration of need)

23. Are reimbursements eligible in round 2?
No.

24. Under which eligible use category does personnel and operating costs for Coordinated Entry Systems and staff fall?
These activities would fall under the 1) strategic planning and infrastructure development to support CES/HMIS (for operating costs) and 2) street outreach and services coordination (for CES staff) eligible uses in Round 2. Please keep in mind that the strategic planning/infrastructure development category has a statutory requirement that it is no more than 5 percent of your total allocation.

25. Is non-congregate emergency shelter eligible?

Yes, HCFC encourages applicants review the [Guide to Strategic Uses of Key State and Federal Resources](#) for more information on non-congregate shelters. It would be eligible under New Navigation Centers and Emergency Shelters, or Operating Subsidies depending on the specific program. Please reach out to the HHAP team at hcfc@bcsh.ca.gov to discuss the intent of your request and to get more guidance on applicable eligible use.

26. **Is a HEAP-funded drop-in center that provides day center services and connects participants to housing eligible for HHAP funding?**
Yes, this could be eligible but will depend on the specifics of the project. Drop-in centers should be expanded upon with HHAP funding and include entry into CES, case management and methods to ensure that clients are being connected to services for which they are eligible. A possible eligible use category that could be used is Services Coordination provided that the client will have access to a case manager. Please reach out to the HHAP team at hcfc@bcsh.ca.gov prior to submitting your application if you would like to use HHAP funds for this purpose.

27. **What are some examples of eligible street outreach activities to help combat the spread of COVID-19?**
Mobile showers, toilets, and laundry services would be eligible if they are paired with outreach efforts to provide hygiene kits and other critical services.

Other

28. **Once we have an approved redirections resolution, do we send you a signed copy via email or attach it to the application?**
All required application documents should be uploaded on the attachments page of the online application portal.

29. *NEWLY ADDED!* **Do the expenditure plan and funding plan documents have to be uploaded with the application?**
The Expenditure Plan and Funding Plan templates do NOT need to be uploaded. The intention is to use those for planning only. You may upload those as supplemental documents if you wish, but all the information must be entered directly into the online portal.

30. *NEWLY ADDED!* **Are letters of support required for HHAP-2 as they were for HHAP-1?**
They are not required but are optional.

31. *NEWLY ADDED!* **Can we submit the authorized signatory form from HHAP 1?**
We are requesting applicants to fill out a new authorized signatory form for this application.

32. *NEWLY ADDED!* **For the additional documents to submit with this application (GovTIN and Authorized Signatory forms), do we need to get wet signatures or will electronic signatures suffice?**
We need new forms with wet signatures (ie the HHAP Round 1 forms will not suffice). For now, you will need to upload a digital version of the wet-signature document.

Later, you will be asked to mail the wet signature document to our office. We will provide instructions for this at a later date.

33. Does streamlining of CEQA requirements apply for round 2 projects?
The HHAP program did not itself provide for any CEQA streamlining in Round 1, and HCFC does not have independent authority to provide for any such waivers in Round 2. That said, we are aware of other statutes, as well as a current Executive Order, that do provide CEQA exemptions in certain circumstances for homeless shelters and low-income housing; however, we recommend you consult with legal counsel regarding whether or not your specific projects qualify for any such exemptions.

34. Can we allocate round 2 funds to a previously completed RFP so we don't have to do a new RFP?
Nothing in the HHAP program prevents you from allocating additional funds to a previous RFP. However, we do not recommend utilizing a prior RFP. The COVID-19 pandemic has changed needs significantly throughout the state, and HHAP-2 places strong emphasis on ensuring that local selection processes promote equity, include persons with lived experience, and outreach to organizations that serve marginalized communities.

35. Does our application need to be signed by our Commission and/or CoC Board, or if our Executive Director is a sufficient authorized signatory?
The person who submits the application and completes the attestation page in the online application portal does <u>not</u> need to be an authorized signatory. However, the Authorized Signatory form does need to identify all authorized signatories and be signed by the authorized representative.

36. May we provide existing planning documents such as Strategic Plans or Needs Assessments in lieu of completing a new needs assessment or answering all the narrative questions?
In order to provide this funding, HCFC must understand how decisions within your community are being made. The application is an instrumental part of understanding local resources and how your community assists those experiencing homelessness. Every application question must be answered fully. HCFC strongly encourages the utilization of existing planning documents to help draft your answers and intentionally aligned multiple questions within the application with other state homelessness funding applications to encourage efficiency in application responses. You may upload planning documents to help bolster your application and may reference them in your responses, however, you must summarize what you are referencing in your response. Applications that simply state "See page X of Document A" will be returned for amendment. Applicants should be able to highlight how they worked closely with their regional partners in determining where resources made available through HHAP-2 will be directed.

37. *NEWLY ADDED!* Our community would like to use an internal report we generate in order to populate the racial equity data worksheet. This report captures slightly

different information than the information requested in the worksheet. Can you confirm using this report is sufficient?

HCFC requires applicants to provide all data requested. If applicants have questions about specific reports that they would like to use and are unsure if they can use the report, please contact us and provide an example of the report information you are requesting to use. Requests should be emailed to hcfc@bcsh.ca.gov. If it is determined that the report can be used to assist in providing the information requested in the worksheet, HCFC will update this FAQ document with specific report information.

38. *NEWLY ADDED!* **For the Racial Demographic Data worksheet, we would like to use data from Stella, however, we currently do not have access to the 2019 data as requested in the instructions. Can we submit our most recent Stella data from 2018?**

Data for the Racial Demographic Data worksheet should be populated from the FY2018 LSA data. HCFC recognizes that several communities may not have FY2019 data accessible at this time due to delays in the LSA data cleaning process this year at the federal level. If you have FY2019 data available, you are encouraged to include this as a supplemental upload, however all communities must submit data from FY2018 in the required upload.

39. *NEWLY ADDED!* **Can you speak more specifically about how you will use the information you are collecting via the application? Will you be publishing any information or analysis?**

We are required to post applications for HHAP 2 funding on our public facing website within 30 days of award disbursement. We will be using the applications to plan for future HHAP Program guidance and engagement with grantees. We do not anticipate publicly sharing analysis of the application information.

40. *NEWLY ADDED!* **Are there character limits for the narrative questions in the HHAP Round-2 Application?**

The limits on narrative questions is typically 5,000 characters. If you need more space to fully answer a question in the application, you can upload a supplemental document.

41. *NEWLY ADDED!* **Can application progress be saved or will the entire application need to be completed in one sitting?**

Application progress can be saved and a link to the saved application can be sent to the email address of your choosing. The application can then be accessed by anyone with the link. It is important to note, however, that only one user should access the application portal to make changes at a time. If two users are editing the application at the same time, the most recent save will overwrite any previous saves. We encourage applicants to draft responses outside of the application portal and save them.

42. *NEWLY ADDED!* **Can you confirm the fiscal years that should be outlined in the expenditure plan section of the grant application?**

The HHAP-2 Application includes fields for FY20/21 through FY25/26, intentionally. We included the extra year for FY20/21 in case applicants had urgent COVID related

projects that needed to be funded for the last few months of FY20/21. We don't expect applicants to have much to budget for that year because of having COVID-19, HHAP-1, and HEAP dollars all active at the same time, but we included in case it was needed.