



Homeless Housing Assistance and Prevention Round 3 (HHAP-3) Frequently Asked Questions

Standard Agreement to Apply

1. What are some of the terms used to talk about HHAP-3?

- **Standard Agreement to Apply** - The Standard Agreement to Apply is a statutorily required written commitment on a form provided by Cal ICH that must be completed by eligible applicants for the initial disbursement of HHAP-3 funds.
- **HHAP-3 Initial Disbursement Contract for Funds** – The contract that will be entered into with the State of California for the initial disbursement of HHAP-3 funds.
- **Initial Disbursement** – The first disbursement of funds to grantees. The amount of this disbursement will be based on the way in which jurisdictions apply to HHAP-3 funding. Jurisdictions that choose to apply individually will receive 20 percent of their total allocation and jurisdictions that choose to apply jointly with one or more eligible jurisdictions will receive 25 percent of their total joint jurisdictions' allocation.

2. What is the Standard Agreement to Apply?

The Standard Agreement to Apply is a statutorily required written commitment on a form provided by Cal ICH that must be completed by eligible applicants for the initial disbursement of HHAP-3 funds. The Standard Agreement to Apply will be released on September 15, 2021 and must be submitted no later than 5:00 pm on October 15, 2021. This Standard Agreement to Apply requires eligible jurisdictions to indicate if they will be applying for the HHAP-3 funding jointly with one or more eligible jurisdictions or if they will be applying individually. **This is different from the HHAP-3 application that will be made available in early 2022.**

3. How does the Standard Agreement to Apply affect our HHAP-3 allocation?

HHAP-3 funding will have at minimum two funding disbursements – an initial disbursement after submitting the Standard Agreement to Apply and a remainder disbursement after submitting the HHAP-3 Application – as well as a potential third bonus disbursement if HHAP-3 performance goals are met. The Standard Agreement to Apply affects the initial disbursement of HHAP-3 funding. Jurisdictions that choose to apply individually will receive 20 percent of their total allocation as the initial disbursement prior to submitting a HHAP-3

application. Jurisdictions that choose to apply jointly with one or more eligible jurisdictions will receive 25 percent of their total joint jurisdictions' allocation as the initial disbursement prior to submitting a HHAP-3 application. See example below:

- Continuum of Care A applies jointly with County B and receives 25 percent of the total combined allocation for CoC A and County B as an initial disbursement.
- Continuum of Care A and County B both apply individually, and both receive 20 percent of their individual allocations as initial disbursements.

4. When is the Standard Agreement to Apply due?

Per statute, the Standard Agreement to Apply will be released on September 15, 2021. It is due back to Cal ICH within 30 days of release, on October 15, 2021.

5. If an eligible applicant can't meet the 30-day window to return the Standard Agreement to Apply, can the deadline be extended?

The 30-day window to submit the Standard Agreement to Apply is required by statute and cannot be extended. If a jurisdiction is concerned about being able to meet this deadline, please reach out to Cal ICH as soon as possible for assistance.

6. What are the benefits of applying for HHAP-3 funding jointly?

There are several benefits to applying jointly for HHAP-3 funding:

- By applying jointly, joint applicants further demonstrate regional coordination and expanding local capacity to address immediate homelessness challenges among regional jurisdictions, which is a key goal of HHAP-3 funding.
- Joint applicants will receive 25 percent of the total joint jurisdictions' allocation for the initial disbursement, which *may* be used to assist with the planning and development of future programs and services for people experiencing homelessness.
- Joint applicants will submit a single application as a collaborative effort between jurisdictions with one set of shared performance goals to work towards for eligibility for bonus funds.
- Joint applicants will complete a single report for each quarterly and annual reporting period.

- Joint applicants will be further unified on interjurisdictional and regional planning, decision making, and accountability of the community homelessness response system.

Cal ICH encourages eligible applicants to consider applying jointly for HHAP-3 funding, particularly jurisdictions that:

- Share an Administrative Entity with another eligible applicant(s);
- Redirected funding in HHAP-1 or HHAP-2;
- Are a CoC that serves 2 or more counties; and/or
- Collaborated on the HHAP-1 or HHAP-2 application(s) to submit the same or similar application information as other eligible applicants in your region.

7. If applying jointly, do you have to apply jointly with ALL regional partners?

Joint applicants may apply jointly with one or more eligible jurisdictions in the region and are not required to apply jointly with **all** eligible jurisdictions in the region. Joint applicants may use the funds for any eligible programs and services for people experiencing homelessness in the region.

8. Once we submit the Standard Agreement to Apply with an intent of how we will apply (ie: joint or individual), will we be able to change our mind?

The Standard Agreement to Apply will trigger the issuance of a HHAP-3 Initial Disbursement Contract for Funds. Once this Contract for Funds is signed by the Administrative Entity and submitted to Cal ICH, it becomes binding and changes cannot be made. Cal ICH expects that grantees applying jointly for initial disbursement funds will submit a joint application for the remaining funds. Cal ICH will work with grantees that apply individually for initial disbursement funds and then determine an interest in applying jointly for the remaining funds.

9. Will joint applicants be required to submit a Memorandum of Understanding (MOU), resolution or binding agreement?

No. In the final HHAP-3 application, jointly applying applicants must provide an explanation of how the jointly applying applicants will administer the funds allocated to them pursuant to Health & Safety Code 50220.7(a). A resolution or MOU is **not** required, but it is one way to meet this requirement by demonstrating partnership and collaboration, and your plans to administer the funds.

10. How should eligible applicants prepare for the release of the Standard Agreement to Apply?

Eligible applicants should prepare for the Standard Agreement to Apply by discussing: (1) agendaizing HHAP-3 with your governing board/council, as needed; (2) ability to apply jointly with other jurisdictions; (3) designating the Administrative Entity and the plan for how funds will be administered; and (4) identifying authorized parties.

- 1) Agendaize HHAP-3: If required by local process, jurisdictions should agendaize HHAP-3 for discussion and, if needed, approval as required by local process. The Standard Agreement to Apply will not be a legally binding document, but the HHAP-3 Initial Disbursement Contract for Funds is and should be discussed in accordance with local processing requirements.
- 2) Overlapping jurisdictions within the same CoC region should collaborate to determine whether they will apply jointly or not.
- 3) If applying jointly, discuss the process that will need to take place to designate a single Administrative Entity for the combined allocations and determine how the jointly applying applicants will administer the funds allocated to them.
- 4) Applicants should determine who is authorized to sign the Standard Agreement to Apply and secure their signature. If needed, applicants should update the Authorized Signatory Form on file with Cal ICH prior to submission of the Standard Agreement to Apply.

11. Who must sign and submit the Standard Agreement to Apply?

Eligible jurisdictions applying for HHAP-3 funds must submit a Standard Agreement to Apply. The Standard Agreement to Apply must be signed by an authorized representative or signatory for the jurisdiction administering the funds. For joint applicants, the jurisdiction administering the funds may sign and submit the Standard Agreement to Apply on behalf of all joint applicants. Please ensure that all joint applicants other than the Administrative Entity are listed in the table on page 2.

Eligible Uses

12. What are the eligible activities for the initial disbursement of HHAP-3?

Per Health and Safety Code Section 50220.7 (a)(5):

Priority for initial funds, above the costs of completing the application, should be spent for systems improvement, including, but not limited to, all of the following:

- (A) Capacity building and workforce development for service providers within the jurisdiction, including removing barriers to contracting with culturally specific service providers and building the capacity of providers to administer culturally specific services.
- (B) Funding existing evidence-based programs serving people experiencing homelessness.
- (C) Investing in data systems to meet reporting requirements or strengthen the recipient's Homeless Management Information System.
- (D) Improving homeless point-in-time counts.
- (E) Improving coordinated entry systems to strengthen coordinated entry systems to eliminate racial bias, to create a youth-specific coordinated entry system or youth-specific coordinated entry access points, or to improve the coordinated entry assessment tool to ensure that it contemplates the specific needs of youth experiencing homelessness.

The activities that are eligible under item B above (existing evidence-based programs) are listed below.

Per Health and Safety Code Section 50220.7 (e), grantees should expend funds on evidence-based solutions that address and prevent homelessness among eligible populations, including any of the following:

- (1) Rapid rehousing, including rental subsidies and incentives to landlords, such as security deposits and holding fees.
- (2) Operating subsidies in new and existing affordable or supportive housing units, emergency shelters, and navigation centers. Operating subsidies may include operating reserves.
- (3) Street outreach to assist persons experiencing homelessness to access permanent housing and services.
- (4) Services coordination, which may include access to workforce, education, and training programs, or other services needed to promote housing stability in supportive housing.

- (5) Systems support for activities necessary to create regional partnerships and maintain a homeless services and housing delivery system, particularly for vulnerable populations, including families and homeless youth.
- (6) Delivery of permanent housing and innovative housing solutions, such as hotel and motel conversions.
- (7) Prevention and shelter diversion to permanent housing, including rental subsidies.
- (8) Interim sheltering, limited to newly developed clinically enhanced congregate shelters, new or existing noncongregate shelters, and operations of existing navigation centers and shelters based on demonstrated need. Demonstrated need for purposes of this paragraph shall be based on the following:
 - a. The number of available shelter beds in the city, county, or region served by a continuum of care.
 - b. The number of people experiencing unsheltered homelessness in the homeless point-in-time count.
 - c. Shelter vacancy rate in the summer and winter months.
 - d. Percentage of exits from emergency shelters to permanent housing solutions.
 - e. A plan to connect residents to permanent housing.
 - f. Any new interim sheltering funded by round 3 funds must be low barrier, comply with Housing First as provided in Chapter 6.5 (commencing with Section 8255) of Division 8 of the Welfare and Institutions Code, and prioritize interventions other than congregate shelters.
- (9) Improvements to existing emergency shelters to lower barriers and increase privacy.

13. Does the initial disbursement need to be spent on the local homelessness action plan or to meet other HHAP-3 application requirements?

No, the initial disbursement is not limited to funding HHAP-3 application requirements such as the local homelessness action plan. While the initial disbursement is intended to provide upfront funding for communities to meet HHAP-3 application requirements, the initial disbursement may also be used to fund homelessness systems support activities and existing evidence-based programs serving people experiencing homelessness described in Health and Safety Code Sections 50220.7 (a)(5) and 50220.7 (e).

14. What is the administrative cap for HHAP-3 initial and remainder disbursements?

Per Health and Safety Code Section 50220.7(f) the administrative cap is 7 percent of the allocation per disbursement.

15. Does the 7 percent administrative cap and the 10 percent youth set aside minimum apply to the initial disbursement?

Yes. The administrative cap and youth set aside needs to be applied to the initial disbursement. Our recently published "[Side-by-Side Comparison of HHAP Rounds 1-4](#)" provides guidance for the initial disbursement, administrative cap, and youth set aside (pages 6-7).

16. What if we are unsure if a specific purchase or activity would be considered an eligible activity?

Please email our HHAP inbox at hhap@bcsh.ca.gov and reference "HHAP-3 eligible uses."

Application Engagement Meetings

17. How are the preapplication engagement meetings scheduled, and is there a link on your website?

As outlined in Health and Safety Code 50220.7(b)(1), applicants for HHAP-3 funding must engage with Cal ICH prior to submitting their HHAP-3 application. To accomplish this, Cal ICH has established a self-scheduling process for applicants to select when they will meet with Cal ICH. Meeting slots are available for 45 minutes at a time on Wednesday and Thursdays with five available time slots each day beginning 2/16/22 through 4/28/22 on a first come first served basis. If you do not have the link to this self-scheduling process, please email the HHAP inbox at HHAP@bcsh.ca.gov.

18. Will these be one-time engagement meetings or one per month?

The engagements will begin as 1-time meetings, with the option to schedule more as needed.

19. Will the City/County/CoC be meeting together or separately for the engagement meetings?

If you applied jointly: we are asking that a representative from the administrative entity and each joint applicant schedule together.

If you applied separately: you may schedule your engagement separately. If you are working very closely on funding decisions, identifying system needs and developing goals, and particularly if you are working towards applying jointly for future rounds of funding, you are encouraged to schedule together. If during the engagement it is clear more time will be needed with either applicant, Cal ICH will request additional time to be scheduled.

If you applied separately but would like to schedule a joint engagement, please email us at hhap@bcsh.ca.gov and let us know who you would like to schedule with.

20. Can we engage with Cal ICH regarding our current strategic plan and if/how it needs to be updated to meet these new requirements?

Yes. We will discuss the local homelessness action plan and how to meet statutory requirements during the pre-application engagement calls.

Application

21. When will the application be available and when is it due?

The HHAP-3 Local Homelessness Action Plan and Application Template contains the information that will be requested as the application. Cal ICH is working on developing an application portal through which grantees will submit the final application. Cal ICH will notify eligible applicants when the application portal becomes available and how to access the application portal. The application deadline is **June 30, 2022**.

22. Is it possible to push out the HHAP-3 application deadline?

The HHAP-3 Application deadline is written into statute, so Cal ICH is unable to extend the deadline.

23. Will Cal ICH be hosting an Office Hours specific to the HHAP-3 application process (similar to the drop-in sessions for the Annual Report)?

Cal ICH will continue to provide guidance and support surrounding the HHAP-3 application process as information becomes available. Future Office Hours will provide additional information about the HHAP-3 application process. Cal ICH will also host drop-in office hours sessions beginning in April through the end of June to answer questions about the HHAP-3 application and application requirements.

24. When will the local homelessness action plan and application templates be made available and what parts of the application will the templates help with?

The [HHAP-3 Local Homelessness Action Plan & Application Template](#) and [HHAP-3 Data Tables Template](#) are available on our website. These templates are intended as resources to support local jurisdictions in meeting all application requirements, in a streamlined format, to be eligible for the remainder disbursement of HHAP-3 funds.

25. What needs to be approved by the local government board? If there are separate applications for each jurisdiction, is it necessary to get it agendized for all governing boards?

Per Health and Safety Code Section 50220.7(b)(2), the applicant's local homelessness action plan [HSC § 50220.7(b)(3)(A)] and outcome goals [HSC § 50220.7(b)(3)(C)] need to be agendized at a regular meeting of the governing body, including receiving public comment, before being submitted to Cal ICH.

Note that the governing body does not need to take action on the plan and goals.

Joint Applicants: For jurisdictions that are submitting joint applications, the action plan and goals only need to be agendized at one governing board (which is recommended to come from the administrative entity). Cal ICH can provide further clarification for individual circumstances as needed.

26. Is a resolution from our council required for the HHAP-3 application?

No, a resolution to accept the HHAP-3 funds is not required. However, statute requires that the local homelessness action plan [HSC §50220.7(b)(3)(A)] and outcome goals be agendized at a meeting of the governing body, including receiving public comment.

27. Does the state have a requirement as to how long the HHAP-3 Local Homelessness Action Plan and Outcome Goals must be open for public comment?

No, there is no minimum requirement for the public notice requirement. Applicants should follow local processes for presenting and receiving public comment on a board item.

28. NEW: Does the Cal ICH staff need to see the documents and tables before entering in Cognito?

No, and at this time we do not have the capacity to pre-review documents to ensure that they meet the data requirements of the application.

29. NEW: If by chance we do get feedback that we would like to incorporate in our plan, are we able to make updates during the 30-day period we have to respond to the Cal ICH feedback? Even if Cal ICH doesn't have any questions/feedback on the component we would like to change?

Yes, you will be able to make updates during that 30-day period even if Cal ICH does not have any questions or feedback on that component.

30. NEW: Will the Outcome Goals tables in Cognito allow for negative numbers? We are considering outcome goals that are a "flattening of the curve", but that is represented by a negative number in the template?

The HHAP-3 Cognito Application portal does allow for a negative number to be entered in this circumstance. Further explanation for the negative number should be provided in the comments section.

Part 1: Landscape Analysis of Needs, Demographics, and Funding

31. What is the local homelessness action plan?

The local homelessness action plan references the data set requested in Part 1: Landscape Analysis of Needs, Demographics, and Funding of the HHAP-3 application. The local homelessness action plan should be used as a tool to

build out or update the jurisdiction's strategic plan to prevent and end homelessness.

Per Health and Safety Code Section 50220.7 (b)(3)(A), The local homelessness action plan, must include all of the following:

- i. A local landscape analysis that assesses the current number of people experiencing homelessness and existing programs and funding which address homelessness within the jurisdiction, utilizing any relevant and available data from the Homeless Data Integration System, the United States Department of Housing and Urban Development's homeless point-in-time count, continuum of care housing inventory count, longitudinal systems analysis, and Stella tools, as well as any recently conducted local needs assessments.
- ii. Identification of the number of individuals and families served, including demographic information and intervention types provided, and demographic subpopulations that are underserved relative to their proportion of individuals experiencing homelessness in the jurisdiction.
- iii. Identification of all funds, including state, federal and local funds, currently being used, and budgeted to be used, to provide housing and homelessness-related services to persons experiencing homelessness or at imminent risk of homelessness, how this funding serves subpopulations, and what intervention types are funded through these resources.

Applicants may submit an analysis that was completed in the last three-years if it meets the above requirements, with any relevant updates to the current available funding.

32. The local homelessness action plan requires an analysis over the last three years. Is that calendar years or fiscal year for the data analysis?

It is suggested that the analysis has occurred in the last three calendar years; however, if your jurisdiction uses a different classification of "annual," please email us at hhap@bcsh.ca.gov and reference "local homeless action plan."

33. Are HHAP-3 applicants required to provide separate landscape analyses for overlapping jurisdictions?

Applicants that did not apply jointly but have overlapping jurisdictions must submit a separate landscape analysis however, these separate submissions may utilize the same data sources to populate the data point requested. Applicants can choose to coordinate with their jurisdictional partners to provide this data.

34. If we have had our existing local homelessness action plan already ratified and approved by our Board, do we need to retake the item?

If all of the required data elements are included within the action plan that you already have presented to your board and signed off on, you may not need to take it up with the board again. Please reach out to us at hhap@bcsh.ca.gov to discuss whether your current approved plan meets statutory requirements.

35. Do joint applicants have to provide more than one set of data tables for each applicant in the application?

No, a joint application only needs to contain one set of data tables. The data should represent the entire geographic area covered by the joint applicants.

36. NEW: We are applying for HHAP-3 funding for several projects. How would you recommend we include those projects in the HHAP-3 application?

You will provide information about the intended use of HHAP-3 funds in Tables 6, 7, and 8 of the [HHAP-3 Data Tables Template excel upload](#). See pages 13 and 14 of the [HHAP-3 Local Homelessness Action Plan & Application Template](#) for a full explanation of what to include these tables. Table 6 specifically asks for a complete list of all activities (or projects) to be funded by HHAP-3 by intervention type and the corresponding eligible uses to be used to support that activity.

37. NEW: For Coc's Landscape analysis, may CoCs use Victim Service Providers' data or for HMIS Participating agencies only?

We have intentionally allowed flexibility regarding the data source that grantees use to populate the data in the CoC's Landscape Analysis. Because of this, you may use data from a Victim Service Provider and/or HMIS data. You simply need to indicate the data source in the Data Source column.

38. Do joint applicants have to agendize the plans and goals at every applicant's individual board or only the board associated with Administrative Entity?

No, a joint application only needs to be presented to one board for input and public comment, however you may choose to present it to more than one board.

39. NEW: What parts of the application need to be agendized?

It is a REQUIREMENT that all sections of Part I & II of the template, which includes tables 1 through 5 in the [HHAP-3 Data Tables Template](#), must be agendized and made available for public comment. The governing body

does not need to approve or take action on these components of the application.

40. NEW: We presented our application at our Board meeting and there were no public comments made related to the application. Do we need to provide public comments made in general about homeless programs? Can we provide unapproved minutes?

You do not need to provide public comments made in general. Yes, unapproved minutes can be provided. If for any reason, we do need the approved minutes we will make it a required amendment.

41. REVISED: How do we show that we agendized the required items at the board?

Applicants must submit a copy of the agenda or minutes of the meeting where the required items were agendized and received public comment. Simply upload the meeting agenda or minutes on the online application form in the space provided.

42. NEW: Does our CoC Board meeting with public comment qualify as a “regular meeting of the governing body”?

If the CoC Board has the authority to make decisions on where HHAP funding will be directed, then yes, that is sufficient.

43. NEW: What data should we utilize for our application preparation and planning purposes?

For the purposes of setting outcome goals and completing Table 4 in the HHAP-3 Data Tables Template file, you must use the HHAP-3 baseline data provided by Cal ICH.

For the purposes of completing the Landscape Analysis information in Tables 1 and 2, you may use whatever data is most reflective of your community and indicate the data source in the data source columns.

44. NEW: Our jurisdiction does not directly administer EHV and HCV vouchers. Should we still report these in Table 3 even though we do not directly distribute them?

Table 3 should be completed for all of the funding that you are using or are budgeted to use at a minimum. You can include other funding sources used by regional partners to serve individuals in your jurisdiction if you are aware of them and indicate who the responsible entity is.

Part 2: Outcome Goals and Strategies

45. When does Cal ICH anticipate providing the baseline data in order to establish the Outcome Goals?

Cal ICH emailed baseline data and a companion guide to all grantees on April 7, 2022.

46. If we need to do a budget change after the application is approved, will we need to update our application goals?

Application goals are meant to be at the homelessness response system level, not at the project level, so they should not be impacted or need to be updated based on changes to the HHAP budget.

47. Do we need to create Outcome Goals based on HHAP-3 funding?

Outcome Goals should be established for the homelessness response system as a whole and not just HHAP-3 funding. Strategies to meet the goals that are set should include all resources.

48. How will we measure progress made on our Outcome Goals?

Cal ICH will be providing grantees with quarterly updates on their baseline data. This data will be based on the quarterly uploads from HMIS into HDIS. Grantees are encouraged to review this data, discuss with their regional partners, and adjust their strategies to meet set Outcome Goals as necessary.

49. NEW: For Table 5, Can we specify for now that the CoC is the Lead Entity for the strategy and update with the awardee later? Or do we need to have the awardee selected before submitting the application?

The strategies identified are meant to be system-wide and not solely specific to HHAP funding. The "Lead Entity" field in Table 5 is not restricted to being the awardee of funds, it represents the entity that is responsible for leading that strategy, which may or may not be a HHAP awardee.

50. NEW: There is a significant difference in PIT data from 2019 and 2022. Which data set is best used to benefit our jurisdiction?

As previously stated, for the purposes of setting outcome goals and completing Table 4 in the HHAP-3 Data Tables Template file, you must use the 2020 baseline data provided by Cal ICH. However, you may use more recent data to inform your decision making on how much change from the 2020 baseline data you hope to see by June 2024.

51. NEW: Will communities/grantees be able to adjust goals at all over the course of the full HHAP-3 reporting period?

At this time, we are not allowing goals to be adjusted after the application is approved.

52. NEW: Are we able to set equity goals on target populations not included in the subpopulation tables provided by Cal ICH, specifically seniors?

You may set underserved population goals for any underserved populations your community would like to address, including seniors or any other population not listed on the form.

53. NEW: Are we able to state a goal as maintaining versus a reduction?

It is possible that a grantee could make a case for maintaining a goal, if such a goal is supported by current data and the reasoning is explained by the grantee in the comments section.

54. NEW: Will jurisdictions be setting cumulative goals? For example, if the baseline is 100 and our proposed outcome goal is to reduce by 10% then our goal for 2024 would be 90.

This is correct. The Outcome Goals setting tools ([Goal Setting Excel Tool](#)) will provide additional insight into setting appropriate goals.

55. NEW: The portal does not allow for fractions of a percent (ex. 0.5%) to be entered. Can this field be updated so a decimal can be used?

The baseline data that was provided to all grantees reflected whole number percentages, so we are asking that your application keep that format. Please use whole numbers for this field, as well as the other fields throughout the application. You can utilize the [Goal Setting Excel Tool](#) available on our website for help in determining an appropriate goal.

56. NEW: We would like to set a goal that represents an increase instead of a decrease. How do I indicate this in the application?

For those instances where instead of a decrease (as would be ideal for certain goals), you are setting a goal to “flatten the curve” and this will result in an increase from the baseline number, please use the + sign to indicate that the number will increase from the baseline. For example, if the baseline # was 1000 and your goal is going to be 1200, you would put +200 to indicate to us that the number will increase from what the baseline is, even if the original intention for the specific goal is for the number to decrease. Then provide the data-supported reasoning as to why it is appropriate for the number to increase. Provide this explanation in the comments section of the application.

Part 3: Application Narrative

57. Is the Narrative section specific to the Local Homelessness Action Plan or is it part of the HHAP 3 application?

The narrative questions are a part of the application and are spelled out in statute. See Part III: Application Narrative Responses in the [Local Homelessness Action Plan and Application Template](#) for more information about the application narrative questions. The local homelessness action plan references the data set requested and should be used as a tool to build out the strategic plan.

58. NEW: Question 6 of the narrative asks for "Evidence of connection with the local homeless Coordinated Entry System." What "evidence" would be appropriate to answer this question?

Explaining how you work to make sure that regional partners are connected and utilizing the Coordinated Entry System will be sufficient.

Part 4: Funding Plan

59. Can the funding be rolled over from one fiscal year to another? If so, will we need to submit a funding change request at the end of the fiscal year?

Funding can be rolled over to a subsequent fiscal year. No change request is required if the total dollar amounts in each eligible use category stay the same.

60. NEW: For Table 7, do we need to provide Demonstrated Need data if we are funding existing Interim Housing and/or operations of Interim Housing?

Yes, in Round 3, the HHAP statute was updated to require demonstrated need for both capital and operations costs for both new and existing emergency shelters and navigation centers. See [Health and Safety Code 50220.7\(e\)\(8\)](#) for more information.

61. NEW: For Table 7, If we have multiple interim housing projects that we're funding, do we do one table per project or combine them to one table? This is especially important for the question asking, "Describe plan to connect residents to permanent housing". This plan may be different per project; should I include all answers in one narrative or in separate tables?

We are leaving this decision up to the grantees. If there are major differences in the projects then it is probably more appropriate to list them out separately, but it is at your discretion.

62. NEW: For the number of available shelter beds and shelter vacancy rate, what time period should we use and how are you defining “summer months” and “winter months”?

HHAP statute does not define time periods, so the grantee may choose to use the data source that best represents their community. Most grantees use the most recent Housing Inventory Count (HIC) to determine the number of available shelter beds. Likewise, HHAP statute does not define summer and winter months, so again, we leave this up to the grantee’s discretion to provide data from the time periods that best reflect the seasonal changes in shelter demand in their community. Most grantees use something close to January-March for “winter” and July-September for “summer”.

63. NEW: For the shelter vacancy rate, should we lump together the vacancy rate for adult-only and family shelters, or should we separate the vacancy rates for each type?

The shelter vacancy rate should include both adult-only and family shelters together, not separated out.

64. NEW: Should the budget information that goes into Tables 6 and 8 include the full HHAP-3 allocation (versus 75% since we already received the 25% initial disbursement)?

Tables 6 and 8 should be for the entire round 3 allocation (initial and remainder disbursements combined). In table 8 columns L and M, you will provide a breakdown of the total budgeted for the initial and remainder disbursements for each of the eligible use categories.

65. NEW: Our CoC would like to assign “up to” percentages of spending to the top categories. In this approach, if one adds all the percentages it comes to over 100 percent of the budget. Of course, when proposals are chosen for funding, the final budget will come within the allocation. This allows for the most flexibility not knowing what proposals will be received. Is this approach acceptable?

Grantees often provide a budget with the application that isn't final. We have a process to make changes to the budget after you've completed the local selection process. However, we want to note that it's very important that the local selection process notification that you publish communicates an intention and priority for the types of projects that are most needed based on the data.

The budget that must be submitted to Cal ICH (Tables 6 and 8 in the HHAP-3 Data Tables Template) along with the HHAP-3 application needs to budget

the total allocation for the combined initial and remainder disbursements. The total budgeted should not exceed the allocation amount.

Bonus Funding

66. How do we qualify for Bonus Funding?

To qualify for Bonus Funding, grantees must meet all six outcome goals based on the system performance measures. Grantees may still qualify for bonus funding if their related goals for addressing disparity in underrepresented populations are not met, however Cal ICH reserves the right to limit the allowable uses of HHAP funds if grantee is not making adequate progress towards addressing these disparities as addressing disparities is imperative for meeting overall outcome goals long-term.

67. Not all of our programs utilize HDIS. How can we account for the progress towards goals being made by programs not in HDIS?

Outcome goals will be evaluated at the systems-level rather than the program level. Progress toward outcome goals will be based on data within the HDIS system. All HHAP-funded programs that directly serve individuals experiencing homelessness must be entered into HMIS, and we strongly encourage all other homelessness services related programs to be entered into HMIS, as applicable per the most recent HMIS Data Standards.

68. If we meet all six of our Outcome Goals, when will receive Bonus Funding?

Cal ICH is still working on the timeline to disburse Bonus Funding and will update the FAQ document once it is determined.

69. What data will be used to determine our eligibility for Bonus Funding?

Grantees will set outcome goals based on their baseline data from CY2020. In July 2024, Cal ICH will determine if the grantee met their performance goals based on the HDIS data from FY2023 (7/1/23-6/30/24).