

**SUBMITTAL TO THE BOARD OF SUPERVISORS  
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**



ITEM: 3.26  
(ID # 19770)

**MEETING DATE:**

Tuesday, November 29, 2022

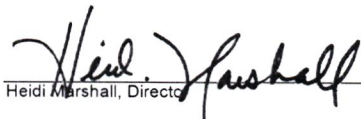
**FROM :** HOUSING AND WORKFORCE SOLUTIONS:

**SUBJECT:** HOUSING AND WORKFORCE SOLUTIONS (HWS): Accept the Homeless Housing, Assistance and Prevention Program Round 3 (HHAP-3) Grant Allocation from the State of California Business, Consumer Services and Housing Agency (BCSH) to the County of Riverside for the period ending June 30, 2026; Authorize Director of HWS to Execute Standard Agreements with the BCSH; All Districts. [Total Cost: \$3,926,720 - 100% State] (4/5th Vote Required)

**RECOMMENDED MOTION:** That the Board of Supervisors:

1. Accept the Homeless Housing, Assistance and Prevention Program Round 3 (HHAP-3) grant funds from the State of California Business, Consumer Services and Housing Agency (BCSH) in the amount of \$3,926,719.88 for the County of Riverside allocation, for the period ending June 30, 2026, to prevent, reduce, and end homelessness;
2. Authorize the Director of Housing and Workforce Solutions (HWS), or designee, to execute the Standard Agreement with the BCSH to receive HHAP-3 funds, in the total aggregate amount of \$3,926,719.88, effective upon BCSH approval through June 30, 2026 (Grant Agreement), subject to availability of fiscal funding and as approved as to form by County Counsel, as well as any necessary documents related to the HHAP-3 grant award, in accordance with program requirements;
3. Authorize the Director of HWS, or designee, to administer all actions necessary related to the administration of the HHAP-3 program grant; and
4. Approve and direct the Auditor-Controller to make the budget adjustments shown on Schedule A (FY 22/23 Budget Adjustment) attached.

**ACTION: 4/5 Vote Required, Policy**

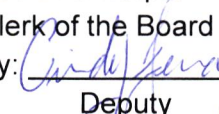
  
Heidi Marshall, Director 9/14/2022

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**MINUTES OF THE BOARD OF SUPERVISORS**

On motion of Supervisor Spiegel, seconded by Supervisor Washington and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Jeffries, Spiegel, Washington, Hewitt, and Perez  
Nays: None  
Absent: None  
Date: November 29, 2022  
xc: HWS

Kecia R. Harper  
Clerk of the Board  
By:   
Deputy

**SUBMITTAL TO THE BOARD OF SUPERVISORS COUNTY OF RIVERSIDE,  
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<b>FINANCIAL DATA</b>	<b>Current Fiscal Year:</b>	<b>Next Fiscal Year:</b>	<b>Total Cost:</b>	<b>Ongoing Cost</b>
<b>COST</b>	\$981,680	\$981,680	\$3,926,720	\$ 0
<b>NET COUNTY COST</b>	\$ 0	\$ 0	\$ 0	\$ 0
<b>SOURCE OF FUNDS:</b> State Funding 100%			<b>Budget Adjustment:</b> Yes	
			<b>For Fiscal Year:</b> 22/23 - 25/26	

**C.E.O. RECOMMENDATION:** Approve

**BACKGROUND:**

The State of California’s Interagency Council on Homelessness (Cal ICH) has made a third round of funding available through the Homeless Housing, Assistance and Prevention (HHAP) Program. HHAP-3 is a \$1 billion grant that provides local jurisdictions with flexible funding to continue efforts to end and prevent homelessness. The program is designed to build on regional coordination developed through previous rounds of Homeless Emergency Aid Program (HEAP), HHAP Rounds 1 and 2 funding, and COVID-19 funding.

The County of Riverside’s Housing and Workforce Solutions Department (HWS) applied for two allocations under the HHAP program as follows:

Riverside County	\$3,926,719.88
Riverside County Continuum of Care	\$4,207,199.87
<b>TOTAL</b>	<b>\$8,133,919.75</b>

This item is for the allocation to Riverside County.

As a condition of funding, communities are expected to implement the following strategies to successfully reduce homelessness:

1. Strategically pair these funds with other local, state, and federal funds to reduce and end homelessness as laid out in, “Putting the Funding Pieces Together: Guide to Strategic Uses of New and Recent State and Federal Funds to Prevent and End Homelessness.”
2. Demonstrate a commitment to address racial disproportionality in homeless populations and achieve equitable provision of services and outcomes for Black, Native, and Indigenous, Latinx, Asian, Pacific Islanders and other People of Color who are disproportionately impacted by homelessness and COVID-19.
3. 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 through opportunities to hire people with lived experience.



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4. Fund projects that provide housing and services that are Housing First compliant, per Health and Safety Code section 50220.7(g), and delivered in a low barrier, trauma informed, and culturally responsive manner. Individuals and families 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. 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.

**Summary**

The HWS is requesting approval to accept a grant allocation from the California Business, Consumer Services and Housing Agency (BCSH) in the total amount of \$3,926,719.88 for Riverside County, and authority to execute the Standard Agreement to accept these funds. On October 1, 2021, HWS submitted a letter of intent to apply for HHAP-3 funding and to enter into the Standard Agreement with the BCSH to administer the program. This second step is necessary in order to comply with and meet the state budget deadlines and requirements.

**Impact on Residents and Businesses**

Residents and businesses will benefit as the funds will be used to address critical gaps in services and housing for seniors, families, and individuals experiencing homelessness in Riverside County. The County of Riverside, and its subrecipients, continue to improve the lives of men, women and children experiencing homelessness through direct housing and service programs.

**Additional Fiscal Information**

HHAP-3 funding has, at minimum, two funding disbursements – an initial disbursement after submitting the Standard Agreement Letter of Intent 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 original budget allocations were submitted to State by the due date of June 30, 2022. Below is a list of funding amounts for the service projects, as well as the administrative costs.

**Table 1**

<b>Riverside County Homeless Housing Assistance and Prevention Program Funding HHAP Round 3 – County Funding Allocation</b>	
<b>Eligible Use Under Health &amp; Safety Code Section 50220.7</b>	<b>Amount</b>
Rental Assistance & Rapid Rehousing	\$2,434,048.30
Operating Subsidies	\$321,465.58

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Outreach and Engagement	\$500,000.00
Systems Support Activities	\$396,336.00
Administrative Activities (up to 7%)	\$274,870.00
<b>TOTAL</b>	<b>\$3,926,719.88</b>

Under Health and Safety Code section 50218.6(c) HHAP funding cannot be used to supplant existing local funds for homeless housing, assistance, or prevention.

Health and Safety Code section 50218.6(e) mandates that at least 10% of the funds must be used for services for homeless youth populations. Under Health & Safety Code section 50220.7(f), up to 7% of the funds may be used for program administrative costs.

Although the HHAP funding may be spent by June 30, 2026, staff recommends aggressive use of funding to mitigate the impact of the current COVID-19 health and economic crisis.

**ATTACHMENTS:**

- SCHEDULE A: FY 22/23 Budget Adjustment
- HHAP Round 3 Notice of Funding Availability (NOFA)

*Heydee Koury*  
 Heydee Koury, Sr Accountant - Auditor 10/31/2022

*Brianita Lontajo*  
 Brianita Lontajo, Principal Management Analyst 11/16/2022

*Kristine Bell-Valdez*  
 Kristine Bell-Valdez, Supervising Deputy County Counsel 10/27/2022



Homeless Housing, Assistance and Prevention Program  
ROUND 3

**Notice of Funding Availability (NOFA)**



**CALIFORNIA**  
**HOMELESS COORDINATING**  
**AND FINANCING COUNCIL**

Gavin Newsom, Governor

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

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

Telephone: (916) 651-7995

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

HHAP Round 3 Program Email: [hhap@bcsh.ca.gov](mailto:hhap@bcsh.ca.gov)

**December 17, 2021**

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## OVERVIEW

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<b>DATE:</b>	<b>December 17, 2021</b>
<b>MEMORANDUM FOR:</b>	<b>ALL POTENTIAL APPLICANTS</b>
<b>FROM:</b>	<b>Victor M. Duron Homeless Coordinating &amp; Financing Council</b>
<b>SUBJECT:</b>	<b>NOTICE OF FUNDING AVAILABILITY HOMELESS HOUSING, ASSISTANCE AND PREVENTION (HHAP) PROGRAM – ROUND 3</b>

The Homeless Coordinating and Financing Council (HCFC) is pleased to announce the availability of Homeless Housing, Assistance and Prevention (HHAP) Program Round 3 grant funding. HHAP Round 3 is a \$1 billion block grant program authorized by AB 140 (Health & Safety Code § 50218.6, et seq.), which was signed into law by Governor Gavin Newsom on July 19, 2021.

Applicants are required to engage with HCFC before submitting a complete application for Round 3 funding by scheduling a meeting with HCFC staff to review the proposed homelessness action plan and outcome goals prior to submission of the application. Applications are due by June 30, 2022. HCFC will release instructions for scheduling grantee engagements in January 2022 and will release the full application form in February 2022.

### **PURPOSE AND PROGRAM OBJECTIVES**

HHAP Round 3 is designed to build on regional coordination developed through previous rounds of HCFC Homeless Emergency Aid Program (HEAP), HHAP, and COVID-19 funding. Round 3 funds should be used to continue to build regional coordination and a unified regional response to reduce and end homelessness informed by a best-practices framework focused on moving homeless individuals and families into permanent housing and supporting the efforts of those individuals and families to maintain their permanent housing. 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 [Putting the Funding Pieces Together: Guide to Strategic Uses of New and Recent State and Federal Funds to Prevent and End Homelessness](#).
- Demonstrate a commitment to address racial disproportionality in homeless populations and achieve equitable provision of services and outcomes 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 through opportunities to hire people with lived experience.
- Fund projects that provide housing and services that are Housing First compliant, per Health and Safety Code Section 50220.5(g), and delivered in a low barrier, trauma informed, and culturally responsive manner. Individuals and families 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. 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.

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.

### **ELIGIBLE APPLICANTS**

Eligible applicants who may apply for HHAP program funds are the same as those in previous rounds of HHAP funding, including: California's Continuums of Care (CoC), as identified by the United States Department of Housing and Urban Development (HUD), large cities (with a population of 300,000 or more as of January 1, 2020), and counties. Additionally, in HHAP Round 3, federally recognized tribal governments are eligible to apply for funding through a separate application process. More information about tribal applications will be provided at a later date.

Individual persons, cities (not identified as one of the 13 large cities), and nonprofit organizations (that are not CoCs) are not eligible to apply directly to HCFC for HHAP funds. Those interested in receiving HHAP funds who are not eligible applicants should apply directly to their local CoCs, large cities, and counties through any applicable local selection processes. HCFC encourages interested parties to collaborate with their local eligible applicants to determine the best use of funds and to understand how funds will be awarded and disbursed. 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 and may not be a part of the homeless provider community, and

how these funds would address the capacity of organizations that are led by Black, Latinx, Asian, Pacific Islander, and Native and Indigenous people that support the goal of making homelessness rare, brief, and non-recurring.

### **Joint Applications**

Eligible applicants may apply jointly with one or more eligible applicants with whom they share an overlapping service region. HCFC expects that grantees that submitted a joint Standard Agreement to Apply will also submit a joint application for the remaining funds. HCFC will work with grantees that submitted an individual Standard Agreement to Apply and then determine an interest in applying jointly for the remaining funds. A joint application must include, at minimum, evidence of collaboration between the jointly applying applicants and an explanation of how the jointly applying applicants will administer the funds allocated to them.

While joint applicants are not required to provide a binding resolution or Memorandum of Understanding (MOU), provision of such will further support the evidence of collaboration and explanation of how the joint applicants will administer the funds allocated to them.

### **AVAILABLE FUNDING**

HHAP Round 3 funding will be made available as non-competitive allocations to eligible grantees, including CoCs, large cities, or counties, as follows:

<b>Eligible Applicants</b>	<b>Funding Amount</b>
44 Continuums of Care (CoCs)	\$240,000,000
13 large cities/cities that are also counties with populations over 300,000	\$336,000,000
58 counties	\$224,000,000

Individual allocations for each of the eligible applicants are based on their proportionate share of the state's homeless population as reported by the HUD in the 2019 Point-In-Time (PIT) count. [Allocation amounts](#) can be found on the HCFC website's HHAP page and in Appendix B of this NOFA.

### **Initial Disbursement vs Remainder Disbursement**

Eligible applicants were required to submit a Standard Agreement to Apply by October 15, 2021, in order to receive the initial funding disbursement of 20 percent of an individual applicant's total allocation or 25 percent of joint applicant's total combined allocations. In order to be eligible to receive the remainder disbursement, eligible applicants must engage with HCFC before submitting a final application by June 30, 2022.

### **Tribal Funding**

Federally recognized tribal governments are also eligible to apply for \$20 million of Round 3 funding through a separate application process. More information about tribal applications will be provided in a separate NOFA.

### **Bonus Funding**

Also new in HHAP Round 3 – \$180 million in bonus funds will be available to CoC, city, and county recipients that meet **funding obligation and outcome goals requirements**, as described listed below. HCFC will determine bonus award allocations based on the recipient's proportionate share of the state's homeless population as reported in the 2019 PIT count. HCFC will determine whether a recipient has met its funding obligation and outcome goals requirements through July 1, 2024 and will award bonus funding no later than November 1, 2024. HCFC may provide exceptions to the requirement to meet outcome goals to receive bonus funding if the recipient demonstrates hardship by disaster for which a state of emergency is proclaimed by the Governor.

Health and Safety Code section 50220.7 mandates the following, regarding a recipient's eligibility for Bonus Funding:

- Recipients that do not meet the obligation requirements laid out in Health and Safety Code section 50220.7(k)(1) shall not be eligible for bonus funding;
- Recipients shall demonstrate no later than June 30, 2024, whether they have successfully met their outcome goals; and Jurisdictions that have not met their outcome goals shall not be eligible for bonus funding and shall accept technical assistance from council staff. In addition, jurisdictions that have not met their outcome goals may also be required to limit allowable uses of program funds, as determined by the Council.

### **APPLICATION TIMELINE**

The HHAP Round 3 application will be available online no later than February, 2022 and applications will be due by June 30, 2022. Eligible applicants will be notified when the application becomes available. Applicants are **required** to engage with HCFC regarding the statutory requirements of the local homelessness action plan and outcome goals prior to submitting their final applications. HCFC will support applicants by providing technical assistance through the pre-application engagement process. Submitted applications will be reviewed on a rolling basis as they are received.

**See the table on the following page for a summary of relevant timeframes.**



<b>HHAP-3 Application and Award Process</b>	
<b>Action</b>	<b>Timeframe</b>
Engagement with HCFC staff	February, 2022 through June, 2022
Application Available	February, 2022
Final Applications Due	June 30, 2022
HCFC approves application and issues a notice of award <b>or</b> requests amended application	Within 30 days of receiving a final application (no later than 7/30/22)
Applicants respond to request for amended application	Within 30 days of request (no later than 8/29/22)
HCFC approves amended applications*	Within 30 days of receipt (no later than 9/28/22)

\* If an amended application does not address HCFC's concerns, HCFC will provide additional guidance. In the case of documented extenuating circumstances, HCFC may provide the grantee with a deadline extension.

## APPLICATION PROCESS

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### **APPLICATION REQUIREMENTS**

Applicants must meet the following requirements **prior to submitting a final application for HHAP Round 3 funding** pursuant to Health and Safety Code Section 50220.7(b)(1)-(3):

1. The applicant must engage with HCFC on its local homelessness action plan and outcome goals before submitting a complete application; and
2. City, County and Continuum of Care applicants must submit a local homelessness action plan and outcome goals that were agendaized at a regular meeting of the governing body, and included receiving public comment, before being submitted to HCFC.

Applicants are required to include the following information in the final application due June 30, 2022:

1. A completed narrative template;
2. A local homelessness action plan; and
3. Approved outcome goals.

The minimum statutory requirements for each of these components of the application are described below. Detailed guidance on the components of the application process, required elements of the local action plans, related templates, and process for engaging with HCFC before submission of the HHAP Round 3 application will be released in January, 2022.

### **Application Consultation Meeting**

As stated above, applicants must engage with HCFC prior to submission of their final application. Applicants will meet this requirement by scheduling a meeting with HCFC staff throughout the months of February through June, 2022. HCFC will release the engagement calendar and sign-up instructions in the first week of January, 2022.

In these engagements, HCFC staff will discuss with the applicant their proposed local homelessness action plan and outcome goals. HCFC will provide initial feedback on specific aspects of the plan and goals and will work with the applicant on an agreed upon timeline for any future engagement as needed, including possible resubmission of the plan and outcome goals for additional review and input, and final submission of the full application by or before the statutory deadline.

### **Local Homelessness Action Plan**

Per Health and Safety Code Section 50220.7 (b)(3)(A), the local homelessness action plan that is required to be submitted with the HHAP Round 3 application must include all of the following:

1. 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;
2. 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; and
3. 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. Applicants may utilize an existing local plan if it meets the above requirements, if the time period for the plan is still current, and with any relevant updates needed to meet requirements outlined in HCFC guidance.

HCFC will release templates and additional guidance on how to utilize the templates as part of the application process. If an existing plan already meets most of the required elements, HCFC will provide guidance through the pre-application engagement process on how to utilize the existing plan to meet the application requirements (see "Application Consultation Meeting" above).



### **Application Narrative**

Per Health and Safety Code Section 50220.7 (b)(3)(B), applicants are also required to include an application narrative in the HHAP Round 3 application that includes all the following:

1. An outline of proposed uses of funds requested and an explanation of how the proposed use of funds will complement existing local, state, and federal funds and equitably close the gaps identified in the local homelessness action plan for demographic subpopulations that are underserved;
2. Evidence of connection with the local homeless Coordinated Entry System;
3. An agreement to participate in a statewide Homeless Data Integration System, and to enter individuals served by this funding into the local Homeless Management Information System, in accordance with local protocols;
4. A demonstration of how the jurisdiction has coordinated, and will continue to coordinate, with other jurisdictions, including the specific role of each applicant in relation to other applicants in the region;
5. A demonstration of the applicant's partnership with, or plans to use funding to increase partnership with, local health, behavioral health, social services, and justice entities and with people with lived experiences of homelessness;
6. A description of specific actions the applicant will take to ensure racial and gender equity in service delivery, housing placements, and housing retention and changes to procurement or other means of affirming racial and ethnic groups that are overrepresented among residents experiencing homelessness have equitable access to housing and services;
7. A description of how the applicant will make progress in preventing exits to homelessness from institutional settings, including plans to leverage funding from mainstream systems for evidence-based housing and housing-based solutions to homelessness;
8. Specific and quantifiable systems improvements that the applicant will take to improve the delivery of housing and services to people experiencing homelessness or at risk of homelessness, including, but not limited to:

- 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. Strengthening the data quality of the recipient's Homeless Management Information System;
  - c. Increasing capacity for pooling and aligning housing and services funding from existing, mainstream, and new funding;
  - d. Improving homeless point-in-time counts; and
  - e. Improving and strengthening 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.
9. Plans shall include strategies to meet identified outcome goals, which are described in the following section.

As previously stated, HCFC will make available the template for submitting the grant application narrative in February 2022. Applicants with local homelessness action plans that address required sections of the application narrative may, in consultation with HCFC, submit that information to satisfy the given requirement.

### **Outcome Goals**

Per Health and Safety Code Section 50220.7 (b)(3)(C)(ii), applicants are required to consult with HCFC on the establishment of their outcome goals and may not submit final outcome goals before consulting with HCFC (see "Application Consultation Meeting" above).

Per Health and Safety Code Section 50220.7 (b)(3)(C)(i), after consulting with HCFC, applicants must provide goals for preventing and reducing homelessness from July 1, 2021, through June 30, 2024, informed by findings from the local landscape analysis and the jurisdiction's base system performance measure from 2020 calendar year data in HDIS.

The outcome goals must set definitive metrics, based on the United States Department of Housing and Urban Development's system performance measures, for achieving the following:

1. Reducing the number of persons experiencing homelessness;
2. Reducing the number of persons who become homeless for the first time;

3. Increasing the number of people exiting homelessness into permanent housing;
4. Reducing the length of time persons remain homeless;
5. Reducing the number of persons who return to homelessness after exiting homelessness to permanent housing;
6. Increasing successful placements from street outreach; and
7. Homeless Management Information System trackable data goals related to the outcome goals listed above as they apply to underserved populations and populations disproportionately impacted by homelessness.

HCFC may request additional documentation and information from the applicant during the consultation period. HCFC will release additional guidance for more detailed definitions on measuring the performance measures and provide guidance to support each jurisdiction in establishing their baseline data.

HCFC will assess outcome goals in the application based on the information provided in the local homeless action plan and the applicant's baseline data on the performance metrics and determine whether the outcome goals adequately further the objectives of reducing and preventing homelessness. Initial outcome goals should be met no later than June 30, 2024, and outcome goals shall be updated regularly as funding continues. Grantees who successfully meet their outcome goals by June 30, 2024, will be eligible to receive bonus funds, as described above.

### **Joint Applications**

Additionally, joint applications must include, at minimum, evidence of collaboration between the jointly applying applicants and an explanation of how the jointly applying applicants will administer the funds allocated to them.

### **Funding Proposals**

HCFC expects that if applicants intend to subcontract their HHAP Round 3 funding, they ensure that their local selection processes promote racial equity and that local applicants, including those from underrepresented backgrounds, have the support they need to be competitive applicants for funding. HCFC expects applicants to consider how their local selection process includes lawful prioritization for projects that are addressing the disproportionate impacts that homelessness and COVID-19 have on communities of color, including Black, Latinx, Asian, Pacific Islander, and Native and Indigenous communities.

When a local selection process is still pending at the time of application, applicants must commit to spending funds within specified eligible uses and describe plans for the type of projects to be funded under those eligible uses.



Applicants must specify which components of their homelessness action plans and outcome goals will be addressed by each proposed use of funds.

### **APPLICATION SUBMISSION AND AWARD PROCESS**

The HHAP Round 3 application will be available and must be completed online. All required application documents must be submitted along with the online application by June 30, 2022. Instructions and other documentation to assist in completing the application will be available on the HCFC website once the application is released and additional guidance and technical assistance will be provided during the consultation period. Upon submission of the online application, the applicant will receive a confirmation email that includes a copy of the application and details about the next steps in the application process.

HHAP grant applications will be reviewed upon receipt of the online application submission, including all required documentation. Within 30 days of receiving a completed application, HCFC will notify the applicant that the application was approved and issue a notice of award **or** HCFC will notify the applicant that an amended application is required.

### **Amendments**

If additional information is needed to approve the application, HCFC will provide detailed comments and request one or more of the following specific amendments to the application:

1. Greater detail on any aspect of the application so that HCFC can ensure fidelity with the applicant's proposed use of funds and agreed upon measurable outcome goals;
2. Modifications or provision of additional information on the applicant's proposed funding plan to ensure alignment with the applicant's stated measurable outcome goals and with evidence-based solutions to reduce homelessness; and/or
3. Any other modifications or provision of information that would allow HCFC to better monitor and evaluate the applicant's ability to meet objective outcome standards.

If HCFC requires an amended application, the applicant must respond within 30 days of receiving notification of required amendments. HCFC will approve a revised application if, as amended, it addresses HCFC's concerns within 30 days of receipt of the amended application. If HCFC determines that additional information is still needed, HCFC will provide the grantee with additional guidance and a deadline extension in the case of documented extenuating circumstances. To meet the application requirements, HCFC may require the

applicant to commit to receiving technical assistance to improve aspects of their homelessness response system, funding proposals, and/or action plans.

Upon approval of the application, the applicant will receive an award package including: an award letter, the remainder disbursement contract for funds (STD 213 and exhibits), and request for funds form. The applicant will have 30 days to complete and return the documents. After these completed documents have been received, HCFC will initiate the award disbursement process. Funds will be disbursed upon execution of the remainder disbursement contract for funds and receipt of the request for funds form. Funds will be issued directly to the entity name and address listed on the request for funds form and will include the applicant's total individual allocation or total combined joint applicant allocations as well as a breakdown of the specific eligible uses to be funded.

Final approved applications for HHAP Round 3 funding will be posted to the HCFC website within 30 days of funds being disbursed to the applicant. Additionally, recipients of HHAP-3 funds are also required to post the final approved applications to their respective internet websites within 30 days.

## **ELIGIBLE USES**

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HHAP Round 3 requires grantees to expend funds on evidence-based solutions that prevent, reduce and end homelessness. Grantees may not use HHAP grant funding to supplant existing local funds for homeless housing, assistance, or prevention, and funds must be expended in compliance with Housing First requirements per Health and Safety Code Section 50220.7(g).

### **USE OF INITIAL DISBURSEMENT**

As stipulated in the Initial Disbursement Contract for Funds, recipients may expend the **initial disbursement** of HHAP-3 funds to complete the local homelessness action plan, required by HSC § 50220.7(b)(3)(A), including paying for any technical assistance or contracted entities to support the completion of the homelessness action plan.

For funds not spent on the Grantee's homelessness action plan, priority for those initial funds shall be 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 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 eliminate racial bias or to create a youth-specific coordinated entry system.

For any remaining **initial** funds not spent on the recipient's homelessness action plan or systems improvement, the recipient shall expend funds on existing evidence-based programs serving people experiencing homelessness among eligible populations, including any of the eligible uses outlined below under "Use of Remainder Disbursement".

### **USE OF REMAINDER DISBURSEMENT**

As stated in Health and Safety Code section 50220.7 (e), the **remainder disbursement** of HHAP Round 3 funds must be expended on one or more of the following eligible uses:

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 non-congregate 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, and prioritize interventions other than congregate shelters.
9. Improvements to existing emergency shelters to lower barriers and increase privacy.

#### **YOUTH SET ASIDE**

Health and Safety Code section 50218.6(e) requires that a program recipient use **at least 10 percent** of its allocation for services for homeless youth populations, which are defined as unaccompanied youth who are between 12 and 24 years old and experiencing homelessness. Funds spent under this provision must still also comply with the eligible use requirements of Health and Safety Code section 50220.7(e).

#### **ADMINISTRATIVE COSTS**

Health and Safety Code section 50220.7(f) mandates that grantees comply with the following:

- **No more than 7 percent** of an applicant's Round 2 program allocation may be expended on administrative costs incurred by the city, county, or continuum of care to administer its program allocation. "Administrative costs" do not include staff or other costs directly related to implementing activities funded by the program allocation.

## MONITORING, DOCUMENTATION, AND REPORTING

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### REQUIREMENTS

Administrative Entities must be able to demonstrate that HHAP funds were expended for eligible uses to benefit members of the target population. HCFC will include additional information on monitoring and reporting requirements in the HHAP Round 3 Program Guidance and the standard agreement executed prior to distribution of HHAP funds to each CoC, large city, and county. In addition to HCFC's monitoring and reporting requirements, it is expected that CoCs, large cities, and counties will provide direct oversight of subrecipients of HHAP funds and ensure that subrecipients comply with HHAP program funding requirements.

Health and Safety Code sections 50221 and 50222, established that HHAP grantees must report on the following annually:

- Specific uses and expenditures of any program funds broken out by eligible uses listed, including the current status of those funds;
- Number of individuals and families served, including demographic information;
- The types of housing assistance provided, broken out by the number of individuals;
- Outcome data for an individual served through program funds;
- The number of individual exits to permanent housing from unsheltered environments and interim housing resulting from this funding
- Partnerships among entities or lack thereof;
- Participant and regional outcomes;
- Racial equity;
- Any other metrics deemed appropriate by HCFC.

In addition, Health and Safety Code Sections 50223 establishes that HHAP recipients must report the following additional data for **all** rounds of HHAP program allocations annually beginning with Round 3 of the program:

- Data on the applicant's progress towards meeting their outcome goals, which shall be submitted annually on December 31 of each year through the duration of the program.
  - If the applicant has not made significant progress toward their outcome goals, the applicant shall submit a description of barriers and possible solutions to those barriers.

- Applicants that do not demonstrate significant progress towards meeting outcome goals shall accept technical assistance from HCFC and may also be required to limit the allowable uses of these program funds, as determined by the HCFC.
- A quarterly fiscal report of program funds expended and obligated in each allowable budget category approved in their application for program funds.
  - If the applicant has not made significant progress toward their outcome goals, then the applicant shall report on their outcome goals in their quarterly report.
- Council staff shall compile and post a statewide report that aggregates each applicant's outcome goals into a single statewide set of metrics.

No later than **October 1, 2026**, each recipient that receives a round 3 program allocation shall submit to the council a final report in a format provided by HCFC, as well as detailed uses of all program funds.

**Counties** must submit confirmation that 100 percent of program funds have been contractually obligated by May 31, 2024. Any funds that are not contractually obligated by this date will be reverted to the CoC that serves the county. Specific to Los Angeles County, funds that are not contractually obligated by this date shall be divided proportionately using the HHAP funding allocation formula among the four CoC's that serve Los Angeles County: City of Glendale CoC, City of Pasadena CoC, the City of Long Beach CoC, and the Los Angeles Homeless Services Authority.

**CoCs and large cities** must submit confirmation that no less than 50 percent of program funds have been contractually obligated by May 31, 2024. If less than 50 percent of program funds have been contractually obligated after May 31, 2024, grantees that are large cities and CoCs must not obligate or expend the difference of remaining funds within the 50 percent required obligation amount until the following occurs [Health and Safety Code section 50220.5 (k)(2)]:

- On or before June 30, 2024, the grantee must submit an alternative disbursement plan that includes an explanation for the delay and a plan to fully expend these funds by December 31, 2024. The grantee must also submit an updated budget.
- HCFC must approve this alternative disbursement plan. If the funds identified in the approved alternative disbursement plan are not fully

expended by December 31, 2024, the funds shall be returned to HCFC to be allocated as bonus awards.

By June 30, 2026, 100 percent of HHAP Round 2 funds must be fully expended. HCFC will use the information collected from quarterly/annual reports and through communication with grantees to ensure that grantees are on track to expend 100 percent of program funds by June 30, 2026. Any remaining amounts of program allocation funds not expended by the June 30, 2026, deadline shall revert to, and be made available for round 4 of the program pursuant Health and Safety Code section 50218.7.

### **Participation in Statewide HDIS**

Health and Safety Code section 50220.7(b)(3) mandates that all applicants agree to participate in the statewide **Homeless Data Integration System (HDIS)**, when it becomes available, and to enter individuals served by this funding into the local Homeless Management Information System (HMIS). Health and Safety Code section 50220.6 details specifications related to the data elements to be provided to the statewide HDIS.

### **Housing First Requirement**

Health and Safety Code section 50220.7(g) mandates that all recipients of round 3 program allocation shall comply with Housing First as provided in Chapter 6.5 (commencing with Section 8255) of Division 8 of the Welfare and Institutions Code.

### **FURTHER INFORMATION**

Additional information including the HHAP Program Guidance, Online Application Form Instructions, and a list of upcoming workshops can be found on the HHAP website: [https://www.bcsd.ca.gov/hcfc/hhap\\_program.html](https://www.bcsd.ca.gov/hcfc/hhap_program.html). If you have questions, please direct them to the HHAP inbox at [HHAP@bcsd.ca.gov](mailto:HHAP@bcsd.ca.gov).



## APPENDIX A: DEFINITIONS

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Per Health and Safety Code Section 50216(a-r), the following definitions apply to HHAP Round 3 funding:

- (a) "**Agency**" means the Business, Consumer Services and Housing Agency.
- (b) "**Applicant**" means a continuum of care, city, or county.
- (c) "**City**" means a city or city and county that is legally incorporated to provide local government services to its population. A city can be organized either under the general laws of this state or under a charter adopted by the local voters.
- (d) "**Continuum of Care**" means the same as defined by the United States Department of Housing and Urban Development at Section 578.3 of Title 24 of the Code of Federal Regulations.
- (e) "**Coordinated Entry System**" means a centralized or coordinated process developed pursuant to Section 578.7 of Title 24 of the Code of Federal Regulations, as that section read on January 10, 2019, designed to coordinate homelessness program participant intake, assessment, and provision of referrals. In order to satisfy this subdivision, a centralized or coordinated assessment system shall cover the geographic area, be easily accessed by individuals and families seeking housing or services, be well advertised, and include a comprehensive and standardized assessment tool.
- (f) "**Council**" means the Homeless Coordinating and Financing Council created pursuant to Section 8257 of the Welfare and Institutions Code.
- (g) "**Emergency shelter**" has the same meaning as defined in subdivision (e) of Section 50801.
- (h) "**Homeless**" has the same meaning as defined in Section 578.3 of Title 24 of the Code of Federal Regulations, as that section read on January 10, 2019.
- (i) "**Homeless Management Information System**" means the information system designated by a continuum of care to comply with federal reporting requirements as defined in Section 578.3 of Title 24 of the Code of Federal Regulations. The term "Homeless Management Information System" also includes the use of a comparable database by a victim services provider or legal services provider that is permitted by the federal government under Part 576 of Title 24 of the Code of Federal Regulations.

- (l) "**Homeless Data Integration System**" is a technology solution that allows the State of California to access and compile standardized homelessness data collected by individual Continuums of Care (CoC's) in order to make data-driven policy decisions aimed at preventing and ending homelessness in California.
- (j) "**2019 Homeless point-in-time count**" means the 2019 homeless point-in-time count pursuant to Section 578.3 of Title 24 of the Code of Federal Regulations.
- (k) "**Homeless youth**" means an unaccompanied youth between 12 and 24 years of age, inclusive, who is experiencing homelessness, as defined in subsection (2) of Section 725 of the federal McKinney-Vento Homeless Assistance Act (42 U.S.C. Sec. 11434a(2)). "Homeless youth" includes unaccompanied youth who are pregnant or parenting.
- (l) "**Housing First**" has the same meaning as in Section 8255 of the Welfare and Institutions Code, including all of the core components listed therein.
- (m) "**Jurisdiction**" means a city, city that is also a county, county, or continuum of care, as defined in this section.
- (n) "**Navigation center**" means a Housing First, low-barrier, service-enriched shelter focused on moving homeless individuals and families into permanent housing that provides temporary living facilities while case managers connect individuals experiencing homelessness to income, public benefits, health services, shelter, and housing.
- (o) "**Program**" means the Homeless Housing, Assistance, and Prevention program established pursuant to this chapter.
- a. "**Round 1**" of the program means the funding allocated under the program with moneys appropriated during the fiscal year beginning on July 1, 2019.
- b. "**Round 2**" of the program means the funding allocated under the program with moneys appropriated during the fiscal year beginning on July 1, 2020.
- c. "**Round 3**" of the program means the funding allocated under the program with moneys appropriated during the fiscal year beginning on July 1, 2021.

d. "**Round 4**" of the program means the funding allocated under the program with moneys appropriated during the fiscal year beginning on July 1, 2022.

(p) "**Program allocation**" means the portion of program funds available to expand or develop local capacity to address immediate homelessness challenges.

(q) "**Recipient**" means a jurisdiction that receives funds from the agency for the purposes of the program.

(r) "**Tribe**" or "**tribal applicant**" means a federally recognized tribal government pursuant to Section 4103 of Title 25 of the United States Code.



**HOMELESS HOUSING, ASSISTANCE, AND PREVENTION (HHAP)  
ROUND 3 BASE ALLOCATIONS**

CONTINUUM OF CARE	ALLOCATION
Alpine, Inyo, Mono Counties CoC	\$ 320,291.99
Amador, Calaveras, Mariposa, Tuolumne Counties CoC	\$ 1,264,704.34
Bakersfield/Kern County CoC	\$ 1,990,599.73
Chico, Paradise/Butte County CoC	\$ 1,894,811.47
Colusa, Glenn, Trinity Counties CoC	\$ 287,364.77
Daly/San Mateo County CoC	\$ 2,262,997.58
Davis, Woodland/Yolo County CoC	\$ 980,332.95
El Dorado County CoC	\$ 917,471.90
Fresno City & County/Madera County CoC	\$ 3,753,702.34
Glendale CoC	\$ 363,696.04
Humboldt County CoC	\$ 2,547,368.97
Imperial County CoC	\$ 2,114,825.12
Lake County CoC	\$ 610,650.14
Long Beach CoC	\$ 2,834,733.75
Los Angeles City & County CoC	\$ 84,199,375.07
Marin County CoC	\$ 1,547,579.04
Mendocino County CoC	\$ 1,174,902.85
Merced County CoC	\$ 909,988.45
Napa City & County CoC	\$ 481,934.67
Nevada County CoC	\$ 621,126.98
Oakland, Berkeley/Alameda County CoC	\$ 12,006,459.41
Oxnard, San Buenaventura/Ventura County CoC	\$ 2,497,978.15
Pasadena CoC	\$ 811,206.81
Redding/Shasta, Siskiyou, Lassen, Plumas, Del Norte, Modoc, Sierra Counties CoC	\$ 2,019,036.87
Richmond/Contra Costa County CoC	\$ 3,434,907.05
Riverside City & County CoC	\$ 4,207,199.87
Roseville, Rocklin/Placer County CoC	\$ 923,458.67
Sacramento City & County CoC	\$ 8,323,101.56
Salinas/Monterey, San Benito Counties CoC	\$ 4,047,053.88
San Bernardino City & County CoC	\$ 3,901,874.80
San Diego City and County CoC *	\$ 13,709,694.36
San Francisco CoC	\$ 12,025,916.40
San Jose/Santa Clara City & County CoC	\$ 14,526,887.93
San Luis Obispo County CoC	\$ 2,219,593.53
Santa Ana, Anaheim/Orange County CoC	\$ 10,267,303.85
Santa Maria/Santa Barbara County CoC	\$ 2,698,534.82
Santa Rosa, Petaluma/Sonoma County CoC	\$ 4,416,736.69
Stockton/San Joaquin County CoC	\$ 3,937,795.40
Tehama County CoC	\$ 431,047.16
Turlock, Modesto/Stanislaus County CoC	\$ 2,878,137.80
Vallejo/Solano County CoC	\$ 1,722,691.94
Visalia/Kings, Tulare Counties CoC	\$ 1,592,479.78
Watsonville/Santa Cruz City & County CoC	\$ 3,243,330.53
Yuba City & County/Sutter County CoC	\$ 1,079,114.59

CITY	ALLOCATION
Anaheim**	\$ 10,290,351.69
Bakersfield	\$ 3,990,136.37
Fresno	\$ 7,524,257.15
Long Beach	\$ 5,682,194.20
Los Angeles***	\$ 143,640,000.00
Oakland	\$ 24,066,822.52
Riverside	\$ 8,433,288.22
Sacramento	\$ 16,683,570.18
San Diego *	\$ 27,480,939.20
San Francisco	\$ 24,105,823.85
San Jose	\$ 29,118,995.18
Santa Ana**	\$ 10,290,351.69
Stockton	\$ 7,893,269.76

COUNTY	ALLOCATION
Alameda	\$ 11,206,028.78
Alpine	\$ -
Amador	\$ 298,939.19
Butte	\$ 1,768,490.70
Calaveras	\$ 259,825.65
Colusa	\$ 78,227.08
Contra Costa	\$ 3,205,913.24
Del Norte	\$ 257,031.82
El Dorado	\$ 856,307.11
Fresno	\$ 2,976,819.66
Glenn	\$ 79,623.99
Humboldt	\$ 2,377,544.38
Imperial	\$ 1,973,836.78
Inyo	\$ 202,552.25
Kern	\$ 1,857,893.08
Kings	\$ 349,228.02
Lake	\$ 569,940.13
Lassen	\$ 64,257.96
Los Angeles	\$ 82,328,410.88
Madera	\$ 526,635.86
Marin	\$ 1,444,407.10
Mariposa	\$ 83,814.73
Mendocino	\$ 1,096,575.99
Merced	\$ 849,322.55
Modoc	\$ 6,984.56
Mono	\$ 96,386.93
Monterey	\$ 3,381,924.17
Napa	\$ 449,805.69
Nevada	\$ 579,718.52
Orange	\$ 9,582,816.93
Placer	\$ 861,894.76
Plumas	\$ 64,257.96
Riverside	\$ 3,926,719.88
Sacramento	\$ 7,768,228.13
San Benito	\$ 395,326.12
San Bernardino	\$ 3,641,749.82
San Diego*	\$ 12,795,714.74
San Francisco	\$ 11,224,188.64
San Joaquin	\$ 3,675,275.71
San Luis Obispo	\$ 2,071,620.63
San Mateo	\$ 2,112,131.08
Santa Barbara	\$ 2,518,632.50
Santa Clara	\$ 13,558,428.74
Santa Cruz	\$ 3,027,108.50
Shasta	\$ 1,155,246.30
Sierra	\$ 16,762.95
Siskiyou	\$ 319,892.87
Solano	\$ 1,607,845.81
Sonoma	\$ 4,122,287.57
Stanislaus	\$ 2,686,261.95
Sutter	\$ 409,295.24
Tehama	\$ 402,310.68
Trinity	\$ 110,356.06
Tulare	\$ 1,137,086.44
Tuolumne	\$ 537,811.15
Ventura	\$ 2,331,446.28
Yolo	\$ 914,977.42
Yuba	\$ 597,878.37

\*Indicates jurisdictions approved to use 2017 PIT counts per HSC § 50216 (j). All other jurisdiction allocations are based on 2019 PIT counts.

\*\*When more than one eligible city is within the same PIT count area, the proportionate share of funds shall be equally allocated to those cities.

\*\*\*No more than 45 percent of the total allocation for cities will be awarded to an individual city.



SCHEDULE A  
Housing and Workforce Solutions  
Budget Adjustment  
Fiscal Year 2022/2023

Increase in Appropriations:

21300-5500300000-536200-42035	Contrib To Non-County Agency	\$981,680
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Increase in Estimated Revenues:

21300-5500300000-755680-42035	CA- Other Operating Grants	\$981,680
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