NorCal
Continuum of Care ™

Executive Board Special Meeting
January 29, 2024
2:00 to 4:00 pm
777 Cypress Ave. Housing Conference Room
Redding, CA 96001

1/29 - Housing Conference Room (City Hall-1st Floor)

Topic: NorCal CoC Executive Board Special Meeting
Time: Jan 29, 2024 02:00 PM Pacific Time (US and Canada)
Join Zoom Meeting
https://us06web.zoom.us/j/89497559227?pwd=vyvUgRqE2vuIXlyEpuoXXuXYbzNPoK.1

Meeting ID: 894 9755 9227
Passcode: 284048
One tap mobile
16694449171

Teleconference locations:

Sierra County Behavioral Health
706 Mill Street
Loyalton, CA 9611

Del Norte County Health and Human Services
455 K Street
Crescent City, CA 95531

Teach I.N.C
112 E 2nd Street
Alturas, CA 96101

Lassen County Health and Social Services
1445 Paul Bunyan, Suite B
Susanville, CA 96130

Siskiyou County Behavioral Health
2060 Campus Dr.
Yreka, CA 96097

Plumas County
PCIRC
591 Main Street
Quincy, CA 95971

Executive Board Members
Kristen Schreder, County of Shasta, Chair
Sarah Collard, County of Siskiyou, Co-Chair
Barbara Longo County of Lassen
Cathy Rahmeyer, County of Plumas
Carol Madison, County of Modoc
Sheryll Prinz-McMillan, County of Sierra
Michael Coats, County of Del Norte

To Address the Board: Members of the public may address the Board on any agenda item. Pursuant to the Brown Act (Govt. Code section 54950, et seq.) Board action or discussion cannot be taken on non-agenda matters but the board may briefly respond to statements or questions. You may submit your public comment via email to norcalcoc@cityofredding.org that will be read into the record.

1. **Call to Order/Quorum Established/Introductions**

2. **Public Comments (limited to 3 mins. per comment)**

   Members of the public will have the opportunity to address the Board on any issue within the jurisdiction of the Board. Speakers will be limited to three minutes.

3. **Action Items**

   I.   **Approve Meeting Minutes**
        Board members will review and approve draft minutes from the 12/21/23 Special Executive Board Meeting, 1/11/24 Special Executive Board Meeting, 1/18/24 Special Executive Board Meeting.
        Attachment A - draft 8/28/2023 Special Executive Board Meeting minutes
        Attachment B - draft 12/21/2023 Regular Executive Board Meeting minutes
        Attachment C - draft 01/11/2024 Special Executive Board Meeting minutes
        Attachment D - draft 01/18/2024 Special Executive Board Meeting minutes

   II. **Approve Funding Plan Requirements for HHAP 5 Application Planning (Due March 27, 2024)**
        Review and discuss with Housing Tools HHAP 5 Application Planning Options for Counties and choice to receive the County allocations directly from the State and act as their own Administrative Entity.
        Review and discuss preparation of funding plan requirements.
        Attachment E - Housing Tools - HHAP-5 NOFA (reference Section II. ELIGIBLE APPLICANTS)
        Attachment F – Housing Tools – HHAP-5 Application Template (reference Part I: Regional Identification and Contracting Information)

   III. **Approve** Scheduling of additional Special Executive Board Meeting(s) as needed.

4. **Discussion Items**

   I. Discuss Shasta County request to have a seat on the NorCal CoC Executive Board.

5. **Reports**

   I.   **City of Redding - Administrative Entity Report**

   II. **United Way of Northern California – HMIS Report**

   III. **HHAP funding transfer.**
        Shasta County Board of Supervisors approve HHAP1, HHAP2 and HHAP3 Amended Contracts January 23, 2024. Funding to be transferred to City of Redding by February 9, 2024.

6. NorCal CoC Member Updates.

7. Discussion Items for Next Meeting
    I.   Review Participation Requirements, Governance Charter "Application Standards and Thresholds"
    II.   Discuss next steps for review of Governance Charter
    III.   Review and discuss HUD Housing Partners II funding and proposed NOFA
    IV.   Review and approve NorCal Continuum of Care City of Redding Administrative Entity Memorandum of Understanding.

8. Adjournment

If requested, the agenda shall be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132), and the federal rules and regulations adopted in implementation thereof. You may contact the City of Redding Housing Division at (530)225-4048 for disability-related modifications or accommodations, including auxiliary aids or services, in order to participate in the public meeting.

HHAP 5 Public Meetings

Meeting #1 Redding City Hall Community Room
Wed. 1/31 Evening, 6-8 pm
Meeting #2 Redding City Hall Community Room
Thurs. 2/8 10:00 am- 12:00pm
Meeting #3 Redding City Hall Caldwell Park Conference Room
Thurs. 2/22 time 12:00-2:00 pm

Next Executive Board Meetings
February 15, 2024 1pm – 3pm
Redding City Hall, Enterprise Park Conference Room

NorCal Continuum of Care™

Executive Board Special Meeting Minutes
DRAFT August 28, 2023
2:00 to 4:00 pm
777 Cypress Ave. Caldwell Room
Redding, CA 96001

Teleconference locations:

Sierra County Behavioral Health
706 Mill Street
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Alturas, CA 96101

Lassen County Health and Social Services
1445 Paul Bunyan, Suite B
Susanville, CA 96130

Lassen County Quail Conference Room
1400 Chestnut Street Suite C
Susanville, CA 96130

Siskiyou County
HHSA Social Services Division
818 S. Main St.
Yreka, CA 96097

Plumas County
Planning and Building Services Conference Room
555 Main Street
Quincy, CA 95971

Executive Board Members
Kristen Schreder, County of Shasta, Chair
Trish Barbieri, County of Siskiyou, Co-Chair
Barbara Longo, County of Lassen
Tracey Ferguson, County of Plumas
Carol Madison, County of Modoc
Laurie Marsh, County of Sierra
Michael Coats, County of Del Norte

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1. **Call to Order/Quorum Established/Introductions**

2. **Public Comments (limited to 3 mins. per comment)**

   Members of the public will have the opportunity to address the Board on any issue within the jurisdiction of the Board. Speakers will be limited to three minutes.

   No comments

3. **Presentation**

   Housing and Homelessness Improvement Program (HHIP) Overview and Status, Attachment A

   Lisa O'Connell
   Associate Director of Housing and Incentive Programs
   Health Services
   Partnership HealthPlan of California

   Part of the CalAim project to increase access to housing. Partnership HealthPlan of California (PHC) serves 14 counties.
   See Attachment A in Agenda for full presentation slides.
   In May the funds were received but not the score. Measurement period 2 will end 10/31, score should be available in December.
   PHC will be reaching out to Counties and/or CoC for information to better write the narrative, and to also understand what is working and what isn't.
   Legal met with Shasta County Counsel and access could be granted individually, but they are looking for a report/download monthly basis. Lisa's internal counsel has been out of the office but she will follow-up and let us know where it lands. PHC is contracted with the state and the state wants the info.

4. **Action Items**
   I. **Approve** Cathy Rahmeyer, Plumas County NorCal CoC Executive Board Member (Primary) and Debra Lucero, Plumas County NorCal CoC Executive Board Member (Alternate) July 25, 2023 Plumas-Sierra Counties Advisory Board Meeting Minutes, pg 4, Attachment B

      Tracey Ferguson made a motion to approve, seconded by Barbara Longo. Roll call vote was taken. All approved, none opposed.

   II. **Approve** Governance Charter Amendment, Designation of City of Redding to serve as Interim Collaborative Applicant effective August 15, 2023. Attachment C.
      NorCal CoC Governance Charter, Approved June 1, 2023

July 20, 2023 NorCal CoC EB approved draft amendment to the June 1, 2023 Governance Charter.
August 28, 2023 – June 1, 2023, Governance Charter with proposed Amendment

June 1, 2023 Governance Charter, proposed August 28, 2023, amendment pg 18 (copied below)
D. Collaborative Applicant
The Collaborative Applicant is the entity that submits the annual CoC Program Competition Application for project funding on behalf of the CoC. The CoC retains all of its responsibilities to determine which applications are to be included in the annual request to HUD *The Executive Board designates an entity to serve as the collaborative applicant for the NorCal CoC who can:*

The Lead Agency is the only entity that can:
1. *Serve as HUD Collaborative Applicant;*
2. *Submit HUD CoC program application;*
3. *Submit other funding applications on behalf of the CoC;*
4. *Contract or hire CoC staff;*
5. *Conduct funded project monitoring and performance evaluation;*
6. *Report progress to the Executive and Advisory Boards; and*
7. *Submit NOFA's to the communities the continuum serves.*

The CoC Board will enter into a Memorandum of Understanding (MOU) with the designated Collaborative Applicant. The MOU is in effect for a maximum of five years and may be re- executed upon a successful performance review, as described below.

Current Collaborative Applicant
Effective June August 15, 2023, the CoC Executive Board votes to designates Shasta County Health and Human Services Agency City of Redding to serve as the Interim CoC's Collaborative Applicant.
With written notice, the Collaborative Applicant can terminate its status. In accordance with the MOU, written notice must be given to the Executive Board.

Motion to approve Governance Charter Amendment by Trish Barbieri, seconded by Barbara Longo. Roll call vote was taken. All approved, none opposed.

III. **Approve** NorCal CoC 2023 Point-in-Time Report. Attachment D.
The final draft NorCal CoC 2023 Point-in-Time Report was presented to the Executive Board on June 15, 2023 as a Discussion agenda Item 6. IV. so a vote was not taken to approve the Report. In prior years the Executive Board has approved the annual PIT Report. The 2023 PIT Report has been posted on the NorCal CoC website since June 15, 2023.

Motion to approve PIT Report by Michael Coats, seconded by Barbara Longo. Roll call vote was taken. All approved, none opposed.

IV.   **Approve** Schedule of Special Executive Board Meeting for September 11, 2023, for approval of results from Rating and Ranking Committee recommendations for DV Bonus Funding Application for approval as part of the 2023 Collaborative Application

Motion to approve recommendation for renewal application funding and scheduling of Special Executive Board Meeting by Barbara Longo, seconded by Trish Ferguson. Roll call vote was taken. All approved, none opposed.

V.   **Approve** Schedule of additional Special Executive Board Meetings as needed to align with process and timeline for approval of Collaborative Application.

Motion to approve schedule of additional Special Executive Board Meeting by Barbara Longo, seconded by Laurie Marsh. Roll call vote was taken. All approved, none opposed.

5. Discussion Items

I.   Comprehensive list of grants will be provided by Lead Agency as soon as possible.(*originally included with the 7/20/23 Executive Board Agenda*) Request information to include original allocation of grant funds, distribution and expenditures and balance of funds.

No discussion/response

II.   List of questions from Executive Board Members for Lead Agency, answers from Lead Agency and follow-up Executive Board Questions. (Attachment E)

III.   NorCal CoC Operations Transition Worksheet. Clarify Shasta HHSA roles and responsibilities as current Lead Agency current operations, grant oversight and changes due to Termination Notice effective August 21, 2023. Updated August 22, 2023 (Attachment F)

IV.   Collaborative Applicant and Process. Receive update from City of Redding.

Nicole Smith provided an update regarding admin plans. We have been asking for information from each of the counties.
Teddie Pierce provided update and PowerPoint presentation.
Annelise Pierce asked about PPRN and ARD #s
Look at racial equity components and implement that on the boards.
Application approach: focus on renewals, opened DV bonus but no new applicants at bid conference, analyze prior year's competition debriefs to note trends and conduct interviews to strengthen responses. Bed coverage needs work. Rating and ranking will examine renewal projects to rank via a locally defined scoring tool. Technical support to meet stated deadlines, ensure application thresholds and support for submitting the consolidated application.
Nicholas Nordahl/HUD – joined at 3:06pm.

V. Future Lead Agency. On August 17, 2023, the Executive Board approved designation of Roles and Responsibilities for Lead Agency Attachment A and Summary Attachment B. The ExecutiveBoard requested the Chair present information and request to City of Redding to serve as Interim "Lead Agency". Receive update.

City Council on 9/19/23. City of Redding will be the interim Lead Agency for the next two years. Nicole Smith has been tasked to prepare a budget reflecting all support services and staffing. Nicole can provide more info at the meeting on 9/11/2023. City of Redding would also be Administrator of HHAP funds and ESG.

VI. Discuss budget and funding options for operation of NorCal CoC including Lead Agency, HMIS and Collaborative Applicant. See attached draft "Estimated budgets and funding sources 2023-2024 - NorCal CoC Collaborative Applicant, HMIS and New Lead Agency". Also attached is the summary of percentage distribution by PIT 2019, 2022 & 2023. Attachment G.

County needs to confirm HHAP expenditures - $570,000 – Chair Kristen Schreder will follow-up.

6. Discussion Items for Next Meeting

- Rating and Ranking Committee using the tool Teddie Pierce is designing, submitted for approval. 5 participants in the diverse group.
- Governance Charter amendments
- Clarification of funding – HHAP3, HHIP and ESG
- Budget from City of Redding for duties - Is there a shortfall?
- Participation agreements, nexus per county, will those change in the future?
  - What entity would those agreements be with?

7. Adjournment

Motion to adjourn made by Tracy Ferguson, seconded by Barbara Longo. Roll call vote was taken. All approved, none opposed.

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Next Regular Executive Board Meeting
September 21, 2023
1pm – 3pm
Location TBD

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CoC Executive Board Regular Meeting
Draft December 21, 2023
2:00 pm - 4:00 pm
777 Cypress Ave.
Enterprise Park Conference Room
Redding, CA 96001

1.   **Call to Order/Quorum Established/Introductions**

Meeting was called to order 2:00 pm by Kristen Schreder. Quorum was established.

Members Present: Grace Poor (Lassen), Kristen Schreder (Shasta), Sara Collard (Siskiyou), Maddelyn Bryan (Siskiyou), Michael Coats (Del Norte), Jeri Robertson (Del Norte), Carol Madison (Modoc)

Public: Nicole Smith; Kalie Brisbon, Tim Danielson, Tanessa Audette, Christy Coleman, Lisa Sellers, Shasta Scout; Macrina Flaner; Janice Powell

2.   **Public Comments** (limited to 3 mins. per comment) No comments from the public

3.   **Presentation-United Way of Northern California - HMIS Transition Status, including HMIS Committee Report**

Tim Danielson and Kalie Brisbon from UWNC shared three main things.
1. Want to reduce or remove HMIS barriers in system and through Coordinated Entry help to house more people
2. Want to increase participant use
3. Increase system and functionality with training and full system utilization

They shared two wins
1. Shasta County HHIP funds administered by City of Redding will cover licenses for HMIS
   a. No agency will pay to gain access
   b. This aligns with their removing barriers
2. Insurance for data security can be removed per HUD
   a. End User Agreements have been sent and need to be returned.
   b. Another barrier removed.

Siskiyou County asked if they will have access now with HMIS and UWNC said yes
Tim asked what does the Executive Board want the HMIS Committee to look like?
1. How often should they be meeting?
2. Should UWNC run the meetings or who should?

Chair Kristen Schreder asked the Executive Board what they would prefer and for a list of committee members. This will be moved to a future date.

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4.   Action Items

I.   Approve Meeting Minutes
Board members will review and approve draft minutes from the October 19, 2023 Regular Executive Board Meeting.
Attachment A draft October 19, 2023 Regular Executive Board Meeting minutes

Grace Poor made a motion to approve the minutes. Seconded by Michael Coats. Roll call vote was taken. All approved, none opposed.

II.   Approve Applications for PIT Committee
Approve two PIT, Megan Preller and Barbara Daughtrey and one HMIS Committee, Barbara Daughtrey, applications in accordance with the current Governance Charter page 18 (last amended 10/19/23)
Attachment B, PIT and HMIS Applications

Carol Madison made a motion to approve the new committee members. Seconded by Sarah Collard. Roll call vote was taken. All approved, none opposed.

III.   Review, discuss and Approve Process for NorCal CoC PIT & HMIS Committee
See attached draft Governance Charter amendments to simplify the process of NorCal CoC Committee membership application approval.
Attachment C-1, Draft Proposed Governance Charter amendments
Attachment C-2 Draft Revised NorCal CoC Committee or Workgroup Application

Discussion about simplifying the language to make it clearer. New language was agreed upon for the time being.
Sarah Collard made a motion to approve the process for NorCal CoC PIT and HMIS Committee. Seconded by Carol Madison. Roll call vote was taken. All approved, none opposed.

IV.   Approve Proposed 2024 NorCal Executive Board Meeting Schedule
Attachment D Proposed 2024 NorCal Executive Board Meeting Schedule

Sarah Collard made a motion to approve the 2024 NorCal Executive Board Meeting Calendar. Seconded by Carol Madison. Roll call vote was taken. All approved, none opposed.

V.   Approve proposal for completing the HHAP 5 Application (Due March 27, 2024)
Review, discuss and approve proposal to hire Housing Tools to complete the HHAP 5 Application and required documentation.
Attachment E - Housing Tools - Proposal for HHAP-5 Assistance Scope of Services and Timeline of Major HHAP-5 Steps

Summary of tasks for the application that is due in March:
A. Determine regional administrative and contracting information in the prescribed format, as required for Cal ICH to complete contracts and disbursement of funds.
B. Facilitate a Regional Planning meeting.

C. Create a detailed funding plan for how the applicant intends to use the funds in the prescribed format.

D. Prepare a Regionally Coordinated Homelessness Action Plan (RCHAP) pursuant to HSC section 50233(c).

E. Facilitate three required regional meetings to present the RCHAP and proposed Memorandum of Understanding (MOU)

F. Execute a MOU approved by each County Board of Supervisors and signed by each eligible applicant that is participating in the Regionally Coordinated Homelessness Action Plan.

Nicole Smith shared the cost of $46, 680 to pay Housing Tools being a reasonable amount for the work they will be doing in such a short time frame.

The Executive Board members discussed and confirmed that a special meeting be held on the January 11th as the Housing Tools Kick-Off meeting. They also confirmed that the Executive Board Meeting scheduled for January 18th will be from 1pm-2pm so that the Housing Tools Planning Meeting be held from 2pm-4pm

Nicole Smith shared that the City of Redding has received the first portion of HHAP 4 in the amount of $2,366,458.69. The total for HHAP 4 will be $4,605,707.57. HHAP 4 will be used to pay Housing Tools.

Grace Poor made a motion to approve the proposal. Seconded by Carol Madison. Roll call vote was taken. All approved, none opposed.

VI. **Approve 2022 HHAP 3 Distribution Adjustment**
Review and Approve 2022 HHAP3 Distribution Summary
Attachment F-1 – HHAP 3 2022 CoC, County & Joint Project Distributions V.2
Attachment F-2 – HHAP 3 2022 Distribution Additional information

Chair Kristen Schreder shared she is working to confirm Joint Project, Admin, County, and distribution information. At this time there was an adjustment to CoC and County allocations to account for total $570, 000 Joint Project which may require applicants awaiting funds to make changes.

City of Redding will send subrecipient agreements out once the City of Redding has received the money transferred. The City of Redding still doesn't have the final expenditures from Shasta County. Grace Poor mentioned how Counties may have to change how they spend the money due to expenditure dates not changing, but Counties haven't received their money.

Carol Madison made a motion to approve the HHAP 3 distribution adjustment. Seconded by Michael Coats. Roll call vote was taken. All approved, none opposed.

VII. **Approve Draft Summary - Budgets and Funding sources 2023-2025 V.3**
Review Draft Summary - Budgets and Funding Source and discuss and approve options for funding operation of NorCal CoC including Collaborative Applicant, HMIS, CE and Administrative Entity for period of August 1, 2023 to December 31, 2025.
Attachment G-1 - Draft Summary - Budgets and Funding Sources V.3

Attachment G-2 - Additional information regarding Draft Summary V.3
Attachment G-3 - Assign Fund Source Document. This document was created to assign each fund source to eligible budget items. Some funding sources such as HUD or the HHIP funding awarded to UWNC has specific eligibility criteria and period of time to expend.

Chair Kristen Schreder viewed budget draft, looking to approve as budget framework. Grace Poor asked about adding Housing Tools Proposal to the budget. Chair Kristen Schreder reiterated that this is just the framework and may be adjusted. Question was asked by Tanessa Audette why was the budget higher than what was allocated? Chair Kristen Schreder explained reasons for the shortfall and how to rectify it. Christy Coleman interjected and stated that Shasta County will take their County money separately.

Michael Coats made a motion to approve the draft summary. Seconded by Sarah Collard. Roll call vote was taken. All approved, none opposed

VIII. **Approve** Scheduling of additional Special Executive Board Meeting(s) as needed
Additional meeting were discussed to schedule with Housing Tools per the HHAP 5 application, and approved the following meeting dates and times

> January 11th Executive Board special meeting and Housing Tools Kick-off meeting
> January 31st Public meeting with Housing Tools 6pm-8pm
> February 8th Public meeting with Housing Tools 10am-12pm
> February 22nd Public meeting with Housing Tools 12pm-2pm

Grace Poor made a motion to approve the meetings. Seconded by Michael Coats. Roll call vote was taken. All approved, none opposed

5. **Discussion Items**

I. **Review and discuss Draft options for HHAP4 potential Joint Project, amount and eligible uses** (Note: On October 19, 2023, the EB approved the distribution of the HHAP 4 CoC allocation using the 2022 HUD approved PIT count percentage, 2022 PIT was used by the State to determine HHAP4 allocations) Attached draft distribution is similar to 2022 approved HHAP 3. Consider creation of $500,000 Joint Project for System Support, funded by portion from each CoC and each County.
Attachment H-1 - Draft Proposed HHAP 4 Distribution
Attachment H-2 –Draft Proposed HHAP 4 Distribution Additional Information

Chair Kristen Scheder reviewed how she came to the $500,000 amount for a joint project. Christy Coleman asked questions about the joint project totals, and had concerns over the combined amount. Discussion continued around totals and Shasta County's concerns.

II. Comprehensive list of grants will be provided by Lead Agency as soon as possible.

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were provided, but final HHAP3 expenditure information has not been provided as of 12/18/23 and since this request was posted 7/20/23.

Updates will be provided at a later meeting.

III. **HHAP funding transfer.**

Shasta County HHSA provided to BCSH updated HHAP1 and HHAP2 expenditure reports. City of Redding has signed amended contracts for HHAP1 and HHAP2 awaiting Shasta County Board of Supervisors to approve HHAP1 and HHAP2 Amended Contracts in early January 2024. As of 12/18/23 BCSH has not received the requested information to amend the HHAP3 contracts. BCSH has requested that Shasta County HHSA submit additional general ledgers and reports of expenditure amounts.

Waiting for Shasta County Board of Supervisors to approve.

IV. **NorCal CoC HHAP3 Summary of Proposed Project expenditures.**

See attached Summary of HHAP3 Proposed Project Expenditures based on the copies of applications and summary of proposed project expenditures provided to the EB by CoC Advisories and applicants. HHAP3 proposed project applications were forwarded to the City of Redding to assist with drafting sub-recipient agreements to be used when the HHAP3 funds are transferred from Shasta County to the City of Redding.

Attachment I - NorCal CoC HHAP3 Summary of Proposed Project Expenditures.

City of Redding is currently working complete Subrecipient Agreements.

V. NorCal Continuum of Care Administrative Entity Memorandum of Understanding provided by City of Redding November 16, 2023, to provide Administrative Entity services. Discuss timeline for Executive Board Approval.
Attachment J - Memorandum of Understanding

Nicole Smith asked for this to be completed as soon as possible. Executive Board members stated most will have it completed mid-January.

6. **Reports**

I. **City of Redding**
A new Associate Project Coordinator Shawnna Flanigan will be starting January 2nd. She will be taking on Administrative support for NorCal CoC.

II. **PIT Committee Report – 2024 PIT Count**
Move to next meeting.

7.   NorCal CoC Member Updates
        Review Governance Charter at next meeting

8.   Discussion Items for Next Meeting
   I.   Review Participation Requirements, Governance Charter "Application Standards and Thresholds"
   II.   Discuss next steps for review of Governance Charter
   III. Review and discuss HUD Housing Partners II funding and proposed NOFA

9.   Adjournment
        Grace Poor motioned to adjourn the meeting. Seconded by Sarah Collard. Passed unanimously. Adjourned 4:00 pm

Next Executive Board
Meeting
January 18, 2024
1:00 pm – 2:00 pm

Att. C

Executive Board Special Meeting
DRAFT **Minutes**
January 11, 2024
<mark>**8:00 to 10:00 am**</mark>
<mark>**777 Cypress Ave. Housing Conference Room**</mark>
Redding, CA 96001

1/11-Housing Conference Room (City Hall-1ˢᵗ Floor)

Topic: NorCal CoC Executive Board Special Meeting and HHAP 5 Planning
Time: Jan 11, 2024 08:00 AM Pacific Time (US and Canada)
Join Zoom Meeting

https://us06web.zoom.us/j/84080001153?pwd=bNInasCF8Jga6dGytBPUfIfqgNLq3a.1

Meeting ID: 840 8000 1153
Passcode: 882226
One tap mobile
+16694449171,,84080001153#,,,,*882226# US
+13462487799,,84080001153#,,,,*882226# US (Houston)

Teleconference locations:
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591 Main Street
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1. **Call to Order/Quorum Established/Introductions**

   8:03am

   Executive Board Members-Sarah Collard, Cathy Rahmeyer, Grace Poor, Michael Coats, Sheryll Prinz-McMillan and Carol Madison

   Public- Emily Kerr, Christy Coleman, Sarah Brown, Annelise Pierce, Sarah Fielding, Sherry Morgado, Cassie Miracle, James Coles, Melissa Nave, Sareena Rai, and Kalie Brisborn.

2. **Public Comments (limited to 3 mins. per comment)**

   Members of the public will have the opportunity to address the Board on any issue within the jurisdiction of the Board. Speakers will be limited to three minutes.

   No comments.

3. **Action Items**

   I. **Approve Meeting Minutes**
   Board members will review and approve draft minutes from the September 25, 2023 Special Executive Board Meeting.
   Attachment A - draft September 25, 2023 Special Executive Board Meeting minutes

   Motion made to approve 9/25/23 minutes by Sara Collard, seconded by Cathy Rahmeyer. Vote taken, all approve, none oppose.

   II. **Approve Annual NorCal CoC Sheltered PIT Count Date and Documentation**
   See attached PIT Committee recommendations.
   1. The PIT Census date: January 23, 2024
   2. The Sheltered Survey: members voted to approve using the Sheltered Survey template as it will be generated automatically by the Counting Us app. This would involve meeting at least the basic HUD requirements but not adding optional questions for local purposes. Unfortunately, I don't have an attachment for this item.
   3. PIT methodology: Approve updated methodology to the 2024 dates, remove the method for the unsheltered count, and remove county-specific addendums.
   4. The HIC form: updated with 2024 dates, fillable form.

   Attachment B-1, PIT Methodology

Attachment B-2, 2024 Housing Inventory Count Form
Awaiting Proposed Sheltered Survey to be provided
Motion made to approve PIT Count date and documentation by Cathy Rahmeyer, seconded by Sara Collard. Vote taken, all approve, none oppose.

III. **Approve use of HHAP 4 funds to pay vendors for CoC Operations beginning August 1 through December 31, 2023 and be reimbursed with HHAP 3 funds when they become available.**
Teddie Pierce (Prepare Collaborative Applic) $18,975
2024 CountingUs Mobile App $8,750
UWNC HMIS transition 8/1/23 to 12/31/23 $25,677
Total amount to be reimbursed with HHAP 3 **$53,402**

Approve HHAP 4 funds to pay for
Housing Tools - Prepare HHAP 5 Applic $46,680
Attachment C-1 8/15/23 Redding City Council Approval of T. Pierce Proposal
Attachment C-2 SimtechSolutions CountingUs invoice
Attachment C-3 United Way of Northern California invoice for 2023
EB approved Housing Tools $46,680 proposal 12/21/23, see agenda for proposal, contract in process

Motion to approve use of HHAP 4 funds made by Grace Poor, seconded by Cathy Rahmeyer. Vote taken, all approve, none oppose.

IV. **Review and Approve HHAP4 Distribution potential Joint Project, amount and eligible uses**
(Note: On October 19, 2023, the EB approved the distribution of the HHAP 4 CoC allocation using the 2022 HUD approved PIT count percentage, 2022 PIT was used by the State to determine HHAP 4 allocations)
Attached draft distribution is similar to 2022 approved HHAP 3. Consider creation of $500,000 Joint Project for System Support, funded by portion from each CoC and each County.
Attachment D-1 - Draft Proposed HHAP 4 Distribution
Attachment D-2 - August 1, 2023 to December 31, 2025 NorCal CoC Budget V.5 Approved 12/21/23

Discussion around operating costs, individual County allocations, and CoC allocation options. Pros and Cons discussed for each including Counties receiving their full allocation and CoC receiving theirs to cover admin costs and HMIS.
Will be bringing this back to Advisory Boards for further discussion, and bring back to a future Executive Board meeting.

V. **Approve** Scheduling of additional Special Executive Board Meeting(s) as needed.

No additional meetings approved.

4. **Discussion Items**

I. **HHAP 5 Application Planning Kick-Off (Due March 27, 2024)**
Review and discuss with Housing Tools HHAP 5 Application Planning Memo.

Presentation provided on HHAP 5 Application process.
      Application due 3/27/2024
      Must apply as a regional plan/coordination
      Shared upcoming meetings within individual Counties, how to engage community members, and stakeholders.
            Joint CoC meeting planned for 1/18/2024 at 2pm-4pm
            Three public meetings scheduled for 1/31/24 at 6pm, 2/8/24 at 10am, and 2/22/24 at 12pm
      Counties can decide if they want to contract directly with the State or through the CoC.
      MOU between the CoC and individual Counties must be reviewed and approved by Board of Supervisors before 3/22/24

5. Reports

I. City of Redding - Administrative Entity Report

Shawnna Flanigan introduced as the new Associate Project Coordinator for the CoC with the City of Redding/Administrative Entity

II. United Way of Northern California – HMIS Report

UWNC is live in the WellSky system.
      In training mode to understand reporting.
      Working with HUD TA for additional trainings
Sent out End User Agreement and needs them back
      Will have them resent
UWNC also needs an MOU with each entity

III.

"Comprehensive list of grants will be provided by Lead Agency as soon as possible." (*originally included with the 7/20/23 Executive Board Agenda*) Requested information to include original allocation of grant funds, distribution and expenditures and balance of funds. HHAP1 and HHAP2 expenditures were provided, but final HHAP3 expenditures designated as admin or Joint Project expenditures have not been provided as of 1/9/24 and since this request was posted 7/20/23.

IV. <u>HHAP funding transfer.</u>

Shasta County HHSA provided to BCSH updated HHAP1 and HHAP2 expenditure reports. City of Redding signed amended contracts for HHAP1 and HHAP2 awaiting Shasta County Board of Supervisors to approve HHAP1 and HHAP2 Amended Contracts in early January 2024. Was not presented to the January 9, 2024 Shasta BoS meeting.

BCSH requested that Shasta County HHSA submit additional general ledgers and reports of expenditures. As of 1/9/24 BCSH has not prepared amendments for the HHAP3 contracts.

Email sent from Cal ICH 1/10/24 to Shasta County, City of Redding, and NorCal CoC stating that Shasta County needs to sign the amended HHAP 3 agreements no later than 1/31/24 and then Shasta County has 30 days to transfer the money to the City of Redding.

6. **NorCal CoC Member Updates.**

   Lassen County-working on Bridge Housing projects, 10 units.
   Plumas County-working on development of a new Navigation Center.
   Del Norte County-working with Personnel changes, emergency shelter programs, rapid rehousing programs, permanent supportive housing contracts.
   Siskiyou County- working on permanent supportive housing project, almost finished. Also working on a congregate shelter.
   Shasta County-has an RFP out for a 12 unit mixed use project, for supportive housing.

7. **Discussion Items for Next Meeting**
   I. Review Participation Requirements, Governance Charter "Application Standards and Thresholds"
   II. Discuss next steps for review of Governance Charter
   III. Review and discuss HUD Housing Partners II funding and proposed NOFA
   IV. Review and approve NorCal Continuum of Care City of Redding Administrative Entity Memorandum of Understanding.

8. **Adjournment**

   Motion to adjourn the meeting made by Grace Poor, seconded by Michael Coats. Vote taken, all approve, none oppose.

If requested, the agenda shall be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132), and the federal rules and regulations adopted in implementation thereof. You may contact the City of Redding Housing Division at (530)225-4048 for disability-related modifications or accommodations, including auxiliary aids or services, in order to participate in the public meeting.

Next Executive Board Meetings
January 18, 2024 1pm – 2pm, HHAP 5 Planning Meeting 2-4pm
Redding City Hall, TBD
Enterprise Park Conf Rm.

HHAP 5 Public Meetings

Meeting #1 Redding City Hall Community Room
Wed. 1/31 Evening, 6-8 pm
Meeting #2 Redding City Hall Community Room

Thurs. 2/8 10:00 am- 12:00pm
Meeting #3 Redding City Hall Community Room
Thurs. 2/22 time 12:00-2:00 pm

Att. D

Executive Board Special Meeting
DRAFT Minutes
January 18, 2024
==**2:00pm – 4:00pm**==
==**777 Cypress Ave.**==
==**Enterprise Park Conference Room**==
Redding, CA 96001

1/18-Enterprise Park Conference Room (City Hall-2nd Floor)
Topic: NorCal CoC Planning Meeting
Time: Jan 18, 2024 02:00 PM Pacific Time (US and Canada)
Join Zoom Meeting

https://www.google.com/url?q=https://us02web.zoom.us/j/84427452176&sa=D&source=cal

endar&ust=1705339771635273&usg=AOvVaw33nSIhBKDTg6YgJ6tjs9Hv

Teleconference locations:

Sierra County Behavioral Health
706 Mill Street
Loyalton, CA 96118

Del Norte County Health and Human Services
455 K Street
Crescent City, CA 95531

Teach I.N.C
112 E 2nd Street
Alturas, CA 96101

Lassen County Health and Social Services
1445 Paul Bunyan, Suite B
Susanville, CA 96130

Siskiyou County Behavioral Health
2060 Campus Dr.
Yreka, CA 96097

Plumas County
PCIRC
591 Main Street
Quincy, CA 95971

Executive Board Members
Kristen Schreder, County of Shasta, Chair
Sarah Collard, County of Siskiyou, Co-Chair
Barbara Longo, County of Lassen
Cathy Rahmeyer, County of Plumas
Carol Madison, County of Modoc
Sheryll Prinz-McMillan, County of Sierra
Michael Coats, County of Del Norte

NorCal Continuum of Care ™

To Address the Board: Members of the public may address the Board on any agenda item. Pursuant to the Brown Act (Govt. Code section 54950, et seq.) Board action or discussion cannot be taken on non-agenda matters but the board may briefly respond to statements or questions. You may submit your public comment via email to norcalcoc@cityofredding.org that will be read into the record.

1. **Call to Order/Quorum Established/Introductions**

   Meeting called to order at 2:04/Quorum established.

   Executive Board Members: Kristen Schreder, Michael Coats, Grace Poor, Sarah Collard, Barbara Longo, Jeri Robertson

   Public: Barry Tippin, Maggie Joyce, Shiann Hogan, Lisa Sellars, Debi Bruschi, Kalie Brisbon, Brent Eddy, Nicole Smith, Scott Badger, David Rickert, Laura Burch, Christy Coleman, Emily Kerr, and 2 others unknown names.

2. **Public Comments (limited to 3 mins. per comment)** *Held at the end of the meeting instead of the beginning.*

   Members of the public will have the opportunity to address the Board on any issue within the jurisdiction of the Board. Speakers will be limited to three minutes.
   Public Comment held until the end after presentation
   Two members of the public spoke requesting Shasta County have a seat on the NorCal CoC Executive Board

3. **Presentation from Housing Tools on the Homeless Housing, Assistance and Prevention Program (HHAP-5)**

   I. **Background**
   Housing Tools will provide the background for understanding the HHAP Application process.

   HHAP 5 Overview
   - The Homeless Housing Assistance and Prevention (HHAP) Round 5 Notice of Funding Availability (NOFA) was published Sept 29, 2023.
   - Eligible applicants are the 44 Continuums of Care, 58 counties, and 14 large cities with populations over 300,000.
   - This grant program provides local jurisdictions with flexible funding to continue efforts to improve regional and systems coordination to prevent and end homelessness in their communities.
   - HHAP-5 requires three public meetings, a Regionally Coordinated Homelessness Action Plan (Plan), a Memorandum of Understanding (MOU), and a Funding Plan or Plans (if counties apply to administer their own funds with the State)

   Format
   - Cal ICH (California Interagency Council on Homelessness) has provided a template which constitutes the HHAP-5 Plan/Application.
   - It consists of a series of tables that focus on both quantitative and qualitative data.
   - The NorCal CoC Plan/Application is intended to be a joint application for the CoC and each of the seven counties. Per Cal ICH instructions, counties must apply as part of a regional application with the CoC. In a multi-county CoC, counties are strongly encouraged to apply in collaboration with other counties served by the same CoC.

- While counties must be a signatory to the Regionally Coordinated Homelessness Action Plan, and the MOU, counties can choose to receive their County allocations directly from the State as their own Administrative Entity.

Allocations
- Continuum of Care Allocation: $3,625,173.51
- County Allocations:
    1. Del Norte: $957,459.26
    2. Lassen: $184,869.66
    3. Modoc: $37,249.86
    4. Plumas: $184,869.66
    5. Shasta: $1,397,559.41
    6. Sierra: $16,555.55
    7. Siskiyou: $699,469.52
- Reviewed HHAP 5 Allocations draft budget allocations 1-16-2024
- Questions on this slide
    1. Slides shared with the group? Yes

Eligible Uses
- HHAP-5 funds can be used to support activities that fall within three main buckets:
    1. Permanent housing
    2. Interim housing (no new Interim Housing projects unless approved by Cal ICH)
    3. Service provision and systems support
- There is a required 10% youth set-aside.
    1. Clarified that it is overall the CoC, not just by County
- Administrative costs are capped at 7%, and Homeless Management Information System (HMIS) costs are capped at 1%.

II. Requirements
Regional Coordinated Homeless Action Plan (RCHAP)

The development of the RCHAP must include:
- a minimum of 3 public meetings where key stakeholders, including those with lived experience of homelessness and homeless/housing service providers are encouraged to attend.
- a description of the specific roles and responsibilities of local jurisdictions (counties and cities) in regard to outreach, site coordination, use of available land, development of both interim and permanent housing solutions and the delivery of services to those experiencing homelessness must be described.
-

- Funding plans which detail how the CoC and each County proposes to use its HHAP-5 funds to advance the development of permanent housing solutions.

Plan Requirements

- o Participating Jurisdictions' Roles and Responsibilities
  - Eligible: Counties and CoC. Not cities in our region, but cities can sign on to the plan
- o System Performance Measures and Improvement Plan
- o Equity Improvement Plan
- o Plan to Reduce the Number of People Experiencing Homelessness Upon Exiting an Institutional Setting
- o Plan to Utilize Local, State, and Federal Funds to End Homelessness
- o Plan to Connect People Experiencing Homelessness to All Eligible Benefit Programs

4. **Disscussion Items for Next Meeting**
   Executive Board agreed to have a Special NorCal Executive Board Meeting on January 29th, 2024 at 2pm to 4pm.

5. **Adjournment**
   Motion to adjourn the meeting made by Barbara Longo, seconded by Sarah Collard, Vote taken, all approve, none oppose 4:00 pm

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HHAP 5 Public Meetings

#1 Wed. 1/31 Evening, 6-8 pm Redding City Hall Community Room
#2 Thurs. 2/8 10:00 am- 12:00pm Redding City Hall Community Room
#3 Thurs. 2/22 time 12:00-2:00 pm Redding City Hall Caldwell Park Conference Room

Regionally Coordinated
Homeless Housing, Assistance and Prevention Program
ROUND 5

Notice of Funding Availability (NOFA)

In Partnership with the Department of Housing and Community Development

Gavin Newsom, Governor

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

801 Capitol Mall, Suite 601 | Sacramento, CA 95814
Telephone: (916) 651-2820
Website: https://www.bcsh.ca.gov/calich

HHAP Round 5 Program Email: calichgrants@bcsh.ca.gov

September 29, 2023

Table of Contents

I.   OVERVIEW

DATE:	September 29, 2023
MEMORANDUM FOR	ALL ELIGIBLE APPLICANTS
FROM:	Meghan Marshall, Executive Officer California Interagency Council on Homelessness
SUBJECT:	NOTICE OF FUNDING AVAILABILITY (NOFA) HOMELESS HOUSING, ASSISTANCE AND PREVENTION (HHAP) PROGRAM – ROUND 5

The California Interagency Council on Homelessness (Cal ICH) is pleased to announce the availability of the Regionally Coordinated Homeless Housing, Assistance and Prevention (HHAP) Program Round 5 (HHAP-5) grant funding.

The legislature appropriated $1 billion to fund HHAP-5. This NOFA makes available $760 million of the $1 billion appropriated to eligible Cities, Counties, and Continuums of Care (CoCs) as the HHAP-5 base allocations and $9.5 million for planning allocations. Of the $1 billion appropriation, $20 million is set aside for tribal applicants and $161.5 million is set aside for eligible City and County applicants for Supplemental Homekey funding in Fiscal Year (FY) 24-25. Both of these set asides will be made available through separate NOFAs in 2024.

In addition to the $1 billion appropriation, Assembly Bill (AB) 129 reallocates $360 million from prior HHAP funding appropriations (HHAP-3 and HHAP-4 bonus funding) towards supplemental funding under HHAP-5. Under this NOFA, $100 million of this supplemental funding will be distributed along with the $760 HHAP-5 base allocations for eligible Cities, Counties, and CoCs, using the same allocation methodology as the base funding. This NOFA makes a total of $869.5 million available to eligible cities, counties, and CoCs: the $760 million HHAP-5 base allocation, $9.5 million planning allocation, and $100 million in supplemental funding. The remaining $260 million of supplemental funding will be made available through a separate application in FY 24-25.

To be considered eligible for HHAP-5 base allocations, eligible applicants **must** apply as part of a region and **must** be signatory to a Regionally Coordinated Homelessness Action Plan which must be approved by the Council. (See definition of a region for purposes of HHAP-5 under the Eligible Applicants section II.A below.)

A. Authorizing Statute

HHAP-5 is a $1 billion grant program authorized by Section 17 of AB 129 (Chapter 40, Statutes of 2023; Health & Safety Code (HSC) § 50230, et seq.), which was signed into law by Governor Gavin Newsom on July 10, 2023.

HSC section 50232(h) states that "In administering this chapter, the Council shall not be subject to the rulemaking provisions of the Administrative Procedure Act (Chapter 3.5 (commencing with Section 11340) of Part 1 of Division 3 of Title 2 of the Government Code)." This NOFA establishes Cal ICH's guidelines for HHAP-5, including the terms, conditions, forms, procedures, and other mechanisms that Cal ICH deems necessary to administer HHAP-5. The guidelines contained in this NOFA are adopted as if they have the "dignity of statutes." (*Ramirez v. Yosemite Water Company, Inc.* (1999) 20. Cal. 4th 785, 799.)

Pursuant to HSC section 50231, it is the intent of the Legislature to transfer the HHAP grant administration work of Cal ICH to the Department of Housing and Community Development (HCD) during FY 23-24. (See *Section IX "Grant Administration Transition"* below for more information.)

B. Purpose And Program Objectives

HHAP-5 is established for the purpose of organizing and deploying the full array of homelessness programs and resources comprehensively and effectively, and to sustain existing federal, state, and local investments towards long-term sustainability of housing and supportive services. (HSC §§ 50232(a) and 50236(a).) To accomplish these goals, HHAP-5 requires applicants to create and implement Regionally Coordinated Homelessness Action Plans.

In order to successfully reduce homelessness through this funding, Cal ICH also expects applicants to:

- Foster robust regional collaboration and strategic partnerships aimed at fortifying the homeless services and housing delivery system. This should be achieved through the formulation of data-driven and cross-system plans designed to allocate resources in alignment with the state's priorities for homeless housing solutions. This means implementing strategies that create and sustain regional partnerships and emphasize permanent housing solutions.

- Ensure the long-term sustainability of housing and supportive services, by strategically pairing these funds with other local, state, and federal resources to effectively reduce and ultimately end homelessness. Applicants are encouraged to follow the guidance provided in "Putting the Funding Pieces Together: Guide to Strategic Uses of New and Recent State and Federal Funds to Prevent and End Homelessness".

- Demonstrate sufficient resources dedicated to long-term permanent housing solutions, including capital and operating costs.

- 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.

- 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 HSC section 50234(f), 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 interim or permanent 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 interim housing, short-term interventions like rapid re-housing, and longer-term interventions like supportive housing.

- Cal ICH strongly encourages applicants to prioritize the use of HHAP funds to assist people to remain in or move into safe, stable, permanent housing. HHAP funding should be housing-focused -- either funding permanent housing interventions directly or, if used for interim housing or street outreach, have clear pathways to connect people to permanent housing options.

C. Available Funding

HHAP Round 5 funding will be made available as non-competitive allocations to eligible applicants, including CoCs, large cities, and counties, as follows:

Eligible Applicant Type	Percentage	Estimated allocation: HHAP Round 5 Planning	Estimated allocation: HHAP Round 5 Base	Estimated allocation: Initial $100M Supplemental Funding Allocations
Cities	42%	$3.99 M	$319.2 M	$42 M
Counties	28%	$2.66 M	$212.8 M	$28 M
CoC	30%	$2.85 M	$228 M	$30 M

For the HHAP-5 planning allocation, individual allocations for each eligible applicant will be based on the proportionate share of the state's homeless

population as reported by the United States Department of Housing and Urban Development (HUD) in the 2022 Point-In-Time (PIT) count. See *Section III C 3, "One Percent Planning Allocation".* For both the HHAP-5 base allocation and the initial $100 million supplemental funding, individual allocations for each of the eligible applicants will be based on their proportionate share of the state's homeless population as reported by HUD in the 2023 PIT count. Allocation amounts will be calculated and shared with applicants once HUD publishes their 2023 Annual Homeless Assessment Report (AHAR). Cal ICH currently anticipates providing eligible applicants with these allocation amounts by the end of January 2024.

II.   ELIGIBLE APPLICANTS

Eligible applicants for HHAP program funds are the same as in round 4 of HHAP funding which include:
- California's 44 CoCs identified by HUD.
- California's 14 Large cities with a population of 300,000 or more as of January 1, 2022.
- California's 58 Counties.

Per HSC sections 50233(a) and 50235(c)(1), eligible applicants **must** apply as part of a region and be a signatory to a Regionally Coordinated Homelessness Action Plan to be approved by the Council.

A. Definition of "Region"

For purposes of HHAP-5, the term "region" refers to the geographic area served by a county, including all cities and the CoC or CoCs within it. (HSC § 50230(v)(1).) When multiple counties are served by the same CoC, those counties may choose to apply together or as separate county regions. CoCs that serve multiple counties must participate in the Regionally Coordinated Homelessness Action Plan of each regional applicant that is part of the CoC; however, multi-county regions that are served by the same CoC are encouraged to apply as one region.

Additionally, all CoCs within the County of Los Angeles shall be considered part of a single region, along with the county and big cities within the county, and therefore must apply together. (HSC § 50230(v)(2).)

B. Regional Disbursement Options

While geographic regions are required to apply together and to jointly complete a Regionally Coordinated Homelessness Action Plan, each applicant (large city, county and CoC) shall have the discretion to receive their base allocation directly **or** they may designate an eligible applicant in their region to serve as their Administrative Entity. This selection will indicate to Cal ICH which eligible applicant will enter into contract with the state to receive and

administer each eligible applicant's HHAP-5 allocation. The Administrative Entity is responsible for administering the funds, contracting (when necessary) with sub-recipients, reporting on HHAP-5 dollars and activities to Cal ICH, and meeting the terms and conditions of the contract.

C. Ineligible Entities

Individual persons, cities (not identified as one of the 14 large cities), and nonprofit organizations (that are not CoCs) are not eligible to apply directly to Cal ICH for HHAP funds. While small cities are not eligible to apply directly for HHAP funds, they may choose to participate in the Regionally Coordinated Homeless Action Plan. 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.

Cal ICH 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. Cal ICH 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.

Additionally, interested parties are encouraged to participate in the required public stakeholder process for each regional application. (See *Section V.E: "Required Steps – Application Development, Submission, and Posting"* for more information.)

III. <u>ELIGIBLE USES</u>

While the eligible uses for HHAP-5 remain largely unchanged from previous rounds, the HHAP-5 statute reorganizes eligible uses into three main buckets: (1) costs that support permanent housing; (2) costs that support interim housing; and (3) costs that support service provision and systems support. This change represents a strategic alignment aimed at amplifying the focus on regional coordination, permanent housing, sustainability, and person-centered services. The overarching objective of HHAP funds remains unwavering – to effectively address and end people's experiences of homelessness.

The HHAP-5 Eligible Use Categories will have two changes:

1) Splitting the "Operating subsidies" category into two separate categories

("Operating Subsidies-Permanent Housing" and "Operating Subsidies-Interim Housing") and

2) Authorizing up to an additional one percent of the HHAP-5 allocation to cover expenses associated with the Homeless Management Information System (HMIS) to be transferred directly to the HMIS lead entity to support the functioning, maintenance, and operation of the local HMIS.

A. State Priorities for HHAP-5 Funding

Pursuant to HSC section 50236, HHAP-5 is intended to <u>sustain existing</u> federal, state, and local investments towards long-term sustainability of housing and supportive services. To achieve this, applicants shall develop data-driven plans which fund the state's priorities to:

- Sustain existing investments towards long-term sustainability of housing and supportive services; and

- Prioritize permanent housing solutions.

Additionally, pursuant to HSC section 50236(c) grantees may not use any HHAP-5 dollars on any new interim housing solutions unless they are given written permission from Cal ICH. Before proposing to use HHAP-5 resources to fund new interim housing solutions, the applicant must demonstrate that the region has dedicated sufficient resources from other sources to long-term permanent housing solutions, including capital and operating costs. (See Section *III.C.4* "*Limitations on New Interim Housing Solutions*" below for additional information about the limitation of HHAP dollars on interim housing solutions.)

B. Eligible Use Categories

Below is a crosswalk of HHAP-5 statute and the HHAP Eligible Use Categories:

HHAP-5 Statute	HHAP Eligible Use Categories	Explanation and Examples of Eligible Uses of HHAP funds
Costs that support Permanent Housing include the following	Delivery of Permanent housing and Innovative Housing Solutions	Eligible Uses should be categorized here when costs support the provision of permanent housing. Examples: • Acquisition of land, building, etc. • Improvement or renovation of land or building being used as permanent housing. • Maintenance of land or building being used as permanent housing. • Services for people in permanent housing programs,

HHAP-5 Statute	HHAP Eligible Use Categories	Explanation and Examples of Eligible Uses of HHAP funds
Costs that support Permanent Housing include the following	Delivery of Permanent housing and Innovative Housing Solutions (cont.)	so long as the services are trauma-informed and practice harm reduction, to include intensive case management services, assertive community treatment services, critical time intervention services, other tenancy support services, evidence-based employment services, coordinating mental health, substance use, and primary care treatment, or other evidence-based supportive services to increase housing retention.
	Rapid Rehousing	Eligible Uses should be categorized here when the costs support operating a rapid rehousing type housing service. This means a tenant-based, time limited, permanent housing program, inclusive of wrap-around services.

Examples:
• Rental subsidies, including to support placement of individuals in CARE Court.
• Landlord incentives, such as security deposits, holding fees, funding for needed repairs, and recruitment and relationship management costs.
• Move-in expenses.
Services for people in rapid rehousing programs, so long as the services are trauma-informed and practice harm reduction, to include intensive case management services, assertive community treatment services, critical time intervention services, other tenancy support services, evidence-based employment services, coordinating mental health, substance use, and primary care treatment, or other evidence-based supportive services to increase housing retention. |
| | Prevention and Shelter Diversion | Eligible Uses should be categorized here when costs support eligible populations access safe alternatives to shelter and/or remain safely housed at their current residence.

Examples:
• Homelessness prevention through rental assistance, rapid rehousing, and other programs.
• Problem-solving and diversion support programs that prevent people at risk of or recently experiencing homelessness from entering unsheltered or sheltered homelessness.

HHAP-5 changes: |

HHAP-5 Statute	HHAP Eligible Use Categories	Explanation and Examples of Eligible Uses of HHAP funds
Costs that support Permanent Housing include the following	**Prevention and Shelter Diversion (cont.)**	• Change of eligible population to include "at risk of homelessness." • Requires prioritization of households with incomes at or below 30 percent of the area median income, who pay more than 50 percent of their income in housing costs, and who meet criteria for being at highest risk of homelessness through data-informed criteria. *See "Eligible Use Changes under HHAP-5."*
	Operating Subsidies-Permanent Housing	Eligible Uses should be categorized here when costs support operations in new and existing affordable or supportive housing units serving people experiencing homelessness. Operating subsidies may include operating reserves (*funds held in reserve to cover large, unexpected operating expenses*). Examples: • Operating costs for programs such as Homekey. • Operating costs for new or existing residential care facilities, funded by the Behavioral Health Continuum Infrastructure Program or the Community Care Expansion Program. • Property tax abatements for both affordable ownership and rental properties that have a similar effect, helping to defray the costs of operating the development so residents can pay lower rents. • Subsidies support ongoing operation and availability of permanent housing and/or assisting in management of a building's facilities that can help stabilize or reduce structural decline and serve an important role in broader market stabilization efforts.

HHAP-5 Statute	HHAP Eligible Use Categories	Explanation and Examples of Eligible Uses of HHAP funds
Costs that support interim housing include the following	**Operating Subsidies-Interim Housing**	Eligible Uses should be categorized here when costs support operations in interim housing serving people experiencing homelessness. Operating subsidies may include operating reserves (*funds held in reserve to cover large, unexpected operating expenses*). Examples: • Subsidies that support ongoing operation and availability of existing interim housing (both congregate and non-congregate).

HHAP-5 Statute	HHAP Eligible Use Categories	Explanation and Examples of Eligible Uses of HHAP funds
Costs that support interim housing include the following	Interim Housing	Eligible Uses should be categorized here when costs support the provision of interim housing. Examples: • Acquisition of land, building, etc. • Improvement or renovation of land or building being used as interim housing. • Maintenance of land or building being used as interim housing. • Navigation centers that are low barrier, as defined in Sections 65660 and 65662 of the Government Code. • Motel or hotel vouchers. • Services provided to people in interim housing, to include trauma-informed and evidence-based intensive case management services, housing navigation, connecting people to substance use or mental health treatment, public benefits advocacy, and other supportive services to promote stability and referral into permanent housing. • Youth-focused services in interim housing. • Capital funding to build new non-congregate interim housing sites, including for construction, rehabilitation, and capital improvements to convert existing buildings to interim housing. **HHAP-5 Changes:** • **No** HHAP-5 resources may be used to fund **new** interim housing solutions, until both of the following occurs: (1) the **applicant has demonstrated** that the region has dedicated sufficient resources from other sources to long-term permanent housing solutions **and** (2) the applicant has **received written permission** from Cal ICH. (HSC §50236(c).) • This limitation does not apply to new interim housing solutions for youth under the ten percent youth set aside. *For more, see "[Eligible Use Changes under HHAP-5](#)" below.*
	Improvements to Existing Interim Housing	Eligible Uses should be categorized here when costs support renovation of existing interim housing to improve the quality of the life for people experiencing homelessness who are residing in the interim housing. Examples: • Maintenance of an interim housing facility.

HHAP-5 Statute	HHAP Eligible Use Categories	Explanation and Examples of Eligible Uses of HHAP funds
Costs that support interim housing include the following	Improvements to Existing Interim Housing (cont.)	• Minor/major rehabilitation or renovation of an interim housing facility. • Minor/major conversion, additions, updates, and/or enhancements that lower barriers and/or increase privacy.

HHAP-5 Statute	HHAP Eligible Use Categories	Explanation and Examples of Eligible Uses of HHAP funds
Costs that support service provision and systems support.	Street Outreach	Eligible Uses should be categorized here when costs support Outreach programs. Examples: • Services for people experiencing unsheltered homelessness, including, but not limited to, persons experiencing homelessness living in encampment sites and being engaged through the Encampment Resolution Grant program to help them transition to permanent housing with services attached. • Evidence-based street engagement services. • Intensive case management services. • Assertive community treatment. • Housing navigation. • Harm reduction services. • Coordination with street-based health care services. • Hygiene services for unsheltered individuals and people living in encampments.
	Services Coordination	Eligible Uses should be categorized here when costs support wrap-around services not directly provided through another project. Examples: • Access to workforce, education, and training programs. • To access legal/advocacy services. • Individual counseling and service planning. • Helping to coordinate medical and mental health appointments, obtaining benefits and medical insurance. • Making referrals to community-based services. • Other services needed to promote housing stability in supportive housing.

HHAP-5 Statute	HHAP Eligible Use Categories	Explanation and Examples of Eligible Uses of HHAP funds
Costs that support service provision and systems support.	Systems Support	Eligible Uses should be categorized here when the cost supports homelessness services system infrastructure, regional coordination, and/or improves accessibility and outcomes generally, as opposed to specific client(s). Examples: • Incorporate regional data into housing needs. • Assessments or developing a regional needs assessment. • Collaborate on regional housing strategies. • Pooling resources to support regional housing initiatives. • Funding HMIS. • HHAP-5 regional planning and application process.

HHAP-5 Statute	HHAP Eligible Use Categories	Explanation and Examples of Eligible Uses of HHAP funds
Youth Set-Aside	Youth Set-Aside	Consistent with Rounds 3 and 4, HHAP-5 grantees **must use at least 10 percent of their allocation** for services for homeless youth. (HSC § 50234(e).) Homeless youth is defined as unaccompanied youth between ages 12- and 24-years old experiencing homelessness, including pregnant and parenting youth. (HSC § 50216(I).) Dollars spent under the Youth Set Aside have the same eligible uses as those described in this table above. Therefore, eligible uses follow the same logic described above and should be categorized as part of the youth set aside **when costs support services and housing interventions for homeless youth populations**. Given the continued focus and priority in allocating resources in support of Homeless Youth, the restriction on new interim housing solutions does not apply to the ten percent youth set aside. Funding utilized in excess of the ten percent set aside will be subject to the restriction on new interim housing solutions provided in HSC section 50236(c) and further described in paragraph C4 below: HHAP-5 Eligible Use Changes – Limitations on New Interim Housing Solutions.

HHAP-5 Statute	HHAP Eligible Use Categories	Explanation and Examples of Eligible Uses of HHAP funds
Administrative Costs	Administrative Costs	Eligible Uses should be categorized here when costs are incurred by the city, county, or CoC to administer its HHAP program allocation. Administrative costs **do not** include staff or other costs directly related to implementing activities funded by the program allocation. Consistent with all prior rounds of HHAP, Round 5 Administrative costs are capped at 7 percent of each allocation. **HHAP-5 Changes:** • The Council may authorize applicants to allocate an additional one percent of funds to cover expenses associated with the HMIS. See below for more information.
	Additional 1% for HMIS	Eligible Uses should be categorized here when the eligible applicant elects to allocate (up to) 1% of the HHAP-5 allocation to cover expenses associated with the administration of HMIS. This funding shall be transferred directly to the HMIS lead entity and is intended to support the functioning, maintenance, and operation of the local HMIS. Examples: • System licenses • Training • System operating costs • Costs associated with carrying out related activities. *For more, see "Eligible Use Changes under HHAP-5" below*

C. Eligible Use Changes under HHAP-5

1. Eligible Population Change for Prevention and Shelter Diversion Services– At Risk of Homelessness

Prior rounds of HHAP restricted the eligible population for HHAP prevention and shelter diversion services to people experiencing homelessness or at imminent risk of experiencing homelessness. HHAP-5 statute modifies the eligible population to also include people at risk of experiencing homelessness so long as households with incomes at or below 30 percent of the area median income, who pay more than 50 percent of their income in housing costs, and who meet

criteria for being at highest risk of homelessness through data-informed criteria are prioritized. Consistent with HHAP-3 and HHAP-4, those who are at imminent risk of homelessness, as defined in Section 578.3 of Title 24 of the Code of Federal Regulations, are still eligible for prevention and shelter diversion services.

2. <u>Additional HMIS funding</u>

Per HSC section 50236(f), the Council may authorize applicants to allocate an additional one percent of funds to cover expenses associated with HMIS. Related costs include HMIS licenses, training, system operating costs, and costs associated with carrying out related activities. The funds should be transferred to the HMIS lead entity by the grantee for related costs as per the agreement.

3. <u>One Percent Planning Allocation</u>

Per HSC section 50234(a)(1), not more than one percent of HHAP-5 funding shall be available to applicants for the purpose of planning for and preparing the Regionally Coordinated Homelessness Action Plans. This funding shall be provided on a reimbursement basis and will be disbursed along with applicant's approved HHAP-5 base allocation. As a reminder, applicants may also use previous rounds of HHAP dollars to support this regional collaboration, under the eligible use of "Systems Support." Applicants that do not have any available funds to cover this planning period may request an advance of this one percent in a form and manner determined by Cal ICH.

Because the most recently available PIT is currently 2022 data, the calculation for the planning allocation funding will be based on the 2022 PIT data.

4. <u>Limitations on New Interim Housing Solutions</u>

Per HSC section 50236(a) and outlined above under *State Priorities for HHAP-5 Funding*, HHAP Round 5 is intended to sustain existing federal, state, and local investments towards long-term sustainability of housing and supportive services. To achieve this, applicants shall develop data-driven plans which fund the state's priorities to:

- Sustain existing investments towards long-term sustainability of housing and supportive services; and

- Prioritize permanent housing solutions.

Before proposing to use HHAP-5 resources to fund <u>new</u> interim housing solutions, the region must demonstrate that they have dedicated sufficient resources (both financial resources and policy actions) from other sources to long-term permanent housing solutions, including capital and operating costs. (HSC § 50236(c).)

In reviewing whether a region has dedicated sufficient resources from other sources to long term permanent housing solutions, Cal ICH will evaluate resources and actions related to reducing and ending homelessness. Specific scoring criteria will be provided in subsequent guidance.

Status on Financial Resources for each eligible applicant in the region:

- Document the total amount of funds that the region has received in federal, state, and local dollars to prevent and end homelessness, as described in the Action Plan Section: Utilization of Local, State, and Federal Funds to End Homelessness.

- Of the housing and homelessness funding available to the region, what percentage is dedicated to permanent housing solutions and what percentage is dedicated to interim housing solutions?

- Describe the impact your proposed use of HHAP-5 dollars would have on the above percentages.

Status on Policy Actions:

In addition to financial resources, provide a status update for each eligible applicant in the region on the following policy actions related to reducing and ending homelessness.

- Housing Element Compliance; if any eligible applicant in the region is not compliant, please include a timeline of plans to submit revisions to HCD and request technical assistance to address remaining issues.

- Prohousing Designation; indicate if each eligible applicant in the region has been designated Prohousing, has applied, or if they have plans to apply in the future. For jurisdictions that have not yet applied to be designated Prohousing, they may identify Prohousing policies that they have adopted or plan to adopt in the future.

- Indicate whether each eligible applicant in the region has a current practice or has made an active commitment to follow the United States Interagency Council on Homelessness (USICH) Seven Principles for Addressing Encampments..

- Identify if any eligible applicant in the region outstanding housing law violations with HCD's housing accountability unit or the Attorney General's Office; if any jurisdictions have outstanding housing law violations include

plans to resolve issues or plans to request technical assistance to address remaining issues.

- Indicate if each eligible applicant in the region has a current practice or commitment to identify local surplus land that could be encouraged for use as housing, or to request technical assistance from HCD's Surplus Land Unit to analyze local surplus land for potential use as housing.

Additionally, consistent with previous rounds of HHAP, interim housing is limited to clinically enhanced congregate shelters, new or existing non-congregate shelters, and operation costs of existing navigation centers and interim housing based on demonstrated need. Demonstrated need for purposes of this paragraph shall be based on the following:

- The number of available shelter beds in the region;

- The number of people experiencing unsheltered homelessness in the homeless point-in-time count;

- Percentage of exits from emergency shelters to permanent housing solutions; and

- A plan to connect residents to permanent housing.

Youth Set-Aside Exemption: Given the continued focus and priority in allocating resources in support of Homeless Youth, this restriction on new interim housing solutions does not apply to the ten percent youth set aside. Funding utilized in excess of the ten percent set aside will be subject to this restriction on new interim housing solutions.

IV. APPLICATION TIMELINE

The HHAP-5 application will be available online upon the release of this NOFA. Cal ICH will notify eligible applicants when this NOFA is posted and becomes available. Applications will be due on March 27, 2024. (HSC § 50235(b).)

Cal ICH staff will be hosting a zoom webinar to walk through this NOFA and the application requirements on **October 18, 2023, at 10:00am.** All eligible applicants are invited to register in advance here. (https://us06web.zoom.us/webinar/register/WN_B00l-qagSlGaEjwrie5NuQ)

See the below table for a summary of relevant timeframes.

HHAP-5 Application and Award Process	
Action	**Timeframe**
Application Available	September 29, 2023
Stakeholder webinar (NOFA walkthrough)	October 18, 2023
Final Allocation Amounts Available	January 31, 2024
Final Applications Due	March 27, 2024
Cal ICH approves application or requests and reviews amendments*	April - June 2024 *Per HSC section 50235(e)(2), if an amended application does not address Cal ICH's concerns, Cal ICH will provide additional guidance and a deadline for further amending to fully address the Council's concerns.

A. Timeframe for Releasing Base Allocations

Cal ICH currently anticipates providing eligible applicants with their calculated allocations by the end of January 2024. This will give applicants at least two months to finalize their HHAP-5 budgets before applications are due at the end of March. Until HHAP-5 final allocations are released, applicants should use their HHAP-4 base allocation as an approximation of their HHAP-5 allocation amount, for planning purposes.

V.   APPLICATION REQUIREMENTS

Pursuant to HSC section 50233, applicants for HHAP-5 funding must:

- Apply as part of a region **and**

- Be signatory to a Regionally Coordinated Homelessness Action Plan that has been approved by the Council **and**

- Submit a complete application package to the Council. The application must adhere to the prescribed formats and include the following essential components per HSC section 50235(f):

  o Regional administrative and contracting information in the prescribed format, as required for Cal ICH to complete contracts and disbursement of funds.

  o A detailed funding plan for how the applicant intends to use the funds in the prescribed format outlined below.

  o A Regionally Coordinated Homelessness Action Plan pursuant to

HSC section 50233(c), as outlined below.

- o A Memorandum of Understanding (MOU) signed by each eligible applicant that is participating in the Regionally Coordinated Homelessness Action Plan.

The minimum statutory requirements and guidance for each of these application components are described below. In addition, Cal ICH will publish on their website a template for regional applicants to use when drafting the Action Plan components.

A. Required Components – Regional Administrative and Contracting Information

Regional information must be submitted following the prescribed format, which must include the name and contact information of each eligible applicant that is applying as part of the regional application. Additionally, comprehensive contracting details must be furnished for all entities that will administer HHAP-5 funding (i.e., Administrative Entities).

While HHAP-5 requires that regions submit one coordinated application, each eligible applicant may choose to either:

- Receive and administer their allocation separately **or**

- Designate one of the eligible applicants within their region to receive and administer their HHAP-5 allocation.

These Administrative Entity designations will determine how many funding plans are required to be submitted as part of the HHAP-5 regional application. Cal ICH is requiring **one funding plan per Administrative Entity**. Funding Plan guidance is provided below under Section V.B: *"Required Components – Funding Plan(s)"*.

Please note, that while small cities may be included in the Regionally Coordinated Homelessness Action Plan, only eligible applicants for HHAP (large cities, counties, and CoCs) are eligible to receive direct funding from Cal ICH.

B. Required Components – Funding Plan(s)

Each Administrative Entity must submit one funding plan that outlines the intended uses of all HHAP-5 funds that they will be administering. Therefore, these plans must include 100 percent of the HHAP-5 base allocation as well as their share of the initial $100 million supplemental allocation for all eligible

applicants. The funding plan must adhere to the requirements and eligible uses as specified in HSC section 50236 and elaborated in the *Eligible Uses section*.

Applicants must develop data-driven plans which fund the state's priorities and commit to spending funds to sustain existing investments towards long-term sustainability of housing and supportive services, with a focus on permanent housing solutions. Furthermore, in line with HSC section 50236(c), grantees may not spend any HHAP-5 dollars on new interim housing solutions, unless they first demonstrate that the region has dedicated sufficient resources from other sources to long-term permanent housing solutions. Additionally, grantees may not use HHAP-5 dollars on new interim housing unless they are given written permission from Cal ICH. Given the continued focus and priority in allocating resources in support of Homeless Youth, this restriction on new interim housing solutions does not apply to the ten percent youth set aside. Funding utilized in excess of the ten percent set aside will be subject to this restriction on new interim housing solutions.

Regardless of whether regional applicants receive their allocation jointly or individually, all funding plans must be coordinated regionally to ensure activities described in the Regionally Coordinated Homelessness Action Plan are adequately funded and carried out collaboratively and effectively across regional partners, without duplication of efforts.

C. Required Components – Regionally Coordinated Homelessness Action Plan

Applicants must present a Regionally Coordinated Homelessness Action Plan that fully complies with HSC section 50233(c). This plan shall lay out a strategic approach to address homelessness within the region, emphasizing collaborative efforts among participating applicants. The plan must include the following key elements and follow the specified process.

HSC section 50233(c) outlines the following key elements of the Regionally Coordinated Homelessness Action Plan.

5. Identifying Roles and Responsibilities

The plan must identify and describe the specific roles and responsibilities of each participating applicant within the region as they pertain to:

- Outreach and site coordination.

- Siting and use of available land.

- The development of interim and permanent housing options.

- Coordinating, connecting, and delivering services to individuals experiencing homelessness or at risk of experiencing homelessness, within the region.

- OPTIONAL: The roles and responsibilities of smaller jurisdictions that have elected to collaborate on the plan may also be included.

6. System Performance Measures

The plan must use the following system performance measure (SPM) data for the region, which shall include:

- SPM 1a: Number of people accessing services who are experiencing homelessness.

  o SPM 7.1a: Racial and ethnic disparities among those accessing services who are experiencing homelessness.

- SPM 1b: Number of people experiencing unsheltered homelessness on a single night (unsheltered PIT count).

  o SPM 7.1b: Racial and ethnic disparities among those experiencing unsheltered homelessness on a single night.

- SPM 2: Number of people accessing services who are experiencing homelessness for the first time.

  o SPM 7.2: Racial and ethnic disparities in the number of people accessing services who are experiencing homelessness for the first time.

- SPM 3: Number of people exiting homelessness into permanent housing.

  o SPM 7.3: Racial and ethnic disparities in the number of people exiting homelessness into permanent housing.

- SPM 4: Average length of time that people experienced homelessness while accessing services.

- o SPM 7.4: Racial and ethnic disparities in the average length of time that people experienced homelessness while accessing services.

- SPM 5: Percent of people who return to homelessness within six months of exiting homelessness response system to permanent housing.

  - o SPM 7.5: Racial and ethnic disparities in the percent of people who return to homelessness within six months of exiting homelessness response system to permanent housing.

- SPM 6: Number of people with successful placements from street outreach projects.

  - o SPM 7.6: Racial and ethnic disparities in the number of people with successful placements from street outreach projects.

NOTE: Cal ICH will provide all applicants with SPM data based on the latest calendar year (2022) at the CoC level to be used to fill in these measures for the application. Cal ICH will release this data to all eligible applicants by the end of October 2023.

7. Key Actions to Improve Performance
The plan must describe key actions the region intends to take to improve each of the above performance measures. For each Key Action, applicants must identify:

- The sources of federal, state, and local funding the region intends to use to achieve the action steps and objectives.

- The lead entity and collaborating entities responsible for achieving each key action.

- Timeframes for implementing the key actions.

- Methods to measure the success of the key actions and related performance measures.

- OPTIONAL: key actions of smaller jurisdictions in the region that elect to collaborate in the plan.

8. Key Actions to Ensure Racial and Gender Equity

The plan must describe key actions the region will take to ensure racial and gender equity in:

- Service delivery

- Housing placements

- Housing retention

- Any changes to procurement or other means to affirm equitable access to housing and services for racial and ethnic groups overrepresented among residents experiencing homelessness.

- Given the PIT data on race equity for people experiencing unsheltered homelessness, the plan also must describe how the CoC collaborates with cities and counties to address how people served through place-based encampment resolution projects have or will be included in prioritization for permanent housing within coordinated entry systems.

9. Key Actions to Reduce Exits to Homelessness from Institutional Settings

The plan must describe actions **each participating applicant** will take to reduce homelessness among individuals exiting institutional settings, including but not limited to:

- Jails

- Prisons

- Hospitals

- Any other institutions such as foster care, behavioral health facilities, etc. as applicable in the region.

10. Utilization of Funding Programs to End Homelessness

The plan must include the total amount of available funding, the amount prioritized for permanent housing solutions, and an explanation of how **each participating applicant** is utilizing local, state, and federal funding programs to end homelessness. These programs must include, but are not limited to:

- The Homekey Program, as described in Section 50675.1.1.

- The No Place Like Home Program, as described in Section 50675.1.1.

- The Multifamily Housing Program (Chapter 6.7 (commencing with Section 50675) of Part 2).

- The Housing for a Healthy California Program (Part 14.2 (commencing with Section 53590)).

- The Homeless Housing, Assistance, and Prevention Program (Chapter 6 (commencing with Section 50216)).

- Funding distributed to local jurisdictions pursuant to subparagraph (B) of paragraph (2) of subdivision (b) of Section 50470, known as the Building Homes and Jobs Act.

- The California Emergency Solutions Grants Program (Chapter 19 (commencing with Section 50899.1) of Part 2).

- The National Housing Trust Fund established pursuant to the Housing and Economic Recovery Act of 2008 (Public Law 110-289) and implementing federal regulations.

- The HOME Investment Partnerships Act (Chapter 16 (commencing with Section 50896)) and

- Parolee or probation programs that are intended to prevent homelessness upon release.

11. Connecting Individuals to Support Services

The plan must explain how the region is connecting, or will connect, individuals to wrap-around services from all eligible federal, state, and local benefit programs. This includes but is not limited to:

- CalWORKs

- CalFresh

- Medi-Cal and benefits through Managed Care Plans

- Supplemental Security Income/State Supplemental Program and disability benefits advocacy

- In-home supportive services

- Adult protective services

- Child welfare,

- Behavioral health services, and

- Child care.

These components are designed to create an effective and comprehensive strategy to address homelessness in the region, ensuring that all applicants collaborate to achieve their shared goals.

D. Required Components – Memorandum of Understanding

A Memorandum of Understanding (MOU) must be submitted along with the application. This MOU must be signed by each participating applicant committing to participate in and comply with the Regionally Coordinated Homelessness Action Plan. The finalized Regionally Coordinated Homelessness Action Plan must be reflected in this Memorandum of Understanding (MOU). Regions are encouraged to update these MOUs to reflect any subsequent updates or revisions in their Action Plans.

E. Required Steps – Application Development, Submission, and Posting

Applicants are required to complete the following processes to develop, submit, and publicly post their HHAP-5 applications.

1. Engage Key Stakeholders

Per HSC sections 50233 (d) and (e), participating applicants are required to collaborate and engage in a public stakeholder process while developing the Regionally Coordinated Homelessness Action Plan. This inclusive process ensures that all key stakeholders have the opportunity to contribute their valuable insights and experiences to the plan, before it is completed. The public stakeholder process must include at least three public meetings, allowing for extensive input from various groups and individuals. During the public stakeholder process, participating applicants shall invite and encourage the active participation of the following groups:

- People with lived experience of homelessness

- Youth with lived experience of homelessness

- Persons of populations overrepresented in homelessness

- Local department leaders and staff from qualifying smaller jurisdictions, including child welfare, health care, behavioral health, justice, and education system leaders

- Homeless service and housing providers operating within the region

- Medi-Cal Managed Care Plans contracted with the State Department of Health Care Services in the region

- Street medicine providers and other service providers directly assisting people experiencing homelessness or at risk of homelessness.

Applicants will be required to 1) certify they engaged in the above-described process as part of developing their application, 2) provide the date of the three public meetings, and 3) describe how specific groups were invited and encouraged to engage in the public stakeholder process.

2. Become Part of a Regional Memorandum of Understanding (MOU)

Per HSC section 50233(f), the Regionally Coordinated Homelessness Action Plan must be reflected in a Memorandum of Understanding (MOU) signed by each participating applicant. The MOU shall commit all signatories to participate in and comply with the Regionally Coordinated Homelessness Action Plan.

> Optional: Smaller jurisdictions within the region may choose to sign the MOU and commit to participating in and adhering to the Regionally Coordinated Homelessness Action Plan. To support this, counties are encouraged to allocate resources from program funding to smaller jurisdictions that actively engage in and comply with the plan.

3. Submit a Complete Application

The HHAP-5 application will be available and must be completed online. Applicants will have six months to complete and submit the HHAP-5 application. All required application components must be submitted through the online application portal by March 27, 2024. 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. More information is available below in Section VI. *"Application Review and Award Process"*.

4. Post the Regionally Coordinated Homelessness Action Plan

Per HSC 50235 sections (g) and (h)(11), participating applicants or CoC entities involved in the Regionally Coordinated Homelessness Action Plan are required to publish the proposed, approved, and amended versions of their Action Plans on their respective internet websites.

F. Cal ICH's Role – Consultation and Consideration

Per HSC section 50233(j), throughout the process, the Council is open to consulting with local governments, public agencies, groups, or individuals, and will carefully consider any written comments received. Cal ICH will take into consideration the comments and consultations to ensure that a Region's Regionally Coordinated Homelessness Action Plan substantially complies with the HHAP-5 statute and the guidelines in this NOFA.

VI. <u>APPLICATION REVIEW AND AWARD PROCESS</u>

HHAP-5 applications will be reviewed upon receipt of the online application submission, including all required components and documentation. Upon receiving the proposed Regionally Coordinated Homelessness Action Plan, Cal ICH will review the plans in coordination with the Department of Housing and Community Development, the State Department of Health Care Services, and the State Department of Social Services.

During the 90-day review period, Cal ICH will either notify the applicant that their application was approved or will notify the applicant that an amended application is required. If necessary, Cal ICH will request additional amendments prior to approving the application.

The Council shall approve or deny an application, and the determination of the amount of funding to be provided shall be final. (HSC § 50232(e).)

Upon application approval, Cal ICH will issue award letters and will send contract packages to each Administrative Entity. Administrative Entities will have 30 days to complete and return the contract packages. Once contracts are executed, grantees will receive their initial disbursement in one check. See below for more information on the disbursement of HHAP-5 funds.

VII. **FUNDS DISBURSEMENT**

A. Initial Disbursement

Once contracts are executed, the Council will take the necessary steps to disburse the initial HHAP-5 allocations to each Administrative Entity, including:

- *HHAP-5 Planning Allocations:* 100 percent of the eligible city, county, or CoCs HHAP round 5 planning allocation.

- *Initial HHAP-5 program allocations*: 50 percent of the eligible city, county, or CoCs HHAP round 5 base allocation.

- *Supplemental Funding allocations*: 100 percent of the eligible city, county, or CoCs share of the $100 million Supplemental Funding.

The Council and recipients of HHAP-5 shall post final round 5 program applications to their respective internet websites within 30 days of disbursal to the applicant. (HSC § 50235(g).)

B. Remainder Disbursement

In order to be eligible to receive the remainder 50 percent of the HHAP-5 base allocation, eligible applicants must (1) demonstrate sufficient spenddown of the initial HHAP-5 program allocation **and** (2) submit an updated Regionally Coordinated Action Plan pursuant to HSC section 50235(h).

12. Sufficient Spenddown

To demonstrate sufficient spenddown, grantees must obligate at least 75 percent of the initial HHAP-5 allocation and expend at least 50 percent of the initial HHAP-5 allocation **by June 30, 2026.** If a grantee fails to obligate or expend the minimum amount, the Council shall not disburse the remaining 50 percent of its HHAP-5 base allocation unless both of the following occur:

- On or before June 30, 2026, the recipient submits an alternative disbursement plan that includes an explanation for the delay and a plan to fully expend these funds by December 31, 2027.

- The Council approves the submitted alternative disbursement plan.

2. Updated Regionally Coordinated Homelessness Action Plan

Each region must submit an updated Regionally Coordinated Homelessness Action Plan to the Council no later than January 31, 2026. (HSC § 50235(h).) This plan shall include updates on the system performance measures and demonstrate advancements of associated key actions carried out to improve

these measures, as outlined in the original approved Action Plan. (HSC § 50233.) Additional guidance on the requirements for these updated Action Plans will be released under separate cover.

Please note, per HSC section 50235(h)(11), all proposed, approved, and amended Regionally Coordinated Homelessness Action Plans should be posted on the internet website of all participating jurisdictions and CoCs.

The Council may reject a revised Regionally Coordinated Homelessness Action Plan based on the region's failure to timely submit the plan and/or inability to implement Council's required changes within the specified time frame.

Additionally, in cases where a participating jurisdiction consistently fails to implement actions aligned with its Regionally Coordinated Homelessness Action Plan or undertakes actions contrary to the objectives of HSC section 50233, the Council retains the right to withhold or decline the disbursement of the remaining 50 percent of funds until such time as the jurisdiction demonstrates to the Council that they are in substantial compliance with the requirements of this section.

Therefore, the remaining 50 percent of HHAP-5 base allocation funds shall be disbursed upon the approval of the <u>updated</u> Regionally Coordinated Homelessness Action Plan **and** demonstration that at least 75 percent of the initial round 5 program allocation are obligated and at least 50 percent of the initial round 5 program allocation are expended **by June 30, 2026**.

C. Final Expenditure Deadline
Grantees must fully expend <u>ALL</u> HHAP-5 funds, including supplemental allocations, by June 30, 2028.

VIII. <u>MONITORING, DOCUMENTATION, AND REPORTING</u>

Administrative Entities must be able to demonstrate that HHAP-5 funds were expended for eligible uses to benefit members of the eligible population. Cal ICH will include additional information on monitoring and reporting requirements in the standard agreement executed prior to distribution of HHAP-5 funds to each CoC, large city, and county. In addition to Cal ICH monitoring and reporting requirements, it is expected that CoCs, large cities, and counties will provide direct oversight of subrecipients of HHAP-5 funds and ensure that subrecipients comply with HHAP-5 program funding requirements. Cal ICH may request the repayment of funds or pursue any other remedies available, at law or in equity, for failure to comply with reporting requirements.

D. Reporting

Grantees are required to report on program funding quarterly and annually and must submit a final report at the end of the grant period. After contracts have been executed and award checks have been mailed, Cal ICH will reach out to grantees about how to submit quarterly and annual reports.

In addition to the quarterly and annual reports, described below, the Grantee shall submit to Cal ICH all other reports, updates, and information that Cal ICH deems necessary to monitor compliance and/or perform program evaluation. Any requested data or information shall be submitted in a form and manner provided by Cal ICH.

13. Quarterly Reports

HHAP recipients must report quarterly on program funds obligated and expended in each eligible use category approved in the application.

14. Annual Reports

HHAP recipients must report on the following annually:

- Specific uses, obligations, and expenditures of any program funds broken out by eligible uses;

- 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 individuals 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 system performance measure outcomes;

- Racial equity;

- Any other metrics deemed appropriate by Cal ICH.

15. Budget Modifications

Grantees may revise their approved budgets on file with Cal ICH through a Budget Modification when there is any increase or decrease to the total budgeted or expended amount for any eligible use category based on regional

needs. Grantees may submit a Budget Modification with the regular quarterly and annual reports. If a modification is needed in between reports, a grantee should reach out the Cal ICH at calichgrants@bcsh.ca.gov.

16. Final Report

All grantees must submit a final report in a format provided by Cal ICH, including detailed uses of all program funds, no later than October 1, 2028.

E. Fiscal Monitoring Requirements

1. June 2026 Obligation and Expenditure Requirement

All grantees must submit confirmation that no less than 75 percent of their initial round 5 program allocations have been contractually obligated and that no less than 50 percent of initial round 5 program allocations have been expended by June 30, 2026.

If less than 75 percent is obligated or less than 50 percent is expended on or before June 30, 2026, 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, 2027.

Cal ICH must approve this alternative disbursement plan. If the funds identified in the approved alternative disbursement plan are not fully expended by December 31, 2027, the funds shall be returned to Cal ICH to be allocated as supplemental awards.

2. Final Expenditure Requirement

All grantees must submit confirmation that 100 percent of round 5 program funds have been expended by June 30, 2028. Any remaining amounts not expended by that date will be returned to the state's General Fund.

3. Records Retention Requirement

The grantee must retain all documentation pertaining to performance of the grant for a minimum period of five years after the final expenditure deadline. If any litigation, claim, negotiation, audit, monitoring, inspection, or other action has been commenced before the expiration of the required record retention period, all records must be retained until completion of the action and resolution of all issues which arise from it.

Cal ICH or its designee has the right to review, obtain, and copy all records and supporting documentation pertaining to performance under the Standard Agreement. The Grantee agrees to provide Cal ICH, or its designee, with any relevant information requested, to give Cal ICH or its designee access to its premises, upon reasonable notice and during normal business hours, for the purpose of interviewing employees who might reasonably have information

related to such records, and of inspecting and copying such books, records, accounts, and other materials that may be relevant to an investigation of compliance with HHAP Program laws, guidance, and the standard agreement.

If upon inspection of records Cal ICH identifies noncompliance with grant requirements, Cal ICH retains the right to impose a corrective action plan on the grantee.

F. Other Requirements

1. <u>Participation in Homeless Management Information System (HMIS)</u>
Pursuant to Assembly Bill (AB) 977 (Statutes of 2021-22), grantees who have been awarded HHAP funding must enter Universal and Common Data Elements as defined by HUD on the individuals and families served into the local HMIS.

All applicants agree to participate and enter data on individuals and families served by this funding into the local HMIS. HSC section 50220.6 details specifications related to the data elements that needs to be reported.

Cal ICH has technical assistance available to grantees that need support in meeting these requirements.

2. <u>Housing First Requirement</u>
All recipients of HHAP-5 program allocation must comply with Housing First as provided in Chapter 6.5 (commencing with Section 8255) of Division 8 of the Welfare and Institutions Code. Housing First is an evidence-based, client-centered approach that recognizes housing as necessary to make other voluntary life changes, such as seeking treatment or medical care. This approach is in contrast with the traditional model of rewarding "housing readiness." The goal of Housing First is to provide housing to individuals and families quickly with as few obstacles as possible, along with voluntary support services according to their needs.

3. <u>Legal Documents</u>
Upon the award of HHAP funds, Cal ICH shall enter into Standard Agreements with Grantees that govern how HHAP funds must be spent. These agreements shall ensure adherence to the objectives and requirements of the HHAP-5 program. No award shall be disbursed until both Cal ICH and a grantee fully executes an agreement regarding HHAP funds.

IX. GRANT ADMINISTRATION TRANSITION

Pursuant to HSC section 50231, it is the intent of the Legislature for the Council to administer HHAP in partnership with HCD. It is further the intent of the Legislature to enact legislation in the Budget Act of 2024 to transfer the grant administration

work of the Council to HCD, which is a Council member department. As entities both under BCSH, the Council and HCD will continue to coordinate closely to achieve a seamless transition for HHAP grantees. Ultimately, transferring the administration of the grant programs to HCD will allow for greater support and technical assistance to grantees, ensuring greater homelessness reduction outcomes.

X. RESOURCES AND CONTACT INFORMATION

Additional information including the HHAP Program Guidance can be found on the HHAP website: https://www.bcsh.ca.gov/Cal ICH/hhap_program.html. If you have questions, please direct them to the Cal Ich grants inbox at Calichgrants@bcsh.ca.gov.

Appendices

Appendix A: Definitions

The following HHAP- 5 program terms are defined in accordance with HSC section 50230:

a. "Agency" means the Business, Consumer Services, and Housing Agency or BCSH.
b. "Applicant" means a continuum of care, city, county, or a region for purposes of the Regionally Coordinated Homelessness Action Plan requirements pursuant to this chapter.
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 in 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. "Regionally Coordinated Homelessness Action Plan" means the regionally coordinated homelessness action plan described in HSC Section 50233.
g. "Council" means the associated staff within the Interagency Council on Homelessness, formerly known as the Homeless Coordinating and Financing Council created pursuant to Section 8257 of the Welfare and Institutions Code.
h. "Department" means the Department of Housing and Community Development.
i. "Emergency shelter" has the same meaning as defined in HSC section 50801(e).

j. "Grantee" means an eligible applicant that has received its initial round 5 base allocation or total round 5 base allocation, as applicable.

k. "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.

l. "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.

m. "Homeless point-in-time count" means the most recently available point-in-time count data as reflected in the Annual Homeless Assessment Report released by the United States Department of Housing and Urban Development.

n. "Homeless youth" means an unaccompanied youth between 12 and 24 years of age who is experiencing homelessness, as defined in Section 725(2) 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.

o. "Housing First" has the same meaning as in Section 8255 of the Welfare and Institutions Code, including all of the core components listed therein.

p. "Memorandum of understanding" has the same meaning as defined in subdivision (f) of Section 50233.

q. "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.

r. "Program" means round 5 of the Homeless Housing, Assistance, and Prevention program, or round 5, established pursuant to this chapter.

s. "Recipient" means a jurisdiction that receives funds from the council for the purposes of the program.

t. Region: (1) Except as set forth in paragraph (2), "region" means the geographic area served by a county, including all cities and continuum of care within it. A region that has a continuum of care that serves multiple counties may submit a plan that covers multiple counties and the

cities within them or the continuum of care may participate in the regionally coordinated homelessness action plan of each individual county that is part of the continuum of care along with the cities within the county.

(2) All continuums of care within the County of Los Angeles shall be considered part of a single region, along with the county and big cities within the county.

u. "Small jurisdiction" means a city that is under 300,000 in population as of January 1, 2022, according to data published on the internet website of the Department of Finance.

Additional definitions for the purposes of the HHAP-5 program:

v. "Administrative Entity" means the entity that will enter into contract with Cal ICH to receive HHAP funds directly for its own allocation (and the allocation(s) of other eligible applicants in the region when designated). The Administrative Entity is responsible for HHAP-5 funds and meeting the terms and conditions of the contract. Broadly speaking, this means administering funds, contracting (when necessary) with sub-recipients, and reporting on HHAP-5 dollars and activities to Cal ICH.

w. "Cal ICH" means "California Interagency Council on Homelessness" or "Council"

x. "Expended" means all HHAP-5 funds obligated under contract or subcontract have been fully paid and receipted, and no invoices remain outstanding.

y. "Interim Housing" means the full range of shorter-term, crisis options for temporary accommodations which may currently be referred to by a variety of terms: congregate or non-congregate emergency shelter; navigation centers; bridge housing; transitional housing; or other models or terms which do not require occupants to sign leases or occupancy agreements.

z. "Obligate" means that the Grantee has placed orders, awarded contracts, received services, or entered into similar transactions that require payment using HHAP-5 funding. Grantees, and the subrecipients who receive awards from those Grantees, must obligate the funds by the statutory deadlines set forth in this NOFA.

Appendix B: Funds Breakdown for this NOFA – HHAP-5 Allocation

Allocation	Disbursement	Eligibility	Interim Deadlines	Final Deadlines
HHAP-5 allocation	*Initial HHAP-5 program Allocations:* 50% of the eligible city, county, or CoC's HHAP- 5 base allocation.	Available to Eligible Applicants upon approval of the Regionally Coordinated Homelessness Action Plan and HHAP-5 application.	Grantees must obligate at least 75% of the initial HHAP-5 allocation and expend at least 50% of the initial HHAP-5 allocation **by June 30, 2026.**	Grantees must fully expend ALL HHAP-5 funds, including supplemental and planning allocations, **by June 30, 2028.**
	HHAP-5 Planning Allocations: 100% of the eligible city, county, or CoCs HHAP round 5 planning allocation.	Available to Eligible Applicants upon approval of the Regionally Coordinated Homelessness Action Plan and HHAP-5 application. Allowable costs are reimbursable back to the date of NOFA publish (9/29/2023) **OR** as an advance for eligible applicants that do not have any available funds to cover the planning period.	None.	Grantees must fully expend ALL HHAP-5 funds, including supplemental and planning allocations, **by June 30, 2028.**
	Initial Supplemental Funding Allocations: 100% of the eligible city, county, or CoC's share of the $100 M Supplemental Allocation.	Available to Eligible Applicants upon approval of the Regionally Coordinated Homelessness Action Plan and HHAP-5 application.	None.	Grantees must fully expend ALL HHAP-5 funds, including supplemental and planning allocations, **by June 30, 2028.**
	Remainder Disbursement: the remainder 50% of the eligible city, county, or CoC's HHAP- 5 base allocation.	Grantees must demonstrate: (1) sufficient spenddown of the initial HHAP-5 program allocation **and** (2) submit an updated Regionally Coordinated Homelessness Action Plan that includes updates on SPMs and illustrates the advancement of key actions outlined in their original Action Plan to improve those measures.	None.	Grantees must fully expend ALL HHAP-5 funds, including supplemental and planning allocations, **by June 30, 2028.**

In partnership with the Department of Housing and Community Development

REGIONALLY COORDINATED HOMELESSNESS ACTION PLAN AND APPLICATION TEMPLATE

HOMELESS HOUSING, ASSISTANCE AND PREVENTION PROGRAM ROUND 5 (HHAP-5)

Purpose of this Template

The California Interagency Council on Homelessness (Cal ICH) in partnership with the Department of Housing and Community Development (HCD) is providing this optional application template, inclusive of the Regionally Coordinated Homelessness Action Plan, for use by jurisdictions seeking funding under Round 5 of the Homeless Housing, Assistance and Prevention Program (HHAP-5).

This template closely mirrors the online application portal and is intended to support the regional development and submission of information required for approval by Cal ICH as required in AB 129 (Health & Safety Code § 50230, et seq.).

This template will <u>not</u> be collected by Cal ICH nor reviewed in lieu of an official application submission. Applicants are responsible for inputting the required information into the online application portal and submitting the official application through the portal no later than 5:00 p.m. on March 27, 2024.

Part I: Regional Identification and Contracting Information

1. Select the CoC Region.
2. Indicate which of the eligible applicants are participating in this HHAP-5 application.

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*All overlapping jurisdictions within a region must complete a Regionally Coordinated Homelessness Action Plan and submit a single regional HHAP-5 application. For purposes of HHAP-5, the term "region" refers to the geographic area served by a **county**, including all large cities and the CoC or CoCs within it. When multiple counties are served by the same CoC, those counties may choose to apply together or as separate county regions; however,* multi-county regions that are served by the same CoC are encouraged to apply as one region *and submit a single Regionally Coordinated Homelessness Action Plan.*

Applicants may apply together and still receive and administer funds separately.

- ***Large Cities must*** *apply as part of the regional application <u>with</u> the County and CoC.*
- ***Counties must*** *apply as part of a regional application <u>with</u> the CoC and any overlapping Large Cities.*
    - o <u>*In a multi-county CoC:*</u> *Counties are strongly encouraged to apply in collaboration with other counties that are served by the same CoC.*
- <u>***A CoC that serves a single county must***</u> *apply as part of the regional application <u>with</u> the County and any overlapping Large Cities.*
- <u>***A CoC that serves multiple counties must either***</u>:
    - o *Apply as part of the regional application with multiple Counties and any overlapping Large Cities; and/or*
    - o *Participate in the regional application of **each** overlapping County and the Large Cities therein**.***

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3. Indicate the Administrative Entity and provide contact information for each Eligible Applicant.

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Each eligible applicant (Large City, County, and CoC) has the discretion to receive their base allocation directly or may designate an eligible applicant in their region to serve as their Administrative Entity. This selection will indicate to Cal ICH which eligible applicant will enter into contract with the state to receive and administer each eligible applicant's HHAP-5 allocation.

The Administrative Entity is responsible for HHAP funds and meeting the terms and conditions of the contract. Broadly speaking, this means administering funds, contracting (when necessary) with sub-recipients, and reporting on HHAP-5 dollars and activities to Cal ICH.

- *If you plan to contract with the state to receive and administer <u>**only**</u> your (single) HHAP-5 allocation, select: "Will enter into contract with the state to receive and administer their HHAP-5 allocation individually" under the contracting selection in the application.*
- *If you <u>**do not plan to contract with the state**</u> and instead plan to identify another participating eligible applicant in the region to enter into contract with the state to receive and administer your HHAP-5 allocation, select: "Identify another participating eligible applicant in their region to enter into contract with the state to receive and administer their HHAP-5 allocation" under the contracting selection in the application. You will then be prompted to designate the Administrative Entity from a list of eligible applicants in the region.*
- *If you plan to contract with the state to <u>**receive and administer multiple HHAP-5 allocations**</u> within your region, select "Will enter into contract with the state to receive and administer their HHAP-5 allocation and allocation(s) from other eligible applicants in the region" under the contracting selection in the application.*

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Administrative Entity Information

Participating Eligible Applicant	1. Administering only your own HHAP-5 allocation 2. Administering multiple allocations or 3. Designating a different eligible applicant as your Administrative Entity	If designating, identify the Administrative Entity that will be administering your HHAP-5 Allocation

Contact Information for each Eligible Applicant

Participating Eligible Applicant	Name	Title	Email	Phone Number

Part II: Regionally Coordinated Homelessness Action Plan

2.1 Participating Jurisdictions' Roles and Responsibilities

1. **First** identify and describe the specific roles and responsibilities of **each participating Eligible Applicant** in the region regarding:
   a. Outreach and site coordination;
   b. Siting and use of available land;
   c. Development of interim and permanent housing options; and
   d. Coordination and connection to the delivery of services for individuals experiencing or at risk of experiencing homelessness within the region.
2. **Then** describe and explain how all collaborating Eligible Applicants in the region are coordinating in each area.

   Optional: You may also include roles and responsibilities of small jurisdictions in the region that elect to engage and collaborate on the plan.

Outreach and Site Coordination

Participating Jurisdictions	Role(s) and Responsibilities in Outreach and Site Coordination

Given the individual roles and responsibilities identified above, describe and explain how all participating jurisdictions are or will begin to coordinate these efforts to ensure comprehensive outreach and site coordination to individuals experiencing and at-risk of experiencing homelessness in the region.

Land Use and Development

Participating Jurisdictions	Role(s) and Responsibilities in land use and development

Given the individual roles and responsibilities identified above, describe and explain how all participating jurisdictions are or will begin to coordinate these efforts to use and develop available land to address and end homelessness in the region.

Development of Interim and Permanent Housing Options

Participating Jurisdictions	Role(s) and Responsibilities in development of interim and permanent housing options

Given the individual roles and responsibilities identified above, describe and explain how all participating jurisdictions are or will begin to coordinate these efforts to develop adequate interim and permanent housing options to address and end homelessness in the region.

Coordination of and Connection to Service Delivery

Participating Jurisdictions	Role(s) and Responsibilities in connection to service Delivery

Given the individual roles and responsibilities identified above, describe how all participating jurisdictions are or will begin to coordinate to provide the full array of services, including interim and permanent housing solutions to people experiencing and at-risk of experiencing homelessness in the region.

2.2 System Performance Measures and Improvement Plan

1. **First** identify the most recent system performance measures for the region.
2. **Then** describe the key action(s) the region intends to take to improve each system performance measure.

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Guidance

Cal ICH shall provide each region with system performance measures by CoC, with the exception of the LA region, which will receive data from all four CoCs within LA County. Applicants must enter that data in the corresponding metrics fields in the application. Applicants should not adjust the data provided even if the geographic region of the data does not perfectly align with the participating applicant geography of this application.

*Regions must have **at least one** key action for **each** system performance measure. All columns must be filled out for each action.*

For "Funding Type" enter Federal, State, Local, or the unique funding source type.

To add additional actions or racial equity measures, add rows to the bottom of each table.

Note: While Cal ICH expects most of the disparities listed to be based on race or ethnicity, applicants may identify other populations that are also overrepresented among people experiencing homelessness in the region.

Definitions:

- ***Key Action(s)*** *may include a brief description of a strategic initiative or step identified to address or improve the specific system performance measure. This can be a policy, program, partnership, target metric, or any other approach which reflects an improvement and delivers positive impact. Provide a clear description of the action and its intended outcome.*
- ***Lead Entity*** *should include the name of the regional Eligible Applicant responsible for managing the key action.*
- ***Collaborating Entity/ies*** *may include a group, organization, or jurisdiction within your region working to address or improve the system performance measure. This can be another participating jurisdiction, a system partner, or any organization actively participating in the key action.*
- ***Timeframe*** *should include a target date for completion of the key action.*
- ***Success Measurement Method*** *may include a systematic approach or tool used to assess the effectiveness and impact of the key action on the performance measure. This can be quantitative measures, qualitative feedback, or any combination that provides insight into the progress and outcomes pertaining to the key action. Provide a clear description of how you plan to track and report on the success of your key action.*

</div>

SPM 1a: Number of people accessing services who are experiencing homelessness.

Measure

Key Action(s) for Improving SPM 1a

Key Action(s)	Funding Source(s) the region intends to use to achieve the action	Funding Type *(Federal/ State/ Local gov/Other)*	Lead Entity	Collaborating Entity/ies	Timeframe for Action	Method(s) of Measuring success of the Action

SPM 7.1a: Racial and ethnic disparities among those accessing services who are experiencing homelessness.

Racial or Ethnic Group	Measure

Key Action(s) for Improving SPM 7.1a

Key Action(s)	Funding Source(s) the region intends to use to achieve the action	Funding Type *(Federal/ State/ Local gov/Other)*	Lead Entity	Collaborating Entity/ies	Timeframe for Action	Method(s) of Measuring success of the Action

SPM 1b: Number of people experiencing unsheltered homelessness on a single night (unsheltered PIT count)

Measure

Key Action(s) for Improving SPM 1b

Key Action(s)	Funding Source(s) the region intends to use to achieve the action	Funding Type *(Federal/ State/ Local gov/Other)*	Lead Entity	Collaborating Entity/ies	Timeframe for Action	Method(s) of Measuring success of the Action

SPM 7.1b: Racial and ethnic disparities among those experiencing unsheltered homelessness on a single night.

Racial or Ethnic Group	Measure

Key Action(s) for Improving SPM 7.1b

Key Action(s)	Funding Source(s) the region intends to use to achieve the action	Funding Type (Federal/ State/ Local gov/Other)	Lead Entity	Collaborating Entity/ies	Timeframe for Action	Method(s) of Measuring success of the Action

SPM 2: Number of people accessing services who are experiencing homelessness for the first time.

Measure

Key Action(s) for Improving SPM 2

Key Action(s)	Funding Source(s) the region intends to use to achieve the action	Funding Type (Federal/ State/ Local gov/Other)	Lead Entity	Collaborating Entity/ies	Timeframe for Action	Method(s) of Measuring success of the Action

SPM 7.2: Racial and ethnic disparities in the number of people accessing services who are experiencing homelessness for the first time.

Racial or Ethnic Group	Measure

Key Action(s) for Improving SPM 7.2

Key Action(s)	Funding Source(s) the region intends to use to achieve the action	Funding Type (Federal/ State/ Local gov/Other)	Lead Entity	Collaborating Entity/ies	Timeframe for Action	Method(s) of Measuring success of the Action

SPM 3: Number of people exiting homelessness into permanent housing.

Measure

Key Action(s) for Improving SPM 3

Key Action(s)	Funding Source(s) the region intends to use to achieve the action	Funding Type *(Federal/ State/ Local gov/Other)*	Lead Entity	Collaborating Entity/ies	Timeframe for Action	Method(s) of Measuring success of the Action

SPM 7.3: Racial and ethnic disparities in the number of people exiting homelessness into permanent housing.

Racial or Ethnic Group	Measure

Key Action(s) for Improving SPM 7.3

Key Action(s)	Funding Source(s) the region intends to use to achieve the action	Funding Type *(Federal/ State/ Local gov/Other)*	Lead Entity	Collaborating Entity/ies	Timeframe for Action	Method(s) of Measuring success of the Action

SPM 4: Average length of time that people experienced homelessness while accessing services.

Measure

Key Action(s) for Improving SPM 4

Key Action(s)	Funding Source(s) the region intends to use to achieve the action	Funding Type *(Federal/ State/ Local gov/Other)*	Lead Entity	Collaborating Entity/ies	Timeframe for Action	Method(s) of Measuring success of the Action

SPM 7.4: Racial and ethnic disparities in the average length of time that people experienced homelessness while accessing services.

Racial or Ethnic Group	Measure

Key Action(s) for Improving SPM 7.4

Key Action(s)	Funding Source(s) the region intends to use to achieve the action	Funding Type *(Federal/ State/ Local gov/Other)*	Lead Entity	Collaborating Entity/ies	Timeframe for Action	Method(s) of Measuring success of the Action

SPM 5: Percent of people who return to homelessness within 6 months of exiting the homelessness response system to permanent housing.

Measure

Key Action(s) for Improving SPM 5

Key Action(s)	Funding Source(s) the region intends to use to achieve the action	Funding Type *(Federal/ State/ Local gov/Other)*	Lead Entity	Collaborating Entity/ies	Timeframe for Action	Method(s) of Measuring success of the Action

SPM 7.5: Racial and ethnic disparities in the percent of people who return to homelessness within 6 months of exiting the homelessness response system to permanent housing.

Racial or Ethnic Group	Measure

Key Action(s) for Improving SPM 7.5

Key Action(s)	Funding Source(s) the region intends to use to achieve the action	Funding Type (Federal/ State/ Local gov/Other)	Lead Entity	Collaborating Entity/ies	Timeframe for Action	Method(s) of Measuring success of the Action

SPM 6: Number of people with successful placements from street outreach projects.

Measure

Key Action(s) for Improving SPM 6

Key Action(s)	Funding Source(s) the region intends to use to achieve the action	Funding Type (Federal/ State/ Local gov/Other)	Lead Entity	Collaborating Entity/ies	Timeframe for Action	Method(s) of Measuring success of the Action

SPM 7.6: Racial and ethnic disparities in the number of people with successful placements from street outreach projects

Racial or Ethnic Group	Measure

Key Action(s)	Funding Source(s) the region intends to use to achieve the action	Funding Type *(Federal/ State/ Local gov/Other)*	Lead Entity	Collaborating Entity/ies	Timeframe for Action	Method(s) of Measuring success of the Action

2.3 Equity Improvement Plan

1. Identify and describe the key action(s) the region will take to ensure racial and gender equity in 1) service delivery; 2) housing placements; and 3) housing retention; and 4) identify any changes to procurement or other means to affirm equitable access to housing and services for groups overrepresented among residents experiencing homelessness.
2. Identify if place-based encampment resolution is occurring in the region and if so, CoC must describe and provide evidence of collaboration with the cities or counties providing encampment resolution services that addresses how people served through encampment resolution have or will be prioritized for permanent housing within the Coordinated Entry System.

   OPTIONAL: upload any evidence the region would like to provide regarding collaboration and/or prioritization as it relates to question 2.

> **Guidance**
>
> *Of the four tables below, the first three must include at a minimum one key action to address racial equity **and** one key action to address gender equity. The fourth and final table must include at least one key action.*
>
> *To add additional actions, add rows to the bottom of the table.*
>
> *Definitions:*
> - ***Key Action(s)*** *may include a brief description of a strategic initiative or step identified to address or improve the inequity. This can be a policy, program, partnership, target metric, or any other approach which reflects an improvement and delivers positive impact. Provide a clear description of the action and its intended outcome.*
> - ***Lead Entity*** *should include the name of the regional Eligible Applicant responsible for managing the key action.*
> - ***Collaborating Entity/ies*** *may include a group, organization, or jurisdiction within your region working to address or improve the inequity. This can be another participating jurisdiction, a system partner, or any organization actively participating in the key action.*

Key Action(s) the Region Will Take to Ensure Racial and Gender Equity in Service Delivery

Key Action(s)	Lead Entity	Collaborating Entity/ies

Key Action(s) the Region Will Take to Ensure Racial and Gender Equity in Housing Placements

Key Action(s)	Lead Entity	Collaborating Entity/ies

Key Action(s) the Region Will Take to Ensure Racial and Gender Equity in Housing Retention

Key Action(s)	Lead Entity	Collaborating Entity/ies

Key Action(s) the Region Will Take to Change Procurement or Other Means to Affirm Equitable Access to Housing and Services for Overrepresented Groups Among People Experiencing Homelessness in the Region

Key Action(s)	Lead Entity	Collaborating Entity/ies

Coordinated Entry Prioritization for Place-Based Encampment Resolution

Guidance

Answer the following question(s)

In the online application portal applicants may upload any evidence the region would like to provide regarding collaboration and/or prioritization.

Is place-based encampment resolution occurring within the region?

Yes/No

If yes, then the CoC must describe and provide evidence of collaboration with the cities or counties providing encampment resolution services that addresses how people served through encampment resolution have or will be prioritized for permanent housing within the Coordinated Entry System.

2.4 Plan to Reduce the Number of People Experiencing Homelessness Upon Exiting an Institutional Setting

1. Identify and describe the Key Action(s) **each participating Eligible Applicant** will take to reduce the number of people falling into homelessness as they exit institutional settings including but not limited to jails, prisons, and hospitals.

<div>

Guidance

At a minimum, if an institutional setting is present in a jurisdiction, the jurisdiction must identify and describe their role.

To add additional actions, add rows to the bottom of the table.

Definitions:

- ***Key Action(s)*** *may include a brief description of a strategic initiative or step identified to address or improve the specific performance metric. This can be a policy, program, partnership, target metric, or any other approach which reflects an improvement and delivers positive impact. Provide a clear description of the action and its intended outcome.*
- ***Lead Entity*** *should include the name of the regional Eligible Applicant responsible for managing the key action.*
- ***Collaborating Entity/ies*** *may include a group, organization, or jurisdiction within your region working to address or improve the performance metric. This can be another participating jurisdiction, a system partner, or any organization actively participating in the key action.*

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Key Action(s) to Reduce the Number of People Experiencing Homelessness Upon Exiting a Jail

Key Action(s)	Lead Entity	Collaborating Entity/ies

Key Action(s) to Reduce the Number of People Experiencing Homelessness Upon Exiting a Prison

Key Action(s)	Lead Entity	Collaborating Entity/ies

Key Action(s) to Reduce the Number of People Experiencing Homelessness Upon Exiting a Hospital

Key Action(s)	Lead Entity	Collaborating Entity/ies

Key Action(s) to Reduce the Number of People Experiencing Homelessness Upon Exiting Other Institutional Settings (such as foster care, behavioral health facilities, etc. as applicable in the region)

Institutional Setting	Key Action(s)	Lead Entity	Collaborating Entity/ies

2.5 Plan to Utilize Local, State, and Federal Funds to End Homelessness

1. The plan must include the total amount of available funding, the amount prioritized for permanent housing solutions, and an explanation of how each participating applicant is utilizing local, state, and federal funding programs to end homelessness. These programs must include, but are not limited to:
   - The Homekey Program,
   - The No Place Like Home Program
   - The Multifamily Housing Program
   - The Housing for a Healthy California Program
   - The Homeless Housing, Assistance, and Prevention Program
   - Building Homes and Jobs Act
   - The California Emergency Solutions Grants Program
   - The National Housing Trust Fund established pursuant to the Housing and Economic Recovery Act of 2008
   - HOME Investment Partnerships Act
   - Parolee or probation programs that are intended to prevent homelessness upon release.

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Guidance

*All of the above programs **must** be included and fully explained in the table. Where the region has multiple awards for the same program that are administered by different entities, those may be listed on separate lines. For example, in a region with one county and one CoC who receive their HHAP awards separately, each jurisdiction may enter their HHAP awards in separate lines.*

If one of the ten required programs is not present in a region, type N/A.

In addition to the listed programs, participating Eligible Applicants should add any other funds and programs that are being utilized to address and end homelessness in the region.

To add additional funding programs, add rows to the bottom of the table.

Definitions:

- ***Local Fund Administrator:** The entity responsible for administering the given funding source.*
- ***Description of How Funds are/will be Utilized to End Homelessness in the Region:** Comprehensive summary of how the funding program will be utilized in the region. Applicants should highlight whether, how, and to what extent the funds are being used for permanent housing.*
- ***Funding Amount:** Amount of known, dollars secured or available to spend within the HHAP-5 grant timeframe (FY 23-24 through FY 27-28)*
- ***Timeframe of Use:** The date range the local fund administrator anticipates expending the identified program funds.*

</div>

Funding Program	Local Fund Administrator	Description of How Funds are/will be Utilized to End Homelessness in the Region	Funding Amount	Amount Prioritized for Permanent Housing Solutions	Timeframe of Use
The Homekey program					
The No Place Like Home Program					
The Multifamily Housing Program					
The Housing for a Healthy California Program					
The Homeless Housing, Assistance, and Prevention Program					
The Building Homes and Jobs Act Funding					
The California Emergency Solutions Grants Program					
The National Housing Trust Fund established pursuant to the Housing and Economic Recovery Act of 2008					
HOME Investment Partnerships Act					
Parolee or probation programs that are intended to prevent homelessness upon release.					
[other]					

2.6 Plan to Connect People Experiencing Homelessness to All Eligible Benefit Programs

1. Explain how the region is connecting, or will connect, individuals to wrap-around services from all eligible federal, state, and local benefit programs, including, but not limited to, housing and homelessness services and supports that are integrated with the broader social services systems and supports. Benefit Programs include, but are not limited to:

   - CalWORKs
   - CalFresh
   - Supplemental Security Income/State Supplemental Program (SSI/SSP) and disability benefits advocacy
   - In-home supportive services
   - Adult protective services
   - Child welfare
   - Child care
   - Medi-Cal benefits through Managed Care Plans

Benefit Programs

Benefit Program	Connection Strategy/ies	Lead Entity	Collaborating Entity/ies
CalWORKs			
CalFresh			
Supplemental Security Income/State Supplemental Program (SSI/SSP) and disability benefits advocacy			
In-home supportive services			
Adult protective services			
Child welfare			
Child care			

Medi-Cal benefits through Managed Care Plans			
[other]			
[other]			

2.7 Memorandum of Understanding

1. Upload the Region's Memorandum of Understanding (MOU).
   a. <u>Optional:</u> upload any additional supporting documentation the region would like to provide.

<table>
<tr><td>Guidance</td></tr>
<tr><td><i>A Memorandum of Understanding (MOU) must be submitted along with the application. This MOU must reflect the actions in the Regionally Coordinated Homelessness Action Plan submitted under this application, be signed by each participating eligible applicant, and commit each signatory to participate in and comply with the Regionally Coordinated Homelessness Action Plan. Smaller cities that choose to participate in the Regionally Coordinated Homelessness Action Plan may also be signatories to this MOU.</i></td></tr>
</table>

2.8 Application Development Process Certification

1. Provide the dates of the three public meetings that were conducted with stakeholders before the Regionally Coordinated Homelessness Action Plan was completed.

<table>
<tr><td>Guidance</td></tr>
<tr><td><i>No less than three public meetings must be held for each Regionally Coordinated Homelessness Action Plan. Applicants should retain documentation of the meetings in alignment with Cal ICH's records retention requirement outlined in the NOFA.
To add additional meetings, add rows to the bottom of the table.</i></td></tr>
</table>

Meeting	Date
1	
2	
3	

2. Describe how specific stakeholder groups were invited and encouraged to engage in the public stakeholder process.

<table>
<tr><td>Guidance</td></tr>
<tr><td><i>A description is required for each stakeholder group for each Regionally Coordinated Homelessness Action Plan. Applicants should retain documentation of these efforts in alignment with Cal ICH's records retention requirement outlined in the NOFA.</i></td></tr>
</table>

Stakeholders	Description of how Stakeholders were invited and encouraged to engage in the public stakeholder process
People with lived experience of homelessness	
Youth with lived experience of homelessness	
Persons of populations overrepresented in homelessness	
Local department leaders and staff of qualifying small jurisdictions, including child welfare, health care, behavioral health, justice, and education system leaders	
Homeless service and housing providers working in that region	
Each Medi-Cal Managed Care Plan contracted with the State Department of Health Care Services in the region	
Street medicine providers and other providers directly serving people experiencing homelessness or at risk of homelessness	

3. Certify under penalty of perjury that all participating eligible applicants met the statutory public meeting process requirements in developing the Regionally Coordinated Homelessness Action Plan.

Part III: Funding Plan

Each **Administrative Entity** is required to submit a funding plan as part of the HHAP-5 Application. The funding plan must account for 100 percent of the HHAP-5 Base allocation(s), 100 percent of the HHAP-5 Planning allocation(s), and 100 percent of the Initial Supplemental Funding allocation(s) which the Administrative Entity will be responsible for administering.

For both the HHAP-5 base allocation and the initial $100 million supplemental funding, individual allocations for each eligible applicant will be based on their proportionate share of the state's homeless population as reported by HUD in the 2023 PIT count. Allocation amounts will be calculated and released to all applicants once HUD publishes their 2023 Annual Homeless Assessment Report (AHAR).

Cal ICH currently anticipates providing eligible applicants with their calculated allocations by the end of January 2024. This will give applicants at least two months to finalize their HHAP-5 budgets before applications are due at the end of March. Until HHAP-5 final allocations are released, applicants should use their HHAP-4 base allocation as an approximation of their HHAP-5 allocation amount, for planning purposes.

1. Complete a Funding Plan for each Administrative Entity participating in this application.
   a. Identify all Eligible Use Categories the Administrative Entity anticipates using.
   b. Provide the **dollar amount** budgeted per eligible use category. Again, this must account for 100 percent of the HHAP-5 Allocation(s) the Administrative Entity will be responsible for administering.
   c. Where applicable, provide the **dollar amount** that will be designated under the Youth Set-Aside from the selected eligible use categories. **Reminder: the youth set-aside must total at least 10% of all monies received.**
   d. Provide a brief description of activities HHAP-5 funds will support in each selected eligible use category.
   e. Provide an explanation of how the activities therein align with the state's HHAP-5 priorities to prioritize permanent housing solutions and sustain existing investments towards long-term sustainability of housing and supportive services.
2. Complete the New Interim Housing Certification
   a. Indicate whether the budget proposes to support **ANY** new interim housing solutions <u>outside of the youth set-aside</u>.
   b. Indicate whether the budget proposes to support new interim housing solutions <u>for youth in excess of 10%</u> of the total HHAP-5 Dollars budgeted.
   c. If the Administrative Entity answers "yes" to either of the above, they will be asked to demonstrate dedicated, sufficient resources from other funding sources for long-term permanent housing solutions. This entails summarizing total available dollars for preventing and ending homelessness in the region, including the percentage of these resources dedicated to permanent and interim housing solutions, providing the status of five policy actions for each eligible applicant in the region, and demonstrating the need for additional shelter.

*Each Administrative Entity must submit a **single** Funding Plan that accounts for the entire HHAP-5 Allocation(s) which the Administrative Entity will be responsible for administering. This includes:*

- *100 percent of the HHAP-5 Base allocation(s);*
- *100 percent of the HHAP-5 Planning allocation(s); and*
- *100 percent of the Initial Supplemental Funding allocation(s).*

The youth set-aside must total at least 10% of all monies received.

*Administrative costs **may not exceed 7%** of all monies received.*

Up to 1% of all monies received may be budgeted for costs related to the Homeless Management Information System (HMIS). Related costs include HMIS licenses, training, system operating costs, and costs associated with carrying out related activities. Upon agreement between Cal ICH, the grantee, and the Homeless Management Information System lead entity, the grantee shall transfer the authorized amount of funds directly to the HMIS lead entity.

Each funding plan must include:

- *Identification of all Eligible Use Categories the Administrative Entity anticipates using*
- ***Dollar amount** budgeted per eligible use category. Again, this must account for 100 percent of the HHAP-5 Base allocation(s) and 100 percent of the Initial Supplemental Funding allocation(s) which the Administrative Entity will be responsible for administering.*
  - *If applicable, **dollar amount** from the selected eligible use category that will be designated under the Youth Set-Aside. **Reminder: the youth set-aside must total at least 10% of all monies received.***
  - *Administrative costs **may not exceed 7%** of all monies received.*
  - *Applicants may budget **up to 1%** for costs related to the Homeless Management Information System (HMIS). Related costs include HMIS licenses, training, system operating costs, and costs associated with carrying out related activities. Upon agreement between Cal ICH, the grantee, and the Homeless Management Information System lead entity, the grantee shall transfer the authorized amount of funds directly to the HMIS lead entity.*
- *A brief description of activities HHAP-5 funds will support in each selected eligible use category.*
- *An explanation of how the activities therein align with the state's HHAP-5 priority to sustain existing investments towards long-term sustainability of housing and supportive services and prioritize permanent housing solutions.*
- *Certification that the Administrative Entity does not intend to support new interim housing solutions using HHAP-5 funds.*
  - *If an Administrative Entity proposes to use HHAP-5 funds to support any new interim housing solutions outside of the youth set-aside and/or interim housing for youth in excess of 10% of the total HHAP-5 allocation, **the region** will be asked to demonstrate how it has dedicated sufficient resources from other funding sources to long-term permanent housing solutions and the need for new interim housing.*
  - *Reminder: per HSC section 50230(v) "region" means the geographic area served by a county, including all cities and CoCs within it. For the LA region, this means all eligible applicants within the County of LA.*

To add another funding plan for an additional Administrative Entity, copy the entire funding plan section (including the "New Interim Housing Certification" and "Demonstrated Need" Subsections) and paste at the bottom of the template.

Funding Plan – [Administrative Entity Name:_____]

Eligible Use Category	Dollars Budgeted	If applicable, Dollars Budgeted for the Youth Set-Aside	Activities these funds will support	How are these activities aligned with the State's priorities?
Rapid Rehousing				
Prevention and Shelter Diversion				
Delivery of Permanent Housing and Innovative Housing Solutions				
Operating Subsidies - Permanent Housing				
Operating Subsidies - Interim Housing				
Improvements to Existing Interim Housing				
Interim Housing				
Street Outreach				
Services Coordination				
Systems Support				
Administrative Costs		▨		
Additional 1% for HMIS		▨		

New Interim Housing Certification

Does this budget propose to support any new interim housing solutions outside of the youth set-aside?

Yes/No

Does this budget propose to support new interim housing solutions for youth in excess of 10% of the total HHAP-5 Dollars budgeted?

Yes/No

If yes to **either** of the above questions, identify **the region and Eligible Applicants in the region**. Then, respond to all of the below prompts under Demonstration of Dedicated, Sufficient Resources for Permanent Housing. In reviewing whether a region has dedicated sufficient resources from other sources to long term permanent housing solutions, Cal ICH will evaluate financial

resources and policy actions related to reducing and ending homelessness, as well as demonstrated need for additional interim housing.

Demonstration of Dedicated, Sufficient Resources for Permanent Housing

Applicants must respond to this section **when** they have responded "Yes" to either of the questions under "New interim Housing Certification". At a minimum, this section must reflect all eligible applicants in the region where the eligible applicant is proposing to fund new interim housing.

1. Identify Region and all eligible applicants in the Region.
2. Provide required metrics and narrative under "Status of Financial Resources"
3. Complete the 5 tables under "Status of Policy Actions
4. Provide required metrics and narrative under "Demonstrated Need"

Guidance
Per HSC section 50230(v) "region" means the geographic area served by a county, including all Cities and Continuums of Care within it. For the LA region this means all eligible applicants (Large Cities, CoCs, and the County) within the County of LA.

Region

Eligible Applicants in the Region

Status of Financial Resources

Provide the following financial resource metrics for the region.

Guidance
Per HSC section 50230(v) "region" means the geographic area served by a county, including all Cities and Continuums of Care within it. For the LA region this means all eligible applicants (Large Cities, CoCs, and the County) within the County of LA. • *For Single County CoCs and the LA region: the application is already aligned with the "region" definition. Therefore, the first two metrics must exactly reflect the information in "Plan to Utilize Local, State, and Federal Funds to End Homelessness" above. In the Cognito Form, the first two metrics will automatically populate from the information provided. The applicant will need to provide the "Percent dedicated to interim housing solutions".*

Total amount of funds the region is using from its available federal, state, and local dollars to prevent and end homelessness as described in the Action Plan Section: Utilization of Local, State and Federal Funds to End Homelessness
$

Percent of the above that is dedicated to permanent housing solutions	Percent of the above that is dedicated to interim housing solutions
%	%

Describe the impact your proposed use(s) of HHAP-5 dollars would have on the above percentages.

Status of Policy Actions

Provide a status update for each Eligible Applicant in the region on the following policy actions related to reducing and ending homelessness.

Housing Element

Eligible Applicant	Is this Eligible Applicant's Housing Element Compliant?	If no, provide a timeline of plans to submit revisions to HCD and request technical assistance to address remaining issues
	Yes/No	

Prohousing Designation

Eligible Applicant	Current Prohousing Designation Status	If the Eligible Applicant has not been designated Prohousing, identify Prohousing policies that this Eligible Applicant has adopted or plans to adopt in the future.
	Has been designated Prohousing/ Has applied for Prohousing Designation/ Plans to apply for Prohousing Designation	

USICH Seven Principles for Addressing Encampments

Eligible Applicant	Does the Eligible Applicant have a current practice or commitment to follow the Seven Principles?
	Has a current practice of following the Seven Principles/ Has made an active commitment to follow the Seven Principles/ Neither of the above

Housing Law Violations

Eligible Applicant	Does this Eligible Applicant have any outstanding housing law violations with HCD's housing accountability unit or the Attorney General's Office?	If the Eligible Applicant has an outstanding housing law violation, provide a plan to resolve issues or plans to request technical assistance to address remaining issues.
	Yes/No	

Surplus Land

Eligible Applicant	Does this Eligible Applicant have a current practice or commitment to identify local surplus land that could be encouraged for use as housing?
	1. *Has a current practice of identifying local surplus land for housing.* 2. *Has a current commitment to identifying local surplus land for housing.* 3. *Requests technical assistance from HCD's Surplus Land Unit to analyze local surplus land for potential use as housing.*

Demonstrated Need

Additionally, consistent with previous rounds of HHAP, interim housing is limited to clinically enhanced congregate shelters, new or existing non-congregate shelters, and operation costs of existing navigation centers and interim housing based on demonstrated need. Demonstrated need for purposes of this paragraph shall be based on the following for the region:

Number of shelter beds in the region	#
Number of people experiencing unsheltered homelessness (PIT)	#
Percentage of exits from emergency shelters to permanent housing solutions	%

A plan to connect residents to permanent housing.

NOTE: If there are multiple Administrative Entities applying as part of this regional application, copy and paste the above Funding Plan template here, one for each additional Administrative Entity.