

City of Piedmont
CITY COUNCIL AGENDA REPORT

DATE: January 16, 2024

TO: City Council

FROM: Rosanna Bayon Moore, City Administrator

SUBJECT: Informational Report on Homeless Housing, Assistance, and Prevention Program
State Block Grant Funding to Alameda County

RECOMMENDED ACTION

Receive informational report on the City of Piedmont's participation in the State of California HHAP grant awarded to the Alameda County Office of Homeless Care and Coordination.

PURPOSE

This agenda item provides an opportunity for the City Council and the Piedmont community to receive an update on the State of California Homelessness Housing, Assistance, and Prevention (HHAP) Grant. The City of Piedmont receives a pro rata share of HHAP resources based on an annual Point in Time (PIT) Count performed for Alameda County. The City of Piedmont has requested that its allocated HHAP resources be contributed toward regional solutions that are provided by Bay Area Community Services (BACS). To accomplish this request, the Alameda County Office of Homeless Care and Coordination has amended its agreement with Bay Area Community Services (BACS).

EXECUTIVE SUMMARY

The Homeless Housing, Assistance and Prevention Program (HHAP) is a State-funded block grant program designed to support regional coordination and expand or develop local capacity to end and prevent homelessness in local communities throughout California. Funds are focused on moving homeless individuals and families into permanent housing and ensuring individuals and families maintain their permanent housing.

In May 2023, City staff was alerted to the opportunity to participate in the distribution of funding received as part of Alameda County's HHAP grant awards. The Alameda County Office of Homeless Care and Coordination received over \$11.5 million in HHAP-3 and HHAP-4 funding. Based on the 2022 PIT Count and the allocation of unhoused resident assigned to Piedmont per the County's methodology, \$76,000 of \$11.5 million awarded was reserved for programs to be identified by the City of Piedmont. Of the \$76,000, a \$53,000 portion is available in the initial disbursement cycle with the remaining \$23,000 available in a second disbursement, depending on the County's project spenddown and projected performance.

In May of 2023, staff began coordination with Alameda County to explore options to aid Alameda

County residents, including residents of the City of Piedmont, per the County's strategic plan called "Home Together" (previously entitled "Everyone Home"). The City focused its interest and efforts on existing programs with a successful track record near Piedmont and programs that support 6th Cycle Housing Element programs, as explained in further detail in this report.

City staff asked County representatives to propose distributing the City of Piedmont share of funds toward an expansion of Alameda County's on-going agreement with Bay Area Community Services (BACS) as the most effective use of the funds. In addition to its housing programs, BACS operates a housing resource center on Oakland Avenue in close proximity to the Piedmont city limits. In the past, Piedmont community members have received services at BACS' Oakland Avenue housing resource center. BACS was amenable to expanding its contract with Alameda County to also serve Piedmont residents explicitly should the City seek placements in the future.

Alameda County staff have prepared the attached draft agreement with BACS (Attachment A). The terms of the draft agreement includes "Piedmont" by name in the region served. In the HMIS system which helps connect people experiencing homelessness to housing and services, if an HMIS participant chooses "Piedmont" as their city, then they will be connected to the Oakland region. BACS contracts with Alameda County to operate the County's housing resource centers in North County and Mid-County East. However, the budget is separated by region, and all of the Piedmont HHAP share of funds will support the Oakland Avenue housing resource center.

The HHAP grant will be administered by the Alameda County Office of Homeless Care and Coordination. The Alameda County Board of Supervisors is scheduled to hear the HHAP-3 and HHAP-4 grant agreement with BACS at its meeting on January 23, 2024. Although Piedmont is not a signatory to the agreement, once the attached agreement is accepted by the Alameda County Board of Supervisors, BACS will receive the expanded funding and will be committed to providing assistance to the local community, including Piedmont residents.

BACKGROUND

As reported in the San Jose Mercury News, in Alameda County, the number of unhoused people grew by 22% to 9,747 people between 2017 and 2022, the majority of whom live in or outside cars. In September 2023, the Alameda County Board of Supervisors declared a countywide state of emergency on homelessness. Between 2018 and 2021, over a thousand people experiencing homelessness in Alameda County died, with an age-adjusted mortality rate nearly six times higher than the rest of the county.

CONSISTENCY WITH THE GENERAL PLAN

As noted in the Piedmont Housing Element, approximately 21.29 percent of Piedmont homeowners and 21.08 percent of renters are cost burdened, meaning they spend 30 percent or more of gross income on housing costs. Additionally, 12.5 percent of renters spend 50 percent or more of their income on housing, compared to about 8.4 percent of homeowners.

The Piedmont 6th Cycle [Housing Element](#) is one of eight Elements, or chapters, of the General Plan. It presents how a city plans to accomplish the Regional Housing Needs Allocation (RHNA) on sites within city limits. The General Plan is the guiding document for land use and development within Piedmont. The proposed City participation in the HHAP agreement is consistent with the

following 6th Cycle Housing Element goals, policies, and actions:

Housing Policy 5.4, Extremely Low-Income Residents: Strive to meet the needs of extremely low-income Piedmont community members, including single parents, seniors on fixed incomes, and persons in financial crisis or at risk of losing their homes.

Housing Policy 5.5, Regional Approaches to Homelessness: Actively cooperate with and participate in regional discussions and programs addressing homelessness and the need for emergency shelter and supportive housing in the East Bay.

Policy 5.7, Persons with Disabilities: Address the unique housing needs of Piedmont community members with disabilities, including those with developmental disabilities.

Housing Program 5.E, Housing Support for Families in Crisis: Provide referrals and information to at risk Piedmont residents on an ongoing basis. Annually monitor Piedmont homeless count through the Alameda County PIT.

Housing Program 5.F, Everyone Home: Investigate opportunities to participate in Alameda County EveryOne Home Program implementation plan action items by March 2026 or adopt a City-specific plan to address homelessness by March 2026. Provide funding for operation and administration of the EveryOne Home Program annually in July.

Housing Program 5.K Transitional and Supportive Housing for Extremely Low-Income Residents: Collaborate with nonprofit affordable housing organization to convert a home or homes to transitional housing for six persons.

Policy 7.2: County Fair Housing Programs: Support and participate in Alameda County programs which ensure that all persons have equal access to housing.

CONCLUSION AND NEXT STEPS

Implementing Housing Element programs is crucial to addressing the housing crisis in Alameda County. California HHAP grant funding awarded to the Alameda County Office of Homeless Care and Coordination provides the City of Piedmont with the opportunity to contribute to a regional approach to ending homelessness and providing housing assistance and prevention.

ATTACHMENTS AND RELEVANT DOCUMENTS

- A. HHAP-3 and HHAP-4 Draft County Agreement with BACS
- B. HHAP-3 and HHAP-4 FAQs

Additional information available online

2022 PIT Count Report:

<https://public.tableau.com/app/profile/asr1451/viz/TableauAlamedaCounty-HDXandSurveyData/ExecSum?publish=yes>

THIRD AMENDMENT TO STANDARD SERVICES AGREEMENT

This Third Amendment to Agreement (“Third Amendment”) is made by the County of Alameda (“County”) and Bay Area Community Services (BACS) (“Contractor”) with respect to that certain agreement, Procurement Contract No. 22374, entered by them on January 1, 2021 and that certain First Amendment to Agreement, executed on February 17, 2022, and that certain Second Amendment to Agreement, executed on February 27, 2023, (collectively referred to herein as the “Agreement”) pursuant to which Contractor provides Access Points services to County.

County and Contractor, for valuable consideration, the receipt and sufficiency of which are hereby acknowledged, agree as follows:

1. Except as otherwise stated in this Third Amendment, the terms and provisions of this Third Amendment will be effective as of the date this Third Amendment is executed by the County.
2. The term of the Agreement is currently scheduled to expire on December 31, 2023. As of the date this Third Amendment is executed by the County, the term of the Agreement is extended through December 31, 2024.
3. Section 35, Extension, is amended and replaced by the following:

35. EXTENSION: This agreement may be extended for up to an additional three years by mutual agreement of the County and the Contractor.
4. In consideration for Contractor’s additional services, the County shall pay Contractor in an additional amount not to exceed *two million, one hundred eighty-one thousand, eight hundred forty-six dollars* (\$2,181,846). As a result of these additional services the not to exceed amount has increased from *six million, one hundred thousand, three hundred ninety-three dollars* (\$6,100,393) to *eight million, two hundred eighty-two thousand, two hundred thirty-nine dollars* (\$8,282,239) over the term of the Agreement and any amendments.
5. Item 8, Payment, has been amended and replaced with the following:

PAYMENT: For services performed in accordance with this Agreement, payment shall be made to Contractor as provided in Exhibit B, Exhibit B1, Exhibit B2, and Exhibit B3 hereto.

6. Item 20, Termination, is amended and replaced by the following:

TERMINATION: The County has and reserves the right to suspend, terminate or abandon the execution of any work by the Contractor without cause at any time upon giving to the Contractor prior written notice. In the event that the County should abandon, terminate or suspend the Contractor's work, the Contractor shall be entitled to payment for services provided hereunder prior to the effective date of said suspension, termination or abandonment. Said payment shall be computed in accordance with Exhibit B, Exhibit B1, Exhibit B2, and Exhibit B3 hereto, provided that the maximum amount payable to Contractor for their Access Points services shall not exceed \$8,282,239 payment for services provided hereunder prior to the effective date of said suspension, termination or abandonment.

7. The attached Exhibit A3, Program Description and Performance Requirements, is incorporated into this Agreement by this reference.
8. The attached Exhibit B3, Terms And Conditions For Payment, is incorporated into this Agreement by this reference.
9. Attached hereto is Exhibit D3, a current Debarment and Suspension Certificate executed by Contractor.
10. Except as expressly modified by this Third Amendment, all of the terms and conditions of the Agreement are and remain in full force and effect.

Form 110-17 Rev 01/06/2020


**Alameda County Auditor-Controller Agency, Office of Contract Compliance & Reporting (OCCR)
FEDERAL GRANT FUNDS SMALL LOCAL EMERGING BUSINESS (SLEB) WAIVER REQUEST**

REQUIRED TO SOLICIT BIDS/PROPOSALS AND AWARD/AMEND CONTRACTS THAT INCLUDE FEDERAL GRANT FUNDS THAT PROHIBIT GEOGRAPHICAL PREFERENCES
DIRECTIONS: Please refer to the reverse side of this form for instructions. Submit completed form with supporting documents to Auditor-Controller Agency, OCCR, at QIC 20111 or via email at OCCR@acgov.org.

- Requesting Department Name: Health Care Services Agency, Office of Homeless Care and Coordination
 - Contact First / Last Name: Ponnie Hill QIC: 24102 Email Address: phill@acgov.org Phone #: 510-268-4159
- Procurement Description: HUD CoC grant funds will provide supportive housing services to Alameda Co, residents that are homeless or at risk of homelessness CFDA* No.: 14.267
- ☒ **Board letter(s) approving acceptance/expenditure of grant funds for the procurement described above is required.** Check box #3 to confirm Board letter(s) is attached.
- ☒ **Enter the Code of Federal Regulations (CFR) number in 4A below** and check box #4 to indicate if the Federal regulation is attached (as needed) and specifically prohibits geographical preferences from the procurement described above.
 - Federal Regulation Name/Number: 24 CFR Part 578 HUD
- ☐ Check box #5 to indicate that the Federal grant funds are sub granted or passed through the State to the County where State laws prohibit geographical preferences from the procurement described above and that the sub grant documents are attached. **Enter State regulation name and number below.**
 - State Regulation Name/Number: _____
- Select and check appropriate box below to indicate reason for waiver request:

A. ☐ Solicit Bids with County Counsel approved modified SLEB Provisions Waiver Request Date ____/____/____ Department Head Signature _____ Date _____ ☐ Request approved by OCCR Date: _____ OCCR Signature _____ Waiver Expiration Date ____/____/____ Federal Grant Funds SLEB Waiver #F ☐ Request denied by OCCR Reason: _____	B. ☒ Award Contract/Issue PO Waiver Request Date ____/____/____ 1) Contractor Name/City: <u>See attachment</u> 2) Total Contract Value: \$ _____ 3) Contract Start Date: ____/____/____ 4) Contract End Date: ____/____/____ 5) Procurement Contract #: _____ Signed by: <u>Ponnie Hill</u> <u>12/22/2022</u> Department Head Signature _____ Date _____ ☒ Request approved by OCCR Date: <u>12/29/22</u> <u>Lana Lee</u> OCCR Signature _____ Waiver Expiration Date <u>see attached</u> Federal Grant Funds SLEB Waiver #F see attached ☐ Request denied by OCCR Reason: _____	C. ☐ Contract Renewal/Amendment Waiver Request Date: ____/____/____ ☐ Amended Contract End Date: ____/____/____ ☐ Increase Amount: \$ _____ ☐ Total Amended Amount: \$ _____ ☐ Procurement Contract #: _____ Complete section B (at left) as needed. Department Head Signature _____ Date _____ ☐ Request approved by OCCR Date: _____ OCCR Signature _____ Waiver Expiration Date ____/____/____ Federal Grant Funds SLEB Waiver #F ☐ Request denied by OCCR Reason: _____
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* CFDA = Catalog of Federal Domestic Assistance

See waiver #F_____ for supporting documentation

Bay Area Community Services (BACS)	Oakland	Access Points #1	CoC CES	22374	902013	1/01/23 - 12/31/23	\$350,000	Housing Resource Center: providing housing problem solving, coordinated entry access and assessment, outreach, connection to other services and homelessness prevention	2210-A	12/31/2023
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INSERT RENEWED FED SELB AND ATTACHMENT FROM BL

[SIGNATURE PAGE TO FOLLOW]

IN WITNESS WHEREOF, the parties hereto have executed this Third Amendment.

COUNTY OF ALAMEDA

BAY AREA COMMUNITY SERVICES

By: _____
Signature

By: _____
Signature

Name: Colleen Chawla
(Printed)

Name: Jamie Almanza
(Printed)

Title: Director, Health Care Services Agency

Title: Executive Director

Date: _____

Date: _____

Approved as to Form: DONNA ZIEGLER, County
Counsel for the County of Alameda

By: _____
K. Joon Oh
Deputy County Counsel Signature

By signing above, signatory warrants and represents that he/she executed this Third Amendment in his/her authorized capacity and that by his/her signature on this Third Amendment, he/she or the entity upon behalf of which he/she acted, executed this Third Amendment.

EXHIBIT A3
PROGRAM DESCRIPTION AND PERFORMANCE REQUIREMENTS

Contractor Name:	<u>Bay Area Community Services (BACS)</u>
Contracting Department:	<u>Health Care Services Agency (HCSA),</u> <u>Office of Homeless Care and Coordination (OHCC)</u>
Original Contract Period:	<u>01/01/2021 – 12/31/2021</u>
Original Contract Amount:	<u>\$124,748</u>
First Amendment Term:	<u>01/01/2022 – 12/31/2022 (extension of 12 month)</u>
First Amendment Amount:	<u>\$3,972,366 (increase of \$1,924,814)</u>
Second Amendment Term:	<u>01/01/2023 – 12/31/2023 (extension of 12 months)</u>
Second Amendment Amount:	<u>\$6,100,393 (increase of \$2,128,027)</u>
Third Amendment Term:	<u>01/01/2024 – 12/31/2024 (extension of 12 months)</u>
Third Amendment Amount:	<u>\$8,282,239 (increase of \$2,181,846)</u>
Total Contract Amount:	<u>\$8,282,239</u>

Program Name

Access Points # 1

Contracted Services

Contractor shall:

- **Housing Problem Solving (HPS):** Provide Housing Problem Solving services and supports to identify safe, available alternatives to homelessness that can be secured with limited support, **including** helping people to apply to and administering **one-time flexible funding** to assist with move-in expenses and other needs directly relevant to getting and keeping housing.
- **Coordinated Entry (CE) Access and Assessment:** Administer the Coordinated Entry Crisis Assessment and/or Housing Assessment to eligible consumers not able to be housed/rehoused through HPS and provide information to consumers regarding their status within Coordinated Entry.
- **Targeted Outreach:** Conduct outreach to identify people who are experiencing homelessness and offer HPS, and to locate consumers who are prioritized for a resource through Coordinated Entry.
- **Connection to other services and supports:** Provide services in locations where consumers can access other supports such as basic needs, medical care, links to training or employment, benefits, housing search and other supports and programs. Offer support in applying and obtaining such services.

- **Homelessness Prevention:** Administer rental assistance and other financial support for people at risk of homelessness, as available.

Program Goals

- Using a strength-based housing problem solving approach, seek temporary and permanent housing resolutions for individuals experiencing homelessness and those at imminent risk of homelessness.
- Minimize the number of individuals who are assessed and only waiting for more resource-intensive solutions, which may not be available.
- Provide support and links to available services by staff trained to understand structural racism and provide anti-racist support.
- Provide information quickly: for those assessed, immediately get information about what resources are available to them and assist them to the next step.
- Maintain connection with individuals who have been provided HPS and/or assessed and not likely to get a more intensive resource.

Service Requirements

- 1) All Housing Problem Solving, Assessment, Outreach, and Prevention services shall be offered following the policies and procedures adopted by the Alameda County Health Care Services Agency (HCSA) as the Coordinated Entry Management Entity.
- 2) Contractor shall provide real-time data entry of all consumers served into the Homeless Management Information System (HMIS) in accordance with Alameda County Coordinated Entry trainings. At a minimum, this will include the consumer profile, project entries, assessments, coordinated entry events, services provided, flexible funding provided, annual updates, queue management, and project exits, as applicable.
- 3) All administration of one-time flexible funding shall follow the policies and procedures adopted by HCSA as the Coordinated Entry Management Entity.
- 4) All flexible funding must be linked to a housing resolution and cannot not be used as a substitute for interim housing or shelter.. In very limited cases under exceptional circumstances, a supervisor may approve a short-term hotel/motel stay (not to exceed 5 nights) when there are no other resources or funding available to meet a client's urgent need, AND that client is particularly vulnerable, AND there is a housing destination already identified that the client will be able to access immediately upon leaving the hotel/motel. The hotel/motel stay must be directly linked to achieving a permanent or temporary housing outcome and cannot be used in lieu of traditional shelter or as an emergency response to conditions such as poor weather. Other exceptions can be brought to County staff overseeing the contract for discussion if needed.
- 5) Flexible funding should be used to support people currently experiencing homelessness or at imminent risk of homelessness unless prevention-specific funding is made available. All flexible funds administered must be entered in HMIS.

- 6) Contractor staff shall update client status in HMIS any time a client has a change in housing status, income, benefits enrollment, insurance enrollment, or employment and if likely to change prioritization, complete an updated assessment.
- 7) Contractor staff shall help clients who score above the threshold score for Permanent Supportive Housing on the Housing Assessment obtain core housing documents compliant with the U.S. Department of Housing and Urban Development (HUD) regulations, including government-issued photo identification, social security card, verification of disability, and homelessness verification. Contractor staff shall upload copies of these documents into HMIS.
- 8) Contractor shall remain in contact with households connected to their access point, and, when possible, update current living situation assessments at least once per calendar month.
- 9) Contractor shall identify staff to serve as Matchers and will be responsible for matching interim housing resources in their region as directed by HCSA. Contractor shall participate in management of the crisis queue, along with other access points. Contractor shall communicate regularly with agencies overseeing the resources they are responsible for matching to and build strong relationships with appropriate staff from those agencies.
- 10) Contractor shall locate and outreach to individuals in their region who have been prioritized and matched to a housing resource.
- 11) Contractor shall communicate regularly with other access points in their region and build strong relationships with appropriate staff from those agencies.
- 12) Contractors shall conduct outreach to individuals to provide HPS, assessments, and coordinated entry services at the request of HCSA and as able.
- 13) Contractor shall collaborate with local health care providers, street health outreach teams, and Housing and Community Support (HCS) providers to facilitate referrals, warm hand-offs, and care coordination.
- 14) Participation in Implementation Learning Community for Access Points. At least one representative from each access point/region must be present.
- 15) Participation in regional coordination meetings monthly and city meetings quarterly (or as needed), to review outcomes and strengthen collaboration.
- 16) Staff will attend provider trainings as applicable to their role.
- 17) Contractor shall provide the documentation required for the County to submit claims to California Business, Consumer Services, and Housing Agency (BCSH) for services covered by this source.
- 18) Contractor shall be in adherence with Alameda County Written Standards and Coordinated Entry policies.
- 19) Contractor shall abide by HUD Coordinated Entry Access requirements as listed in Exhibit A-1 (<https://www.hud.gov/sites/documents/17-01CPDN.PDF>)
- 20) Provide Alameda County Health Care Services Agency with a dedicated point of contact for data quality and reporting (a 'data lead').
- 21) Contractor will provide contracted services to a minimum of 280 households per year in Mid-County East (Hayward, Unincorporated), with a target of 415 (individual adults and adults with children); a minimum of 390 households per year in North County, with a target of 558 households (individual adults); and a minimum of 450 households in Oakland, with a target of 655 households (individual adults).

22) Using the REAL BASIC model (Exhibit A-2), Contractor shall connect individuals to resources and services that address:

- basic needs
- medical care (e.g., Federally Qualified Health Centers or other providers)
- training or employment
- benefits (Medi-Cal, CalFresh, SSI/SSDI, etc.)
- housing search and support in applying for housing.

23) Contractor will follow the minimum team staffing requirements for Coordinated Entry

Staff Role	Minimum FTE Mid-County East	Minimum FTE North County	Minimum FTE Oakland
Program Manager/Team Leader (Master's level or 5+ years of work experience in field)	0.5	0.75	0.5
Coordinated Entry specialists	3	4	5
Data Coordinator	0.3	0.3	0.3

24) Use of prevention funds shall follow related policies and procedures (to be provided by HCSA), and households provided rental assistance shall have a housing stability plan in place. (Note that HUD Continuum of Care (CoC) funds may not be used for prevention.)

25) Provide regularly scheduled, posted drop-in hours at least twice a week at a physical location and a dedicated phone line with a voice mail box to accept referrals. Contractor shall make an effort to respond to phone contacts within 24 hours during the week and within 72 hours for messages received on weekends. Any adjustments to drop-in schedule or in-person work (e.g., to reduce risk of COVID-19 transmission) will be made by joint agreement between County and Contractor. Contractor will allow participants to make appointments to receive services outside of drop-in hours as needed.

26) Provide HCSA and Eden I&R with up-to-date information regarding drop-in hours, procedures, and phone number(s).

Program Eligibility

Contractor shall serve any and all qualifying households, on a prioritized basis as specified in the Coordinated Entry policies, within (or connected to) the region that it covers who:

- Are living in Alameda County; AND
- Are experiencing homelessness as described by HUD Definition of Homeless(Exhibit A-3) OR
- Are at risk of experiencing homelessness and potentially needing homeless services/housing*, AND

- Are seeking access to supports, services and/or housing through the housing crisis response system

Region:

Contractor shall serve or immediately connect to services any and all households who self-report connection to Oakland/Piedmont and North County (Berkeley, Albany and Emeryville) with a primary focus on individual adults, and Mid-County East (Hayward and Unincorporated) with individual adults and adults with children. Per HUD, contractor must serve households or immediately connect to services (see Exhibit A-1).

Contract Deliverables

Contractor shall provide the following services/deliverables:

Process Objectives

PROGRAM DELIVERABLE	PERFORMANCE MEASURE	DATA SOURCE
Enroll consumers in Housing Problem Solving	No. of heads of households with whom HPS conversations held	Monthly Report (Source: HMIS Report)
Assess eligible consumers for Coordinated Entry Crisis Resources	No. of Crisis Assessments conducted	Monthly Report (Source: HMIS Report)
Assess eligible consumers for Coordinated Entry Housing Resources	No. of Housing Assessments conducted	Monthly Report (Source: HMIS Report)
Outreach to persons who are homeless	No. of Outreach contacts	Monthly Report (Source: HMIS Report)
Outreach to persons who are identified for a resource	No. of prioritized households identified for targeted outreach who are located and linked to a resource	Monthly Report (Source: HMIS Report)
Complete current living situation assessments monthly for consumers connected to your Access Point	No. of consumers with a current living situation assessment completed in the calendar month	Monthly Report (Source: HMIS Report)

Quality Objectives

PROGRAM DELIVERABLE	PERFORMANCE MEASURE	DATA SOURCE
Real-time, complete and accurate entry of data into	At least 90% of HMIS program entry, assessment, services and update, and exit data will be entered on the day	Monthly Report (Source: HMIS Report)

HMIS, including income information	services are provided and will meet data quality standards	
Consumer feedback on services	Quarterly collection of consumer feedback on ways to enhance services through surveys, focus groups, community meetings, or other means determined by Contractor and approved by HCSA as the Management Entity	Quarterly Narrative Report
Staff Training	At least 16 hours per year of training per staff member focused on improving staff and services quality and capacity	Quarterly Narrative Report

Impact Objectives

PROGRAM DELIVERABLE	PERFORMANCE MEASURE	DATA SOURCE
Successfully Problem Solve at least 20% of those served	No. of HPS resolutions as a percentage of HPS enrollments	Monthly Report (Source: HMIS Report) and Quarterly Narrative Report
Complete assessments on at least 50% of those not housed/rehoused through housing problem solving within 60 days of contact	No. of Housing Assessments within 60 days, as a percentage of total households for which HPS was not successful	Monthly Report (Source: HMIS Report) and Quarterly Narrative Report

Reporting & Evaluation Requirements

Contractor shall input data into the Homeless Management Information System (HMIS) and submit any reports requested by County financial or program monitors as needed or requested. Contractor shall comply with the reporting requirements of County, State, and Federal agencies, and applicable laws and regulations, as a condition of funding.

Contractor shall submit monthly reports, using HMIS reports as the source to document progress toward the deliverables above and any financial support provided (flexible funds or prevention funds provided).

Contractor shall submit quarterly and annual narrative reports on a County reporting template using HMIS data to document the following:

- 1) Progress on process, quality, and impact objectives;
- 2) Stories of success with consumers;
- 3) Efforts to improve on performance objectives planned for next quarter or year;

- 4) Summary of consumer feedback on supportive services;
- 5) Requests for support from County to help improve performance.

All reports shall be completed and information relayed in a manner so that they can be viewed as public documents. All reports are due on the 15th of the following month for the preceding month, quarter or year. It is expected that data clean-up and quality assurance will be completed by this deadline for the reporting period.

If reporting requirements cannot be met by the above deadlines, Contractor shall immediately contact Office of Homeless Care and Coordination with the reason for delay and the estimated date for report completion. It is within the discretion of OHCC to extend any due date. Lack of notification or failure to meet a deadline can result in withheld payment or fund reduction. Contractor may include hardcopies but must include an electronic version of the report submission with each invoice to receive payment.

Quarterly Reporting

Contractor will provide the draft narratives for quarterly reporting of deliverables. The required information includes:

- Description of services (100 words max)
- Key Accomplishments (100 words max), and;
- Highlight of accomplishments, successes, challenges and/or barriers (200 words max)

The due date for these reports are as follow:

Service Period	Due to County
FY 22-23 Q3: 01/01/2024 – 03/31/2024	04/30/2024
FY 22-23 Q4: 04/01/2024 – 06/30/2024	07/31/2024
FY 23-24 Q1: 07/01/2024 – 09/30/2024	10/31/2024
FY 23-24 Q2: 10/01/2024 – 12/31/2024	01/31/2025

Additional Requirements

Certification/Licensure/ Confidentiality

- Contractor will maintain all required licenses and special permits issued by federal, state, and local agencies related to the services it provides.
- Contractor shall conform to all federal and state laws relating to confidentiality of patients' medical information, including but not limited to HIPAA and HITECH when applicable.

EXHIBIT B3
TERMS AND CONDITIONS FOR PAYMENT

I. Budget Summary

January 1, 2024 – December 31, 2024

	Tobacco Master Sales Tax	County General Fund	HUD CoC CES (*25% match reqmt)	HHAP 4 (Outreach)	Annual HHAP 3 (Prevention)	HHAP 4 (Prevention)	Total Amendment Amount (1/1/24- 12/31/24)
	\$17,777.00	\$38,859.00	\$350,000.00	\$208,272.00	\$157,500.00	\$1,409,438.00	\$2,181,846.00
Oakland							
Personnel	\$ -	\$ -	\$ 306,318.18	\$ 93,681.82	\$ -		\$ 400,000.00
Operating	\$ -	\$ -	\$ 43,681.82	\$ -		\$ -	\$ 43,681.82
Flex Funds	\$ -	\$ 35,326.36	\$ -	\$ -	\$ 43,131.82	\$ 329,296.36	\$ 407,754.54
Admin/Indirects	\$ -	\$ 3,532.64		\$ 29,323.18	\$ 19,358.18	\$ 32,929.64	\$ 85,143.64
Total	\$ -	\$ 38,859.00	\$ 350,000.00	\$ 123,005.00	\$ 62,490.00	\$ 362,226.00	\$ 936,580.00
Mid County East							
Personnel	\$ -	\$ -	\$ -	\$ 33,910.00	\$ 47,980.00	\$179,000.00	\$ 260,840.00
Operating	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 40,000.00	\$ 40,000.00
Flex Funds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 185,518.18	\$ 185,518.18
Indirects	\$ -	\$ -	\$ -	\$ 3,391.00	\$ 4,793.00	\$ 40,451.82	\$ 48,635.82
Total	\$ -	\$ -	\$ -	\$ 37,301.00	\$ 52,723.00	\$ 444,970.00	\$ 534,994.00
Berkeley							
Personnel		\$ -	\$ -	\$ 43,605.45		\$ 307,000.00	\$ 350,605.45
Operating	\$ 16,160.91	\$ -	\$ -	\$ -	\$ 38,442.73	\$ 45,400.00	\$ 100,003.64
Flex Funds		\$ -	\$ -	\$ -		\$ 195,092.73	\$ 195,092.73
Indirects	\$ 1,616.09	\$ -	\$ -	\$ 4,360.55	\$ 3,844.27	\$ 54,749.27	\$ 64,570.18
Total	\$ 17,777.00	\$ -	\$ -	\$ 47,966.00	\$ 42,287.00	\$ 602,242.00	\$ 710,272.00
Grand Total	\$ 17,777.00	\$ 38,859.00	\$ 350,000.00	\$ 208,272.00	\$ 157,500.00	\$ 1,409,438.00	\$ 2,181,846.00

II. Terms and Conditions of Payment

- A. The funding amount under the terms of this Exhibit B3 for services provided under Exhibit A3 is \$2,181,846 and the total reimbursement shall not exceed the total dollar amount awarded (\$8,282,239) for services performed under this Agreement and any amendments. This cost includes all taxes and other charges. Funds shall be used solely in support of the program budget, as set forth above in this Exhibit B3.
- Non-County match funding shall be documented and included in all program budgets.
 - Contract may utilize unexpended funds from the budget period of 01/01/2023 through 12/31/2023 towards eligible program costs incurred during the period of 01/01/2024 through 12/31/2024 from HHAP, Tobacco Master Sales Tax, and County General Fund, if applicable.
 - Unexpended HUD CoC CES funds will not rollover should the contract be amended.
 - Should the contract be amended, unexpended funding from 01/01/2024 – 12/31/2024 will rollover from HHAP, Tobacco Master Sales Tax and County General Fund, if applicable.
- B. Contractor shall invoice the County not more than monthly for actual expenses incurred. **The final invoice for this contract must be received no later than February 15, 2025.**

- C. Invoice must be accompanied by reports described in Exhibit A(s), as applicable, on services provided during that invoice period referencing the services in Exhibit.
- D. County shall use best efforts to process invoices submitted for reimbursement by Contractor within forty-five (45) working days of receipt of invoice, reports, and any other back up documentation as requested, including documentation demonstrating successful completion of the deliverables under Exhibit A(s).

III. Invoicing Procedures

- A. Invoices will be approved by the County Health Care Services Agency.
- B. Invoices must include:
 - Purchase Order (PO) number
 - Invoice date
 - Invoice number
 - Service period
 - Contract balance
 - Actual expenditures (which may not exceed the budget in Exhibit B3)
 - Invoice total amount
 - Accompanied by all required reports as delineated in the Reporting & Evaluation Requirements section in Exhibit A3
- C. Any other back up documentation, information, or reports as requested, and invoice shall be emailed to:

MDrane@acgov.org

ContractsOHCC@acgov.org

- D. The County and/or Auditor-Controller may withhold payment of all or a portion of Contractor's claim for reimbursement of expenses when the Contractor has not complied with provisions of the current Agreement or a prior agreement with County. Such matters of non-compliance may include, but are not restricted to, the delivery of patient and related services, submission of client service data and required reports, submission of documents supporting reimbursement requests which verify expenditures incurred, maintenance of proper records, submission of revenue reports, disallowance as a result of interim audit or financial compliance evaluations, or other conditions as required in this Agreement by Federal, State or County regulations. If payment of claims is to be delayed, the following procedures will be followed:
 - Contractor shall be notified by telephone within seven (7) working days of the receipt by County of Contractor's claim if there is a reason for delaying or withholding payment.
 - The County shall provide written confirmation of reason(s) for delaying or withholding payment if the matter cannot be resolved within ten (10) working days of receipt of claim.

- The County shall not be required to give written notice of the withholding action if an invoice must be held pending revisions, corrections or amendments. It is the Contractor's responsibility to correct invoice documents. In all cases, the Contractor shall be notified of the errors and corrective action needed. The withholding action shall be discussed with the Contractor at the time errors are brought to the Contractor's attention. The County may, with Contractor's consent, make minor adjustments on invoices to correct mathematical/typographical errors to expedite the claims process.
- Contractor shall submit all claims for reimbursement under this Agreement by February 15, 2025. All claims submitted after February 15, 2025 will not be subject to reimbursement by the County. Any "obligations incurred" which are included in the claims for reimbursement and paid by the County, but which remain unpaid by the Contractor after February 15, 2025 will be disallowed under audit by the County.

Financial Controls, Records, and Audit:

- Financial Records: Contractor has sole authority over accounting and systems for the development, preparation and safekeeping of records and books of account relating to contracted services, including the preparation and submission of any cost reports, supporting data and other materials in connection with reimbursement under Medicaid and other third-party payment contracts and programs.
- Audit: Contractor will participate in an annual fiscal audit to be pre-scheduled and conducted by the County. The fiscal audit will include a financial review of one monthly reimbursement request, specifically: verification of all related financial support documentation utilized in the development of the specific reimbursement request; and, examination of Contractor financial record-keeping systems and procedures relative to the development of the reimbursement request and receipt of payment. Upon completion of the annual fiscal audit the County will provide Contractor a findings report with applicable corrective measures, as necessary. Timelines for employing corrective measures shall be determined by the County.

Other Provisions:

- The continuation of this Contract and payments hereunder shall be subject to the availability of funds to the County of Alameda. County agrees to notify the Contractor in writing of any modifications related to changes in available funding.
- Should the State of California, Federal Government, or other funding source refuse to reimburse County (or disallow payment, including based upon audit exceptions) for any relevant claim submitted to County by Contractor, Contractor agrees to reimburse County for all such claims or disallowances. Any such disallowances or penalties resulting in will be the sole responsibility of the Contractor.

EXHIBIT C
COUNTY OF ALAMEDA MINIMUM INSURANCE REQUIREMENTS

Without limiting any other obligation or liability under this Agreement, the Contractor, at its sole cost and expense, shall secure and keep in force during the entire term of the Agreement or longer, as may be specified below, the following minimum insurance coverage, limits and endorsements:

TYPE OF INSURANCE COVERAGES		MINIMUM LIMITS
A	Commercial General Liability Premises Liability; Products and Completed Operations; Contractual Liability; Personal Injury and Advertising Liability; Abuse, Molestation, Sexual Actions, and Assault and Battery	\$1,000,000 per occurrence (CSL) Bodily Injury and Property Damage
B	Commercial or Business Automobile Liability All owned vehicles, hired or leased vehicles, non-owned, borrowed and permissive uses. Personal Automobile Liability is acceptable for individual contractors with no transportation or hauling related activities	\$1,000,000 per occurrence (CSL) Any Auto Bodily Injury and Property Damage
C	Workers' Compensation (WC) and Employers Liability (EL) Required for all contractors with employees	WC: Statutory Limits EL: \$1,000,000 per accident for bodily injury or disease
D	Professional Liability/Errors & Omissions Includes endorsements of contractual liability and defense and indemnification of the County	\$1,000,000 per occurrence \$2,000,000 project aggregate
E	<u>Endorsements and Conditions:</u> 1. ADDITIONAL INSURED: All insurance required above with the exception of Professional Liability, Commercial or Business Automobile Liability, Workers' Compensation and Employers Liability, shall be endorsed to name as additional insured: County of Alameda, its Board of Supervisors, the individual members thereof, and all County officers, agents, employees, volunteers, and representatives. The Additional Insured endorsement shall be at least as broad as ISO Form Number CG 20 38 04 13. 2. DURATION OF COVERAGE: All required insurance shall be maintained during the entire term of the Agreement. In addition, Insurance policies and coverage(s) written on a claims-made basis shall be maintained during the entire term of the Agreement and until 3 years following the later of termination of the Agreement and acceptance of all work provided under the Agreement, with the retroactive date of said insurance (as may be applicable) concurrent with the commencement of activities pursuant to this Agreement. 3. REDUCTION OR LIMIT OF OBLIGATION: All insurance policies, including excess and umbrella insurance policies, shall include an endorsement and be primary and non-contributory and will not seek contribution from any other insurance (or self-insurance) available to the County. The primary and non-contributory endorsement shall be at least as broad as ISO Form 20 01 04 13. Pursuant to the provisions of this Agreement insurance effected or procured by the Contractor shall not reduce or limit Contractor's contractual obligation to indemnify and defend the Indemnified Parties. 4. INSURER FINANCIAL RATING: Insurance shall be maintained through an insurer with a A.M. Best Rating of no less than A:VII or equivalent, shall be admitted to the State of California unless otherwise waived by Risk Management, and with deductible amounts acceptable to the County. Acceptance of Contractor's insurance by County shall not relieve or decrease the liability of Contractor hereunder. Any deductible or self-insured retention amount or other similar obligation under the policies shall be the sole responsibility of the Contractor. 5. SUBCONTRACTORS: Contractor shall include all subcontractors as an insured (covered party) under its policies or shall verify that the subcontractor, under its own policies and endorsements, has complied with the insurance requirements in this Agreement, including this Exhibit. The additional Insured endorsement shall be at least as broad as ISO Form Number CG 20 38 04 13. 6. JOINT VENTURES: If Contractor is an association, partnership or other joint business venture, required insurance shall be provided by one of the following methods: - Separate insurance policies issued for each individual entity, with each entity included as a "Named Insured" (covered party), or at minimum named as an "Additional Insured" on the other's policies. Coverage shall be at least as broad as in the ISO Forms named above. - Joint insurance program with the association, partnership or other joint business venture included as a "Named Insured". 7. CANCELLATION OF INSURANCE: All insurance shall be required to provide thirty (30) days advance written notice to the County of cancellation. 8. CERTIFICATE OF INSURANCE: Before commencing operations under this Agreement, Contractor shall provide Certificate(s) of Insurance and applicable insurance endorsements, in form and satisfactory to County, evidencing that all required insurance coverage is in effect. The County reserves the rights to require the Contractor to provide complete, certified copies of all required insurance policies. The required certificate(s) and endorsements must be sent as set forth in the Notices provision.	



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

06/15/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Business Professional Insurance Associates 1519 South B Street San Mateo, CA 94402 License #: 0D69286	CONTACT NAME: Tirzah Tyler PHONE (A/C, No, Ext): (650)341-4484 FAX (A/C, No): (650)341-4465 E-MAIL ADDRESS: TTYler@bpia.net																					
INSURED Bay Area Community Services Inc; East Bay Transitional Homes, Inc.; Bay Area Community Services Housing Corp. 390 40th St. Oakland, CA 94609	<table border="1"> <tr> <th colspan="2">INSURER(S) AFFORDING COVERAGE</th><th>NAIC #</th></tr> <tr> <td>INSURER A:</td><td>Nonprofits Insurance Alliance of CA</td><td>10023</td></tr> <tr> <td>INSURER B:</td><td>Cypress Insurance Company</td><td>10855</td></tr> <tr> <td>INSURER C:</td><td>The Hartford Fire Insurance Co.</td><td>19682</td></tr> <tr> <td>INSURER D:</td><td>Travelers Casualty & Surety Co</td><td>19038</td></tr> <tr> <td>INSURER E:</td><td></td><td></td></tr> <tr> <td>INSURER F:</td><td></td><td></td></tr> </table>	INSURER(S) AFFORDING COVERAGE		NAIC #	INSURER A:	Nonprofits Insurance Alliance of CA	10023	INSURER B:	Cypress Insurance Company	10855	INSURER C:	The Hartford Fire Insurance Co.	19682	INSURER D:	Travelers Casualty & Surety Co	19038	INSURER E:			INSURER F:		
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INSURER F:																						

COVERAGES

CERTIFICATE NUMBER: 00002357-7012357

REVISION NUMBER: 49

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR ☒ Soc. Serv. Prof Lia ☒ Employee Benefits GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PRO-JECT ☐ LOC OTHER:	Y		2023-02157	07/01/2023	07/01/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 20,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMPIOP AGG \$ 2,000,000 Impropr Sexual Cond. \$ 1,000,000 COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
A	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☒ SCHEDULED AUTOS ☒ HIRED AUTOS ONLY ☒ NON-OWNED AUTOS ONLY			2023-02157	07/01/2023	07/01/2024	BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ Comp/Coll ded \$ 500
A	☒ UMBRELLA LIAB ☒ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE DED: ☒ RETENTION \$ 0			2023-02157-UMB	07/01/2023	07/01/2024	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000 EXS D&O Limit \$ 3,000,000
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	BAWC434014	07/01/2023	07/01/2024	☒ PER STATUTE ☐ OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
C	Empl Theft/Forg/Alt			51 BDD GT1392	07/01/2023	07/01/2024	Limit/Deduct 3 mil/\$20,000
D	Cyber Liability			106888006	07/01/2023	07/01/2024	Aggr/Ea Claim/Ded. 2 mil/2 mil/\$5,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

RE: St Regis Property. County of Alameda, its Board of Supervisors, the individual members thereof, & all County officers, agents, employees, volunteers, & representatives are named as additional insured. Additional Insured applies to General Liability policy only. DIRECTORS & OFFICERS COVERAGE: \$1,000,000 Ea Wrongful Act/\$2,000,000 Aggregate, Employment Practices is Included. Ded. \$50,000 Excess D&O \$3,000,000

CERTIFICATE HOLDER

CANCELLATION

Alameda County Health Care Services Agency Office of the Agency Director 1000 San Leandro Blvd, Ste 300 San Leandro, CA 94577	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE  (THT)
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POLICY NUMBER: 2023-02157

COMMERCIAL GENERAL LIABILITY

Named Insured: Bay Area Community Services, Inc.; East Bay Transitional*

CG 20 26 12 19

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – DESIGNATED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s):

County of Alameda, its Board of Supervisors, the individual members thereof, and all County officers, agents, employees and representatives

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

- A. Section II – Who Is An Insured** is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:
1. In the performance of your ongoing operations; or
 2. In connection with your premises owned by or rented to you.

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

- B. With respect to the insurance afforded to these additional insureds, the following is added to Section III – Limits Of Insurance:**

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or
2. Available under the applicable Limits of Insurance shown in the Declarations; whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.

EXHIBIT D3**COUNTY OF ALAMEDA
DEBARMENT AND SUSPENSION CERTIFICATION**

(Applicable to all agreements funded in part or whole with federal funds and contracts over \$25,000).

The Contractor, under penalty of perjury, certifies that, except as noted below, contractor, its principals, and any named or unnamed subcontractor:

- **Is not currently under suspension, debarment, voluntary exclusion, or determination of ineligibility by any federal agency;**
- **Has not been suspended, debarred, voluntarily excluded or determined ineligible by any federal agency within the past three years;**
- **Does not have a proposed debarment pending; and**
- **Has not been indicted, convicted, or had a civil judgment rendered against it by a court of competent jurisdiction in any matter involving fraud or official misconduct within the past three years.**

If there are any exceptions to this certification, insert the exceptions in the following space. For any exception noted above, indicate below to whom it applies, initiating agency, and dates of action.

☐ **Check if continued on the attached page.**

Notes: Providing false information may result in criminal prosecution or administrative sanctions. The above certification is part of the Amendment to the Standard Services Agreement. Signing the Amendment to Standard Services Agreement on the signature portion thereof shall also constitute the signature of this Certification.

CONTRACTOR: Bay Area Community Services (BACS)

PRINCIPAL: Jamie Almanza **TITLE:** Executive Director

SIGNATURE: _____ **DATE:** _____



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

Standard Agreement to Apply

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

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

2. What is the Standard Agreement to Apply?

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

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

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

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

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

4. When is the Standard Agreement to Apply due?

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Eligible Uses

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Application Engagement Meetings

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

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

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

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

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

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

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

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

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

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

Application

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

31. What is the local homelessness action plan?

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Part 2: Outcome Goals and Strategies

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Part 3: Application Narrative

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

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

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

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

Part 4: Funding Plan

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Bonus Funding

66. How do we qualify for Bonus Funding?

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

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

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

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

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

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

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



Homeless Housing Assistance and Prevention Round 4 (HHAP-4) Frequently Asked Questions

Overview

1. What are some of the terms used to talk about HHAP-4?

- **First Disbursement** – The first disbursement of funds to grantees. The amount of this disbursement will be 50% of the applicants' total HHAP-4 allocation upon approval of their HHAP-4 application and execution of the HHAP-4 disbursement contract.
- **Second Disbursement** – the second disbursement to grantees upon confirmation of having contractually obligated 75% **AND** expended 50% of the funds already received (the first disbursement).

Example:

- A grantee's total HHAP-4 allocation is \$100,000.
- Their First Disbursement and Second Disbursement both equal \$50,000.
- The Second Disbursement will be disbursed when the grantee confirms that they have contractually obligated \$37,500 (75% of the first \$50,000 received) **AND** expended \$25,000 (50% of the first \$50,000 that was received).

2. What are the benefits of applying for HHAP-4 funding jointly?

There are several benefits to applying jointly for HHAP-4 funding:

- By applying jointly, joint applicants further demonstrate regional coordination and expanding local capacity to address immediate homelessness challenges among regional jurisdictions, which is a key goal of HHAP-4 funding.
- Joint applicants will submit a single application as a collaborative effort between jurisdictions with one set of shared performance goals to work towards for eligibility for bonus funds.
- Joint applicants will have simplified contract execution and funds disbursement processes by having a single Administrative Entity enter into contract with Cal ICH to receive one single check for the combined applicants' allocations. This reduces the number of board and leadership

approval processes needed to execute a contract with Cal ICH and can result in faster funds disbursement.

- Joint applicants will complete a single report for each quarterly and annual reporting period.
- Joint applicants will be further unified on interjurisdictional and regional planning, decision making, and accountability of the community homelessness response system.

Cal ICH encourages eligible applicants to consider applying jointly for HHAP-4 funding, particularly jurisdictions that:

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

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

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

4. Once we submit a HHAP-4 application with an intent of how we will apply (ie: joint or individual), will we be able to change our mind?

Once the HHAP-4 application due date passes, applicants may not change the manner of their application.

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

No. In the final HHAP-4 application, jointly applying applicants must provide an explanation of how the jointly applying applicants will administer the funds allocated to them pursuant to Health & Safety Code 50220.8(a)(2). A resolution or MOU is not required, but it is one way to meet this requirement by demonstrating partnership and collaboration, and your plans to administer the funds.

Eligible Uses

6. What are the eligible activities for the initial disbursement of HHAP-4?

Per Health and Safety Code Section 50220.8 (e) grantees should expend funds on evidence-based solutions that address and prevent homelessness among eligible populations, including any of the following:

- (1) Rapid rehousing, including rental subsidies and incentives to landlords, such as security deposits and holding fees.
- (2) Operating subsidies in new and existing affordable or supportive housing units, emergency shelters, and navigation centers. Operating subsidies may include operating reserves.
- (3) Street outreach to assist persons experiencing homelessness to access permanent housing and services.
- (4) Services coordination, which may include access to workforce, education, and training programs, or other services needed to promote housing stability in supportive housing.
- (5) Systems support for activities necessary to create regional partnerships and maintain a homeless services and housing delivery system, particularly for vulnerable populations, including families and homeless youth.
- (6) Delivery of permanent housing and innovative housing solutions, such as hotel and motel conversions.
- (7) Prevention and shelter diversion to permanent housing, including rental subsidies.
- (8) Interim sheltering, limited to newly developed clinically enhanced congregate shelters, new or existing noncongregate shelters, and operations of existing navigation centers and shelters based on demonstrated need. Demonstrated need for purposes of this paragraph shall be based on the following:
 - a. The number of available shelter beds in the city, county, or region served by a continuum of care.
 - b. The number of people experiencing unsheltered homelessness in the homeless point-in-time count.
 - c. Shelter vacancy rate in the summer and winter months.
 - d. Percentage of exits from emergency shelters to permanent housing solutions.
 - e. A plan to connect residents to permanent housing.
 - f. Any new interim sheltering funded by round 4 funds must be low barrier, comply with Housing First as provided in Chapter 6.5 (commencing with Section 8255) of Division 8 of the Welfare and Institutions Code, and prioritize interventions other than congregate shelters.
- (9) Improvements to existing emergency shelters to lower barriers and increase privacy.

7. What is the administrative cap for the HHAP-4 allocation?

Per Health and Safety Code Section 50220.8(f) the administrative cap is 7 percent of the allocation per disbursement. Note that “administrative costs” does not include staff or other costs directly related to implementing activities funded by the program allocation.

8. How much is the Youth Set Aside in HHAP-4?

Per Health and Safety Code Section 50218.7(e), recipients of HHAP-4 funds must expend 10% of funds on services for homeless youth populations.

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

Please email our HHAP inbox at hhap@bcsh.ca.gov and reference “HHAP-4 eligible uses.”

Application Engagements with Cal ICH

10. How will the preapplication engagements be conducted?

As outlined in Health and Safety Code 50220.8(b)(2)(B)(i), applicants for HHAP-4 funding must engage with Cal ICH prior to submitting their HHAP-4 application. To accomplish this, Cal ICH will be contacting grantees on an individual basis to provide a level of engagement tailored to each region’s specific needs. All eligible jurisdictions will be contacted by **10/21/22** with instructions on how to complete their required engagement with Cal ICH.

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

Application engagement will occur at the regional level, thus all eligible applicants a CoC region will participate in the engagement regardless of whether they are applying jointly or separately.

Application

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

The HHAP-4 application materials were posted on our website and released via email on **September 30, 2022**. The HHAP-4 [Local Homelessness Action Plan and Application Template](#) (Template) and the [HHAP-4 Data Tables](#) contain the information that will be requested as the application. The Template is formatted as a fillable form to allow applicants to draft their narrative responses prior to entering their responses into the application portal, whereas the HHAP-4 Data Tables will be a required file upload. The application deadline is **November 29, 2022**.

13. Is it possible to push out the HHAP-4 application deadline?

The HHAP-4 Application deadline is written into statute, so Cal ICH is unable to extend the deadline.

14. Will Cal ICH be hosting an Office Hours specific to the HHAP-4 application process (similar to the drop-in sessions for the Annual Report)?

Cal ICH will continue to provide guidance and support surrounding the HHAP-4 application process as information becomes available. Future Office Hours will provide additional information about the HHAP-4 application process. Cal ICH will also host drop-in office hours sessions beginning in October through the end of November to answer questions about the HHAP-4 application and requirements.

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

Per Health and Safety Code Section 50220.8(b)(4), the applicant's application for HHAP-4 needs to be agendized at a regular meeting of the governing body, including receiving public comment, before being submitted to Cal ICH.

Note that the State does **not** require the governing body to take action on the plan and goals.

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

16. Is a resolution from our council required for the HHAP-4 application?

No, a resolution to accept the HHAP-4 funds is not required. However, statute requires that the application be agendized at a meeting of the governing body, including receiving public comment.

17. REVISED: Does the state have a requirement as to how long the application must be open for public comment?

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

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

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

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

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

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

20. What is the local homelessness action plan?

The local homelessness action plan references the data set requested in Part 1: Landscape Analysis of Needs, Demographics, and Funding of the HHAP-4 application. The local homelessness action plan should be used as a tool to build out or update the jurisdiction's strategic plan to prevent and end homelessness.

Per Health and Safety Code Section 50220.8 (b)(1)(A), The local homelessness action plan, must include all of the following:

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

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

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

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

22. Are HHAP-4 applicants required to provide separate landscape analyses for overlapping jurisdictions?

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

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

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

24. We are applying for HHAP-4 funding for several projects. How would you recommend we include those projects in the HHAP-4 application?

You will provide information about the general strategic intent for the use of HHAP-4 funds in Table 6 of the [HHAP-4 Data Tables](#) excel upload. See pages 17 and 18 of the [HHAP-4 Local Homelessness Action Plan & Application Template](#) for a full explanation of what to include in these tables. Table 6 specifically asks for a list of the eligible uses that the applicant intends to fund with HHAP-4 funds and the proportionality of how funds will be distributed across those eligible uses. Once an application is approved, the grantee will be required to submit a more detailed budget including specific dollar amounts for each eligible use category, as by the time of contract execution the 2022 PIT data will have been finalized by HUD which will allow Cal ICH to make final HHAP-4 allocation determinations.

25. For the CoC's Landscape analysis, may CoCs use Victim Service Providers' data or only data from HMIS participating agencies?

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

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

A joint application only needs to be presented to one board for input and public comment, however you may choose to present it to more than one board.

27. NEW: Our board meeting schedule is very limited. Can the HHAP-4 application be agendized for a meeting that will take place after the application due date?

Applicants may submit initial HHAP-4 applications with proof that the application is agendized for a future meeting even if that meeting is on or after the application due date. Doing so will trigger an automatic amendment where the applicant will be required to provide evidence that the planned meeting took place prior to submitting the final application to Cal ICH during the amendment process.

Example:

- The soonest an Applicant can get the HHAP-4 application on their governing board agenda is December 10, 2022.
- The Applicant submits their initial HHAP-4 application prior to the November 29, 2022 deadline with a copy of the governing board agenda or other evidence that the item is agendized for a date after November 29, 2022.
- Cal ICH reviews the application within the 30 day review period, and returns it to the applicant with a required amendment to provide evidence that the item was agendized at a meeting where public comment may be received.
- The Applicant then re-submits their amended application with a copy of the minutes of the December 10 meeting showing that the HHAP-4 item was agendized.

28. REVISED: What parts of the application need to be agendized?

[Health and Safety Code 50220.8\(b\)\(4\)](#) states that the application must be agendized for HHAP-4, rather than specific elements of the application as in HHAP-3. The governing body does not need to approve or take action on the application. And, the State does not require that applicants present the finalized data and/or narrative responses to their boards to meet the agendizing requirement. Presenting draft information is sufficient to meet the agendizing requirement.

29. How do we show that we agendized the required items at the board?

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

these documents identifying the page on which evidence of having agendized the information can be found.

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

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

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

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

32. What data should we utilize for our application preparation and planning purposes?

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

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

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

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

Part 2: Outcome Goals and Strategies

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

Cal ICH sent out CY2021 Baseline Data and its Companion Guide by email to HHAP-4 eligible applicants on 10/10/2022. The Companion Guide is also available on our website: [Companion Guide for CY 2021 Baseline Data](#).

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

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

36. Do we need to create Outcome Goals based on HHAP-4 funding?

No. Outcome Goals should be established for the homelessness response system as a whole and not just HHAP-4 funding. Strategies to meet the goals that are set should include all resources.

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

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

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

The strategies identified are meant to be system-wide and not solely specific to HHAP funding. The "Responsible Party" field in Table 5 is not restricted to being the awardee of funds, it represents the entity that is responsible for leading that strategy, which may or may not be a HHAP awardee. Applicants may also list more than one responsible party.

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

As previously stated, for the purposes of setting outcome goals and completing Table 4 in the HHAP-4 Data Tables Template file, you must use the 2021 baseline data provided by Cal ICH. However, you may use more recent data to inform your decision making on how much change from the 2021 baseline data you hope to see by June 2025.

40. For Outcome Goal 1B, daily #of people experiencing unsheltered homelessness, which PIT count will be used on June 30, 2025, to determine if the goal was met?

At the time of evaluation, we will be using the most current, HUD verified PIT Count data.

41. Will communities/grantees be able to adjust goals at all over the course of the full HHAP-4 reporting period?

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

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

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

43. Are we able to state a goal as maintaining versus a reduction?

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

44. Will jurisdictions be setting cumulative goals? For example, if the baseline is 100 and our proposed outcome goal is to reduce by 10% then our goal for 2025 would be 90.

Yes. The Outcome Goals setting tools will provide additional insight into setting appropriate goals.

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

No. The baseline data that was provided to all grantees reflected whole number percentages, so we are asking that your application keep that format. Please use whole numbers for this field, as well as the other fields throughout the application.

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

Applicants will enter a whole number (neither positive nor negative) in the designated field in the application portal, and then select the applicable radio button to indicate that the number represents either an “increase” or “decrease” from the baseline. Also, the goals section has been reworked to include a required Goal Statement and Goal Narrative that will further clarify the applicant’s intended directionality for the goal set.

Part 3: Application Narrative

47. Is the Narrative section specific to the Local Homelessness Action Plan or is it part of the HHAP 4 application?

The narrative questions are a part of the application and are spelled out in statute. See Part III: Application Narrative Responses in the [Local Homelessness Action Plan and Application Template](#) for more information about the application narrative questions. The local homelessness action

plan references the data set requested and should be used as a tool to build out the strategic plan.

Part 4: Funding Plan

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

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

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

Yes, starting in Round 3, the HHAP statute was updated to require demonstrated need for both capital and operations costs for both new and existing emergency shelters and navigation centers. This also applies to Round 4 funds, see [Health and Safety Code 50220.8\(e\)\(8\)](#) for more information.

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

Complete one table and list out each individual plan for connecting residents to permanent housing separately in the narrative response.

51. For the number of available shelter beds and shelter vacancy rate, what time period should we use and how are you defining "summer months" and "winter months"?

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

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

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

53. Should the funding plan strategic intent information that goes into Table 6 and 8 include the full HHAP-4 allocation (versus 50% since we will only be receiving 50% of our allocation at a time)?

Table 6 should be for the entire round 4 allocation (first and second disbursements combined).

Bonus Funding

54. How do we qualify for Bonus Funding?

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

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

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

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

Per Health and Safety Code 50218.7(g)(B) Cal ICH will award bonus funding to eligible jurisdictions no later than 11/1/2025.

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

Grantees will set outcome goals based on their baseline data from CY2021. In July 2025, Cal ICH will determine if the grantee met their performance goals based on the HDIS data from FY2024 (7/1/24-6/30/25).