Homeless Housing, Assistance and Prevention Program
Round 2 (HHAP-2)

Application Guidance

November 24, 2020

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OVERVIEW

The purpose of this Application Guidance is to provide applicants of the **Homeless Housing, Assistance and Prevention Program Round 2 (HHAP-2)** with guidance which will help inform program development and implementation and ensure compliance with statutory requirements. This document will outline HCFC expectations for completing the application and provide guidance on how to prioritize HHAP funds.

HCFC expects applicants to:

- Strategically pair their HHAP-2 funds with other local, state, and federal funds to reduce and end homelessness as laid out in the Guide to Strategic Uses of Key State and Federal Funds to Reduce Homelessness During the COVID-19 Pandemic (Strategic Funding Guide);
- Demonstrate a commitment to address racial disproportionalities in homeless populations;
- Establish a mechanism for people with lived experience of homelessness to have meaningful and purposeful opportunities to inform and shape all levels of planning; and
- Fund projects that provide housing and services that are Housing First compliant.

The information requested in the application will be used to evaluate how the proposed use of HHAP funds aligns with identified community needs and HCFC's objectives and to identify opportunities for peer sharing and technical assistance. HCFC views HHAP program development as a partnership with applicants/grantees and will provide support and guidance throughout the process. However, the applicants/grantees assume full responsibility for meeting the application requirements as laid out in Health and Safety Code Section 50220.5. Applicants are strongly encouraged to review the authorizing statute, NOFA – Notice of Funding Availability, and this Application Guidance when preparing applications.

APPLICATION PROCESS

The HHAP-2 application process is similar to that of HHAP-1, however there are some key differences. This section provides (1) an overview of the application submission and review process timeline and (2) a list of the required application sections. In addition to reviewing for complete and thorough responses to each application section, HCFC staff will also reference HHAP-1 applications and expenditure report data to ensure there has been clear planning and partnership within shared jurisdictions.

Timeline

Action	Timeframe
Applications Available	November 24, 2020
Redirection Notifications Due	November 23, 2020
Applications Due	January 23, 2021
HCFC Approves or Requests Amended Application	Within 60 days of receiving a completed application
Amended Applications Due *(if requested by HCFC)*	Within 45 days of request
HCFC Approves Amended Applications	Within 30 days of receipt
Approved Applications Posted Online	Within 30 days of award disbursement

➢ Phase 1 – Application Development

In Phase 1, applicants are expected to coordinate with overlapping jurisdictions, evaluate needs, and determine the best use of HHAP-2 funds to meet local and HCFC objectives. Applicants are encouraged to utilize local needs assessments and their experiences with HHAP-1, along with coordination with local partners, to develop their HHAP funding plans.

HCFC strongly encourages applicants to prioritize the use of HHAP funds to assist people experiencing literal homelessness move into safe, stable housing. HHAP funding should be housing-focused – either funding permanent housing interventions directly or, if used for shelter or street outreach, have clear pathways to connect people to permanent housing options. Applicants are encouraged to consult with HCFC staff during this phase to answer any questions that may arise when determining how to use HHAP-2 funds.

Some tools to gather before starting the application include:

- HHAP-2 NOFA – Notice of Funding Availability
- HHAP-2 Application Template
- HHAP-2 Application Guidance
- HHAP-2 Online Application Portal User Guide
- HHAP-2 Application Educational Materials
- Strategic Funding Guide

- Completed HHAP-1 Application
- Completed ESG-CV Application (*if applicable*)

➢ **Phase 2 – Application Submission and Processing**

Applications must be submitted in the online application portal within 60 days of the application being made available. Once submitted, applications will be reviewed on a rolling basis.

Within 60 days of application submission, HCFC will notify the applicant via email as to whether the application is approved, or an amended application is needed. HCFC may also request to meet with jurisdictions from whom amended applications are being requested. If an amended application is needed, the applicant will have 45 days to submit an amended application clarifying the areas that HCFC identified. Once amended applications are received, HCFC will approve within 30 days from day of receipt.

➢ **Phase 3 – Contract Execution and Fund Disbursement**

Standard Agreement: Once applications have been approved, HCFC will issue a Standard Agreement to the applicant for review. This agreement serves as the contract between the applicant and the State of California regarding HHAP-2 funding. It is a valuable tool in understanding what is required of HHAP-2 grantees and also serves as the binding legal agreement of the funding. Please take time to review with your leadership and legal teams.

Applicants will have 30 days upon receipt of the Standard Agreement to review, sign and return to HCFC for final signature by the Business, Consumer Services, and Housing Agency. Once signed by the Agency Secretary, the document is considered executed.

Fund Disbursement: Following contract execution, Standard Agreements will be forwarded to the California Department of General Services and the State Controller's Office for processing and fund disbursement. HCFC has a goal to provide funding as soon as possible after contracts have been executed and will work closely with our state partners to ensure timely disbursement. Funds will be disbursed in one single lump sum in the form of a physical check. Checks will be mailed to the address and contact name of the person listed on the Request for Funds form that is provided with the Standard Agreement package.

➢ **Phase 4 – Public Posting of Applications**

Per Health and Safety Code Section 50220.5(j) *all applications must be posted on the HCFC website* within 30 days of funds being disbursed. As such, applications must not include any confidential information that local, state, or federal laws and regulations prohibit from sharing publicly, including, but not limited to, personally identifiable information (PII) and protected health information (PHI).

Application Requirements

The HHAP-2 application was designed to create a clear picture of the homelessness services system and the needs of individuals experiencing homelessness in the applicant's community. HCFC expects thorough and transparent responses to each question.

Application Sections

1. Homelessness Response System Gaps Assessment
2. Regional Resources Planning
3. HHAP-2 Funding Plans
4. HHAP-2 Goals
5. Local Project Selection Process
6. Racial Equity Efforts
7. Regional Collaboration and Partnerships
8. Housing First Assessment

See **Appendix A** for a checklist of all required components of the application.

Question Response Guidance

HCFC requires applicants to provide detailed, well-planned responses to all questions within the HHAP-2 application to ensure that HCFC can best support and monitor HHAP-2 funding upon application approval and funding disbursement. Applications must provide a holistic representation of each community's homelessness response system and explain how HHAP funding will assist in reducing the number of people experiencing homelessness.

The Question Response Guidance covers the following topics for each section of the application:

RESPONSE GOAL:

- Provides the overall goal of the applicant's responses to each of the questions in that section. This also explains why HCFC is requesting this information.

HELPFUL RESOURCES

- Provides recommended resources that may assist applicants with thoughtful and forthright responses to the application section.

KEY POINTS CHECKLIST

- Provides a high level checklist of key points that must be addressed within the questions in the application section.

HCFC REVIEW FLAGS

- Provides a sample list of reasons that HCFC may return the application to the applicant for amendments or further clarification.

When developing responses for the questions in each application section, applicants should keep the goal of that section in mind and utilize the recommended resources.

Section 1: Homelessness Response System Gaps Assessment

RESPONSE GOAL

Provide a thorough analysis of the current gaps within the local homelessness response system that HCFC staff can use to evaluate whether the HHAP Funding Plans described in Section 3 are best suited to meet the community's needs to reduce and end homelessness.

HELPFUL RESOURCES

- Local homelessness system needs assessments and/or gaps analyses
- HUD's Seven System Level Performance Measures
- HUD Reports:
    - Point-in-Time count (PIT)
    - Housing Inventory Count (HIC)
    - Longitudinal Systems Analysis (LSA) and Stella tools
    - HMIS Annual Performance Reports (APRs) by Project Types

KEY POINTS CHECKLIST

☐ Description of how data is collected in order to identify gaps

☐ Description of how people with lived experience participate in identifying gaps and engage in system planning

☐ Description of how organizations that serve people of color participate in identifying gaps and engage in system planning

☐ Description of how gaps were identified for special populations

☐ Description of how racial disparities were assessed

☐ Description of how ongoing system performance evaluation will take place to ensure gaps are continuously identified throughout the duration of the grant funding

☐ Description of how the data provided demonstrates the gaps or disparities in accessing and delivering services

☐ Complete Service Gap Analysis

HCFC REVIEW FLAGS

✓ Incomplete or vague responses
✓ Service Gap Analysis not completed
✓ Gaps analysis details are not provided (ie: date of report, findings, etc.)
✓ Lacking information on special populations
✓ Disparities in access to services not identified

Section 2: Regional Resources Planning

RESPONSE GOAL

Provide an assessment of current resources that are being used in the community to serve people experiencing homelessness. This will ensure HCFC understands how communities are currently using their available resources to efficiently and effectively serve people experiencing homelessness. HCFC expects to be able to see how applicants are coordinating available funding to safely shelter and permanently house as many people as possible. Information about effectiveness of interventions are also welcome.

HELPFUL RESOURCES

- Homelessness Response Local Investment Plan submitted for HCD ESG-CV application
- Community Partners (CoC, City or County partners)
- Strategic Funding Guide

KEY POINTS CHECKLIST

☐ Complete Homelessness Response Local Investment Plan for HHAP-2
☐ Description of funding coordination efforts
☐ Description of process for how funding is prioritized and spent

HCFC REVIEW FLAGS

✓ Incomplete or vague responses
✓ Incomplete Homelessness Response Local Investment Plan
✓ Funding source prioritization is unclear or does not generally reflect the needs identified through the gaps assessment
✓ Funding source recipients are combined (CoC, City, and County should be listed separately even if funding is pooled

Section 3: HHAP-2 Funding Plans

RESPONSE GOAL

Provide spending plan for HHAP-2 funds that utilizes and builds off of the gaps assessment and current regional resource planning described in Sections 1 and 2. HCFC is strongly interested in understanding how applicants are ensuring that projects selected to be supported by HHAP-2 funding will meet identified gaps within their homelessness response system.

HELPFUL RESOURCES

- Local Strategic Plan
- Local homelessness system needs assessments and/or gaps analyses
- Completed Homelessness Response Local Investment Plan (Section 2)
- Community Partners (CoC, City or County partners)
- Strategic Funding Guide
- Funding Plan Template
- Expenditure Plan Template

KEY POINTS CHECKLIST

- ☐ Complete Funding Plan for *each* intervention that will be funded by HHAP-2
- ☐ Complete Expenditure Plan for all HHAP-2 funds
- ☐ Description of how applicant intends to prioritize funding towards local Project Roomkey permanent housing pathways
- ☐ Description of activities completed for grant administration including percentage of time expected to be spent
- ☐ Description of how youth are currently being served within applicant's homelessness response system
- ☐ Description of how the current system is being adapted to serve youth
- ☐ Description of how HHAP-2 funding will be used to ensure that youth can access services that meet their needs
- ☐ Description of how individuals with lived experience will be given the opportunity to have a voice in HHAP-2 planning

HCFC REVIEW FLAGS

- ✓ Incomplete or vague responses
- ✓ Incomplete Funding Plans
- ✓ Funded interventions identified do not address the critical gaps in the community's homelessness response and/or do not appear targeted at the most effective interventions within the community
- ✓ No prioritization of permanent housing solutions

Section 4: HHAP-2 Goals

RESPONSE GOAL

Provide specific, meaningful and measurable goals that support the funding plans provided in Section 3. HHAP statute mandates that applicants set goals related to the total number of individuals served and of those served, the number who will be successfully placed in permanent housing due to HHAP-2 investments. HCFC expects that the goals set by communities will inform how applicants design HHAP-2 projects throughout the program.

HELPFUL RESOURCES

- Local Strategic Plan
- Local homelessness system needs assessments
- Community Partners (CoC, City or County partners)
- Completed Funding Plans (Section 3)

KEY POINTS CHECKLIST

☐ Set clear goals on numbers served and numbers moved into permanent housing

☐ Description of identified regional systemwide goals

☐ Description of metrics used to evaluate progress in goals

☐ Identify at least one clear, measurable performance goal related to how HHAP-2 funding will address racial disparities

☐ Identify at least one clear, measurable performance goal related to how HHAP-2 funding will serve youth experiencing homelessness

☐ Description of how the jurisdiction will account for the unique service needs of youth when setting goals

HCFC REVIEW FLAGS

- ✓ Incomplete responses
- ✓ No goals listed for fiscal years where intervention funding was identified.
- ✓ No goals listed for youth set-aside funding

Section 5: Local Project Selection Process

RESPONSE GOAL

Provide a thorough description of the applicant's local selection process or how sub-contractors are identified to provide services to people experiencing homelessness. HCFC expects that applicants who are contracting for services will select qualified service providers who provide services that match the needs of the local population of people experiencing homelessness and that are HHAP-eligible activities.

HELPFUL RESOURCES

- Local Strategic Plan
- Local homelessness system needs assessments
- Community partners (CoC, City or County partners)
- Completed Funding Plans (Section 3)

KEY POINTS CHECKLIST

- ☐ Description of how HHAP-2 funds will be distributed
- ☐ Description of timelines associated with project selection
- ☐ Description of how new partners will be encouraged to participate in selection process
- ☐ Description of how people with lived experience will participate in the selection process
- ☐ Description of how applicants will promote equity in opportunity to provide services
- ☐ Description of how applicants will ensure underrepresented communities can compete for funding to provide services
- ☐ Description of how systemwide collaboration will occur with service providers
- ☐ Description of how collaboration with service providers will minimize duplication of services and effort

HCFC REVIEW FLAGS

- ✓ Incomplete responses
- ✓ No resources sited

Section 6: Racial Equity Efforts

RESPONSE GOAL

Provide a thorough description of how applicants are actively ensuring that the local homelessness response system is engaging with people of color and working to resolve disproportionalities in access to services and service outcomes. HCFC expects that applicants are examining their demographic data to ensure all eligible persons receive equitable services and support and are served with dignity, respect, and compassion regardless of circumstances, ability, or identity.

HELPFUL RESOURCES

- Local homelessness system needs assessments
- Demographic Data
- Stella Reports on Demographic Data
- Gaps Analysis
- Racial Demographic Data Worksheet
- National Alliance to End Homelessness Racial Equity Network Toolkit
- Webinar: Using Your Data to Analyze Racial Disparities During the Pandemic

KEY POINTS CHECKLIST

☐ Complete Racial Demographic Data Worksheet

☐ Description of how the local selection process/project selection will use policies and practices to ensure equitable access and non-discriminatory practices

☐ Description of how funding decisions prioritize programs that address the disproportionate impacts that homelessness has on communities of color

☐ Description of how the voices of people with lived experience are included in the development of effective approaches to reduce and end homelessness

☐ Description of the strategy to expand funding to non-traditional providers that focus on serving marginalized communities

☐ Description of the marketing/advertising of services that takes place to reach marginalized communities

☐ Description of how the applicant has or will partner with organizations that are addressing racial equity in the homelessness response system

☐ Description of how HHAP-2 funding will be used to reduce racial disparities

☐ Complete Racial Equity Assessment

HCFC REVIEW FLAGS

✓ Incomplete responses
✓ Incomplete Racial Demographic Data Worksheet
✓ Lack of plans to reach out to smaller organizations and non-traditional partners

Section 7: Regional Collaboration and Partnerships

RESPONSE GOAL

Provide a thorough description of how the applicant and other regional applicants within the jurisdiction have coordinated and will continue to coordinate with one another. HCFC requires that grantees of HHAP funding demonstrate coordination with regional partners in order to make collective funding decisions that meet the needs of people experiencing homelessness within the jurisdiction.

HELPFUL RESOURCES

- Regional and/or Local Strategic Plans
- Completed HHAP-1 Application
- Jurisdictional meeting notes

KEY POINTS CHECKLIST

- ☐ Description of applicant's planning and coordination efforts with regional partners
- ☐ Description of how HHAP funding plans are coordinated with regional partners
- ☐ Description of how regional partners are included in HHAP funding plan changes
- ☐ Description of successes and barriers in partnering that have evolved from the HHAP-1 funding experience
- ☐ Description of how HHAP-2 will support and scale current partnerships
- ☐ Description of applicant's share of the regional need within the homelessness response system
- ☐ Description of how the regional need is determined
- ☐ Description of applicant's partnering jurisdiction's share of the regional need
- ☐ Description of how HHAP-2 funds will be integrated into the regional strategic plan to address homelessness
- ☐ Description of changes in the regional strategic plan that have occurred since HHAP-1
- ☐ Description of the youth specific strategy for the region
- ☐ Description of how youth specific partners are involved in regional planning and spending decisions

HCFC REVIEW FLAGS

- ✓ Incomplete responses
- ✓ Successes and/or barriers in partnering not identified
- ✓ Answers from regional partners are not cohesive with applicant's answers
- ✓ Poor or lack of coordination efforts between applicants
- ✓ Lack of coordinated planning for youth programs
- ✓ Unclear description of regional need and how it was determined

Section 8: Housing First Assessment

RESPONSE GOAL

Provide clarity on how a Housing First approach is integrated into the current local homelessness response system. HCFC mandates that all grantees receiving HHAP funding follow a Housing First approach and ensure that all service providers funded by HHAP will follow the same standards.

HELPFUL RESOURCES

- Welfare and Institutions Code Division 8, Chapter 6.5
- HHAP-1 Standard Agreement
- Applicant contracts with service providers
- Service provider program policies
- Housing First Assessment Tool
- USICH Housing First Checklist

KEY POINTS CHECKLIST

☐ Complete Housing First Assessment

☐ Plan developed to review HHAP-2 contracts with service providers to ensure Housing First approach is included

☐ Plan developed to ensure Housing First approach is being adhered to throughout the duration of the HHAP-2 program.

REASONS APPLICATIONS WILL BE RETURNED FOR AMENDMENTS

✓ Housing First Assessment is not completed

APPENDIX A: Application Checklist

Required components of the HHAP-2 Application to be completed or **uploaded** in the online application portal:

- ☐ Applicant Information
    - ☐ Introduction Tab – Review NOFA, Application Guidance, Strategic Funding Guide
    - ☐ Applicant Type
    - ☐ Applicant Information
    - ☐ Applicant Contacts
    - ☐ Redirections (if applicable: upload required in attachments section)
- ☐ Homelessness Response System Gaps Assessment
    - ☐ Narrative Responses
    - ☐ Gaps/Needs Assessment (upload optional in attachments section)
- ☐ Regional Resources Planning
    - ☐ **Homelessness Response Local Investment Plan** **(upload required)**
    - ☐ Narrative Responses
- ☐ HHAP-2 Funding Plans
    - ☐ HHAP Round 2 Funding Plans - Narrative Responses
    - ☐ Expenditure Plan (see Expenditure Plan template document)
    - ☐ Funding Plans (see Funding Plan template document)
- ☐ HHAP-2 Goals
    - ☐ Quantitative Goals Submission
    - ☐ Narrative Responses
- ☐ Local Project Selection Process
    - ☐ Narrative Responses
    - ☐ Assessment Questions
- ☐ Racial Equity Efforts
    - ☐ **Racial Demographic Data** **(upload required)**
    - ☐ Narrative Responses
    - ☐ Assessment Questions
- ☐ Regional Collaboration and Partnerships
    - ☐ Narrative Responses
- ☐ Housing First Assessment
    - ☐ Assessment Questions
- ☐ Attachments
    - ☐ **Authorized Signatory Form** **(upload required)**
    - ☐ **Redirection Binding Resolution or Agreement (if applicable: upload required)**
    - ☐ **Gov TIN form** or **STD 204** **(upload required)**
    - ☐ Other (optional uploads including Letters of Support, Gaps/Needs Assessments, Other Supporting Data Reports, etc.)
- ☐ Attestation
    - ☐ Sign and Submit