



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

### **Overview**

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#### **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

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### 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](mailto:hhap@bcsh.ca.gov) and reference “HHAP-4 eligible uses.”

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**Application Engagements with Cal ICH**

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**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.

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**Application**

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**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](mailto: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

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### **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).