



CALIFORNIA HOMELESS COORDINATING AND FINANCING COUNCIL

Gavin Newsom, Governor | Alexis Podesta, Chair
Business, Consumer Services and Housing Agency

Homeless Emergency Aid Program (HEAP) Certification of Contractually Obligated Funds

As stated in Health and Safety Code (HSC) § 50215(b)(1), HEAP grantees are required to have 50% of HEAP program funds contractually obligated by January 1, 2020. If 50% of HEAP program funds **have not** been contractually obligated, please attach a detailed plan and timeline to demonstrate how this requirement will be met. HCFC will notify you via email by March 1, 2020 if your plan has been approved or denied. Sign, scan and email this form to the Homeless Coordinating and Financing Council at hcfc@bcsh.ca.gov by January 31, 2020. Please retain the original for your records.

HEAP Contract #: 18-HEAP-00041 Administrative Entity: County of Yolo
 Large City : _____ Continuum of Care: Davis, Woodland/Yolo County CoC Number: CA-521
 Contact Person/Title: Ian Evans, Homeless Program Manager Contact Phone Number: (530) 666-8297
 Contact Email Address: Ian.Evans@yolocounty.org

	Total HEAP Program Funds	Amount Contractually Obligated as of January 1, 2020
Total HEAP Award	\$ 1,341,828.15	\$1,341,828.15

Note: Please see the attachment for additional details.

Self-Certification Submission

By signing this form, I certify under the penalty of perjury that all information included in this report is true and accurate to the best of my knowledge.

Date: 1/6/20

Name and Title of Person Signing: Karen Larsen, HHSA Director

Signature: 

Please submit questions and forms to the HCFC inbox at HCFC@BCSH.ca.gov.

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Our understanding, based on the HEAP Standard Agreement and the definition of 'obligated' provided on the Instructions tab of the HEAP Annual Report, had been that we had fully obligated all \$1,341,828.15 of our total HEAP award by 1/1/20. This amount includes \$1,2274,3743 that was contractually obligated to sub-grantee service providers, and \$67,091.15 that will be retained for administrative fees and will be claimed as allowed.

On 12/30/19, we sought clarification from BCSH regarding language in the HEAP Annual Report FAQ document, referencing Exhibit C of the standard agreement, regarding the requirement for Sub-grantees to obligate the funds by the same statutory deadline. We received clarifying guidance that this meant that our sub-grantee service providers were required to expend 50% of their awarded funds by 1/1/20. This is different than our original understanding had been, and we did not meet this requirement for several reasons:

1. Because of our original understanding, this requirement was not communicated to our sub-grantees.
2. Several of our projects were not fully operational, or only recently operational by this deadline. This includes:
 - a. A seasonal night by night shelter that opened on 12/1/19
 - b. Purchase of a property for family shelter is pending final purchase negotiations
 - c. Rental subsidies for a housing project that is completing construction and expects occupancy to start 4/1/20
 - d. New youth program that needed additional time for ramp up.
3. The three projects that are fully operational had their contracts start in 2/2019 and 7/2019. Thus, the contracts were in place only for 11 months and 6 months, respectively. Due to the claiming process with the County, there is typically a lag time between when the expenses are incurred and when the subcontractor receives reimbursements for claims they submit. As of 1/1/20, our sub-grantee service providers submitted claims and been reimbursed for \$45,283.81. We anticipate the bulk of their expenses will be reimbursed between 1/1/2020 and 6/30/2021.
4. The clarifying guidance was received on 12/31/19, which was one day prior to the deadline. There was insufficient time for us to take corrective action in time to meet the deadline. However, we fully anticipate the funds will be fully expended by the 6/30/21 deadline.

In general, we have worked with these sub-grantee service providers on other grants and historically have not encountered any problems with funds not being fully expended by the deadline.

Please contact us if you have any questions, need additional details, or would like to discuss this further.