Homeless Emergency Aid Program (HEAP)  
Annual Report and Certification Form

Recipients of the Homeless Emergency Aid Program (HEAP) funds are required to submit an annual report and contractually obligate 50% of their HEAP funds by January 1, 2020, as stated in the Health and Safety Code (HSC) § 50215(a-d). The Homeless Coordinating and Financing Council (HCFC) has provided the documents to meet this requirement. The documents can be found on HCFC’s website.

**HEAP Annual Report**
The HEAP Annual Report is to be completed and submitted by the Administrative Entity. The document is in excel format and shall be completed and submitted electronically. Instructions and definitions on completing the annual report are included in the excel document. A word version of the document is also available for grantees, but the excel document will be the only document accepted by HCFC. The administrative entity is required to retain the original document but is not required to mail the hardcopy to HCFC. The HEAP Annual Report must be submitted no later than January 1, 2020 and subsequent dates of January 1, 2021 and September 30, 2021.

**HEAP Certification Form**
The HEAP Certification Form is to be completed and submitted by the Administrative Entity. As stated in HSC § 50215(b)(1), HEAP grantees are required to contractually obligate 50% of their HEAP funds by January 1, 2020. Administrative entities who have not met this obligation are required to submit a detailed plan and timeline on how this requirement will be met. HCFC will notify the grantee via email by March 1, 2020 if the plan has been approved or denied. The HEAP Certification Form must be submitted to HCFC no later than January 31, 2020.

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