



CALIFORNIA

HOMELESS COORDINATING AND FINANCING COUNCIL

Homeless Emergency Aid Program (HEAP) Annual Report Overview November 14, 2019

[HEAP Reporting Requirements Webinar Recording](#)

Password: Reporting2019

HOUSEKEEPING

- ✓ Please place phones on mute (not hold).
- ✓ If you have questions, please type them in the chat box.
- ✓ If you are not able to submit questions during the presentation, please email your questions to Rosalind Sago at Rosalind.sago@bcsh.ca.gov
- ✓ Questions that are not answered during the presentation, may be addressed in an FAQ document.
- ✓ Definitions of terms can be found in the reporting requirement instructions.

AGENDA

- Why is the annual report important?
- How to complete the annual report?
- How to submit the annual report?
- What Happens Next?
- Questions?
- Key Points

WHY IS IT IMPORTANT?

- ✓ HCFC goal is to answer three high-level questions:
 1. What was funded by HEAP?
 2. What impact has HEAP had?
 3. What resources are still needed?
- ✓ Ensures HEAP grantees are on track to expend 100% of funds by 6/30/2021.
- ✓ Confirms HEAP funded projects meet the mandates of the program.
- ✓ Provides critical information for the legislature and Administration.

HOW TO COMPLETE

Sections to be reviewed:

1. Expenditure Summary (page 1)
2. Expenditure Detail (pages 2-4)
 - Capital Improvement
 - Services
 - Rental Assistance or Subsidies
 - Other Projects
3. Outcomes (pages 5-15)
4. Demographics (pages 16-19)
5. Qualitative Assessment and Submission Certification (page 20)

SECTION 1: EXPENDITURE SUMMARY

Section 1: Expenditure Summary	
	Total
Total HEAP Award	
Total HEAP Homeless Youth Funds	
Total HEAP Funds obligated during reporting period	
Total HEAP funds expended during reporting period	
Total HEAP administrative funds expended during reporting period	
Total interest accrued during reporting period	

Key Points:

- Total spending is for the current reporting period.
- Provide **expenditure** data for all HEAP allocations during this reporting period.
- Interest accrued applies to Administrative Entity only.
- Interest must be spent on same HEAP eligible uses and liquidated by June 30, 2021.

SECTION 2: EXPENDITURE DETAIL

Key Points for completing Section 2:

- Expenditure details will not be in HMIS unless the AE added pathways to include this information.
- Section 2 is completed by the AE.
- If projects did not come on-line during this reporting period, the tables will be blank (Include an explanation in Section 5: Additional Comments)
- For OTHER category, please provide details on the type of project. This information can be included in Section 5: Additional Comments.
- The expenditures being reported are NOT for each individual project, but a summary of ALL projects funded by HEAP.

SECTION 2: NEW PROJECTS

<i>Capital Improvements</i>					
New Projects Funded by HEAP	Total # of Beds	Total Homeless Youth Funds Expended	Total Non-Homeless Youth Funds Expended	Total Accrued Interest Funds Expended	Total Funds Expended
Short-Term Shelter					\$0.00
Emergency Shelter					\$0.00
Navigation Center					\$0.00
Transitional Housing					\$0.00
Permanent Supportive Housing					\$0.00
Other Types of Permanent Housing					\$0.00
Total	0.00	\$0.00	\$0.00	\$0.00	\$0.00

Key Points:

- Only for projects not existing prior to HEAP funding, including new construction, acquisition and rehab, or purchasing property
- # of beds for each project listed and funded by HEAP
- Homeless Youth Funds Expended
- Non-Homeless Youth funds expended
- Accrued interest funds expended for each project

SECTION 2: EXPANSION PROJECTS

Expansion Projects Funded by HEAP	Original # of Beds	# of Beds Added	Total # of Beds	Total Homeless Youth Funds Expended	Total Non-Homeless Youth Funds Expended	Total Accrued Interest Funds Expended	Total Funds Expended
Short-Term Shelter			0				\$0.00
Emergency Shelter			0				\$0.00
Navigation Center			0				\$0.00
Transitional Housing			0				\$0.00
Permanent Supportive Housing			0				\$0.00
Other Types of Permanent Housing			0				\$0.00
Total	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00

Key Points:

- This table is for projects currently operating and HEAP funds were used to expand the project and serve more people.
- # of beds for each project listed and funded by HEAP
- # of beds added by HEAP funds

SECTION 2: TOTAL INCREASE IN CAPACITY

Total Increase in Capacity Funded by HEAP	Homeless Youth Funds			Non-Homeless Youth Funds		
	Original # of Nights	# of Nights Added	Total # of Nights	Original # of Nights	# of Nights Added	Total # of Nights
Short-Term Shelter			0			0
Emergency Shelter			0			0
Navigation Center			0			0
Motel Vouchers			0			0
Host Home Program			0			0
Other Projects: Please list and describe			0			0
Total	0	0	0	0	0	0

Key Points:

- Projects not collecting or measuring capacity by # of beds but # of nights shelter is available
- **Example:** Your community did not have a short-term shelter and HEAP funds were used to open a short-term shelter for 3 months.

Original # of nights = 0 # of nights added = 90 # of nights total = 90

SECTION 2: OTHER PROJECTS

Other Projects Funded by HEAP	Total Homeless Youth Funds Expended	Total Non-Homeless Youth Funds Expended	Total Accrued Interest Funds Expended	Total Funds Expended
Appliances (washer, dryer, A/C, heater, water heater, etc.)				\$0.00
Mobile Hygiene Units (shower, bathrooms, and/or laundry)				\$0.00
Mobile Health Care Service Units (physical and/or behavioral)				\$0.00
Renovations (new roof, patio covering, painting, etc.)				\$0.00
Safe Parking				\$0.00
Other Projects: Please list and describe				\$0.00
Total	\$0.00	\$0.00	\$0.00	\$0.00

SECTION 2: SERVICES

<i>Services</i>				
Project Type Funded by HEAP	Total Homeless Youth Funds Expended	Total Non-Homeless Youth Funds Expended	Total Accrued Interest Funds Expended	Total Funds Expended
Street Outreach				\$0.00
Day Shelter				\$0.00
Homelessness Prevention				\$0.00
Housing Navigation and Landlord Engagement				\$0.00
Services Only				\$0.00
Motel Vouchers				\$0.00
Rental Assistance (not reported in Rental Assistance/Subsidies)				\$0.00
Move-in Costs				\$0.00
Host Home Program (not reported in Rental Assistance/Subsidies)				\$0.00
Other (see definition)				\$0.00
Total	\$0.00	\$0.00	\$0.00	\$0.00

Key Points:

- Services typically captured in HMIS: Street Outreach, Day Shelter, Homelessness Prevention, Services Only and Other.
- Services that may not be captured in HMIS: Housing Navigation and Landlord Engagement.

SECTION 2: RENTAL ASSISTANCE OR SUBSIDIES

Rental Assistance or Subsidies

Project Type Funded by HEAP	Total Homeless Youth Funds Expended	Total Non-Homeless Youth Funds Expended	Total Accrued Interest Funds Expended	Total Funds Expended
Rental Assistance (not reported in Services)	\$	\$	\$	\$
Rapid Rehousing	\$	\$	\$	\$
Master Leasing	\$	\$	\$	\$
Rental Subsidies	\$	\$	\$	\$
Host Home Program (not reported in Services)	\$	\$	\$	\$
Other: please list and describe. Add a row for each project	\$	\$	\$	\$
Total	\$	\$	\$	\$

Key Points:

- As a reminder, expenses in Master Leasing, Rental Subsidies, and Motel Vouchers, as defined in the instructions, cannot be in a jurisdiction that did not declare a shelter crisis.
 - must meet the requirements set-forth in Exhibit D of the HEAP Standard Agreement.
 - Exhibit D identifies jurisdictions that did/did not declare a shelter crisis.

SECTION 3: OUTCOMES

<i>Capital Improvement Projects (New and Expanded) Outcomes</i>				
	Homeless Youth HEAP Funds		Non-Homeless Youth HEAP Funds	
	Number of Days Service Provided	Number of Instances Of Service	Number of Days Service Provided	Number of Instances of Service
Mobile Hygiene Services				
Mobile Healthcare Services				
Other (please describe)				

Key Points:

- We are not asking sub-grantees or grantees to collect demographics for these types of services. For example, you are not reporting on the number of chronic homeless, who were also veterans that took a shower.

Only collect and report on the following:

- # of days the mobile unit was in operation during the reporting period
- # of instances means the # of people served by the unit (duplicated is ok)

SECTION 3: OUTCOMES

SHORT-TERM SHELTER							
Performance Measures by Subpopulation	Chronically Homeless	Veteran	Unaccompanied Homeless Youth (18-24)	Unaccompanied Homeless Youth (Under 18)	Households (Without Children)	Households (With Children and Adults)	Total Served (Unduplicated)
Number of homeless persons served							
Number of persons at imminent risk of homelessness served							
Number of persons served with a prior living situation of "place not meant for habitation"							
Number of instances of services							
Number of persons exiting to a permanent housing destination							
Number of persons exiting to a safe exit, other than permanent housing							
Average length of stay (in days)							n/a

Key Points:

- One participant may be counted in more than one column
- Total column is the # of unduplicated individuals NOT the sum of the numbers in that row

Example: A person is chronically homeless and a veteran. Another person is chronically homeless:

Chronically Homeless = 2

Veteran = 1

Total served = 2

SECTION 3: OUTCOMES (CONTINUED)

- **Number of persons at imminent risk of homelessness served:**
 - HEAP funds can be used to serve individuals/families who are at risk of homelessness.
 - HCFC is aware this may not be reported in HMIS.
 - HEAP grantees are still required to collect/report this data.
- **Number of instances of services:**
 - Each encounter with a member of the target population

Example:

Short-Term Shelter: One individual checks into a short-term shelter on Tuesday and Wednesday, this is counted as 2 instances of service for this activity.

Rapid-Rehousing:

6 months of rent was paid = 6 instances of service

6 months of rent + 4 visits to social services = 10 instances of service

SECTION 3: OUTCOMES (CONTINUED)

- **Average length of stay (in days)**
 - For average length of stay, include the average number of days that the sub-population stayed in a shelter or other types like, transitional housing, safe parking, etc.
 - Services like housing navigation, landlord engagement do not ask for the average length of stay.

Example: Host Homes

Three unaccompanied Homeless Youth (18-24) are placed into host homes.

Youth #1: stayed for 120 days

Youth #2: stayed for 120 days

Youth #3: stayed for 60 days

Average length of stay for the column unaccompanied Homeless Youth (18-24), would be 100 days.

SECTION 3: OUTCOMES

Key Points:

- The remaining tables in Section 3: Outcomes should be completed using the same definitions and information.
- Only complete tables that are applicable to the projects funded by HEAP. If you did not fund a project listed, you do not complete the table.

SECTION 4: DEMOGRAPHICS

- Age
- Gender
- Race
- Ethnicity

SECTION 5: QUALITATIVE ASSESSMENT

- How HEAP funds
 - contributed to CoC making progress towards local homelessness goals (e.g. additional services provided, capacity created, systems building, investments, made, lower waitlists, etc.
 - contributed to CoC making progress towards local youth homelessness goals
- How HEAP-funded activities and “Housing First” principles aligned
- Additional feedback on impact of HEAP funds you would like to share with Homeless Coordinating and Financing Council (optional)

SECTION 5: SUBMISSION CERTIFICATION

Sign

- You are self-certifying the report information is true and accurate.

Scan

- Do not mail a hard-copy.
- Retain the original for your records.

Submit

- Email signed Excel document by midnight January 1, 2020
- Email to HCFC@BCSH.ca.gov

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 meet this requirement. 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 #: _____ Administrative Entity: _____ Date: _____

Large City : _____ Continuum of Care : _____ CoC Number: _____

Contact Person/Title: _____ Contact Phone Number: _____ Contact Email Address _____

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

Key Points:

- 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 meet this requirement.
- Sign, scan, and email to HCFC@bcsh.ca.gov by January 31, 2020.

WHAT'S NEXT?

- ✓ Remember to complete the survey from Sac State.
- ✓ Remember to complete the HEAP One-page Project Summary
- ✓ HCFC is developing procedures for on-site visits of HEAP projects. Information will be made available at a later date.

WHAT'S NEXT? (CONTINUED)

- ✓ The documents from the presentation will be available on the HCFC web-site.
 1. PowerPoint
 2. Updated Excel Annual Report
 3. Updated Definitions and Instructions
 4. Certification of Contractually Obligated Funds

- ✓ Once the documents have been published to the HCFC web-site an email notification including the link for all attachments will be sent (target is the end of November).

- ✓ PLEASE submit ONLY the documents published on the web-site as some of the forms will be updated.



FINAL POINTS

- ✓ If there are areas of concern when the Annual Report is submitted, HCFC will contact you for additional information.
- ✓ HCFC is aware that not all definitions, outcomes, etc. align with HMIS. However, grantees are still responsible for collecting and reporting on the data being requested.
- ✓ All grantees will need to determine how best to collect and even report on some of the data elements, like instances of service.
 - Determine how you will collect the data, be consistent in how you collect it and report it, and provide an explanation if needed.

FINAL POINTS

- ✓ We encourage you to connect with other CoCs and large cities for suggestions/recommendations on how they are collecting and reporting data.
 - This is critical if you are new to HEAP and/or new to HMIS
 - This document was developed with input from all CoCs and large cities.

Contact Information

- HCFC website <https://www.bcsb.ca.gov/hcfc/>
- Questions: HCFC@BCSH.ca.gov
- To request HCFC staff presentations: <https://www.bcsb.ca.gov/hcfc/webapps/request.php>
- To receive information releases regarding the HEAP program, please register for the program [listserv](#)
- Social media
 - https://twitter.com/CA_HCFC 
 - <https://www.facebook.com/CalHCFC/> 
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