

**In partnership with the Department of Housing and Community Development**



**REGIONALLY COORDINATED HOMELESSNESS ACTION PLAN**

**AND APPLICATION TEMPLATE**

**HOMELESS HOUSING, ASSISTANCE AND PREVENTION PROGRAM**

**ROUND 5 (HHAP-5)**

**Purpose of this Template**

The California Interagency Council on Homelessness (Cal ICH) in partnership with the Department of Housing and Community Development (HCD) is providing this optional application template, inclusive of the Regionally Coordinated Homelessness Action Plan, for use by jurisdictions seeking funding under Round 5 of the Homeless Housing, Assistance and Prevention Program (HHAP-5).

This template closely mirrors the online application portal and is intended to support the regional development and submission of information required for approval by Cal ICH as required in AB 129 (Health & Safety Code § 50230, et seq.).

This template will not be collected by Cal ICH nor reviewed in lieu of an official application submission. Applicants are responsible for inputting the required information into the [online application portal](https://www.cognitoforms.com/CaliforniaInteragencyCouncilOnHomelessness/HHAPRound5Application) and submitting the official application through the portal no later than 5:00 p.m. on March 27, 2024.

* **PART I: REGIONAL IDENTIFICATION AND CONTRACTING INFORMATION**
* **PART II: REGIONALLY COORDINATED HOMELESSNESS ACTION PLAN**

2.1: Participating Jurisdictions’ Roles and Responsibilities

2.2 Performance Measures and Improvement Plan

2.3 Equity Improvement Plan

2.4 Plan to Reduce the Number of People Experiencing Homelessness Upon Exiting an Institutional Setting

2.5 Plan to Utilize Local, State, and Federal Funds to End Homelessness

2.6 Plan to Connect People Experiencing Homelessness to All Eligible Benefit Programs

2.7 Memorandum of Understanding

2.8 Application Development Process Certification

* **PART III: FUNDING PLAN(S)**

# **Part I: Regional Identification and Contracting Information**

1. Select the CoC Region.
2. Indicate which of the eligible applicants are participating in this HHAP-5 application.

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| Guidance |
| *All overlapping jurisdictions within a region must complete a Regionally Coordinated Homelessness Action Plan and submit a single regional HHAP-5 application. For purposes of HHAP-5, the term “region” refers to the geographic area served by a county, including all large cities and the CoC or CoCs within it. When multiple counties are served by the same CoC, those counties may choose to apply together or as separate county regions; however,* multi-county regions that are served by the same CoC are encouraged to apply as one region *and submit a single Regionally Coordinated Homelessness Action Plan.*  *Applicants may apply together and still receive and administer funds separately.*   * *Large Cities must apply as part of the regional application with the County and CoC.* * *Counties must apply as part of a regional application with the CoC and any overlapping Large Cities.*    + *In a multi-county CoC: Counties are strongly encouraged to apply in collaboration with other counties that are served by the same CoC.* * *A CoC that serves a single county must apply as part of the regional application with the County and any overlapping Large Cities.* * *A CoC that serves multiple counties must either:*   + *Apply as part of the regional application with multiple Counties and any overlapping Large Cities; and/or*   + *Participate in the regional application of each overlapping County and the Large Cities therein.* |

1. Indicate the Administrative Entity and provide contact information for each Eligible Applicant.

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| Guidance |
| *Each eligible applicant (Large City, County, and CoC) has the discretion to receive their base allocation directly or may designate an eligible applicant in their region to serve as their Administrative Entity. This selection will indicate to Cal ICH which eligible applicant will enter into contract with the state to receive and administer each eligible applicant’s HHAP-5 allocation.*  *The Administrative Entity is responsible for HHAP funds and meeting the terms and conditions of the contract. Broadly speaking, this means administering funds, contracting (when necessary) with sub-recipients, and reporting on HHAP-5 dollars and activities to Cal ICH.*   * *If you plan to contract with the state to receive and administer only* your (single) HHAP-5 allocation, select: “Will enter into contract with the state to receive and administer their HHAP-5 allocation individually” under the contracting selection in the application. * *If you do not plan to contract with the state and instead plan to identify another participating eligible applicant in the region to enter into contract with the state to receive and administer your HHAP-5 allocation, select: “Identify another participating eligible applicant in their region to enter into contract with the state to receive and administer their HHAP-5 allocation”* under the contracting selection in the application. You will then be prompted to designate the Administrative Entity from a list of eligible applicants in the region. * *If you plan to contract with the state to receive and administer multiple HHAP-5 allocations within your region, select “Will enter into contract with the state to receive and administer their HHAP-5 allocation and allocation(s) from other eligible applicants in the region” under the contracting selection in the application.* |

**Administrative Entity Information**

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| --- | --- | --- |
| Participating Eligible Applicant | 1. Administering only your own HHAP-5 allocation 2. Administering multiple allocations or 3. Designating a different eligible applicant as your Administrative Entity | If designating, identify the Administrative Entity that will be administering your HHAP-5 Allocation |
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**Contact Information for each Eligible Applicant**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Participating Eligible Applicant | Name | Title | Email | Phone Number |
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# **Part II: Regionally Coordinated Homelessness Action Plan**

## **2.1 Participating Jurisdictions’ Roles and Responsibilities**

1. **First** identify and describe the specific roles and responsibilities of **each participating Eligible Applicant** in the region regarding:
   1. Outreach and site coordination;
   2. Siting and use of available land;
   3. Development of interim and permanent housing options; and
   4. Coordination and connection to the delivery of services for individuals experiencing or at risk of experiencing homelessness within the region.
2. **Then** describe and explain how all collaborating Eligible Applicants in the region are coordinating in each area.

Optional: You may also include roles and responsibilities of small jurisdictions in the region that elect to engage and collaborate on the plan.

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| Guidance |
| *Each jurisdiction must identify and describe their role in the region for each table.*  *To add additional Jurisdictions, add rows to the bottom of each table.* |

### Outreach and Site Coordination

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| --- | --- |
| Participating Jurisdictions | Role(s) and Responsibilities in Outreach and Site Coordination |
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Given the individual roles and responsibilities identified above, describe and explain how all participating jurisdictions are or will begin to coordinate these efforts to ensure comprehensive outreach and site coordination to individuals experiencing and at-risk of experiencing homelessness in the region.

### Land Use and Development

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| --- | --- |
| Participating Jurisdictions | Role(s) and Responsibilities in land use and development |
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Given the individual roles and responsibilities identified above, describe and explain how all participating jurisdictions are or will begin to coordinate these efforts to use and develop available land to address and end homelessness in the region.

### Development of Interim and Permanent Housing Options

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| --- | --- |
| Participating Jurisdictions | Role(s) and Responsibilities in development of interim and permanent housing options |
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Given the individual roles and responsibilities identified above, describe and explain how all participating jurisdictions are or will begin to coordinate these efforts to develop adequate interim and permanent housing options to address and end homelessness in the region.

### Coordination of and Connection to Service Delivery

|  |  |
| --- | --- |
| Participating Jurisdictions | Role(s) and Responsibilities in connection to service Delivery |
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Given the individual roles and responsibilities identified above, describe how all participating jurisdictions are or will begin to coordinate to provide the full array of services, including interim and permanent housing solutions to people experiencing and at-risk of experiencing homelessness in the region.

## **2.2 System Performance Measures and Improvement Plan**

1. **First** identify the most recent system performance measures for the region.
2. **Then** describe the key action(s) the region intends to take to improve each system performance measure.

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| Guidance |
| *Cal ICH shall provide each region with system performance measures by CoC, with the exception of the LA region, which will receive data from all four CoCs within LA County. Applicants must enter that data in the corresponding metrics fields in the application. Applicants should not adjust the data provided even if the geographic region of the data does not perfectly align with the participating applicant geography of this application.*  *Regions must have at least one key action for each system performance measure. All columns must be filled out for each action.*  *For “Funding Type” enter Federal, State, Local, or the unique funding source type.*  *To add additional actions or racial equity measures, add rows to the bottom of each table.*  *Note: While Cal ICH expects most of the disparities listed to be based on race or ethnicity, applicants may identify other populations that are also overrepresented among people experiencing homelessness in the region.*  *Definitions:*   * *****Key Action(s)***** may include a brief description of a strategic initiative or step identified to address or improve the specific system performance measure. This can be a policy, program, partnership, target metric, or any other approach which reflects an improvement and delivers positive impact. Provide a clear description of the action and its intended outcome. * *****Lead Entity***** should include the name of the regional Eligible Applicant responsible for managing the key action. * *****Collaborating Entity/ies***** may include a group, organization, or jurisdiction within your region working to address or improve the system performance measure. This can be another participating jurisdiction, a system partner, or any organization actively participating in the key action. * *****Timeframe***** should include a target date for completion of the key action. * Success Measurement Method may include a systematic approach or tool used to assess the effectiveness and impact of the key action on the performance measure. This can be quantitative measures, qualitative feedback, or any combination that provides insight into the progress and outcomes pertaining to the key action. Provide a clear description of how you plan to track and report on the success of your key action. |

#### SPM 1a: Number of people accessing services who are experiencing homelessness.

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| --- |
| Measure |
|  |

#### Key Action(s) for Improving SPM 1a

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Key Action(s) | Funding Source(s) the region intends to use to achieve the action | Funding Type *(Federal/ State/ Local gov/Other)* | Lead Entity | Collaborating Entity/ies | Timeframe for Action | Method(s) of Measuring success of the Action |
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#### SPM 7.1a: Racial and ethnic disparities among those accessing services who are experiencing homelessness.

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| --- | --- |
| Racial or Ethnic Group | Measure |
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|  |  |

#### Key Action(s) for Improving SPM 7.1a

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| --- | --- | --- | --- | --- | --- | --- |
| Key Action(s) | Funding Source(s) the region intends to use to achieve the action | Funding Type *(Federal/ State/ Local gov/Other)* | Lead Entity | Collaborating Entity/ies | Timeframe for Action | Method(s) of Measuring success of the Action |
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#### SPM 1b: Number of people experiencing unsheltered homelessness on a single night (unsheltered PIT count)

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| --- |
| Measure |
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#### Key Action(s) for Improving SPM 1b

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| --- | --- | --- | --- | --- | --- | --- |
| Key Action(s) | Funding Source(s) the region intends to use to achieve the action | Funding Type *(Federal/ State/ Local gov/Other)* | Lead Entity | Collaborating Entity/ies | Timeframe for Action | Method(s) of Measuring success of the Action |
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#### SPM 7.1b: Racial and ethnic disparities among those experiencing unsheltered homelessness on a single night.

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| --- | --- |
| Racial or Ethnic Group | Measure |
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|  |  |

#### Key Action(s) for Improving SPM 7.1b

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Key Action(s) | Funding Source(s) the region intends to use to achieve the action | Funding Type *(Federal/ State/ Local gov/Other)* | Lead Entity | Collaborating Entity/ies | Timeframe for Action | Method(s) of Measuring success of the Action |
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#### SPM 2: Number of people accessing services who are experiencing homelessness for the first time.

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| --- |
| Measure |
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#### Key Action(s) for Improving SPM 2

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| --- | --- | --- | --- | --- | --- | --- |
| Key Action(s) | Funding Source(s) the region intends to use to achieve the action | Funding Type *(Federal/ State/ Local gov/Other)* | Lead Entity | Collaborating Entity/ies | Timeframe for Action | Method(s) of Measuring success of the Action |
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#### SPM 7.2: Racial and ethnic disparities in the number of people accessing services who are experiencing homelessness for the first time.

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| --- | --- |
| Racial or Ethnic Group | Measure |
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#### Key Action(s) for Improving SPM 7.2

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| --- | --- | --- | --- | --- | --- | --- |
| Key Action(s) | Funding Source(s) the region intends to use to achieve the action | Funding Type *(Federal/ State/ Local gov/Other)* | Lead Entity | Collaborating Entity/ies | Timeframe for Action | Method(s) of Measuring success of the Action |
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#### SPM 3: Number of people exiting homelessness into permanent housing.

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| --- |
| Measure |
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#### Key Action(s) for Improving SPM 3

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| --- | --- | --- | --- | --- | --- | --- |
| Key Action(s) | Funding Source(s) the region intends to use to achieve the action | Funding Type *(Federal/ State/ Local gov/Other)* | Lead Entity | Collaborating Entity/ies | Timeframe for Action | Method(s) of Measuring success of the Action |
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#### SPM 7.3: Racial and ethnic disparities in the number of people exiting homelessness into permanent housing.

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| --- | --- |
| Racial or Ethnic Group | Measure |
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|  |  |
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#### Key Action(s) for Improving SPM 7.3

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| --- | --- | --- | --- | --- | --- | --- |
| Key Action(s) | Funding Source(s) the region intends to use to achieve the action | Funding Type *(Federal/ State/ Local gov/Other)* | Lead Entity | Collaborating Entity/ies | Timeframe for Action | Method(s) of Measuring success of the Action |
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#### SPM 4: Average length of time that people experienced homelessness while accessing services.

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| Measure |
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#### Key Action(s) for Improving SPM 4

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| --- | --- | --- | --- | --- | --- | --- |
| Key Action(s) | Funding Source(s) the region intends to use to achieve the action | Funding Type *(Federal/ State/ Local gov/Other)* | Lead Entity | Collaborating Entity/ies | Timeframe for Action | Method(s) of Measuring success of the Action |
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#### SPM 7.4: Racial and ethnic disparities in the average length of time that people experienced homelessness while accessing services.

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| --- | --- |
| Racial or Ethnic Group | Measure |
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|  |  |
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#### Key Action(s) for Improving SPM 7.4

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| --- | --- | --- | --- | --- | --- | --- |
| Key Action(s) | Funding Source(s) the region intends to use to achieve the action | Funding Type *(Federal/ State/ Local gov/Other)* | Lead Entity | Collaborating Entity/ies | Timeframe for Action | Method(s) of Measuring success of the Action |
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#### SPM 5: Percent of people who return to homelessness within 6 months of exiting the homelessness response system to permanent housing.

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| --- |
| Measure |
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#### Key Action(s) for Improving SPM 5

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| --- | --- | --- | --- | --- | --- | --- |
| Key Action(s) | Funding Source(s) the region intends to use to achieve the action | Funding Type *(Federal/ State/ Local gov/Other)* | Lead Entity | Collaborating Entity/ies | Timeframe for Action | Method(s) of Measuring success of the Action |
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#### SPM 7.5: Racial and ethnic disparities in the percent of people who return to homelessness within 6 months of exiting the homelessness response system to permanent housing.

|  |  |
| --- | --- |
| Racial or Ethnic Group | Measure |
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#### Key Action(s) for Improving SPM 7.5

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| --- | --- | --- | --- | --- | --- | --- |
| Key Action(s) | Funding Source(s) the region intends to use to achieve the action | Funding Type *(Federal/ State/ Local gov/Other)* | Lead Entity | Collaborating Entity/ies | Timeframe for Action | Method(s) of Measuring success of the Action |
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#### SPM 6: Number of people with successful placements from street outreach projects.

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| --- |
| Measure |
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#### Key Action(s) for Improving SPM 6

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| --- | --- | --- | --- | --- | --- | --- |
| Key Action(s) | Funding Source(s) the region intends to use to achieve the action | Funding Type *(Federal/ State/ Local gov/Other)* | Lead Entity | Collaborating Entity/ies | Timeframe for Action | Method(s) of Measuring success of the Action |
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#### SPM 7.6: Racial and ethnic disparities in the number of people with successful placements from street outreach projects

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| --- | --- |
| Racial or Ethnic Group | Measure |
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|  |  |
|  |  |

#### Key Action(s) for Improving SPM 7.6

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| --- | --- | --- | --- | --- | --- | --- |
| Key Action(s) | Funding Source(s) the region intends to use to achieve the action | Funding Type *(Federal/ State/ Local)* | Lead Entity | Collaborating Entity/ies | Timeframe for Action | Method(s) of Measuring success of the Action |
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## **2.3 Equity Improvement Plan**

1. Identify and describe the key action(s) the region will take to ensure racial and gender equity in 1) service delivery; 2) housing placements; and 3) housing retention; and 4) identify any changes to procurement or other means to affirm equitable access to housing and services for groups overrepresented among residents experiencing homelessness.
2. Identify if place-based encampment resolution is occurring in the region and if so, CoC must describe and provide evidence of collaboration with the cities or counties providing encampment resolution services that addresses how people served through encampment resolution have or will be prioritized for permanent housing within the Coordinated Entry System.

Optional: upload any evidence the region would like to provide regarding collaboration and/or prioritization as it relates to question 2.

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| Guidance |
| *Of the four tables below, the first three must include at a minimum one key action to address racial equity and one key action to address gender equity. The fourth and final table must include at least one key action.*  *To add additional actions, add rows to the bottom of the table.*  *Definitions:*   * *Key Action(s) may include a brief description of a strategic initiative or step identified to address or improve the inequity. This can be a policy, program, partnership, target metric, or any other approach which reflects an improvement and delivers positive impact. Provide a clear description of the action and its intended outcome.* * *Lead Entity should include the name of the regional Eligible Applicant responsible for managing the key action.* * *Collaborating Entity/ies may include a group, organization, or jurisdiction within your region working to address or improve the inequity. This can be another participating jurisdiction, a system partner, or any organization actively participating in the key action.* |

### Key Action(s) the Region Will Take to Ensure Racial and Gender Equity in Service Delivery

|  |  |  |
| --- | --- | --- |
| Key Action(s) | Lead Entity | Collaborating Entity/ies |
|  |  |  |
|  |  |  |
|  |  |  |

### Key Action(s) the Region Will Take to Ensure Racial and Gender Equity in Housing Placements

|  |  |  |
| --- | --- | --- |
| Key Action(s) | Lead Entity | Collaborating Entity/ies |
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|  |  |  |
|  |  |  |

### Key Action(s) the Region Will Take to Ensure Racial and Gender Equity in Housing Retention

|  |  |  |
| --- | --- | --- |
| Key Action(s) | Lead Entity | Collaborating Entity/ies |
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### Key Action(s) the Region Will Take to Change Procurement or Other Means to Affirm Equitable Access to Housing and Services for Overrepresented Groups Among People Experiencing Homelessness in the Region

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| --- | --- | --- |
| Key Action(s) | Lead Entity | Collaborating Entity/ies |
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### Coordinated Entry Prioritization for Place-Based Encampment Resolution

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| Guidance |
| *Answer the following question(s)*  *In the online application portal applicants may upload any evidence the region would like to provide regarding collaboration and/or prioritization.* |

Is place-based encampment resolution occurring within the region?

Yes/No

If yes, then the CoC must describe and provide evidence of collaboration with the cities or counties providing encampment resolution services that addresses how people served through encampment resolution have or will be prioritized for permanent housing within the Coordinated Entry System.

## **2.4 Plan to Reduce the Number of People Experiencing Homelessness Upon Exiting an Institutional Setting**

1. Identify and describe the Key Action(s) **each participating Eligible Applicant** will take to reduce the number of people falling into homelessness as they exit institutional settings including but not limited to jails, prisons, and hospitals.

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| Guidance |
| *At a minimum, if an institutional setting is present in a jurisdiction, the jurisdiction must identify their role.*  *To add additional actions, add rows to the bottom of the table.*  *If an institution is not present in a jurisdiction, type N/A.*  *Definitions:*   * *Key Action(s) may include a brief description of a strategic initiative or step identified to address or improve the specific performance metric. This can be a policy, program, partnership, target metric, or any other approach which reflects an improvement and delivers positive impact. Provide a clear description of the action and its intended outcome.* * *Lead Entity should include the name of the regional Eligible Applicant responsible for managing the key action.* * *Collaborating Entity/ies may include a group, organization, or jurisdiction within your region working to address or improve the performance metric. This can be another participating jurisdiction, a system partner, or any organization actively participating in the key action.* |

### Key Action(s) to Reduce the Number of People Experiencing Homelessness Upon Exiting a Jail

|  |  |  |
| --- | --- | --- |
| Key Action(s) | Lead Entity | Collaborating Entity/ies |
|  |  |  |
|  |  |  |
|  |  |  |

### Key Action(s) to Reduce the Number of People Experiencing Homelessness Upon Exiting a Prison

|  |  |  |
| --- | --- | --- |
| Key Action(s) | Lead Entity | Collaborating Entity/ies |
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|  |  |  |

### Key Action(s) to Reduce the Number of People Experiencing Homelessness Upon Exiting a Hospital

|  |  |  |
| --- | --- | --- |
| Key Action(s) | Lead Entity | Collaborating Entity/ies |
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|  |  |  |
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### Key Action(s) to Reduce the Number of People Experiencing Homelessness Upon Exiting Other Institutional Settings (such as foster care, behavioral health facilities, etc. as applicable in the region)

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| --- | --- | --- | --- |
| Institutional Setting | Key Action(s) | Lead Entity | Collaborating Entity/ies |
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## **2.5 Plan to Utilize Local, State, and Federal Funds to End Homelessness**

1. The plan must include the total amount of available funding, the amount prioritized for permanent housing solutions, and an explanation of how each participating applicant is utilizing local, state, and federal funding programs to end homelessness. These programs must include, but are not limited to:

* The Homekey Program,
* The No Place Like Home Program
* The Multifamily Housing Program
* The Housing for a Healthy California Program
* The Homeless Housing, Assistance, and Prevention Program
* Building Homes and Jobs Act
* The California Emergency Solutions Grants Program
* The National Housing Trust Fund established pursuant to the Housing and Economic Recovery Act of 2008
* HOME Investment Partnerships Act
* Parolee or probation programs that are intended to prevent homelessness upon release.

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| Guidance |
| *All of the above programs must be included and fully explained in the table. Where the region has multiple awards for the same program that are administered by different entities, those may be listed on separate lines. For example, in a region with one county and one CoC who receive their HHAP awards separately, each jurisdiction may enter their HHAP awards in separate lines.*  *If one of the ten required programs is not present in a region, type N/A.*  *In addition to the listed programs,* *participating Eligible Applicants should add any other funds and programs that are being utilized to address and end homelessness in the region.*  *To add additional funding programs, add rows to the bottom of the table.*  *Definitions:*   * *Funding Type: The source of funding for each program, either federal, state, or local.* * *Local Fund Administrator: The entity responsible for administering the given funding source.* * *Description of How Funds are/will be Utilized to End Homelessness in the Region: Comprehensive summary of how the funding program will be utilized in the region. Applicants should highlight whether, how, and to what extent the funds are being used for permanent housing.* * *Funding Amount: Amount of known, dollars secured or available to spend within the HHAP-5 grant timeframe (FY 23-24 through FY 27-28)* * *Timeframe of Use:* *The date range the local fund administrator anticipates expending the identified program funds.* |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Funding Program | Funding Type *(Federal/ State/ Local)* | Local Fund Administrator | Description of How Funds are/will be Utilized to End Homelessness in the Region | Funding Amount | Amount Prioritized for Permanent Housing Solutions | Timeframe of Use |
| The Homekey program |  |  |  |  |  |  |
| The No Place Like Home Program |  |  |  |  |  |  |
| The Multifamily Housing Program |  |  |  |  |  |  |
| The Housing for a Healthy California Program |  |  |  |  |  |  |
| The Homeless Housing, Assistance, and Prevention Program |  |  |  |  |  |  |
| The Building Homes and Jobs Act Funding |  |  |  |  |  |  |
| The California Emergency Solutions Grants Program |  |  |  |  |  |  |
| The National Housing Trust Fund established pursuant to the Housing and Economic Recovery Act of 2008 |  |  |  |  |  |  |
| HOME Investment Partnerships Act |  |  |  |  |  |  |
| Parolee or probation programs that are intended to prevent homelessness upon release. |  |  |  |  |  |  |
| [other] |  |  |  |  |  |  |

## **2.6 Plan to Connect People Experiencing Homelessness to All Eligible Benefit Programs**

1. Explain how the region is connecting, or will connect, individuals to wrap-around services from all eligible federal, state, and local benefit programs, including, but not limited to, housing and homelessness services and supports that are integrated with the broader social services systems and supports. Benefit Programs include, but are not limited to:

* CalWORKs
* CalFresh
* Supplemental Security Income/State Supplemental Program (SSI/SSP) and disability benefits advocacy
* In-home supportive services
* Adult protective services
* Child welfare
* Child care
* Medi-Cal benefits through Managed Care Plans

|  |
| --- |
| Guidance |
| *All of the above benefit programs must be included and fully explained in the table. In addition to these benefit programs, participating jurisdictions should add other benefit programs that provide wrap-around services in the region.*  *To add additional benefit programs, add rows to the bottom of the table.*  *Definitions:*   * *****Connection Strategy/ies*** *means methods and actions that support client access and/or enrollment in eligible benefit programs. This*** *may be a method or action that supports connection between a benefit program and clients, between benefits programs, and/or between benefits programs and the homeless services system, so long as the method or action* ***supports client access and/or enrollment in the eligible benefit program****.* * *****Lead Entity***** should include the name of the regional Eligible Applicant responsible for managing the key action. * *****Collaborating Entity/ies***** may include a group, organization, or jurisdiction within your region working to address or improve the metric. This can be |

### Benefit Programs

|  |  |  |  |
| --- | --- | --- | --- |
| Benefit Program | Connection Strategy/ies | Lead Entity | Collaborating Entity/ies |
| CalWORKs |  |  |  |
| CalFresh |  |  |  |
| Supplemental Security Income/State Supplemental Program (SSI/SSP) and disability benefits advocacy |  |  |  |
| In-home supportive services |  |  |  |
| Adult protective services |  |  |  |
| Child welfare |  |  |  |
| Child care |  |  |  |
| Medi-Cal benefits through Managed Care Plans |  |  |  |
| [other] |  |  |  |
| [other] |  |  |  |

## **2.7 Memorandum of Understanding**

1. Upload the Region’s Memorandum of Understanding (MOU).
   1. Optional: upload any additional supporting documentation the region would like to provide.

|  |
| --- |
| Guidance |
| *A Memorandum of Understanding (MOU) must be submitted along with the application. This MOU must reflect the actions in the Regionally Coordinated Homelessness Action Plan submitted under this application, be signed by each participating eligible applicant, and commit each signatory to participate in and comply with the Regionally Coordinated Homelessness Action Plan. Smaller cities that choose to participate in the Regionally Coordinated Homelessness Action Plan may also be signatories to this MOU.* |

## **2.8 Application Development Process Certification**

1. Provide the dates of the three public meetings that were conducted with stakeholders before the Regionally Coordinated Homelessness Action Plan was completed.

|  |
| --- |
| Guidance |
| *No less than three public meetings must be held for each Regionally Coordinated Homelessness Action Plan. Applicants should retain documentation of the meetings in alignment with Cal ICH’s records retention requirement outlined in the NOFA.*  *To add additional meetings, add rows to the bottom of the table.* |

|  |  |
| --- | --- |
| Meeting | Date |
| 1 |  |
| 2 |  |
| 3 |  |

1. Describe how specific stakeholder groups were invited and encouraged to engage in the public stakeholder process.

|  |
| --- |
| Guidance |
| *A description is required for each stakeholder group for each Regionally Coordinated Homelessness Action Plan. Applicants should retain documentation of these efforts in alignment with Cal ICH’s records retention requirement outlined in the NOFA.* |

|  |  |
| --- | --- |
| Stakeholders | Description of how Stakeholders were invited and encouraged to engage in the public stakeholder process |
| People with lived experience of homelessness |  |
| Youth with lived experience of homelessness |  |
| Persons of populations overrepresented in homelessness |  |
| Local department leaders and staff of qualifying small jurisdictions, including child welfare, health care, behavioral health, justice, and education system leaders |  |
| Homeless service and housing providers working in that region |  |
| Each Medi-Cal Managed Care Plan contracted with the State Department of Health Care Services in the region |  |
| Street medicine providers and other providers directly serving people experiencing homelessness or at risk of homelessness |  |

1. Certify under penalty of perjury that all participating eligible applicants met the statutory public meeting process requirements in developing the Regionally Coordinated Homelessness Action Plan.

# **Part III: Funding Plan**

Each **Administrative Entity** is required to submit a funding plan as part of the HHAP-5 Application. The funding plan must account for 100 percent of the HHAP-5 Base allocation(s), 100 percent of the HHAP-5 Planning allocation(s), and 100 percent of the Initial Supplemental Funding allocation(s) which the Administrative Entity will be responsible for administering.

For both the HHAP-5 base allocation and the initial $100 million supplemental funding, individual allocations for each eligible applicant will be based on their proportionate share of the state’s homeless population as reported by HUD in the 2023 PIT count. [Allocation amounts](https://www.bcsh.ca.gov/hcfc/documents/hhap_r3_allocations.pdf) will be calculated and released to all applicants once HUD publishes their 2023 Annual Homeless Assessment Report (AHAR).

Cal ICH currently anticipates providing eligible applicants with their calculated allocations by the end of January 2024. This will give applicants at least two months to finalize their HHAP-5 budgets before applications are due at the end of March. Until HHAP-5 final allocations are released, applicants should use their HHAP-4 base allocation as an approximation of their HHAP-5 allocation amount, for planning purposes.

1. Complete a Funding Plan for each Administrative Entity participating in this application.
   1. Identify all Eligible Use Categories the Administrative Entity anticipates using.
   2. Provide the **dollar amount** budgeted per eligible use category. Again, this must account for 100 percent of the HHAP-5 Allocation(s) the Administrative Entity will be responsible for administering.
   3. Where applicable, provide the **dollar amount** that will be designated under the Youth Set-Aside from the selected eligible use categories. **Reminder: the youth set-aside must total at least 10% of all monies received.**
   4. Provide a brief description of activities HHAP-5 funds will support in each selected eligible use category.
   5. Provide an explanation of how the activities therein align with the state's HHAP-5 priorities to prioritize permanent housing solutions and sustain existing investments towards long-term sustainability of housing and supportive services.
2. Complete the New Interim Housing Certification
   1. Indicate whether the budget proposes to support **ANY** new interim housing solutions outside of the youth set-aside.
   2. Indicate whether the budget proposes to support new interim housing solutions for youth in excess of 10% of the total HHAP-5 Dollars budgeted.
   3. If the Administrative Entity answers “yes” to either of the above, they will be asked to demonstrate dedicated, sufficient resources from other funding sources for long-term permanent housing solutions. This entails summarizing total available dollars for preventing and ending homelessness in the region, including the percentage of these resources dedicated to permanent and interim housing solutions, providing the status of five policy actions for each eligible applicant in the region, and demonstrating the need for additional shelter.

|  |
| --- |
| Guidance |
| *Each Administrative Entity must submit a single Funding Plan that accounts for the entire HHAP-5 Allocation(s) which the Administrative Entity will be responsible for administering. This includes:*   * *100 percent of the HHAP-5 Base allocation(s);* * *100 percent of the HHAP-5 Planning allocation(s); and* * *100 percent of the Initial Supplemental Funding allocation(s).*   *The youth set-aside must total at least 10% of all monies received.*  *Administrative costs may not exceed 7% of all monies received.*  *Up to 1% of all monies received may be budgeted for costs related to the Homeless Management Information System (HMIS). Related costs include HMIS licenses, training, system operating costs, and costs associated with carrying out related activities. Upon agreement between Cal ICH, the grantee, and the Homeless Management Information System lead entity, the grantee shall transfer the authorized amount of funds directly to the HMIS lead entity.*  *Each funding plan must include:*   * *Identification of all Eligible Use Categories the Administrative Entity anticipates using* * *Dollar amount budgeted per eligible use category. Again, this must account for 100 percent of the HHAP-5 Base allocation(s) and 100 percent of the Initial Supplemental Funding allocation(s) which the Administrative Entity will be responsible for administering.*    + *If applicable, dollar amount from the selected eligible use category that will be designated under the Youth Set-Aside. Reminder: the youth set-aside must total at least 10% of all monies received.*   + *Administrative costs may not exceed 7% of all monies received.*   + *Applicants may budget up to 1% for costs related to the Homeless Management Information System (HMIS).* *Related costs include HMIS licenses, training, system operating costs, and costs associated with carrying out related activities. Upon agreement between Cal ICH, the grantee, and the Homeless Management Information System lead entity, the grantee shall transfer the authorized amount of funds directly to the HMIS lead entity.* * *A brief description of activities HHAP-5 funds will support in each selected eligible use category.* * *An explanation of how the activities therein align with the state's HHAP-5 priority to sustain existing investments towards long-term sustainability of housing and supportive services and prioritize permanent housing solutions.* * *Certification that the Administrative Entity does not intend to support new interim housing solutions using HHAP-5 funds.*    + *If an Administrative Entity proposes to use HHAP-5 funds to support any new interim housing solutions outside of the youth set-aside and/or interim housing for youth in excess of 10% of the total HHAP-5 allocation, the region will be asked to demonstrate how it has dedicated sufficient resources from other funding sources to long-term permanent housing solutions and the need for new interim housing.*   + *Reminder: per HSC section 50230(v)* *“region” means the geographic area served by a county, including all cities and CoCs within it. For the LA region, this means all eligible applicants within the County of LA.*   *To add another funding plan for an additional Administrative Entity, copy the entire funding plan section (including the “New Interim Housing Certification” and “Demonstrated Need” Subsections) and paste at the bottom of the template.* |

## **Funding Plan – [Administrative Entity Name:\_\_\_\_\_\_\_\_\_\_\_]**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Eligible Use Category | Dollars Budgeted | If applicable, Dollars Budgeted for the Youth Set-Aside | Activities these funds will support | How are these activities aligned with the State's priorities? |
| Rapid Rehousing |  |  |  |  |
| Prevention and Shelter Diversion |  |  |  |  |
| Delivery of Permanent Housing and Innovative Housing Solutions |  |  |  |  |
| Operating Subsidies -Permanent Housing |  |  |  |  |
| Operating Subsidies - Interim Housing |  |  |  |  |
| Improvements to Existing Interim Housing |  |  |  |  |
| Interim Housing |  |  |  |  |
| Street Outreach |  |  |  |  |
| Services Coordination |  |  |  |  |
| Systems Support |  |  |  |  |
| Administrative Costs |  |  |  |  |
| Additional 1% for HMIS |  |  |  |  |

### **New Interim Housing Certification**

Does this budget propose to support any new interim housing solutions outside of the youth set-aside?

Yes/No

Does this budget propose to support new interim housing solutions for youth in excess of 10% of the total HHAP-5 Dollars budgeted?

Yes/No

If yes to **either** of the above questions, identify **the region and Eligible Applicants in the region**. Then, respond to all of the below prompts under Demonstration of Dedicated, Sufficient Resources for Permanent Housing. In reviewing whether a region has dedicated sufficient resources from other sources to long term permanent housing solutions, Cal ICH will evaluate financial resources and policy actions related to reducing and ending homelessness, as well as demonstrated need for additional interim housing.

### **Demonstration of Dedicated, Sufficient Resources for Permanent Housing**

Applicants must respond to this section **when** they have responded “Yes” to either of the questions under “New interim Housing Certification”. At a minimum, this section must reflect all eligible applicants in the region where the eligible applicant is proposing to fund new interim housing.

1. Identify Region and all eligible applicants in the Region.
2. Provide required metrics and narrative under “Status of Financial Resources”
3. Complete the 5 tables under “Status of Policy Actions
4. Provide required metrics and narrative under “Demonstrated Need”

|  |
| --- |
| Guidance |
| *Per HSC section 50230(v)* *“region” means the geographic area served by a county, including all Cities and Continuums of Care within it. For the LA region this means all eligible applicants (Large Cities, CoCs, and the County) within the County of LA.* |

|  |
| --- |
| Region |
|  |

|  |
| --- |
| Eligible Applicants in the Region |
|  |
|  |
|  |

#### **Status of Financial Resources**

Provide the following financial resource metrics for the region.

|  |
| --- |
| Guidance |
| *Per HSC section 50230(v)* *“region” means the geographic area served by a county, including all Cities and Continuums of Care within it. For the LA region this means all eligible applicants (Large Cities, CoCs, and the County) within the County of LA.*   * *For Single County CoCs and the LA region: the application is already aligned with the “region” definition. Therefore, the first two metrics must exactly reflect the information in “*[*Plan to Utilize Local, State, and Federal Funds to End Homelessness*](#FundingLandscape)*” above. In the Cognito Form, the first two metrics will automatically populate from the information provided. The applicant will need to provide the “Percent dedicated to interim housing solutions”.* * *For multi-county CoCs: because the participating eligible applicants may or may not exclusively align with the “region” definition, the applicant will need to assess and summarize the relevant information from the in “*[*Plan to Utilize Local, State, and Federal Funds to End Homelessness*](#FundingLandscape)*” above. Here relevant information refers to the aggregate dollars available to the* [*Eligible Applicants*](#EligibleApplicantsRegion) *listed the tables directly above, in alignment with the “region” definition.* |

|  |
| --- |
| Total amount of funds the region is using from its available federal, state, and local dollars to prevent and end homelessness as described in the Action Plan Section: Utilization of Local, State and Federal Funds to End Homelessness |
| $ |

|  |  |
| --- | --- |
| Percent of the above that is dedicated to permanent housing solutions | Percent of the above that is dedicated to interim housing solutions |
| % | % |

Describe the impact your proposed use(s) of HHAP-5 dollars would have on the above percentages.

#### **Status of Policy Actions**

Provide a status update for each Eligible Applicant in the region on the following policy actions related to reducing and ending homelessness.

|  |
| --- |
| Guidance |
| *Per HSC section 50230(v)* *“region” means the geographic area served by a county, including all Cities and Continuums of Care within it. For the LA region this means all eligible applicants (large cities, CoCs, and the county) within the County of LA.*  Each of the following tables must be fully filled out for every Eligible Applicant in the Region   * The Italicized text in the table provides selections available |

**Housing Element**

|  |  |  |
| --- | --- | --- |
| Eligible Applicant | Is this Eligible Applicant's Housing Element Compliant? | If no, provide a timeline of plans to submit revisions to HCD and request technical assistance to address remaining issues |
|  | *Yes/No* |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Prohousing Designation**

|  |  |  |
| --- | --- | --- |
| Eligible Applicant | Current Prohousing Designation Status | If the Eligible Applicant has not been designated Prohousing, identify Prohousing policies that this Eligible Applicant has adopted or plans to adopt in the future. |
|  | *Has been designated Prohousing/*  *Has applied for Prohousing Designation/*  *Plans to apply for Prohousing Designation* |  |
|  |  |  |
|  |  |  |
|  |  |  |

**USICH Seven Principles for Addressing Encampments**

|  |  |
| --- | --- |
| Eligible Applicant | Does the Eligible Applicant have a current practice or commitment to follow the Seven Principles? |
|  | *Has a current practice of following the Seven Principles/*  *Has made an active commitment to follow the Seven Principles/*  *Neither of the above* |
|  |  |
|  |  |
|  |  |

**Housing Law Violations**

|  |  |  |
| --- | --- | --- |
| Eligible Applicant | Does this Eligible Applicant have any outstanding housing law violations with HCD’s housing accountability unit or the Attorney General’s Office? | If the Eligible Applicant has an outstanding housing law violation, provide a plan to resolve issues or plans to request technical assistance to address remaining issues. |
|  | *Yes/No* |  |
|  |  |  |
|  |  |  |

**Surplus Land**

|  |  |
| --- | --- |
| Eligible Applicant | Does this Eligible Applicant have a current practice or commitment to identify local surplus land that could be encouraged for use as housing? |
|  | 1. *Has a current practice of identifying local surplus land for housing.* 2. *Has a current commitment to identifying local surplus land for housing.* 3. *Requests technical assistance from HCD’s Surplus Land Unit to analyze local surplus land for potential use as housing.* |
|  |  |
|  |  |
|  |  |

#### **Demonstrated Need**

Additionally, consistent with previous rounds of HHAP, interim housing is limited to clinically enhanced congregate shelters, new or existing non-congregate shelters, and operation costs of existing navigation centers and interim housing based on demonstrated need. Demonstrated need for purposes of this paragraph shall be based on the following for the region:

|  |  |
| --- | --- |
| Number of shelter beds in the region | # |
| Number of people experiencing unsheltered homelessness (PIT) | # |
| Percentage of exits from emergency shelters to permanent housing solutions | % |

A plan to connect residents to permanent housing.

***NOTE: If there are multiple Administrative Entities applying as part of this regional application, copy and paste the above Funding Plan template here, one for each additional Administrative Entity.***