**Application Narrative Template**

This section of the toolkit is to assist jurisdictions in thoroughly completing their application narrative document. Below you will find the questions that HHAP program staff will be ensuring are answered in each jurisdiction’s narrative document. Applications will not be deemed complete if all the below questions are not addressed in a jurisdiction’s narrative attachment. More information on these areas can be found in the [HHAP program guidance](https://www.bcsh.ca.gov/hcfc/documents/hhap_program_guidance.pdf).

1. **Summary of Homelessness in the CoC, large city, or county**

To successfully complete this section, applicants must:

1. **Submit their CoC’s complete HUD Longitudinal System Assessment (LSA) from June 2018 – June 2019.**
2. **Use the LSA data to provide (as defined by HUD):**
3. Total number of households served in: (1) Emergency Shelter, Safe Haven and Transitional Housing, (2) Rapid Rehousing, and (3) Permanent Supportive Housing.
4. Total number of disabled households served across all interventions.
5. Total number of households experiencing chronic homelessness served across all interventions.
6. Total number of 55+ households served across all interventions.
7. Total number of unaccompanied youth served across all interventions.
8. Total number of veteran households served across all interventions.
9. Number of individuals served across all interventions who were: (1) Female, (2) Male, (3) Transgender, or (4) Gender Non-Conforming.
10. Total number individuals served across all interventions who were: (1) White, Non-Hispanic/Non-Latino (only), (2) White, Hispanic/Latino (only), (3) Black or African American (only), (4) Asian (only), (5) American Indian or Alaska Native (only), (5) Native Hawaiian/Other Pacific Islander (only) or (6) Multiple races

**Please note:**

* Per HHAP program guidance, CoCs are expected to share the LSA with their regional co-applicants (i.e. applicable large cities and counties that overlap the CoC’s jurisdiction). Each entity will submit a copy of the LSA for their CoC.
* Acknowledging that there may be differences in demographics and characteristics within a region, large city and county, applicants may also include additional information and data that is specific to the geography they represent.
1. **Demonstration of Regional Coordination**

To successfully complete this section, applicants must provide:

1. **Coordinated Entry System (CES) Information**

For CoC applicants:

1. Describe how your CES functions, including:
	1. What entity is responsible for operating your CES?
	2. What is the process for assessment and identification of housing needs for individuals and families that are experiencing or at risk of experiencing homelessness in your community?
	3. How are people referred to available housing through CES?
2. How do you promote the utilization of your CES? Specifically:
	1. What outreach do you conduct to ensure all individuals experiencing homelessness, including those with multiple barriers, are aware of the CES assessment and referral process?
	2. What is the grievance or appeal process for customers?
	3. How do you provide culturally responsive services to people experiencing homelessness?
3. What, if any, are the current challenges preventing successful CES operation in your jurisdiction, and how do you plan to address these challenges?

For Large City and County applicants:

* 1. How do you coordinate with your CoC’s CES?
	2. What, if any, are your jurisdiction’s current challenges related to CES, and how do you plan to address these challenges?
	3. How do you promote the utilization of your CES?
	4. Specifically, what outreach do you conduct to ensure all individuals experiencing homelessness in your jurisdiction, including those with multiple barriers, are aware of the CES assessment and referral process?
1. **Prioritization Criteria**
	1. What are the criteria used to prioritize assistance for people experiencing homelessness in your jurisdiction?
	2. How is CES, pursuant to 24 CFR 578.8(a)(8) used for this process?
2. **Coordination of Regional Needs**
	* 1. How have you coordinated with your partnering CoC, large city (if applicable), and/or county to identify your share of the regional need to address homelessness?
		2. What is your identified share of this need, and how will the requested funds help your jurisdiction meet it?

**D. Creating Sustainable, Long Term Housing Solutions**

1. How is your jurisdiction involved in the efforts to create sustainable, long-term housing solutions for people experiencing homelessness across your region?

Examples could include, but are not limited to:

* + 1. Partnering with agencies responsible for city planning and zoning, housing developers, and financial and legal service providers.
		2. Developing or strengthening data and information sharing across and within jurisdictions.
		3. Coordinating with other regional jurisdictions to ensure systems are aligned and all available funding is being used efficiently and effectively.
1. **Resources Addressing Homelessness**

To successfully complete this section, all applicants must answer the following questions:

1. **Existing Programs and Resources**
	1. Provide an exhaustive list of all funds (including the program and dollar amount) that your jurisdiction currently uses to provide housing and homeless services for homeless populations.

This list should include (where applicable), but not be limited to:

* + 1. Federal Funding (Examples: [YHDP](https://www.hudexchange.info/programs/yhdp/), [ESG](https://www.hudexchange.info/programs/esg/), [CoC](https://www.hudexchange.info/programs/coc/), [CSBG](https://www.acf.hhs.gov/ocs/programs/csbg), [HOME-TBRA](https://www.hudexchange.info/programs/home/topics/tbra/#policy-guidance-and-faqs), [CBDG](https://www.hud.gov/program_offices/comm_planning/communitydevelopment/programs))
		2. State Funding (Examples: [HEAP](https://www.bcsh.ca.gov/hcfc/aid_program.html), [CESH](https://hcd.ca.gov/grants-funding/active-funding/cesh.shtml), [CalWORKs HSP](https://www.cdss.ca.gov/inforesources/cdss-programs/housing-programs/calworks-housing-support-program), [NPLH](https://hcd.ca.gov/grants-funding/active-funding/nplh.shtml), [VHHP](https://www.hcd.ca.gov/grants-funding/active-funding/vhhp.shtml), [PHLA](https://hcd.ca.gov/grants-funding/active-funding/plha.shtml), [HHC](https://www.hcd.ca.gov/grants-funding/active-funding/hhc.shtml), [Whole Person Care](https://www.dhcs.ca.gov/services/Pages/WholePersonCarePilots.aspx), [HDAP](https://www.cdss.ca.gov/inforesources/cdss-programs/housing-programs/housing-and-disability-advocacy-program), [BFH](https://www.cdss.ca.gov/inforesources/cdss-programs/housing-programs/bringing-families-home-program))
		3. Local Funding
	1. How are these resources integrated or coordinated with applicants from overlapping jurisdictions (i.e. CoC, large city, and/or county)?
	2. What gaps currently exist in housing and homeless services for homeless populations in your jurisdiction?
1. **HHAP Funding Plans**
	1. Explain, in detail, how your jurisdiction plans to use the full amount of HHAP funds (including the youth set-aside) and how it will complement existing funds to close the identified gaps in housing and homeless services for the homeless population in your jurisdiction.
	2. How will you ensure that HHAP funded projects will align and comply with the core components of Housing First as defined in Welfare and Institutions Code § 8255(b)?
2. **Partners Addressing Homelessness**

To successfully complete this section, all applicants must answer the following questions:

1. **Collaborating Partner Efforts**

Please note: per [Program Guidance](https://www.bcsh.ca.gov/hcfc/documents/hhap_program_guidance.pdf), page 9, collaborative partners, at a minimum, should include representatives of local homeless service providers, homeless youth programs, law enforcement, behavioral health, county welfare departments, city and county public officials, educators, workforce development, community clinics, health care providers, public housing authorities, and people with lived experience. If any of these partnerships are not currently active in your jurisdiction, please address in question #3 below.

* 1. Describe, in detail, the collaborative partners who will be working with you on identified HHAP projects and how you will be partnering with them.
	2. Describe any barriers that you experience in partnering, and how you plan to address them.

Examples could include: lack of key stakeholders or service providers, political bureaucracy, approval methods, lack of community input, etc.

* 1. *If no collaborative partners have not been identified at time of application,*describe the collaborative process of how you intend to include new and existing partners on HHAP projects.
1. **Solutions to Address Homelessness**

To successfully complete this section:

Applicants that Submitted a Strategic Plan for CESH must:

* + Identify the measurable goals set in your CESH Strategic Plan and explain, in detail, which of these goals HHAP funding will directly impact and by how much.

**Please note:** Per HSC § 50219(a)(6), all applicants’ measurable goals must include the number of individuals they intend to serve, and the number of individuals they intend to successfully place in permanent housing with HHAP funding.

Applicants that did not Submit a Strategic Plan for CESH must:

* Identify clear, measurable goals that HHAP will be expected to achieve in your jurisdiction.

Examples:

* + Decrease the percent of our jurisdiction’s total homeless population that is unsheltered by 10 percentage points annually (baseline of 65% from 2018).
	+ Reduce the number of people who become homeless for the first time across our jurisdiction by 20% annually (baseline of 2,000 households from 2018)
	+ Increase the percent of successful shelter exits into permanent housing by 5 percentage points annually (baseline of 60%).

**Please note:** Per HSC § 50219(a)(6) all applicants’ measurable goals must include the number of individuals they intend to serve, and the number of individuals they intend to successfully place in permanent housing with HHAP funding.