

HOMELESS HOUSING, ASSISTANCE AND PREVENTION PROGRAM (HHAP)

PROGRAM GUIDANCE



Gavin Newsom, Governor
Secretary Alexis Podesta, Council Chair

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Homeless Housing, Assistance, and Prevention Program (HHAP) Program Guidance

The California Homeless Coordinating and Financing Council (HCFC) is pleased to announce the Homeless Housing, Assistance, and Prevention Program (HHAP) funding. HHAP is a block grant program designed to provide jurisdictions with one-time grant funds to support regional coordination and expand or develop local capacity to address their immediate homelessness challenges. Spending must be informed by a best-practices framework focused on moving homeless individuals and families into permanent housing and supporting the efforts of those individuals and families to maintain their permanent housing. The HHAP grant program is authorized by AB 101 (Chapter 159, Statutes of 2019), which was signed into law by Governor Gavin Newsom on July 31, 2019. This document provides an overview of the HHAP grant program, including timelines with key milestones and program deliverables.

Available Funding

HHAP funding is divided into three categories for distribution.

Eligible Applicant	Funded Amount	Funding Determination
Continuum of Care (CoC) <i>[Part 1 of Division 31 of the HSC § 50218 (a)(1)]</i>	\$190,000,000	Based on each CoCs proportionate share of the state's total homeless population based on the homeless point-in time count.
City/City that is also a County, with a population of 300,000 or more, as of January 1, 2019. <i>[Part 1 of Division 31 of the HSC § 50218 (a)(2)]</i>	\$275,000,000	Based on the city's proportionate share of the total homeless population of the region served by the CoC within which the city is located, based on the homeless point-in time count.
County <i>[Part 1 of Division 31 of the HSC § 50218 (a)(3)]</i>	\$175,000,000	Based on the county's proportionate share of the total homeless population of region served by the CoC within which the county is located, based on the homeless point-in time count.

Eligible Applicants

Eligible applicants who may apply for HHAP program funds are the CoCs, as identified by the United States Department of Housing and Urban Development (HUD), large cities (with populations of 300,000 or more), and counties. Successful applicants will be awarded HHAP program funds after entering into a contract with the Business, Consumer Services, and Housing Agency (BCSH). The eligible applicants will administer their own funds separately; however, they are expected to demonstrate regional coordination as outlined in the HHAP program guidance. One of the threshold requirements is that eligible applicants must submit a plan specifying alignment of funds and goals, strategies, and services, both short-term and long-term, to reduce homelessness and make it non-recurring.

For allocations made to the large cities and the counties, those cities and counties are the administrative entities. For allocations made directly to a CoC, the administrative entity means a unit of general-purpose local government (city, county or a city that is also a county), a Joint Powers Authority (JPA), or a nonprofit organization that has (1) previously administered federal

Department of Housing and Urban Development (HUD) CoC funds as the collaborative applicant pursuant to Section 578.3 of Title 24 of the Code of Federal Regulations, and (2) been designated by the CoC to administer program funds. For this application, CoC and administrative entity are used interchangeably.

Eligible Uses

The HHAP program requires grantees to expend funds on evidence-based solutions that address and prevent homelessness among eligible populations. As stated in Health and Safety Code (HSC) § 50219(c)(1-8), funds shall be expended on any of the following:

- (1) Rental assistance and rapid rehousing;
- (2) Operating subsidies in new and existing affordable or supportive housing units, emergency shelters, and navigation centers. Operating subsidies may include operating reserves;
- (3) Incentives to landlords, including, but not limited to, security deposits and holding fees);
- (4) Outreach and coordination, which may include access to job programs, to assist vulnerable populations in accessing permanent housing and to promote housing stability in supportive housing;
- (5) Systems support for activities necessary to create regional partnerships and maintain a homeless services and housing delivery system particularly for vulnerable populations including families and homeless youth;
- (6) Delivery of permanent housing and innovative housing solutions such as hotel and motel conversions;
- (7) Prevention and shelter diversion to permanent housing; and
- (8) New navigation centers and emergency shelters based on demonstrated need. Demonstrated need for new navigation centers and emergency shelters shall be based on the following:
 - (a) The number of available shelter beds in the jurisdiction;
 - (b) The shelter vacancy rate in the summer and winter months;
 - (c) The percentage of exits from emergency shelters to permanent housing solutions; and
 - (d) A plan to connect residents to permanent housing.

In addition, HSC § 50218(b) states that grantees are required to use at least 8 percent of the program allocation for services that meet the specific needs for homeless youth populations.

Additional Eligible and Ineligible Uses

HHAP program statute has additional mandates on eligible and ineligible uses of program funds. HSC § 50219(d) and (e):

- (1) Eligible applicants may use up to 5 percent of their program allocation on:
 - (a) Strategic homelessness plan, as defined in section 578.7(c) of Title 24 of the Code of Federal Regulations (CFR); and/or
 - (b) For infrastructure development to support coordinated entry systems and Homeless Management Information Systems (HMIS).

- (2) Eligible applicants shall not use more than 7 percent of their program allocation for administrative costs incurred by the city, county, or CoC to administer its program allocation. This does not include staff costs or other costs directly related to implementing or carrying out activities funded by the program allocation.

In addition, HSC § 50218(a)(5) states that program recipients shall not use HHAP program funding to supplant existing local funds for homeless housing, assistance, or prevention. The intent of HHAP program funds is to expand or increase services and housing capacity. HHAP funds cannot replace local funds that are committed to an existing or developing homeless assistance program. However, if funds previously supporting a service or project end or are reduced for reasons beyond the control of the grantee and services or housing capacity will be lost as a result of these funds ending, HHAP program funds may be used to maintain the service or program and are not considered supplanting. Examples include, but are not limited to, a time-limited city and/or county tax or one-time block grant, such as HEAP.

Reimbursement

HHAP program funds should not generally be obligated or expended prior to the effective date of the standard agreement. However, Agency acknowledges there may be circumstances in which reimbursement is necessary to prevent or address homelessness in a given jurisdiction. When considering a reimbursement, the following requirements must be adhered to:

- (1) Reimbursement is not permitted for activities occurring prior to July 1, 2019.
- (2) Reimbursement shall not supplant existing local funds for homeless housing, assistance, or prevention.
- (3) Approval from HCFC must be obtained prior to authorizing reimbursement.
- (4) Capital improvement projects pertaining to emergency shelters and navigation centers are still required to demonstrate need. Eligible applicants are required to submit the following information for HCFC to review and approve or deny such projects:
 - (a) The number of available shelter beds in the jurisdiction;
 - (b) The shelter vacancy rate in the summer and winter months;
 - (c) The percentage of exits from emergency shelters to permanent housing solutions; and
 - (d) A plan to connect residents to permanent housing.

Pre-Application Notices Point-In-Time (PIT) Count

HSC § 50216(j) states that a jurisdiction may elect to use their 2017 PIT count, instead of their 2019 PIT count, if they can demonstrate all of the following:

- (1) That a significant methodology change occurred between the 2017 and 2019 PIT counts;
- (2) That the significant change in methodology was based on an attempt to more closely align the count with HUD best practices; and,
- (3) That the change was undertaken in consultation with HUD representatives.

To expedite the release of the HHAP Notice of Funding Availability (NOFA) and application, HCFC is requesting eligible applicants who want to elect to use their 2017 PIT count, instead of their 2019 PIT count to determine their HHAP allocation, submit their request and supporting documentation on the forms provided by HCFC, on or before November 1, 2019. However, requests will be accepted until midnight on the day HUD releases the 2019 PIT count. Agency shall review and approve or deny all requests. The notice and forms can be found on the HCFC web-site at www.bcsb.ca.gov/hcfc.

Redirection of Funds

HCFC acknowledges there may be jurisdictions that want to redirect their HHAP program allocation to their partnering CoC, large city (if applicable), or county. Therefore, eligible applicants will be allowed to redirect their HHAP program allocation to the CoC, large city (if applicable), or county that serves the same region it is connected to in lieu of directly applying for their program allocation. The following requirements must be adhered to when redirecting funds:

- (1) The jurisdiction must redirect their entire HHAP program allocation to a single CoC, large city (if applicable), or county that serves the same region.
- (2) Redirected funds shall be used in the jurisdiction entitled to the funds or to provide regional housing or services that serve the population living in the jurisdiction entitled to the funds.
- (3) The eligible applicant receiving funds must clearly identify the intended use of the redirected funds in their program application.
- (4) The eligible applicant receiving funds must comply with the expenditure deadlines as stated in HSC § 50220(a-e). For example, if a large city receives funds from a county, the entire county program allocation must be contractually obligated by May 31, 2023. Funds not contractually obligated by this date would then revert to the CoC serving that region.
- (5) Eligible applicants who are giving and receiving the program allocation will also need to submit a binding resolution or agreement that redirects the funds from one entity to the other and is signed by both jurisdictions. Evidence of such an agreement/resolution must be submitted by midnight on February 15, 2020.

HCFC is requesting any eligible applicants wishing to redirect their program allocation in this way to submit their intent to do so by November 1, 2019. Eligible applicants can decide to redirect funds up until February 15, 2020, when applications are due. Submitting an intent to redirect funds does not obligate the eligible applicant to redirect funds. However, once an application that includes redirected funds is submitted, changes cannot be made. The Intent to Redirect Program Allocation form that must be completed can be found at www.bcsb.ca.gov/hcfc.

Expenditure Deadlines

HHAP program funds must be fully expended by June 30, 2025, as stated in HSC § 50220(e). Funds not fully expended by this date must be returned to Agency and will revert to the General Fund. Obligation and expenditure deadlines for grantees are as follows:

Counties: Counties must contractually obligate their full program allocation on or before May 31, 2023. Any funds that are not contractually obligated by this date shall be reverted to the CoC that serves the county [HSC § 50220(a)(4)(A)(ii)]. Specific to Los Angeles County, funds that are not contractually obligated by this date shall be divided proportionately using the HHAP funding allocation formula among the four CoC's that serve Los Angeles County: City of Glendale CoC, City of Pasadena CoC, the City of Long Beach CoC, and the Los Angeles Homeless Services Authority.

Counties not obligating their full program allocation by this date are required to notify Agency on or before May 31, 2023, of the name of the CoC(s) in which the county is served, and the amount of program funds that will be reverted to the CoC(s). By June 30, 2023, the county shall provide Agency with evidence that the funds were transferred and submit an updated budget that clearly identifies the funds that were transferred.

Example:

As of May 31, 2023, a county grantee only contractually obligated 40% of their program allocation.

Date	Description
May 31, 2023	The county must notify Agency on or before May 31, 2023, of the name of the CoC(s) in which the county is served, and the amount of program funds that will be reverted to the CoC(s).
June 30, 2023	The county shall provide Agency with evidence that the funds were transferred and submit an updated budget that clearly identifies the funds that were transferred.

CoCs and large cities: CoCs and large cities must contractually obligate no less than 50% of program allocations on or before May 31, 2023. If less than 50% of program funds have been contractually obligated after May 31, 2023, the grantee shall not obligate or expend the difference of remaining funds within the 50% required obligation amount until the following occurs [HSC § 50220(a)(4)(B)(i-ii)]:

- (1) On or before June 30, 2023, the grantee must submit an alternative disbursement plan that includes an explanation for the delay and a plan to fully expend these funds by December 31, 2023. The grantee must submit an updated budget.
- (2) Agency must approve this alternative disbursement plan and will have until July 31, 2023 to review and approve or deny submitted plans.
If the funds identified in the approved alternative disbursement plan are not fully expended by December 31, 2023, the funds shall be returned to Agency.

Example:

As of May 31, 2023, a CoC or large city grantee only contractually obligated 40% of their program allocation.

Date	Description
May 31, 2023	40% contractually obligated, 10% not obligated.
June 30, 2023	Submit an alternative disbursement plan to fully expend the 10% that was not contractually obligated by December 31, 2023.

July 31, 2023	Agency to review and approve or deny disbursement plans.
December 31, 2023	Remaining 10% of program funds not fully expended by this date shall be returned to Agency.

Pre-Application Program Timeline

Beginning in October, the HHAP program team will begin the distribution of key program information and documents. These pre-application materials will help inform the local collaborative process and assist stakeholders as they plan their applications.

Date	Document	Description
October 2019	Program Guidance	The guidance document includes program details, application information, and program timelines.
October 2019-Ongoing	Technical Assistance	Outreach and technical assistance will be conducted by the HHAP team.
November 1, 2019	Submit request to use 2017 PIT count	Target date for eligible applicants to submit their request and justification to use their 2017 PIT count for their program allocation, though applicants have until midnight on the day HUD officially publishes the 2019 PIT count to submit the request
November 1, 2019	Submit intent to redirect HHAP program allocation	Target date for eligible applicants to notify HCFC of their interest in redirecting their program allocation and not apply directly for their HHAP program allocation, though applicants have until February 15, 2020 to decide
December 2019	Application Instructions	The application instructions will walk the applicant through the application process and the information needed to complete the application.
January 2020	HHAP Application Toolkit	The toolkit is designed to assist eligible applicants in completing the required application documents. The toolkit will contain answers to Frequently Asked Questions, the Application Narrative Tool, an Annual Budget Template, Government Tax Identification Number and STD 204 Payee Data Record forms, an Authorized Signatory Form, and a Promising & Evidence-Based Practices document to assist applicants in identifying promising and evidence-based eligible uses of grant funds.

Application Timeline

HHAP applications will be accepted immediately upon release of the NOFA. Applications must be submitted and received by Agency no later than midnight on February 15, 2020. Agency will make award determinations for all HHAP program funds by April 1, 2020. Any funds not applied for and awarded by this date will be released for a second round NOFA on a date to be determined by Agency. If after the second round of awards, not all funds have been claimed by all administrative entities, Agency shall work with the Department of Finance to determine if any unallocated funds should revert to the General Fund.

Date	Document	Description
December 6, 2019	NOFA and Application released	Agency will release the NOFA and application prior to HUD releasing the official 2019 PIT count data.

December 20, 2019	2019 PIT count published	HUD publishes the official 2019 PIT count data.
December 20, 2019	Final date to submit request to use 2017 PIT count	Requests to use the 2017 PIT count must be submitted by midnight on the day HUD officially publishes the 2019 PIT count.
Expected in January 2020	HHAP program allocations published	Agency will publish the program allocations for each eligible applicant and identify if jurisdictions are using the 2017 or 2019 PIT count.
February 15, 2020	Final date to submit applications	Applications must be submitted by midnight on this date. Applications can be submitted immediately after the NOFA is opened and will be reviewed as they are received.
April 1, 2020	Final date to make award determinations	Agency will make award determinations on a rolling basis; however, all award determinations will be made by this date.

Application Process

The HHAP application will be available through an online portal. The application portal will open the same day the NOFA is released. The application does not have a “save” feature and must be completed and submitted in one sitting. Once the application is successfully submitted, the applicant will receive a confirmation email that includes a copy of the application, a tracking number, and a checklist of documents to be submitted to HCFC. The applicant must reply to the email and attach all items listed on the checklist by midnight on February 15, 2020. The application will then be reviewed by HHAP program staff. The eligible applicant will be notified by HHAP program staff if the application is deemed complete or incomplete, along with next steps. Forms can be found on the HCFC web-site at www.bcsb.ca.gov/hcfc.

Application Required Documents

HHAP program funds are intended to support regional coordination and expand or develop local capacity to assist local jurisdictions in addressing their immediate homelessness challenges. Spending must be informed by a best-practices framework focused on moving homeless individuals and families into permanent housing and supporting the efforts of those individuals and families to maintain their permanent housing. Eligible applicants are required to submit a summary of how they will meet the requirements outlined in HSC § 50219(a)(1-9). HCFC will provide an application toolkit containing an application narrative tool that applicants may use to assist them in completing required application documents.

The application narrative must include the following:

- (1) Summary of Homelessness in the CoC, large city, or county:** Eligible applicants shall use the 2018 HUD [Longitudinal System Analysis](#) (LSA) and provide a summary of the data on demographics and characteristics of the homeless populations in the jurisdiction. CoCs shall make the LSA available to the large cities and counties. All applicants must submit an electronic copy of their LSA to HCFC. Large city and county applicants may also include additional information and data that is specific to the region they represent.

(2) Demonstration of regional coordination:

- a. Coordinated entry:
 - i. For applicants that are CoCs, describe how the Coordinated Entry System (CES) currently functions. Include the entity responsible for operating the CES, additional procedures or processes developed to make all persons experiencing homelessness aware of the assessment and referral process to access available housing, including outreach to persons who may experience barriers to accessing the assessment and referral system. Clearly identify barriers or challenges to the CES and plans to address these barriers.
 - ii. For applicants that are large cities or counties, describe how the applicant interfaces with the CES. Clearly identify barriers or challenges to the coordinated system and plans to address these barriers.
- b. Applicants must describe their prioritization criteria and how CES, pursuant to 24 CFR 578.7(a)(8), is used for this process. HHAP funded projects shall align and comply with the core components of Housing First as defined in Welfare and Institutions Code § 8255(b).
- c. Applicants must describe how they have coordinated with their partnering CoC, large city (if applicable), and/or county to identify their share of the regional need to address homelessness and how the requested funds will help meet the jurisdiction's share of that need.
- d. Applicants must outline how they are involved in efforts to create sustainable, long-term housing solutions for people experiencing homelessness or at risk of homelessness. This may include connecting to and supporting the CoC, communicating and working along-side agencies responsible for city planning and zoning, working more effectively with housing developers and financial and legal service providers, fostering strong community partnerships, and developing or strengthening data and information sharing.

(3) Resources Addressing Homelessness: Applicants must describe their existing federal, state, and local programs and resources to address homelessness and how those resources are integrated or coordinated with applicants from overlapping jurisdictions (i.e. CoC, large city, and/or county). Applicants must also identify any gaps that exist in housing and homeless services for homeless populations in the jurisdiction and explain how HHAP funds, including youth set-aside funds, will complement existing funds to close the identified gaps.

(4) Partners Addressing Homelessness: Describe partners who are or will be working with the applicant on identified HHAP projects. If projects and/or partners have not been identified at the time of application, describe the process to include partners. 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 experiences of homelessness. If there are barriers to partnering, such as lack of key stakeholder entities, please explain and include a plan to address identified barriers.

(5) Solutions to Address Homelessness: Overview of the planning efforts to address homelessness. For applicants that submitted a strategic plan for CESH funding, identify the measurable goals from that strategic plan and how HHAP funding will directly impact those goals. For applicants that do not have a strategic plan or did not use CESH to develop a plan, identify measurable goals that HHAP will be expected to achieve. Agency may ask for additional justifications for identified goals.

Examples of measurable goals:

1. Decrease the percent of our jurisdiction’s total homeless population that is unsheltered by 10 percentage points annually (baseline of 65% from 2018).
2. 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).
3. Increase the percent of successful shelter exits into permanent housing by 5 percentage points annually (baseline of 60%).

The following documents must be submitted by all eligible applicants for an application to be reviewed:

Document	Description
HHAP Application Narrative Tool	Applicants must submit a narrative which includes a description of how the applicant will meet HSC § 50219(a)(1-9).
Annual HHAP Budget Template	Applicants must submit an annual HHAP budget that includes how HHAP funds will be spent each year throughout the funding period.
Letter(s) of Support Tool	Applicants will be required to submit letters from applicants in overlapping jurisdictions (i.e. CoC, large city, and/or county) acknowledging and agreeing to regional collaboration as described in the application.
Redirection of Funds Documents (if applicable)	If redirecting funds, applicants must submit a binding resolution or agreement that redirects the funds from one entity to the other and is signed by both jurisdictions.
Authorized Signatory Form	This form identifies person(s) authorized to sign the standard agreement and other required financial forms.
Government Tax Identification Number (GovTIN) or Payee Data Record (STD 204)	Forms must be submitted to receive disbursement.

Disbursement Process

HCFC is committed to disbursing HHAP funds in a timely manner. HHAP program funds will be disbursed within 90 days of the date the application is deemed complete. Once the application is deemed complete, HCFC will prepare and mail the award letter and standard agreement to the applicant/awardee within 30 days. The applicant/awardee will have up to 30 days to review and return the signed standard agreement and Request for Funds (RFF) form. Once HCFC

receives the signed standard agreement and RFF from the applicant/awardee, funds will be disbursed within 30 days.

Reporting Requirements

As stated in HSC § 50221(a)(1-4), grantees will need to report on the following, as well as any additional information the agency deems appropriate or necessary:

- (1) An ongoing tracking of the specific uses and expenditures of any program funds broken out by eligible uses listed, including the current status of those funds.
- (2) The number of homeless individuals served by the program funds in that year, and a total number served in all years of the program, as well as the homeless population served.
- (3) The type of housing assistance provided, broken out by the number of individuals.
- (4) Outcome data for individual served through program funds, including the type of housing that an individual exited to, the percent of successful housing exits, and exit types for unsuccessful housing exits.

HCFC will include reporting requirements in the standard agreement executed prior to distribution of HHAP program funds to each CoC, large city, and county. The reporting template, including instructions and definitions will be provided by HCFC at a later date. In addition to the annual report, grantees will be required to submit a list of sub-recipient awards, which will include the name of the sub-recipient, the amount awarded, and the project type. The final report and list of sub-recipients will be posted on HCFC’s web-site [HSC § 50217(e)(4)].

Annual reports must be submitted to Agency as stated below:

Date	Document
January 1, 2021	Annual Report #1
January 1, 2022	Annual Report #2
January 1, 2023	Annual Report #3
January 1, 2024	Annual Report #4
January 1, 2025	Annual Report #5
January 1, 2026	Final Report

Monitoring

HCFC will use the annual reports submitted to ensure that grantees are on track to expend 100 percent of program funds by June 30, 2025. In addition to the reporting requirements above, it is expected that CoC’s, large cities, and counties will provide direct oversight to recipients of HHAP funds. HCFC will include additional monitoring requirements in the standard agreement executed prior to distribution of HHAP program funds to each CoC, large city, and county.

Contact the Program

HCFC will be providing ongoing technical assistance and training to support CoCs, large cities, and counties in successfully applying for and administering HHAP program funds. Additional

information regarding the HHAP program is available on the HCFC [website](#). To receive information releases regarding the HHAP program, please register for the program [listserv](#). If you have questions, please direct them to the HCFC inbox at HCFC@BCSH.CA.GOV.

Definitions

Per HSC § 50216(a-q), below are the definitions for purposes of the HHAP program:

- a) “Agency” means the Business, Consumer Services, and Housing Agency.
- b) “Applicant” means a continuum of care, city, or county.
- c) “City” means a city or city and county that is legally incorporated to provide local government services to its population. A city can be organized either under the general laws of this state or under a charter adopted by the local voters.
- d) “Continuum of care” means the same as defined by the United States Department of Housing and Urban Development at Section 578.3 of Title 24 of the Code of Federal Regulations.
- e) “Coordinated Entry System” means a centralized or coordinated process developed pursuant to Section 578.7 of Title 24 of the Code of Federal Regulations, as that section read on January 10, 2019, designed to coordinate homelessness program participant intake, assessment, and provision of referrals. In order to satisfy this subdivision, a centralized or coordinated assessment system shall cover the geographic area, be easily accessed by individuals and families seeking housing or services, be well advertised, and include a comprehensive and standardized assessment tool.
- f) “Council” means the Homeless Coordinating and Financing Council created pursuant to Section 8257 of the Welfare and Institutions Code
- g) “Emergency shelter” has the same meaning as defined in subdivision (e) of Section 50801.
- h) “Homeless” has the same meaning as defined in Section 578.3 of Title 24 of the Code of Federal Regulations, as that section read on January 10, 2019.
- i) “Homeless Management Information System” means the information system designated by a continuum of care to comply with federal reporting requirements as defined in Section 578.3 of Title 24 of the Code of Federal Regulations. The term “Homeless Management Information System” also includes the use of a comparable database by a victim services provider or legal services provider that is permitted by the federal government under Part 576 of Title 24 of the Code of Federal Regulations.
- j) “Homeless point-in-time count” means the 2019 homeless point-in-time count pursuant to Section 578.3 of Title 24 of the Code of Federal Regulations. A jurisdiction may elect to instead use their 2017 point-in-time count if they can demonstrate that a significant methodology change occurred between the 2017 and 2019 point-in-time counts that was based on an attempt to more closely align the count with HUD best practices and undertaken in consultation with HUD representatives. A jurisdiction shall submit documentation of this to the agency by the date by which HUD’s certification of the 2019 homeless point-in-time count is finalized. The agency shall review and approve or deny a request described in the previous sentence along with a jurisdiction’s application for homeless funding.
- k) “Homeless youth” means an unaccompanied youth between 12 and 24 years of age, inclusive, who is experiencing homelessness, as defined in subsection (2) of Section 725 of the federal McKinney-Vento Homeless Assistance Act (42 U.S.C. Sec. 11434a(2)). “Homeless youth” includes unaccompanied youth who are pregnant or parenting.

- l) “Housing First” has the same meaning as in Section 8255 of the Welfare and Institutions Code, including all of the core components listed therein
- m) “Jurisdiction” means a city, city that is also a county, county, or continuum of care, as defined in this section
- n) “Navigation center” means a Housing First, low-barrier, service-enriched shelter focused on moving homeless individuals and families into permanent housing that provides temporary living facilities while case managers connect individuals experiencing homelessness to income, public benefits, health services, shelter, and housing.
- o) “Program” means the Homeless Housing, Assistance, and Prevention program established pursuant to this chapter.
- p) “Program allocation” means the portion of program funds available to expand or develop local capacity to address immediate homelessness challenges, in the amount of six hundred fifty million dollars (\$650,000,000).
- q) “Recipient” means a jurisdiction that receives funds from the agency for the purposes of the program.

Master Program Timeline

Date	Action	Description
Pre-Application Timeline		
October 2019	Program Guidance	The guidance document includes program details, application information, and program timelines.
October 2019- Ongoing	Technical Assistance	Outreach and technical assistance will be conducted by the HHAP team.
November 1, 2019	Submit request to use 2017 PIT count	This is the target date for eligible applicants to submit their request and justification to use their 2017 PIT count for their program allocation.
November 1, 2019	Submit intent to redirect HHAP program allocation	Eligible applicants notify HCFC of their interest in redirecting their program allocation and not apply directly for their HHAP program allocation. Redirection of funds will be allowed until February 15, 2020.
December 2019	Application Instructions	Application instructions will walk the applicant through the application process and the information needed to complete the application.
January 2020	HHAP Application Toolkit	The toolkit is designed to assist eligible applicants in completing the required application documents. The toolkit will contain answers to Frequently Asked Questions, the Application Narrative Tool, an Annual Budget Template, GovTIN and STD 204 forms, an Authorized Signatory Form, and a Best Practices document to assist applicants in identifying promising and evidence-based eligible uses of grant funds.
January 2020	Frequently Asked Questions (FAQs) and Best Practices	The FAQs and Best Practices documents will include additional information and details about the program.
Application, Award, and Disbursement Timeline		
December 6, 2019	NOFA and Application released	Agency will release the NOFA and application prior to HUD releasing the official 2019 PIT count data.
December 20, 2019	2019 PIT count published	HUD publishes the official 2019 PIT count data.
December 20, 2019	Final date to submit request to use 2017 PIT count	Requests to use the 2017 PIT count must be submitted by midnight on the day HUD officially publishes the 2019 PIT count.
Expected January 2020	HHAP program allocations published	Agency will publish the program allocations for each eligible applicant and identify if jurisdictions are using the 2017 or 2019 PIT count.
February 15, 2020	Final date to submit applications	Applications must be submitted by midnight on this date. Applications can be submitted immediately after the NOFA is opened and will be reviewed as they are received.
April 1, 2020	Final date to make award determinations	Agency will make award determinations on a rolling basis; however, all award determinations will be made by this date.
Reporting and Spending Timeline		
January 1, 2021	Annual Report Due	First annual report must be submitted to HCFC on or before this date. Reports are due every January 1, with a final report due January 1, 2026.
May 31, 2023	HHAP program allocations to be contractually obligated	Counties: 100% of program allocation must be contractually obligated. CoCs and large cities: 50% of program allocation must be contractually obligated. **see expenditure deadlines section for details**

June 30, 2023	CoC and large cities must submit an alternative disbursement plan to Agency	CoCs and large cities that did not contractually obligate 50% of their program allocation must submit an alternative disbursement plan **see expenditure deadlines section for details**
June 30, 2023	Counties must submit proof of program funds to be reverted to the CoC	Counties that did not contractually obligate 100% of program funds must revert remaining funds to the CoC that serves the county. **see expenditure deadlines section for details**
July 31, 2023	Agency to review and approve or deny alternative disbursement plans	Agency will review and approve or deny alternative disbursement plans.
December 31, 2023	Funds identified in an approved alternative disbursement plan must be fully expended	CoCs and large cities with an approved alternative disbursement plan must provide evidence these identified funds have been fully expended. Unspent funds must be returned to Agency **see expenditure deadlines section for additional details**
June 30, 2025	HHAP program allocations to be fully expended	HHAP program funds must be fully expended by the grantee, sub-grantees and/or contractors by this date. **The grantee will have until the final reports are due to pay out all invoices by sub-grantees and/or contractors**