

## Transitional Housing Program – Frequently Asked Questions

### Program Funds

1. ***What is the Transitional Housing Program?***

The Transitional Housing Program (THP) provides funding to counties for child welfare services agencies to help young adults aged 18 to 25 years of age find and maintain housing, with priority given to those formerly in the foster care or probation systems.

2. ***Who administers the disbursement of the THP funds?***

The Department of Housing and Community Development (HCD) administers the disbursement of the THP funds, in accordance with Senate Bill 80, Statutes of 2019.

3. ***What is the expenditure deadline for THP Round 2 funds?***

The expenditure deadline for THP Round 2 funds is June 30, 2023. The Applicant will be required to return any grant funds remaining as of this date to the State.

4. ***Who are the eligible applicants of the THP program?***

Eligible applicants of the THP program are county child welfare services agencies that demonstrate a need to provide housing for young adults aged 18 to 25 years.

5. ***What are the eligible uses of funds for the THP program?***

The THP funds must be used to help young adults who are 18 to 25 years of age secure and maintain housing. Use of funds may include, but is not limited to:

- Identifying and assisting with housing services for this population within each community.
- Helping this population secure and maintain housing (with priority given to those formerly in the state foster care or probation systems).
- Improving coordination of services and linkages to community resources within the child welfare system and the Homeless Continuum of Care.
- Outreach and targeting to serve those with the most-severe needs.

6. ***Can a county use THP funds to supplant funds for other housing programs?***

The allocation formula has taken into consideration the needs of each county and has made funds available accordingly. THP does not condition use of Program funds on the availability of, or use of, other potential alternative funding sources. However, it is anticipated that counties will have a comprehensive strategy designed to fully meet the needs of the target population (young adults aged 18

to 25 years of age, with priority given to those formerly in the foster care or probation systems) to find and maintain housing.

**7. *Can a county use THP funds for staffing and other program administration related costs?***

The program does not restrict applicants from using funds for staffing and other program administration related costs, provided the funds are used to help the target population secure and maintain housing.

**8. *Is the THP program a onetime or an ongoing funding?***

There are currently two funding rounds for THP. Future rounds of funding are subject to an appropriation by future annual Budget Acts.

**9. *How will HCD disburse the THP funds?***

After HCD receives the county's resolution and TIN form and HCD's legal division has approved them, HCD's Contracts Unit will send the Standard Agreement to the county for review and approval. After the county returns the signed Standard Agreement, HCD will execute it. Then the county may contact HCD's Grants Management unit to complete and submit the Request for Funds form.

**10. *How will HCD claim/reconcile any unexpended THP funds?***

In the event that a county does not expend THP funds by the deadline(s) as detailed in the standard agreement, HCD will require the counties to return the unexpended funds.

## **Program Application-Allocation Acceptance Form**

**11. *How can a county find its THP allocation amount?***

The county can find its THP allocation amount in the Round 2 THP Allocation Acceptance Form, which is posted at <https://www.hcd.ca.gov/grants-funding/active-funding/thp.shtml> under "Get Funding". To find the amount allocated to your county, select the name of your county by using the drop-down arrow in Row 7 of the Allocation Acceptance Form, and the amount will auto-populate in Row 2.

**Tip:** Make sure to "Enable Editing" before completing the form.

**12. *What is the due date to submit the THP Round 2 application?***

The due date to submit Round 2 THP application is November 12, 2020. Applicant(s) must submit the THP Round 2 Allocation Acceptance Form, Government Agency Taxpayer ID (TIN) Form, and the THP Allocation Acceptance Resolution by the due date in order to receive the funds.

**13. *Who is the legal applicant of the THP program?***

Eligible applicants are county child welfare services agencies that demonstrate a need to provide housing for young adults aged 18 to 25 years of age. The legal name of the applicant is the name of the county child welfare services agency exactly as it appears on the resolution.

**14. Who is the Authorized Representative of the THP program?**

The Authorized Representative is the individual the county has designated to sign HCD documents.

**15. Who should be listed as the Principal Government Agency in the Government Agency Taxpayer ID (TIN) Form?**

The county's name should be listed as the Principal Government Agency in the Govt TIN Form. For example, County of Sacramento. Any subsidiary department or division must be listed under Dept/Division/Unit Name.

**Resolution**

**16. Is there a sample of the Transitional Housing Program Allocation Acceptance Resolution?**

Yes, there is a sample of the Allocation Acceptance Resolution that can be found at <https://www.hcd.ca.gov/grants-funding/active-funding/thp.shtml> under "Get Funding". The department recommends using the template to ensure the program checklist is complete.

**17. Can the County use its own resolution template?**

The county may use its own resolution, but the department recommends using the resolution checklist to verify that all the items listed are included in the resolution. Any items missing may lead to delays in funding.

**18. Can the authorized representative and the person attesting the validity of the resolution be the same person?**

No, the authorized representative and the person attesting the validity of the resolution cannot be the same person. This will cause a delay in the review process, as the resolution will be returned to the county for correction.

**19. Can the County use the THP Round 1 resolution to request THP Round 2 funds?**

In almost all cases, the THP Round 1 resolution cannot be used to request THP Round 2 funds. Unless specified in the Round 1 resolution, a county cannot use the same resolution to request THP Round 2 funds. Check with your HCD Representative if you have any questions.

**20. Who should be listed as the Authorized County Official in Section 2 of the THP resolution?**

The authorized representative, or her or his designee, that was listed in the Allocation Acceptance Form should be listed in Section 2 of the resolution.