

**California Department of Housing and Community Development  
Homeless Shelter Inspection/Reporting Requirements for Local Jurisdictions**

**Frequently Asked Questions**

**Who is required to submit homeless shelter inspection reports?**

Pursuant to [Health and Safety Code \(HSC\), section 17974.5](#), each city and each county must submit a homeless shelter inspection report annually.

**Is there a deadline to submit a report?**

[HSC, section 17974.5](#), requires jurisdictions to submit reports to the California Department of Housing and Community Development (HCD) by April 1 of each year.

**What is the reporting period for the reports due by April 1?**

[HSC, section 17974.5](#), does not identify a specific reporting period, only that the report shall be submitted by April 1 of each year. HCD recommends that the report cover the prior year.

For example, a local jurisdiction may report January 1 through December 31, or April 1 through March 31;

**How do I submit a homeless shelter report?**

HCD encourages jurisdictions to submit their homeless shelter reports using HCD's [Local Ordinances, Amendments, and Reports Portal](#) (Portal).

**Do I still need to report even if there are no shelters within my jurisdiction?**

Yes. [HSC, section 17974.5](#), states that *"each city and each county must submit a report annually"*. Local jurisdictions containing no homeless shelters can submit reports using HCD's [Portal](#).

**Is a jurisdiction required to submit the annual report even if the jurisdiction does not directly operate a homeless shelter, but instead provides funding to a third party that operates a shelter?**

Yes, pursuant to [HSC section 17974.5](#), *"each city and each county must submit a report annually"*.

**How do I determine who is responsible for conducting inspections and submitting reports within my jurisdiction?**

Areas of responsibility for conducting inspections and submitting reports to HCD, pursuant to HSC, Division 13, Part 1.5, Chapter 5, [Article 2.3](#), are determined By the local governing body (i.e. City or County).

## Is there a homeless shelter report template available?

A report template can be found on HCD's [website](#) that can be used to submit through HCD's [Portal](#).

## What is considered a homeless shelter that requires reporting to HCD?

[HSC, section 17974\(b\)](#), defines a "homeless shelter" as the following:

- *An emergency shelter, as defined in [Section 576.2 of Title 24 of the Code of Federal Regulations](#).*
- *An emergency shelter, as defined in [HSC, section 50801](#).*
- *A navigation center, as defined in [HSC, section 50216](#).*
- *"Homeless shelter" does not include emergency shelters that are funded by the program commonly referred to as Project Roomkey administered by the State Department of Social Services.*

## What is considered a substandard building?

"Substandard building" is defined in [HSC, section 17920](#), and further clarified in [HSC, section 17920.3](#):

- *"Any building or portion thereof, regardless of zoning designation or approved uses of the building, including any dwelling unit, guestroom or suite of rooms, or the premises on which the same is located, in which there exists any of the following listed conditions to an extent that endangers the life, limb, health, property, safety, or welfare of the occupants of the building, nearby residents, or the public shall be deemed and hereby is declared to be a substandard building"*
  - HCD encourages local jurisdictions to review each subsection listed within [HSC, section 17920.3](#).
- A jurisdiction has the responsibility to make determination(s) if a building is substandard.

## Does HCD have templates for inspection checklist or notices?

HCD does not have templates for inspection checklist or shelter notices available. HCD encourages local jurisdictions to review [HSC, section 17920.3](#) and [17974.1.5](#) for requirements related to inspections, required noticing and substandard buildings.

**NOTE:** Jurisdictions may have already created HSC, section 17920.3, checklist(s) for Accessory Dwelling Units, pursuant to GC, [section 66311.7\(d\)\(1\)](#).

## How is the responsible entity determined for conducting inspections and reporting (e.g., city, county, or city and county)?

Determination of jurisdiction is determined by the local governing body. HCD recommends working with your partner jurisdiction(s) to make these determinations if necessary.

**My city has a population under 100,000 and is partnered with our county for homeless shelter inspections. How shall a report be handled in this scenario?**

If a city has partnered with their respective county to perform homeless shelter inspections, the city must still submit an annual report to HCD's [Portal](#) pursuant to [HSC, section 17974.5](#), "*each city and each county must submit a report annually*".

**Are programs such as supportive housing, interim housing, rapid rehousing, safe parking, etc. required to report?**

HCD encourages local jurisdictions to review [HSC, section 17974\(b\)](#), for the definitions of homeless shelter and make a determination if the respective program falls under any of those definitions.

**Does HCD maintain a list of homeless shelters that require inspection and reporting?**

No. It is up to each jurisdiction to inspect and report homeless shelters within their jurisdiction and maintain a list of homeless shelters for annual reporting to HCD.

**I have additional questions related to homeless shelter inspection report requirements. Who can I contact?**

Please send questions to [HSC17974.5Reports@hcd.ca.gov](mailto:HSC17974.5Reports@hcd.ca.gov) and an HCD team member will assist you.

**Who can I contact for questions regarding state funding and how the homeless shelter report may potentially affect my local jurisdiction.?**

Please contact [HCD's Housing Policy Division](#) for any funding questions related to homeless shelters.