LOCAL HOMELESSNESS ACTION PLAN
AND APPLICATION TEMPLATE

HOMELESS HOUSING, ASSISTANCE AND PREVENTION PROGRAM ROUND 3 (HHAP-3)

February 15, 2022

Purpose of this Template

The California Interagency Council on Homelessness (Cal ICH) is providing this Local Homelessness Action Plan and Application Template as optional for use by jurisdictions seeking the disbursement of remaining funding under Round 3 of the Homeless Housing, Assistance and Prevention Program (HHAP-3). This Template is intended to support the development and submission of information required for approval by Cal ICH as required in AB 140 (Health & Safety Code § 50218.6, et seq.), collectively referred to as a Local Homelessness Action Plan.

This Template is also intended to support the streamlined presentation of information required to be agendized at a local governing board meeting and available for public comment as stated in Health and Safety Code Section 50220.7(b)(2). Statute does not require local governing boards to take action on or formally adopt the agendized content, however, local governments may choose to do so. If the information in the section is a requirement to be agendized at a regular meeting by the governing body, including receiving public comment, that section is labeled "**AGENDIZE**".

- **PART I: LANDSCAPE ANALYSIS OF NEEDS, DEMOGRAPHICS, AND FUNDING**
  This section provides a format for providing the following required information:

  (i) A **local landscape analysis** that assesses the current number of people experiencing homelessness and existing programs and funding which address homelessness.

  (ii) **Identification of the number of individuals and families served**, including demographic information and intervention types provided, and demographic subpopulations that are underserved relative to their proportion of individuals experiencing homelessness.

  (iii) **Identification of funds, currently being used, and budgeted to be used, to provide housing and homelessness-related services** to persons experiencing homelessness or at imminent risk of homelessness, how this funding serves subpopulations, and types of interventions funded.

- **PART II: OUTCOME GOALS AND STRATEGIES FOR ACHIEVING THOSE GOALS**

  This section of the Template provides applicants with a format for providing Outcome Goals, and strategies for achieving those goals, across the following performance measures:
  - Reducing the number of persons experiencing homelessness.
  - Reducing the number of persons who become homeless for the first time.
  - Increasing the number of people exiting homelessness into permanent housing.
  - Reducing the length of time persons remain homeless.
  - Reducing the number of persons who return to homelessness after exiting homelessness to permanent housing.
  - Increasing successful placements from street outreach.
  - Trackable data goals related to the Outcome Goals as they apply to underserved populations and populations disproportionately impacted by homelessness.

- **PART III: APPLICATION NARRATIVE RESPONSES**
  This section includes the required narrative responses for the HHAP-3 application. These narrative responses are to provide additional information on regional coordination, capacity building, and equity related efforts in alignment with local action plan goals and strategies.

- **PART IV: HHAP-3 FUNDING PLAN**
  This section provides a format for describing the specific allowable activities to be supported with HHAP-3 funds.

APPLICANT INFORMATION

List the eligible applicant(s) submitting this application for HHAP-3 funding below and check the corresponding box to indicate whether the applicant(s) is/are applying individually or jointly.

Eligible Applicant(s) and Individual or Joint Designation

This application represents ☐ an **individual** ☐ a **joint** application for HHAP-3 funding on behalf of the following eligible applicant jurisdiction(s):

Eligible Applicant Name
Choose an item.
Choose an item.
Choose an item.
Choose an item.
Choose an item.
Choose an item.
Choose an item.

Funds awarded based on this application will be administered by the following **Administrative Entity**:

Administrative Entity Information	
Administrative Entity:	
Contact Person:	
Title:	
Contact Phone Number:	
Contact Email Address:	

PART I: LANDSCAPE ANALYSIS OF NEEDS, DEMOGRAPHICS, AND FUNDING (AGENDIZE)

A. Landscape Analysis of Needs and Demographics

Please use TABLE 1 in the [HHAP-3 Data Tables Template](#) to provide key data regarding people experiencing homelessness in your jurisdiction. An example can be seen below.

The information provided in Table 1 should reflect your most current and accurate way of estimating the number and demographics of people experiencing homelessness on the day that you are preparing the data, which could rely on utilizing: data from the Homeless Data Integration System (HDIS); point-in-time count (PIT) data; Continuum of Care Housing Inventory Count (HIC) data; longitudinal systems analysis (LSA); HUD's Stella tools; as well as any recently conducted local needs assessments, analyses, or other data sources.

TABLE 1 (EXAMPLE ONLY):

	People Experiencing Homelessness	Source and Timeframe of Data
Population and Living Situations		
TOTAL # OF PEOPLE EXPERIENCING HOMELESSNESS	721	HUD 2020 PIT Count
# of People Who are **Sheltered** (ES, TH, SH)	202	HUD 2020 PIT Count
# of People Who are **Unsheltered**	519	HUD 2020 PIT Count

B. Landscape Analysis of People Being Served

Please use TABLE 2 in the [HHAP-3 Data Tables Template](#) to report the number of individuals and families served. The data provided within Table 2 should represent **your most current and accurate way of estimating the annual number and demographics** of people participating within or being served by the different intervention types, including subpopulations that are underserved relative to their proportion of individuals experiencing homelessness in the jurisdiction. It is important to note that intervention types are not mutually exclusive, and individuals and households may be counted in multiple categories.

Grantees are encouraged to utilize existing documentation, including but not limited to: data from the Homeless Data Integration System (HDIS); point-in-time count (PIT) data; Continuum of Care Housing Inventory Count (HIC) data; longitudinal systems analysis (LSA); HUD's Stella tools; as well as data from the CoC's local HMIS and any recently conducted needs assessments, analyses, or other data sources. An example can be seen below.

Table 2 uses the following abbreviations:

- PSH – Permanent Supportive Housing
- RRH – Rapid Rehousing
- TH – Transitional Housing
- IH / ES – Interim Housing or Emergency Shelter
- DIV – Diversion Services and Assistance
- HP – Homelessness Prevention Services and Assistance
- O/R – Outreach and Engagement Services

TABLE 2 (EXAMPLE ONLY):

	Permanent Supportive Housing (PSH)	Rapid Rehousing (RRH)	Transitional Housing (TH)	Intermin Housing or Emergency Shelter (IH / ES)	Diversion Services and Assistance (DIV)	Homelessness Prevention Services & Assistance (HP)	Outreach and Engagement Services (O/R)	Other: [Identify]	Source(s) and Timeframe of Data
Household Composition									
# of Households **without Children**	216	1230	654	6746			6123		FY 2020-21 LSA
# of Households with **At Least 1 Adult & 1 Child**	55	61	125	324			485		FY 2020-21 LSA
# of Households with **Only Children**	19								FY 2020-21 LSA

C. Landscape Analysis of State, Federal, and Local Funding

Please use TABLE 3 in the [HHAP-3 Data Tables Template](#) to identify and document all funds including state, federal and local funds, currently being used, and budgeted to be used, to provide homelessness-related services and housing opportunities. Funding sources should indicate the fiscal year <u>that the funds are budgeted to be used.</u>

This information provided should not focus on funding only being expended directly alongside HHAP funding, but rather should document the full range of funding being used within your jurisdiction's efforts to prevent and end homelessness while identifying the housing and services programming that is supported with those funds.

The "Total Amount" should include the total funds invested into homelessness interventions from that source of funding in the designated fiscal year(s). Please also select all intervention types that apply and provide a brief program description, indicating services provided and subpopulations served.

Applicants should add as many rows as necessary to identify and document the full range of funding being used within your jurisdiction's efforts to prevent and end homelessness. An example can be referenced below.

If your jurisdiction has a current list (developed within the last 3 years) of available funding that includes all the criteria listed below, you may submit that to meet this requirement.

Table 3: Landscape Analysis of State, Federal, and Local Funding (EXAMPLE ONLY)

Funding Program (choose from drop down options)	Fiscal Year (select all that apply)	Total Amount Invested into Homelessness Interventions	Funding Source*	Intervention Types Supported with Funding (select all that apply)		Brief Description of Programming and Services Provided		Populations Served (please "x" the appropriate population[s])			
Homekey (via HCD)	FY 2021-2022 FY 2022-2023 FY 2023-2024	$ 1,150,000.00	State Agency	Non-Congregate Shelter/ Interim Housing — Permanent Supportive and Service-Enriched Housing — Diversion and Homelessness Prevention		Utilize Homekey to purchase hotels or other buildings to provide Interim Housing with an exit strategy for all residents and/ or plan to convert housing in the near future.	X ALL PEOPLE EXPERIENCING HOMELESSNESS	**TARGETED POPULATIONS** (please "x" all that apply)			
								People Exp **Chronic Homelessness**	Veterans	Parenting Youth
								People Exp **Severe Mental Illness**	People Exp **HIV/ AIDS**	Children of Parenting Youth
								People Exp **Substance Abuse Disorders**	Unaccompanied Youth	Other (please enter here)

PART II: OUTCOME GOALS AND STRATEGIES FOR ACHIEVING THOSE GOALS (AGENDIZE)

HHAP-3 applicant jurisdictions are required to establish Outcome Goals for the progress that they will make in preventing and reducing homelessness over the three-year period of July 1, 2021 through June 30, 2024, informed by the findings from the local landscape analysis information completed above and the jurisdiction's base system performance measures from the 2020 calendar year data in the Homeless Data Integration System.

Please note that these Outcomes Goals are not intended to be related to HHAP-3-funded activities alone, but rather are intended to represent jurisdictional or system-wide goals for making progress on preventing and ending homelessness through the implementation of the full range of federal, state, and local funding sources and through many other kinds of strategies and activities.

HHAP-3 applicant jurisdictions must set goals for each of the following Outcome Goals:

- Reducing the number of persons experiencing homelessness.
- Reducing the number of persons who become homeless for the first time.
- Increasing the number of people exiting homelessness into permanent housing.
- Reducing the length of time persons remain homeless.
- Reducing the number of persons who return to homelessness after exiting homelessness to permanent housing.
- Increasing successful placements from street outreach.

Further, applicant jurisdictions are required to establish Homeless Management Information System trackable data goals related to each of the Outcome Goals as they apply to underserved populations and populations disproportionately impacted by homelessness.

Cal ICH will provide applicant jurisdictions with baseline data on each of these measures. Grantees, in partnership with Cal ICH, will develop outcome goals established from the baseline data provided. Information on how these outcomes are being measured will be provided with the baseline data. Cal ICH will also provide grantees with quarterly HDIS data in order to monitor progress on outcome goals.

Outcome Goals
Please use TABLE 4 in the [HHAP-3 Data Tables Template](#) **to develop outcome goals. An example has been provided below.**

Table 4: Outcome Goals (EXAMPLE ONLY)

Outcome Goal #2: Reducing the number of persons who become homeless for the first time.		
Baseline Data: **Annual Estimate of # of people who become homeless for the first time**	**Outcome Goals July 1, 2021 - June 30, 2024**	
	Reduction in # of People	**Reduction as % of Baseline**
2,250 people annually* **Actual baseline to be provided by Cal ICH from HDIS: can use local data as placeholder in the meantime*	450 fewer people will become homeless for the first time annually	20% reduction
Describe Your Related Goals for **Underserved Populations and Populations Disproportionately Impacted by Homelessness**		
Describe any underserved and/ or disproportionately impacted population(s) that your community will especially focus on related to this Outcome Goal and how this focus has been informed by data in your landscape assessment:		Describe the trackable data goal(s) related to this Outcome Goal:
Analysis of local data shows that while Black people represent 10% of the population in our CoC's geographic area, Black people represent approximately 42% of individuals who become homeless for the first time each year and approximately 44% of families with children who become homeless for the first time each year have a Black head of household.		Reduce the number of Black individuals and families with children with Black heads of household who become homeless for the first time annually by 30%, exceeding our overall 20% reduction in the number of people who become homeless for the first time annually.

A. Strategies for Achieving Outcome Goals

In this section, applicants must describe actionable strategies they will implement to meet the Outcome Goals identified above. Because individual strategies to address homelessness usually contribute to meeting more than one desired outcome, applicants are asked to identify the strategy and then to indicate all the outcome goals for which the strategy will help drive progress and to indicate if it will help drive progress on goals for underserved populations and populations disproportionately impacted by homelessness.

Please use TABLE 5 in the [HHAP-3 Data Tables Template](#) as an option for documenting the strategies that will be implemented. An example has been provided below.

Applicants are expected to identify and describe local strategies that include but extend beyond the current and planned use of HHAP funding to be inclusive of, but not limited to, strategies for:

- Strategic uses of other sources of funding;
- Increasing investments into, or otherwise scaling up, specific interventions or program types;
- Expanding and strengthening cross-system partnerships;
- Expanding and strengthening partnerships with people with lived expertise;
- Reaching underserved and historically marginalized communities and populations; and
- Other equity-focused strategies.

In describing these strategies, **applicants are strongly encouraged to use and/or adapt content from**:

- Current local strategic plans or actions plans for preventing and ending homelessness;
- Prior HHAP applications and reporting;
- Recent applications under HUD's Continuum of Care program; and/or
- Other relevant local policy documents or plans.

Applicants choosing to use the format provided should complete as many of the formatted boxes as needed.

Applicants who choose to use another format should ensure they address the wide range of strategies identified above, include the information noted below, and must also clearly identify the performance measures to be impacted.

Table 5: Strategies to Achieve Outcome Goals (EXAMPLE ONLY)

Strategy	Performance Measure to Be Impacted (Check all that apply)
Description Expand the supply of permanent supportive housing by utilizing funding from ABC Program to purchase and renovate 2 hotels to be operated as permanent supportive housing. **Timeframe** By December 2022 **Entities with Lead Responsibilities** XYZ Housing Agency **Measurable Targets** 85 additional permanent supportive housing units occupied by December 2022	☑ 1. Reducing the number of persons experiencing homelessness. ☐ 2. Reducing the number of persons who become homeless for the first time. ☑ 3. Increasing the number of people exiting homelessness into permanent housing. ☑ 4. Reducing the length of time persons remain homeless. ☐ 5. Reducing the number of persons who return to homelessness after exiting homelessness to permanent housing. ☐ 6. Increasing successful placements from street outreach. ☐ Focused on equity goals related to underserved populations and populations disproportionately impacted by homelessness.

PART III. NARRATIVE RESPONSES

In preparing these narrative responses, applicants are strongly encouraged to use and/or adapt content from: their current local strategic plans or actions plans for preventing and ending homelessness; prior HHAP applications and reporting; their most recent applications under HUD's Continuum of Care program; and/or other relevant local policy documents or plans.

1. A demonstration of how the jurisdiction has coordinated, and will continue to coordinate, with other jurisdictions, including the specific role of each applicant in relation to other applicants in the region.

2. A demonstration of the applicant's partnership with, or plans to use funding to increase partnership with:
   - Local health care and managed care plans
   - Public health systems
   - Behavioral health
   - Social services
   - Justice entities
   - People with lived experiences of homelessness
   - Other (workforce system, services for older adults and people with disabilities, Child Welfare, education system)

3. A description of specific actions the applicant will take to ensure racial and gender equity in service delivery, housing placements, and housing retention and changes to procurement or other means of affirming racial and ethnic groups that are overrepresented among residents experiencing homelessness have equitable access to housing and services.

   - *Note: These actions should be aligned with the equity-focused Outcome Goals and related strategies described in previous Parts, but should not need to be limited to those strategies.*

4. A description of how the applicant will make progress in preventing exits to homelessness from institutional settings, including plans to leverage funding from mainstream systems for evidence-based housing and housing-based solutions to homelessness.

   - *Note: Such mainstream systems could include:*

     - Physical and behavioral health care systems and managed care plan organizations
     - Public health system
     - Criminal legal system and system for supporting re-entry from incarceration
     - Child welfare system
     - Affordable housing funders and providers
     - Income support programs
     - Education system
     - Workforce and employment systems
     - Other social services and human services systems

5. Specific and quantifiable systems improvements that the applicant will take to improve the delivery of housing and services to people experiencing homelessness or at risk of homelessness, including, but not limited to, the following:

    (I) Capacity building and workforce development for service providers within the jurisdiction, including removing barriers to contracting with culturally specific service providers and building the capacity of providers to administer culturally specific services.

    (II) Strengthening the data quality of the recipient's Homeless Management Information System.

    (III) Increasing capacity for pooling and aligning housing and services funding from existing, mainstream, and new funding.

    (IV) Improving homeless point-in-time counts.

    (V) Improving coordinated entry systems to strengthen coordinated entry systems to eliminate racial bias, to create a youth-specific coordinated entry system or youth-specific coordinated entry access points, or to improve the coordinated entry assessment tool to ensure that it contemplates the specific needs of youth experiencing homelessness.

6. Evidence of connection with the local homeless Coordinated Entry System.

PART IV. HHAP-3 FUNDING PLANS

In TABLE 6 of the HHAP-3 Data Tables Template, applicants will describe the specific activities they intend to support with HHAP-3 funds by providing a Funding Plan list, Demonstrated Need (for Interim Housing only), and Budget Template. In each of these documents, applicants will include detailed information about all activities funded with their **entire HHAP-3 allocation** (initial and remainder disbursements combined), and will indicate the amount of funds attributed to the initial and remainder disbursements in the Budget Template.

Table 6: Funding Plans (EXAMPLE ONLY)

Activity to be funded by HHAP-3	Eligible Use Categories Used to Fund Activity										Total Funds Requested:	Description of Acitivity
	1. Rapid rehousing	2. Operating subsidies	3. Street outreach	4. Services coordination	5. Systems support	6. Delivery of permanent housing	7. Prevention and diversion	8. Interim sheltering (new and existing)	9. Shelter improvements to lower barriers and increase privacy	10. Administrative (up to 7%)		
Systems Support Activities	$ -	$ -	$ -	$ -	$ 50,000.00	$ -	$ -	$ -	$ -	$ -	$ 50,000.00	Provide stipends to participants on a Lived Experience Board.
Administrative Activities	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 20,000.00	$ 20,000.00	Pay .25 FTE of a grant analyst to administer and monitor HHAP funds.
Permanent Supportive and Service-Enriched Housing	$ -	$ 100,000.00	$ -	$ -	$ -	$ 150,000.00	$ -	$ -	$ -	$ -	$ 250,000.00	Support Project Homekey PSH project with $100k in Operating Subsidies. Support NPLH with $150k in capital costs.
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
Totals:	$ -	$ 100,000.00	$ -	$ -	$ 50,000.00	$ 150,000.00	$ -	$ -	$ -	$ 20,000.00	$ 320,000.00	

IF you are funding an Interim Housing activity, you must provide demonstrated need in **Table 7**.

Table 7: Demonstrated Need (EXAMPLE ONLY)

Demonstrated Need	
# of available shelter beds	200
# of people experiencing unsheltered homelessness in the homeless point-in-time count	1000
Shelter vacancy rate (%) in the summer months	13%
Shelter vacancy rate (%) in the winter months	7%
% of exits from emergency shelters to permanent housing solutions	60%
Describe plan to connect residents to permanent housing.	
The Emergency Shelter has partnered with the local NPLH project opening in October 2022 to move participants into permanent supportive housing as quickly as possible. In addition, the County and CoC have jointly funded a landlord engagement program that is building connections and making it easier to utilize a rapid rehousing model by moving emergency shelter residents into permanent housing.	

Table 8: Budget Template (EXAMPLE ONLY)

California Interagency Council on Homelessness (CAL ICH)

HOMELESS HOUSING, ASSISTANCE AND PREVENTION PROGRAM (HHAP) - Round 3
BUDGET TEMPLATE

APPLICANT INFORMATION

CoC / Large City / County Name:		Applying Jointly? Y/N	N
Administrative Entity Name:		Total Allocation	$ 320,000.00

HHAP FUNDING EXPENDITURE PLAN

ELIGIBLE USE CATEGORY	FY21/22	FY22/23	FY23/24	FY24/25	FY25/26	TOTAL	Initial	Remainder
Rapid rehousing	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Rapid rehousing: youth set aside	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Operating subsidies	$ -	$ 100,000.00	$ -	$ -	$ -	$ 100,000.00	$ 40,000.00	$ 60,000.00
Operating subsidies: youth set aside	$ -	$ 40,000.00	$ -	$ -	$ -	$ 40,000.00	$ 40,000.00	$ -
Street outreach	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Street outreach: youth set aside	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Services coordination	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Services coordination: youth set aside	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Systems support	$ -	$ -	$ 50,000.00	$ -	$ -	$ 50,000.00	$ 24,000.00	$ 26,000.00
Systems support: youth set aside	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Delivery of permanent housing	$ -	$ 150,000.00	$ -	$ -	$ -	$ 150,000.00	$ -	$ 150,000.00
Delivery of permanent housing: youth set aside	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Prevention and shelter diversion	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Prevention and shelter diversion: youth set aside	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Interim sheltering	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Interim sheltering: youth set aside	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Shelter improvements to lower barriers and increase privacy	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Shelter improvements: youth set aside	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Administrative (up to 7%)	$ -	$ 10,000.00	$ 10,000.00	$ -	$ -	$ 20,000.00	$ -	$ 20,000.00

	FY21/22	FY22/23	FY23/24	FY24/25	FY25/26	TOTAL	Initial	Remainder
TOTAL FUNDING ALLOCATION						$ 320,000.00	$ 64,000.00	$ 256,000.00

	FY21/22	FY22/23	FY23/24	FY24/25	FY25/26	TOTAL		
Youth Set Aside (at least 10%)	$ -	$ 40,000.00	$ -	$ -	$ -	$ 40,000.00	$ 40,000.00	$ -