

Encampment Resolution Funding (ERF) Grant Program

2026 Annual Report Template

Covering activity through December 31, 2025



Instructions

California Health and Safety Code section [50254.5](#) establishes the annual and final report requirements to demonstrate programmatic outcomes for the [Encampment Resolution Funding \(ERF\)](#) program. Grantees are required to submit an annual report by April 1 each year following an award of funding covering the activity through the prior calendar year (CY) and are required to submit a final report due April 1 following the 100% expenditure deadline reporting on activity through the prior CY. The final report requests the same content as the annual report but is the final summary of activities completed under the grant and is due April 1 following the expenditure deadline reporting on activity through the prior calendar year. All annual and final reports submitted by grantees will be made available on HCD's website.

Annual vs. Final Report: This 2026 Annual Report Template serves as the final report template for ERF 2L, and the annual report template for ERF awards funded by 2 Rolling (2R), 3 Lookback (3L), 3 Rolling (3R), and 4 Lookback (4L).

Reporting Timeframe: Grantees should report all cumulative program activity through December 31, 2025. The Department of Housing and Community Development (HCD) allows ERF grantees to begin spending upon the date of their award, so grantees awarded during CY 2025 (ERF 3R and 4L) grantees should report activity beginning as of the date of their award.

Report Scope: One report must be submitted by each grantee for each award. If a grantee is administering multiple ERF awards, they must submit one report per award. Reporting for multiple awards within the same report is not permitted.

Note: This Microsoft Word template is intended to be used as a planning document to guide grantees in drafting responses prior to submitting the ERF Grant Program 2026 Annual Report in Cognito.

Part I – Detailed Description of ERF Funded Activities

Provide a detailed description of all budgeted activities funded by the ERF round. You may add as many activities as needed by clicking the "Add ERF Activity" button. Each reported activity will be tracked within the report by a number (ie. ERF Activity #1, ERF Activity #2, and so on). In Part II and Part III of this report, you will be asked to link successes and challenges to ERF activities and you will be able to select as many that apply. Save your work regularly by clicking the "save" button

Definitions:

- **Activity Description:** Activity (or project) name along with a specific description. The activity may be anything within the allowable uses of the grant, including services, interim or permanent housing costs, street outreach, etc.
- **Sub:** Check this box for activities that were subcontracted.
- **Payment to/Contract with:** If you utilized a subcontractor, include the name of that subcontractor here. This should be who the funds were obligated/contracted to, or who payments were made to, or who funds were subgranted to.
- **Address or General Location (if applicable):** If the activity supports interim or permanent housing, or is designated for the specified encampment area, provide the address or general location here.

- **Eligible Use Category:** Select the eligible use funding category the activity supports.
 - **Permanent Housing:**
 - Delivery of Permanent Housing
 - Operating Subsidies/Supportive Services-Perm
 - Rental Assistance and Rapid Rehousing
 - **Prevention and Diversion:**
 - Prevention and Diversion (other than Rental Assistance and Rapid Rehousing)
 - **Interim Housing:**
 - Operating Costs/Supportive Services – Interim
 - Motel/Hotel Vouchers – Interim
 - New Interim Housing
 - Improvements to Emergency Shelters/Interim Housing
 - **Non-housing:**
 - Street Outreach
 - Services and Services Coordination
 - Restoration of Encampment Sites (only eligible under rounds 1 and 2L)
 - **Administrative Costs:**
 - Systems Support/Capacity Building
 - Administrative Costs
- **Amount Obligated:** Amount for which the grantee has placed orders, awarded contracts, received services, or entered into similar transactions that require payment using ERF funding for this activity.
- **Amount Expended:** Amount of ERF funds obligated under contract or subcontract that have been fully paid and receipted for this activity.
- **Activity Status as of 12/31/2025:** Select from one of the following options: Not started, in progress, Completed
- **Completion Date or Estimated Completion Date:** If your Activity Status is Completed, specify the date the activity was completed, otherwise provide a projected or estimated date of completion.

Activity Description (text-box)	Sub (Y/N)	Payment to/Contract with (text-box)	Address or General Location	Eligible Use Category (Single-select)	Amount Obligated as of 12/31/25	Amount Expended as of 12/31/25	Activity Status as of 12/31/2025 (drop-down)	Completion Date or Estimated Completion Date (multi-select)
							Not Started, In Progress, Completed	

Part II – Notable Successes and Lessons Learned

Describe notable, quantifiable, or concrete outcomes and accomplishments achieved through your ERF funds. The purpose of this section is to showcase and share innovative solutions from your ERF program that may be replicable throughout the state to resolve other encampments. These may be program components that led to better housing outcomes, effective braiding of housing/homelessness/behavioral health funding, streamlining or leveraging resources that add and sustain housing capacity, etc.

- **Definitions**

- **Lead Entity or Entities Responsible:** The ERF grantee responsible for leading the progress on the designated outcomes.
- **Partners Involved:** Entities partnering with the Lead Entity to achieve the outcome. May include a group, organization, or jurisdiction working to address or improve the outcome.
- **Description of Accomplishments:** Include specific, relevant details for the accomplishment, including actions taken, quantifiable measures, outcomes, and next steps (if applicable).
- **Timeframe of Accomplishment:** Include general timeframe for accomplishment, including starting and ending dates or projected completion dates.
- **Impact of Accomplishment:** A description of how this accomplishment resolved the encampment, impacted the encampment residents, and/or restored the encampment site to its public use.
- **Link to Activity:** Referencing the ERF Activity #, link the reported success to as many associated ERF Activities as apply.

Lead Entity or Entities Responsible (text-box)	Partners Involved (text-box)	Description of Accomplishments (text-box)	Timeframe of Accomplishment (text-box)	Impact of Accomplishment (text-box)	Which funded activity or activities was this success linked to? (ERF Activity #)

Part III – Challenges and Opportunities

Use this section to include notable challenges or areas where you have struggled to make the impact you intended while implementing ERF funds. This can include potential risks you see ahead, changes you plan to implement to address these challenges in the future, and/or ways HCD can support you better through technical assistance.

- **Definitions**

- **Description of Challenge:** General description of challenge, including entities/populations affected and timeframe if applicable.
- **Impact of Challenge:** Include scope of challenge, including how this challenge impacted the services and/or housing solutions provided by the award, if applicable.
- **Lesson Learned:** Description of changes implemented or planned in response to address the challenge.

- **HCD Support:** Are there specific policy changes HCD could make, or technical assistance HCD could provide, to better support grantees in addressing this challenge? Please include the type of technical assistance, specific policy guidance or change, etc.
- **Link to Activity:** Referencing the ERF Activity #, link the reported success to as many associated ERF Activities as apply.

Description of Challenge (text-box)	Impact of Challenge (text-box)	Lesson Learned (text-box)	Which funded activity or activities was this challenge linked to? (ERF Activity #)	HCD Support (text-box)

HMIS Reporting Requirement

As part of the ERF reporting responsibilities, grantees are required to enter client data into their local Homeless Management Information System (HMIS) and to ensure that data is uploaded by their CoC to the statewide Homeless Data Integration System (HDIS) on a quarterly basis. Grantees must ensure proper recording of activities associated with these program funds, including the correct program and round, “Other Funder Code,” and Grant Identifier (“Grant ID”) for all ERF-funded projects, as described in the [AB 977 HMIS Project Setup Instructions for HCD Grantees](#). Grantees are required to accept training and technical assistance in this area if their HMIS projects are not set up correctly. HCD may seek additional information directly from grantees to capture missing or incomplete HDIS data to support the annual or final reports.

This effort helps efficiently capture many of the grantees’ non-fiscal reporting responsibilities. When grantees are properly reporting into HMIS, HCD can utilize that data to fulfill grantee reporting requirements. However, improper reporting into that system may require HCD to seek additional information directly from grantees.

To ensure project data is being accurately reflected in HDIS, please review the most up to date [HDIS/HMIS compliance spreadsheet](#) and follow the steps indicated below to identify issues or to ensure you see projects set up for all rounds of ERF that you receive funding.

1) Visit the “Compliance Report” tab, and review the “Participation” status column:

- If Participation = **Not Found in HDIS**, that indicates that no projects found in HDIS for the given grantee and program. Grantees should double-check that Grant IDs and Other Funder Codes are entered correctly. Contact your HMIS lead and follow the project set up instructions to add projects related to your award.
- If Participation = **Grantee Participating but Contract # Not Found**, that indicates at least one project found with the given Grantee ID and correct HCD Other Funder Code. This indicates that there is data in HDIS for this grantee's projects for the given

program and round, but not for this contract number. Projects may have missing or incorrect Grant IDs or may be missing from HDIS entirely. Contact your HMIS lead to correct the Grant ID.

- Review the “Program” and “Round” columns to identify which round of ERF is affected by a Participation error.

2) Visit the “Projects Found in HDIS” tab, and review the “Grantee List Match” status column:

- If Grantee List Match = **No Match to Grantee List**, that indicates the project may have an incorrect or missing Grant ID, or the Grantee List may need to be updated to reflect the missing Grant ID. Contact your HMIS lead to correct the Grant ID.
- Review the “Program” and “Round” columns to ensure that HMIS projects are listed for all ERF rounds you receive funding and to identify which round of ERF is affected by a Grantee List Match error.

It is important to note that even if the Compliance Report Tab shows your HMIS Participation status as “Green”/Participating, HMIS could still be missing projects associated with your award, or there could be other inaccuracies. Review the persons-served data in the “Total Served” column to ensure that all projects are reporting, and capturing the person served correctly to the best of your knowledge. If you believe projects related to your award are missing, contact your HMIS lead and follow the project set up instructions to add projects related to your award.

When data is properly reported it can be incorporated into the statewide HDIS system to improve our overall understanding of homelessness response and outcomes, and it will be displayed through program-specific dashboards so that HCD can comply with its data transparency requirements required by the Legislature related these programs. Review the [ERF-specific HDIS Dashboard](#) for current outcomes data.

Technical assistance is available to support HDIS compliance. Please reach out to us at HPDHomelessnessGrants@hcd.ca.gov to discuss your ERF specific HDIS data.