Homeless Housing, Assistance and Prevention (HHAP) Grant Program and Encampment Resolution Fund (ERF) Grant Program

2025 Annual Report - Frequently Asked Questions

As of April 2, 2025

Are you a HHAP or ERF grantee with additional questions about the Annual Reports? Email HPDHomelessnessGrants@hcd.ca.gov and we will respond to your question and add it to this document.

Important Links:

- Cognito portals to submit Annual Reports:
    - HHAP Annual Report
    - ERF Round 1 Final Report
    - ERF Round 2 Lookback Annual Report
    - ERF Round 2 Rolling Annual Report
    - ERF Round 3 Lookback Annual Report
    - ERF Round 3 Rolling Annual Report
    - ERF Round 4 Lookback Annual Report
- Annual Report Word Templates:
    - HHAP Annual Report Template
    - ERF Annual Report Template
- HMIS/HDIS Compliance Spreadsheet

General Annual Report Questions

Q: Are the HHAP and ERF Annual Reports in addition to the regular quarterly and monthly fiscal reports, or do they replace them?

A: The HHAP and ERF Annual Reports are in addition to the HHAP monthly and ERF quarterly fiscal reports. In addition to the high level fiscal and outcomes information required through the HHAP monthly and ERF quarterly reports, the annual reports require more detailed descriptions of expenditures and obligations, as well as notable outcomes, challenges and lessons learned, in relation to grant activity through the prior calendar year. Grantees must submit the Annual Reports by April 25, 2025, with this additional detail on activity through December 31, 2024.

The next HHAP monthly report is due April 30, 2025 reporting on high-level fiscal activity through March 31, 2025; and the next ERF quarterly report is due April 30, 2025 reporting on high-level activity through March 31, 2025.

Q: Do we need to include client-specific details in our submissions?

A: To protect the safety and privacy of those being served by HHAP and ERF funds, please do not submit any responses with personally identifiable information, or confidential, or sensitive information. All HHAP and ERF Annual Report data is considered public information and as a reminder, all responses will be made available on HCD's website.

Q: If we have multiple providers supporting a given Eligible Use, should we submit a combined narrative and list of all providers?

A: For the annual report, which requires more detailed information than the monthly or quarterly reports, each obligation or expenditure should have a separate line item. For example, if you contracted with three providers to provide street outreach services, each contract should be listed separately with information about who you contracted with, for what services, how much was obligated/expended, outcomes to date, and in what way will this help you further one of the CA SPMs, if any.

Additionally, if a single provider was funded to perform multiple activities within separate eligible use categories, those would need to be listed out separately as well.

Q: Do operating reserves count as expended once contracts are executed and funds are delivered to the subgrantee?
A: Yes.

HHAP Annual Report Questions

Q: Will reporting obligations/expenditures be a problem if HHAP 5 grantees have not yet obligated/expended funds?

A: No, HHAP 5 grantees should just make sure they accurately report on all parts of the Annual Report from the date of award through December 31, 2024. HCD understands HHAP 5 was the most recently awarded round and therefore grantees may show less fiscal and programmatic progress than other rounds.

However, all HHAP grantees should continue to show fiscal and programmatic progress as required by statute and the respective NOFAs.

Q: Which grantees/rounds/disbursements are required to submit the HHAP annual report?

A: The report must cover activities funded by all rounds that the Administrative Entity administers. The HHAP annual report allows each Administrative Entity to submit a single report covering all five rounds of HHAP that have been awarded.

ERF Annual Report Questions

Q: Which grantees/rounds/ disbursements are required to submit the ERF annual report?

A: One report must be submitted by each grantee for each award. If you're unsure which round(s) under which you received an award, you can check the ERF awards listing or your standard agreement contract number, which includes the award round.

For Round 1 contracts: The contract number will look like this "22-ERF-XXXXX."

For Rounds 2L through 4L: The number and letter following "ERF" is the round for which you should complete an annual report. For example:

- Round 2L will look like this: "22-ERF-2-L-XXXX"

- Round 2R will look like this: "23-ERF-2-R-XXXXX"

- Round 3L will look like this: "23-ERF-3-L-XXXXX"

- Round 3R will look like this: "24-ERF-3-R-XXXXXX"

- Round 4L will look like this: "24-ERF-4-L-XXXXX" or "24-ERF-4-L-XXXXXX"

Q: If public use includes areas with "no use," such as open spaces on Caltrans-controlled land next to freeways, would disbandment of encampments be considered a full or partial restoration of the intended public use?

A: Grantees must consider the housing status of the residents previously living at the encampment when determining if an encampment is Resolved, Partially Resolved, or

not Resolved. The ERF Annual Report contains definitions for each term and allows for grantees to select "Other" if they provide an explanation.

Encampment Status Definitions for ERF:

Resolved: People no longer reside at the site (fully moved into shelter/interim/perm OR connected to housing solutions and no longer reside there) and it's been fully restored to its intended public use.

Partially Resolved: People no longer reside at the site (fully moved into shelter/interim/perm, OR connected to housing solutions and no longer reside there), but it has not been fully restored to its intended public use.

Not Resolved: People still reside at the site.

If the encampment residents no longer reside at the site because they were fully moved into shelter, interim, or permanent housing solutions, or they were offered housing solutions and they no longer reside at the site, AND the site has returned to its intended uses, even if that intended use is on Caltrans property, or is open space not meant for public access, that can be considered Resolved for the purposes of the Encampment Status Definitions.

Q: Since ERF 1 ended on June 30, 2024, should we reference the encampment status as of June 30th or provide an update through December 31?
A: ERF 1 grantees should complete all parts of the annual report cumulatively through December 31, 2024 even though the 100% expenditure deadline was June 30, 2024. This will allow grantees to capture any updates related to the encampment, its residents, and/or obligated and expended funds.