HHAP 3 Application Checklist for Grantees

Tip: *Use the State "Local Homelessness Action Plan and Application Template" as you navigate through each section of the application. Additional information may be found in the HHAP-3 NOFA, Enabling Statute–AB-140 and FAQs posted on the Cal ICH website under the HHAP program.*

1) Complete Local Landscape Analysis

Tip: *Cities and Counties may need to consult with CoC to gather needed data to complete the landscape analysis.*

a) ☐ Current number of people experiencing sheltered and unsheltered homelessness *(Table 1)*

b) ☐ Identification of individuals and families served by project type. Include demographic and subpopulation data *(Table 2)*

c) ☐ Analysis of State, Federal and Local Funding currently being used and budgeted to be used to provide homeless services and housing *(Table 3)*

d) ☐ Agendize presentation of Local Landscape Analysis at meeting of HHAP 3 applicant's governing body including time for receipt of public comment. *(Vote not required)*

Tip: *Joint applicants will submit a single application with data covering the full jurisdiction.*

2) Partner with CoC & Overlapping Jurisdictions to Develop Outcome Goals

Tip: *Applicants must provide goals for preventing and reducing homelessness from July 1, 2021-June 30, 2024, informed by findings from the local landscape analysis and the jurisdiction's base system performance measure from Calendar Year 2020 data in HDIS.*

a) ☐ HHAP 3 Jurisdictions must set achievable goals, that will be measured at the CoC-level, for the following system performance measures *(Table 4):*

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 to permanent housing
6. Increasing successful placements from street outreach.

Tip: *Cal-ICH will provide CoC-level baseline data to each grantee on each measure to assist with development of outcome goals. Outcome goals should be the same for all overlapping jurisdictions (city, county, CoC).*

b) ☐ Develop and describe actionable strategies grantee will implement to meet outcome goals. *(Table 5).*
Tip: *Strategies may vary between overlapping jurisdictions but should align with efforts to achieve regional outcome goals.*

Tip: *Consider including strategies you plan to fund from HHAP as well as other sources in the timeframe of July 1, 2021-June 30, 2024. The effectiveness of each strategy is not measured, just the impact of all strategies on the identified Outcome Goals.*

c) ☐ Agendize presentation of HHAP-3 Outcome Goals and Strategies Achieving Goals at a meeting of applicant's governing body including time for receipt of public comment. *(Vote not required)*

3) **Complete Narrative Responses**
   a) ☐ Demonstration of coordination with other jurisdictions
   Tip: *Applicants should detail out how they are partnering with overlapping HHAP jurisdictions including city/county/CoC. Joint applicants where two jurisdictions are applying together should describe that partnership.*

   b) ☐ Demonstration of applicant's partnership with or plans to use funding to increase partnerships with:
      - ☐ Local health care and managed care plans
      - ☐ Public health systems
      - ☐ Behavioral health
      - ☐ Social Services
      - ☐ Justice systems
      - ☐ People with lived experience of homelessness
      - ☐ Other (workforce, services for older adults and people with disabilities, Child Welfare, education systems)
   Tip: *Applicants may detail out formal and informal partnerships. Begin talking to partners early to develop these responses in partnership.*

c) ☐ A description of specific actions the applicant will take to ensure racial and gender equity in service delivery, housing placements and housing retention. *Tip:* *These actions should be aligned with the equity-focused Outcome goals and strategies.*

d) ☐ A description of how the applicant will make progress in preventing exits from homelessness from institutional settings. Applicants should include plans to leverage funding from mainstream systems for evidence-based housing and housing-based solutions to homelessness.

e) ☐ Specific and quantifiable systems improvements 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:

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

   ☐ Strengthening the data quality of the recipient's Homeless Management Information System.

   ☐ Increasing capacity for pooling and aligning housing and services funding from existing, mainstream, and new funding.

   ☐ Improving Point-in-Time Counts

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

f) ☐ Provide evidence of connection with the local homeless Coordinated Entry System (connect with CoC).

4) HHAP-3 Funding Plans

a) ☐ Complete Table 6 by describing the specific activities applicant intends to support with entire HHAP-3 funding allocation.

b) ☐ If applicant is funding Interim Housing, complete Table 7 to demonstrate need for these resources.

c) ☐ Complete Table 8 (Budget Template) for entire HHAP-3 allocation.

Tip: *Collaboration across overlapping HHAP jurisdictions in making strategic investments aligned with Outcome Goals.*