

**One Door User Guide for
Encampment Resolution Funding (ERF)
Contract Reporting & Budget Change Requests**



651 Bannon Street, Suite 400
Sacramento, CA 95811

Website: <https://www.hcd.ca.gov>

ERF Website: [Encampment Resolution Funding Program](#) | California Department of Housing
and Community Development Email: HPDHomelessnessGrants@hcd.ca.gov

October 2026

Table of Contents

I. INTRODUCTION TO ONE DOOR	1
II. PURPOSE OF THIS USER GUIDE	1
III. IMPORTANT REMINDERS	1
IV. ACCOUNT SETUP AND LOGIN	2
A. Existing ERF Contacts	2
B. New Users	3
V. SUBMITTING ERF CONTRACT REPORTS	8
VI. SUBMITTING AN ERF BUDGET CHANGE REQUEST (BCR)	18
VII. FINAL REMINDERS.....	24

I. INTRODUCTION TO ONE DOOR

[One Door](#) is California's unified portal for affordable housing funding and reporting, including for the Encampment Resolution Funding (ERF) Program. One Door allows HCD to streamline reporting collection, monitoring, and data tracking for numerous affordable housing funding programs across five state agencies, and supports local reporting for housing elements.

One Door replaces all functions previously completed in Cognito Forms for ERF.

Please note that while One Door will continue to expand to additional HCD and state housing programs, this user guide addresses ERF functions only. One Door guidance for all other HCD programs will be provided directly to grantees by the staff of those respective programs.

II. PURPOSE OF THIS USER GUIDE

The purpose of this user guide is to provide ERF grantees with clear, step-by-step instructions for:

1. Login & Account Setup

Steps for existing users and new users to access or register for the One Door.

2. Submitting ERF Contract Reports

Detailed instructions on entering Obligated and Expended amounts, meeting business rules, and submitting Contract Reports.

3. Submitting ERF Budget Change Requests (BCRs)

Guidance for proposing budget modifications, adding eligible uses, and submitting BCRs in accordance with ERF requirements.

This user guide is designed to support grantees in meeting ERF reporting requirements accurately, consistently, and in accordance with all applicable ERF guidelines. This document also includes detailed guidance and system behavior notes so users can navigate One Door confidently and avoid submission errors. Each section walks through the system screens as they appear, identifies editable and non-editable fields, and highlights required steps that must be completed. Unlike Cognito Forms, One Door will instantly validate reported expenditures against the current approved budget on file.

III. IMPORTANT REMINDERS

- Beginning October 1, 2027, Cognito Forms are closed and all required reports and BCRs must be submitted exclusively through One Door.
- ERF Contract Reports and BCRs must be completed in one sitting; the system does not save partial entries. To help grantees gather all required data and obtain approvals prior to submitting in One Door, HCD has provided a Contract Report template and BCR template to use as planning tools.

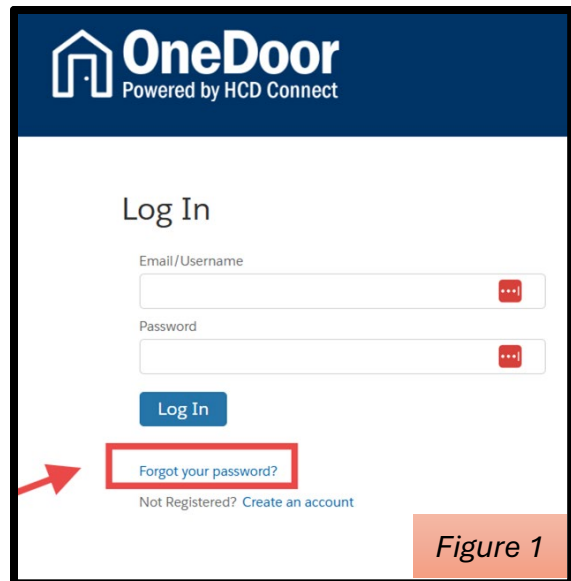
IV. ACCOUNT SETUP AND LOGIN

Note that there are two options for account set-up; one for existing ERF contacts, and one for new users.

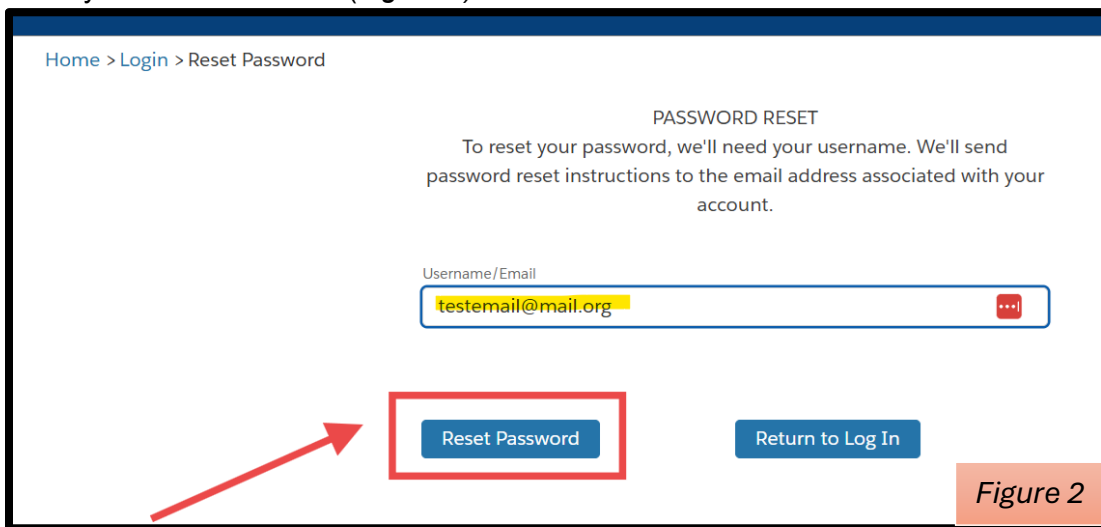
A. Existing ERF Contacts

All existing contacts on file with HCD have been uploaded into One Door. If you are one of these existing contacts, follow the steps below to gain access and ensure your login credentials are up to date.

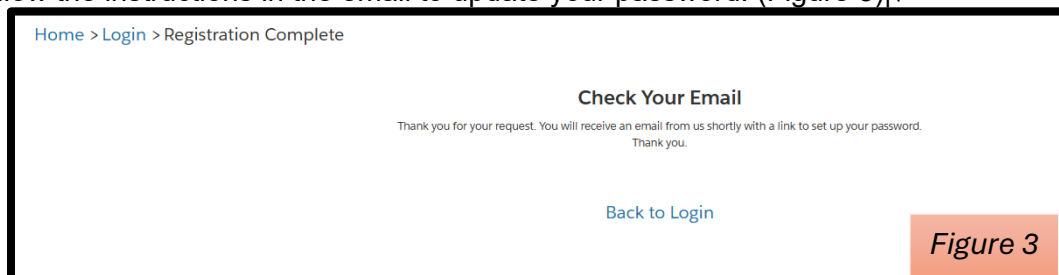
1. Click the [registration link](#) and select “Forgot Password,” even though you did not forget your password; this is just the pathway to creating your login. (Figure 1).



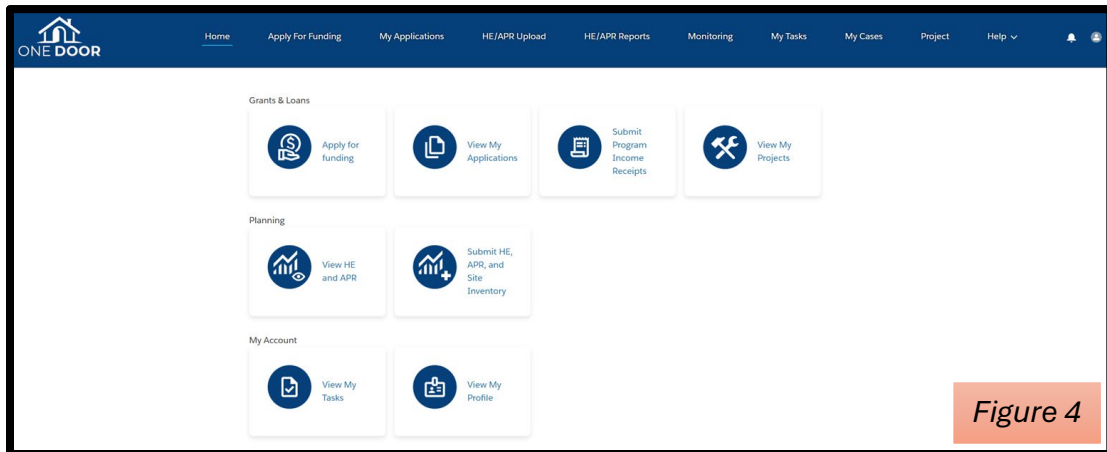
2. Enter your email address. (Figure 2)



3. The system will display a confirmation message indicating that a password reset link has been sent. Check your inbox and locate the password reset message from One Door.
4. Follow the instructions in the email to update your password. (Figure 3)\



After the password has been successfully updated, navigate back to the One Door login page. Enter your email and the password you just created. Once logged in, you will be redirected to your One Door home page (Figure 4), where you will be able to access your jurisdiction's contracts, submit ERF Contract Reports and Budget Change Requests (BCRs).



Support & Troubleshooting: If you cannot access the system, please contact us at hpddhomelessnessgrants@hcd.ca.gov.

B. New Users

If you are not a contact on file with HCD, follow the steps below to complete the registration process:

1. Click on the [registration link](#).
2. Click “**Not Registered? Create an account**” to start the registration process (Figure 5).



3. Scroll to the bottom of the page and find **“Jurisdiction”** from the options and then click **“Register”** (Figure 6).
4. You will be prompted to register using your email. Follow all on-screen prompts and enter the required information accurately (Figure 7).

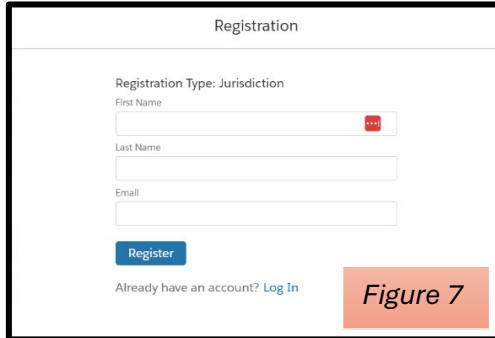
A screenshot of a web registration form titled "Registration". The form has a section for "Registration Type: Jurisdiction". Below this, there are input fields for "First Name", "Last Name", and "Email". The "First Name" field has a red eye icon to its right. At the bottom of the form, there is a blue "Register" button and a link that says "Already have an account? Log In".

Figure 7

A screenshot of a list of registration options. The options are: "Company or Organization", "Consultant", "Tribal Entity", and "Jurisdiction". Each option has a circular icon to its left and a "Register >" link below its description. The "Jurisdiction" option is highlighted with a red border and a yellow background for its title.

Figure 6

5. After all fields are completed, click “Register.” A confirmation notification will appear indicating that your registration request has been received (Figure 8).

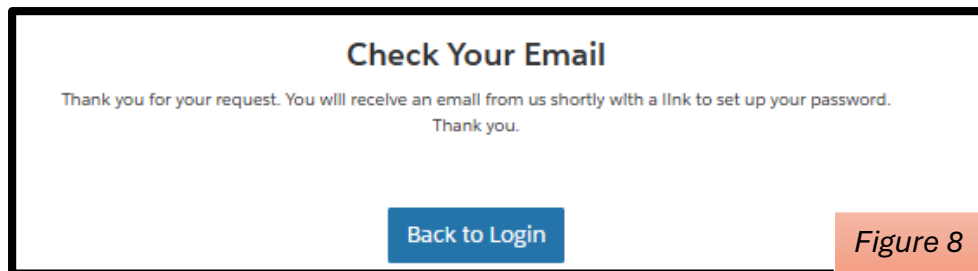
A screenshot of a confirmation message titled "Check Your Email". The message text says: "Thank you for your request. You will receive an email from us shortly with a link to set up your password. Thank you." At the bottom, there is a blue "Back to Login" button.

Figure 8

6. Check your email inbox for a message containing a link to set or change your password. Once you locate the email, click the link to open the password setup window and create your new password.
7. After successfully setting your password, the system will redirect you to the Jurisdiction Entity Search page (Figure 9).

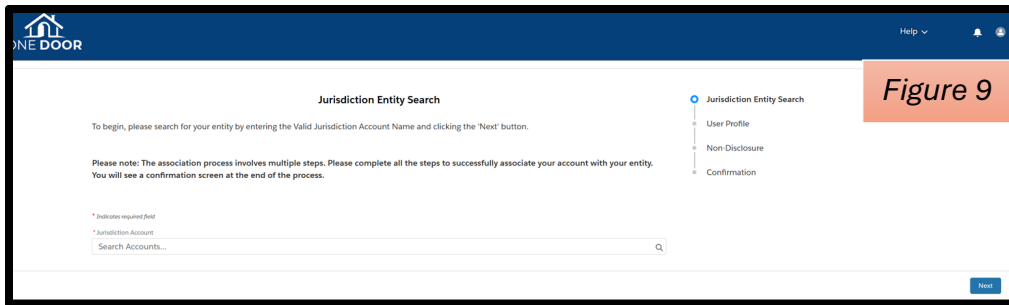


Figure 9

8. In the “Search Accounts” bar, type the jurisdiction you represent e.g., Sacramento County (Figure 10).

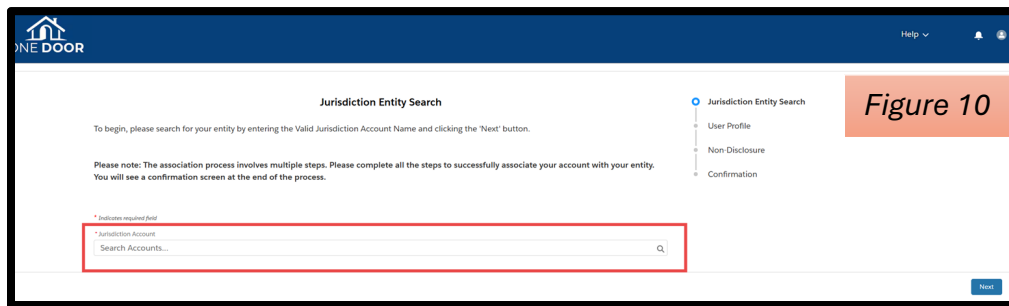


Figure 10

9. The system will populate the matching jurisdiction options. Select the jurisdiction from the list (Figure 11).

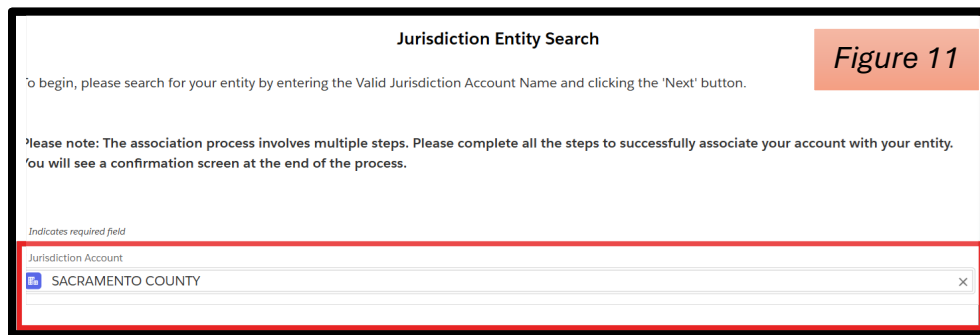


Figure 11

10. After selecting your jurisdiction, click “**Next**” to proceed. The system will generate the User Profile page, where you are required to complete all required fields by providing contact information and the physical and mailing address of your jurisdiction (Figure 12).

User Profile

Please note: The association process involves multiple steps. Please complete all the steps to successfully associate your account with your entity. You will see a confirmation screen at the end of the process.

* Indicates required field

* First Name
flow

* Last Name
flow

Job Title
flow

* Phone
flow

* Email
flow2fourish@gmail.com

* At least one option must be selected.

☐ Submit Planning Documents (Housing Elements/JPBs)

☐ Grants and Loans

Physical Address

* Physical Street
123 Disneyland St.

* Physical City
Lala Land

* Physical State
California

* Physical Zip
99999

* Physical Country
United States

Mailing Address

☐ Check if mailing address is different from physical address

[Jurisdiction Entity Search](#)
[User Profile](#)
[Non Disclosure](#)
[Confirmation](#)

[Back](#)
[Next](#)

Figure 12

11. The next page will display the information you entered. Select “Fetch Addresses” to confirm the jurisdiction address or click “Back” to make any necessary corrections (Figure 13).

Physical Address

You can validate the below addresses by clicking on the Fetch Address button

Physical Street
123 Disneyland St.

Physical City
Lala Land

Physical State
California

Physical Postal Code
99999

[Fetch Addresses](#)

[Back](#)
[Next](#)

Figure 13

12. Review the Terms of Use and check the box indicating your agreement. Click “Agree” (Figure 14).

Terms of Use

Please review the below terms of use carefully and confirm your acknowledgment at the bottom of the page.

By submitting this registration form, I, the Applicant or its authorized representative applying hereunder, hereby certify, consent, and agree to all of the following terms and conditions of use.

- I certify that I am an authorized user of this account and I am accessing this account for an authorized purpose.

- I certify that I have full authority to act on behalf of my organization to initiate, complete, sign, and submit, as appropriate, reports, housing elements, documents, and applications for funding through the Department of Housing and Community Development.

- I certify to the best of my knowledge and belief that all information I am providing to the California Department of Housing and Community Development (HCD) is true, accurate, and complete. If requested, I will provide HCD further documentation to verify the information I have provided. I will promptly notify HCD if I become aware that any material information submitted has changed.

- I give consent/authorization to HCD and its respective agents, employees, contractors, and assigns, to immediately share, disclose, analyze, and discuss, with any other person or entity, public or private, all documents and other information submitted as necessary to verify the information provided, determine eligibility for funding, evaluate and effectively implement the funding program, and conduct or comply with state or federal audits of the applicant or program.

- I will not disclose my login and password to anyone else. If I am emailed a link to this account, I will confirm the sender's identity and landing page domain name ("California Department of Housing and Community Development" / "California Department of Housing and Community Development") before logging on. I will log out of this account when I leave my computer unattended.

- I understand that for funding applications, HCD will not give applicants extra time to resolve technical issues caused by incompatible browsers, operating systems, or incompatible uses of this account. I understand that HCD may not discover deficiencies caused by compatibility issues until the submission deadline has already passed.

- By checking the "Agree" box below, I agree to these certifications electronically and intend my electronic signature to have the same binding effect on myself and my organization as a physical or "wet" signature.

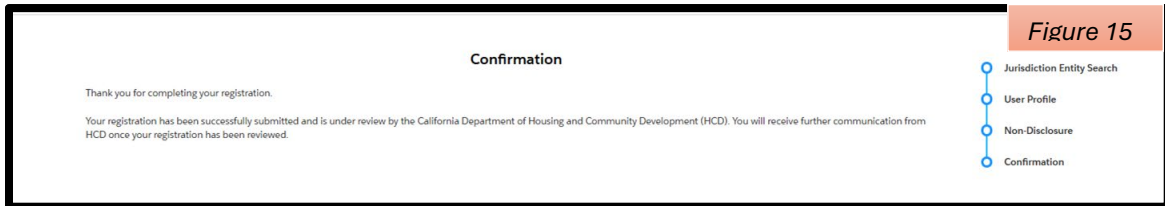
Legal Agreement

☐ I have read the agreement above and I agree with the terms and conditions.

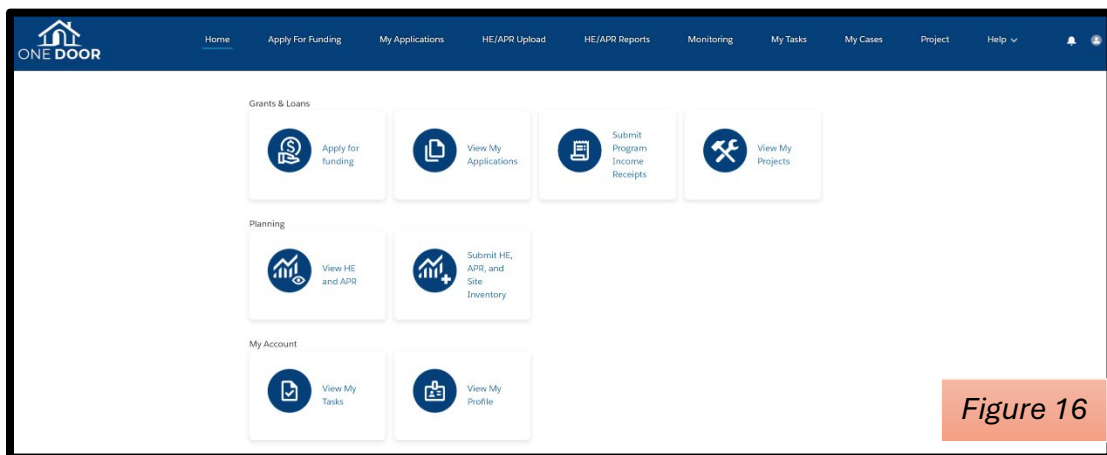
[Back](#)
[Agree](#)

Figure 14

13. Once all registration steps have been completed, your access request is formally submitted. At this stage, the system will generate a confirmation message indicating that your registration has been received and is pending approval (*Figure 15*).



14. There are two methods through which your account may be approved:
- Jurisdiction Account Owner Approval: The designated account owner for your jurisdiction will automatically receive an email notification informing them of your request for access. This individual has the authority to review and approve your account directly within the system.
 - HCD Approval: If the jurisdiction account owner is unavailable or you prefer direct assistance, you may email hpdhomelessnessgrants@hcd.ca.gov to notify HCD that your registration has been completed. HCD staff will verify you represent the jurisdiction and approve your access.
15. Once the registration is accepted, navigate back to the One Door login page. Enter your email and the password. Once logged in, you will be redirected to your One Door home page (*Figure 16*), where you will be able to access your jurisdiction's contracts, submit ERF Contract Reports and Budget Change Requests (BCRs).



Support & Troubleshooting: If you cannot access the system, please contact us at hpdhomelessnessgrants@hcd.ca.gov.

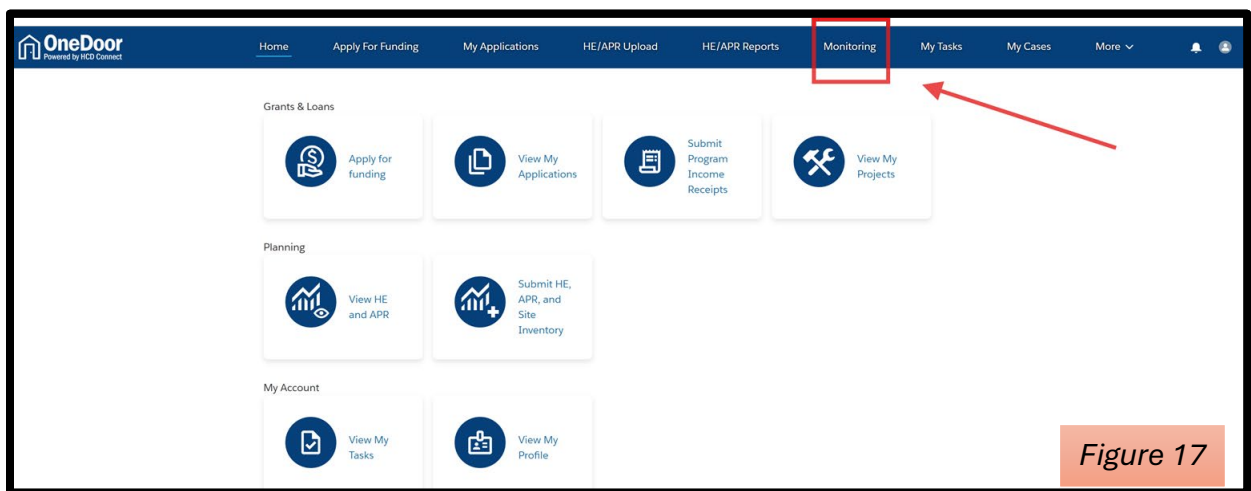
V. SUBMITTING ERF CONTRACT REPORTS

This section provides detailed guidance on how to submit ERF Contract Reports in One Door based on the reporting requirements of your specific contract. The system will display all active ERF contracts associated with your jurisdiction. Users are responsible for entering Obligated and Expended amounts for each eligible use category, the status of each encampment site being addressed in the award, and the number of people being served and housed. The instructions below outline the process for navigating to the Contract Report, reviewing pre-populated data, completing required fields, meeting all business rules, and submitting the report.

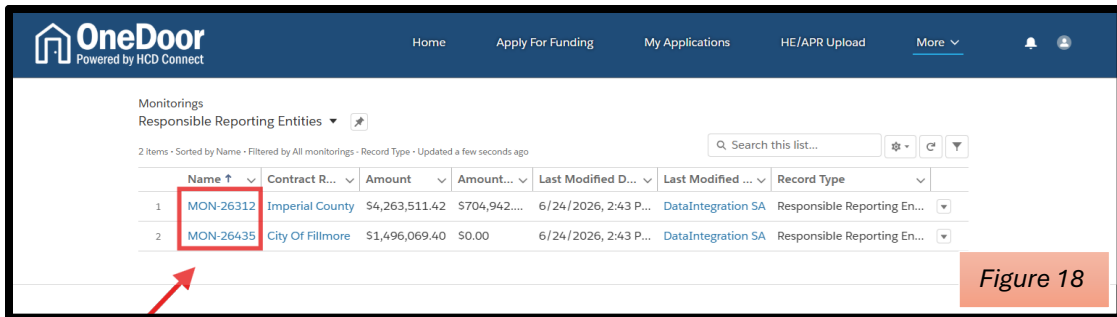
Reminder: Before beginning an ERF Contract Report in One Door please remember that all reports must be completed in one sitting, as the draft report cannot be saved within the One Door once you begin entering information. To support Grantees in preparing a complete and accurate report, HCD provided a reporting template as a tool for Grantees to gather data, secure approvals, and finalize all reporting for submission. Using the template ensures that the submission is ready for entry, avoiding delays and resubmissions caused by incomplete reports.

Follow the step-by-step instructions outlined below to complete and submit an ERF Contract Report for the selected contract in One Door.

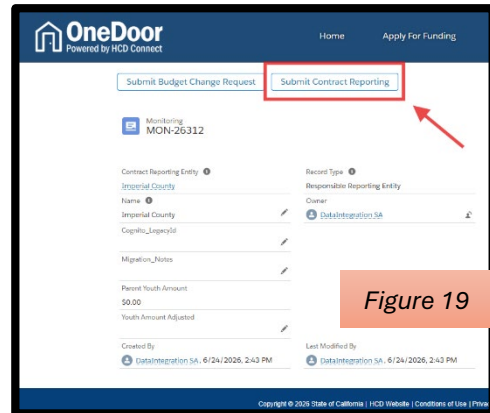
1. From the One Door Welcome Page, click **“Monitoring”** to begin the ERF Contract Report. (Figure 16).



2. In the list of Responsible Reporting Entities, select the identifier in the **“Name”** column that corresponds to the jurisdiction or reporting entity you are submitting a report for e.g., MON-26435 for City of Fillmore (Figure 18).

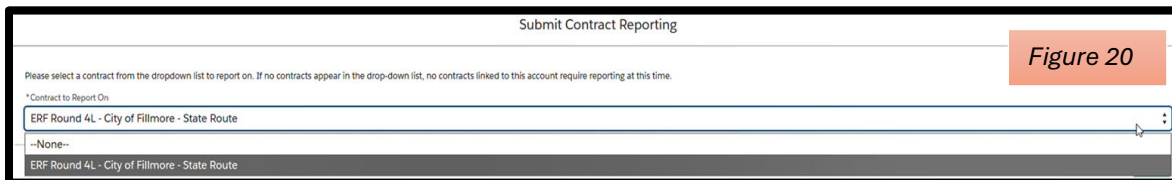


3. Select **“Submit Contract Reporting”**. This will open the Contract Report workflow for the selected reporting entity (Figure 19).

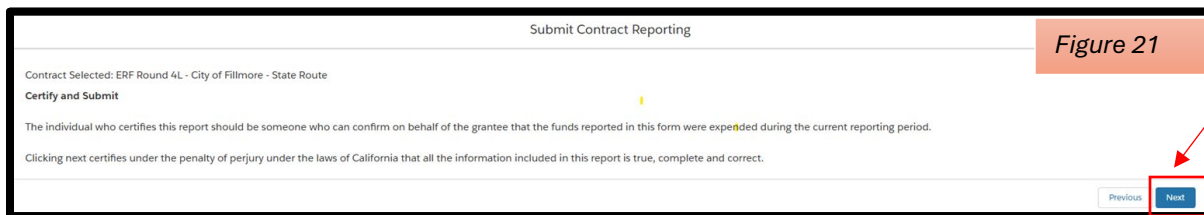


4. Select the contract for which you are preparing a report, then click **“Next”** (Figure 20)

Reminder: Only contracts associated with your jurisdiction will be displayed. ERF reports are required quarterly and therefore only available for submission in January, April, July, and October of each year.

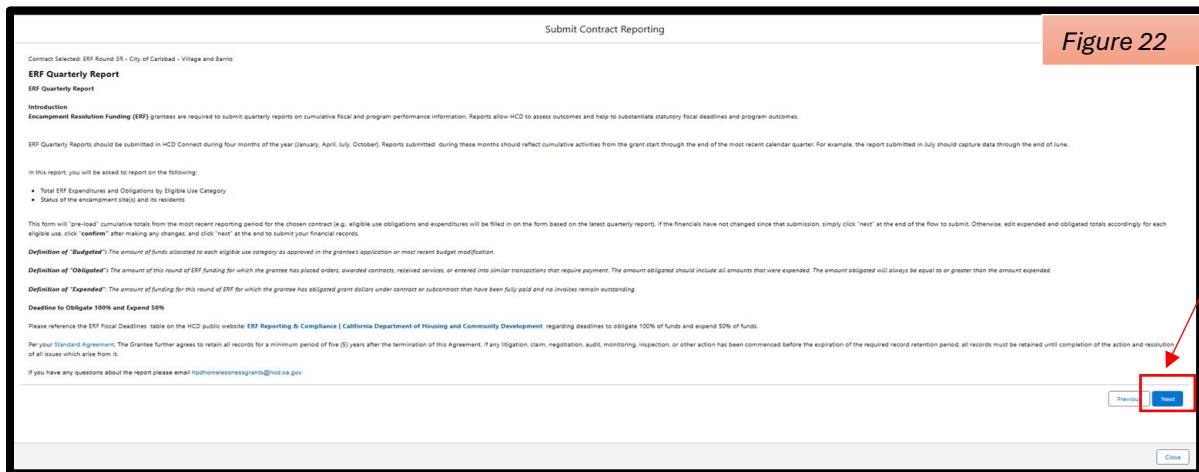


5. Carefully review the Certification Statements presented on the screen. Click **“Next”** to confirm you have reviewed them (Figure 21).



Reminder: These statements outline reporting responsibilities and accuracy requirements.

6. Next, review the Contract Report Submission Instructions page and scroll through the page to ensure you understand all requirements, then click **“Next”** (Figure 22).



Submit Contract Reporting

Contract Selected: ERF Round 3A - City of Carlsbad - Village and Barrio

ERF Quarterly Report
ERF Quarterly Report

Introduction
Encampment Resolution Funding (ERF) grantees are required to submit quarterly reports on cumulative fiscal and program performance information. Reports allow HCD to assess outcomes and help to substantiate statutory fiscal deadlines and program outcomes.

ERF Quarterly Reports should be submitted in HCD Connect during four months of the year (January, April, July, October). Reports submitted during these months should reflect cumulative activities from the grant start through the end of the most recent calendar quarter. For example, the report submitted in July should capture data through the end of June.

In this report, you will be asked to report on the following:

- Total ERF Expenditures and Obligations by Eligible Use Category
- Status of the encampment site(s) and its residents

This form will "pre-load" cumulative totals from the most recent reporting period for the chosen contract (e.g., eligible use obligations and expenditures will be filled in on the form based on the latest quarterly report). If the financials have not changed since that submission, simply click "next" at the end of the flow to submit. Otherwise, edit expended and obligated totals accordingly for each eligible use, click "validate" after making any changes, and click "next" at the end to submit your financial records.

Definition of "Budgeted": The amount of funds allocated to each eligible use category as approved in the grantee's application or most recent budget modification.

Definition of "Obligated": The amount of this round of ERF funding for which the grantee has placed orders, awarded contracts, received services, or entered into similar transactions that require payment. The amount obligated should include all amounts that were expended. The amount obligated will always be equal to or greater than the amount expended.

Definition of "Expended": The amount of funding for this round of ERF for which the grantee has obligated grant dollars under contract or subcontract that have been fully paid and no invoices remain outstanding.

Deadline to Obligate 100% and Expend 50%

Please reference the ERF Fiscal Deadlines table on the HCD public website: [ERF Reporting & Compliance | California Department of Housing and Community Development](#) regarding deadlines to obligate 100% of funds and expend 50% of funds.

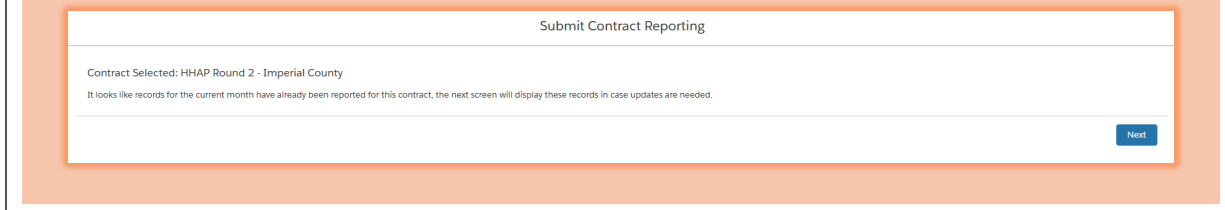
Per your Standard Agreement, The Grantee further agrees to retain all records for a minimum period of five (5) years after the termination of this Agreement. If any litigation, claim, negotiation, audit, monitoring, inspection, or other action has been commenced before the expiration of the required record retention period, all records must be retained until completion of the action and resolution of all issues which arise from it.

If you have any questions about the report please email hphomeslessnessgrants@hcd.ca.gov

Previous Next Close

Figure 22

Support & Troubleshooting: If a system message appears during this step, it means a submission has already been provided for this reporting period. To review and/or update the report for this quarter, click **“Next”** to continue.



Submit Contract Reporting

Contract Selected: HHAP Round 2 - Imperial County

It looks like records for the current month have already been reported for this contract, the next screen will display these records in case updates are needed.

Next

7. The system will display the ERF Contract Report entry screen (Figure 23).

Reminder: All budgeted amounts are prepopulated based on your jurisdiction's approved ERF budget. These values cannot be edited within the Contract Report. Users may only enter or modify the Obligated and Expended amounts in this reporting window. If you need to submit a BCR, instructions to do that are [here](#).

Submit Contract Reporting

Contract Selected: ERF Round 4L - City of Fillmore - State Route

Instructions:
Please update the Obligated and Expended amount for each eligible use in the table below. The obligated amount cannot exceed the budgeted amount and the expended amount cannot exceed the obligated amount.

This report "pre-loads" cumulative totals from the most recent reporting period for the chosen contract (e.g., eligible use obligations and expenditures will be filled in on the form based on the latest monthly report). If the financials have not changed since that submission, simply click "next" at the end of the flow to submit. Otherwise, edit obligated and expended totals accordingly for each eligible use, click "confirm" after making any changes, and click "next" at the end to submit the report.

Contract Financial Details:

Total Award: \$1,496,069.4

Admin Cost Cap (5% of total): \$74,803.47

Quarterly Financial Submissions

6 of 6 items • 0 items selected

	☐ Eligible Use Category	Budgeted	Obligated	Expended
1	☐ Administrative Costs	\$70,000.40	\$0.00	\$0.00
2	☐ Delivery of Permanent Housing and Innovative Solutions	\$300,000.00	\$0.00	\$0.00
3	☐ Interim Sheltering	\$120,000.00	\$0.00	\$0.00
4	☐ Rapid Rehousing	\$300,469.76	\$0.00	\$0.00

Figure 23

8. Enter the Obligated and Expended amounts for each eligible use category displayed on the Contract Report screen. The system will automatically validate all data you enter against ERF financial reporting requirements.

Reminder: You must enter all data accurately and in accordance with the following rules before the system allows you to proceed.

1. *The Obligated Amount must be less than or equal to the Budgeted Amount.*
2. *The Expended Amount must be less than or equal to the Obligated Amount.*
3. *The Obligated Amount must be less than or equal to any requested budget change amount for the eligible use.*

Once all Obligated and Expended values have been entered and the edited fields appear highlighted in yellow, you must click "**Confirm**" to save your changes. After confirming, click the "**Next**" button located at the bottom right corner of the screen to complete the Contract Report submission (Figure 24).

Submit Contract Reporting

This report "pre-loads" cumulative totals from the most recent reporting period for the chosen contract (e.g., eligible use obligations and expenditures will be filled in on the form based on the latest monthly report). If the financials have not changed since that submission, simply click "next" at the end of the flow to submit. Otherwise, edit obligated and expended totals accordingly for each eligible use, click "confirm" after making any changes, and click "next" at the end to submit the report.

Contract Financial Details:

Total Award: \$1,496,069.4

Admin Cost Cap (5% of total): \$74,803.47

Quarterly Financial Submissions
6 of 6 items • 0 items selected

☐ Eligible Use Category	Budgeted	Obligated	Expended
1 ☐ Administrative Costs	\$70,000.40	\$50,983.00	\$1,232.00
2 ☐ Delivery of Permanent Housing and Innovative Solutions	\$300,000.00	\$249,424.00	\$0.00
3 ☐ Interim Sheltering	\$120,000.00	\$7,896.00	\$0.00
4 ☐ Rapid Rehousing	\$300,469.76	\$123,423.00	\$0.00
5 ☐ Services Coordination	\$630,958.24	\$456,342.00	\$0.00
6 ☐ Systems Support	\$74,641.00	\$55,000.00	\$0.00

Figure 24

Important Tips

- When you edit a value, the cell will turn yellow, indicating that a pending change has been made. This allows you to easily identify which entries you updated.
- If you do not follow all ERF business rules and reporting requirements, the system will not allow you to submit a Contract Report. You must correct all validation errors before proceeding.
- All Budgeted Amounts are prepopulated based on your jurisdiction's approved ERF budget and cannot be edited in this window. The only fields you can edit are the Obligated and Expended Amounts.
- If you need to revise any Budgeted Amounts and reallocate funding across eligible use categories, you must submit a Budget Change Request (BCR). Budgeted Amounts cannot be modified within the Contract Report window.
- After entering all Contract Report values, you must select "Confirm" to save your changes. If you proceed without confirming, all changes will be lost.

Support & Troubleshooting: If any rule is violated, the system will generate an **error message** and block submission.

AA - ERF & HHAP Financial Submission

Contract Selected: ERF Round 4L - City of Fillmore - State Route

The submitted financial records do not meet the required business rules. See rules below:

1. The Obligated Amount must be less than or equal to the Budgeted Amount
2. The Expended Amount must be less than or equal to the Obligated Amount
3. The Obligated Amount must be less than or equal to any requested budget change amount for the eligible use.

Guidance:

- Click **“Previous”** to return to the fiscal data entry screen.
- Review the highlighted or flagged fields to identify the incorrect value(s).
- Correct each value according to the ERF business rules.
- Re-select **“Confirm”** to save all corrections.
- Click **“Next”** and **“Submit”** again to reattempt submission.

Support & Troubleshooting: If values do not save or appear unchanged, it is likely that **“Confirm”** was not selected. Re-enter the values and click “Confirm.”

9. On the next screen, you will need to review and/or update data on the number of people served and housed. The data is prepopulated with data from the most recent report submission and should be reviewed and edited as needed for the current reporting period. Encampment data should be cumulative, even if the award is addressing multiple encampments. All fields are required. Zero is an acceptable entry if no people have been served or housed under a given category. Click **“Next”** to proceed (Figure 25).

The screenshot shows a web form titled "Submit Contract Reporting". At the top, it says "Contract Selected: ERF Round 3R - City of Carlsbad - Village and Barrio". Below this is a section titled "Encampment Data and Status" with a sub-instruction: "Provide information on the encampment(s) addressed by the award, and updates to the status of the encampment(s). Encampment data should be cumulative, even if an award is addressing multiple encampments." There are four input fields, each preceded by an asterisk and a label: 1. "* Total Number of Individuals Provided with Services Only" with the value "31". 2. "* Total Number of Individuals Housed in Interim Housing" with the value "6". 3. "* Total Number of Individuals Housed in Permanent Housing" with the value "14". 4. "* Cumulative Total Unduplicated Number of Individuals provided with Services, Interim Housing, or Permanent Housing" with the value "51". At the bottom right, there are three buttons: "Previous", "Next", and "Close". The "Next" button is highlighted with a red box, and a red arrow points to it from the bottom right. A label "Figure 25" is placed over the bottom left of the form.

10. On the next screen, the jurisdiction will need to review and/or update encampment status(es). This screen will differ depending on the jurisdiction's ERF project history:

- If there is no encampment data on file, the screen will indicate that no ERF project data currently exists (Figure 26). Click **“Submit”** to proceed to the encampment data entry screen.

Submit Contract Reporting

Contract Selected: ERF Round 4L - City of Fillmore - State Route

Please make updates to previously reported sites below. If the site status is "Resolved" or "Partially Resolved" you must populate if it has been restored to the intended public use. If the site status is "Not Resolved" or "Other", you must answer the question on progress and the question on funding plans (last 2 columns).

Refer to the definitions below for reporting on encampment status:

- **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. Please explain.
- **Other:** Please explain.

This table currently has no data to display.

Previous Submit

- If there is existing encampment data on file, a table will populate showing previously reported ERF project encampment data (Figure 27). All data on this screen is editable by hovering over the field and clicking on the pencil icon. Document any changes in encampment status and select **“Submit.”** If there are no updates, select **“Submit”** to proceed.

Submit Contract Reporting

AA - ERF & HHAP Financial Submission

Please make updates to previously reported sites below. If the site status is "Resolved" you must populate if its been restored to the intended public use. If the site status is "Not Resolved" or "Other", you must answer the question on progress and the question on funding plans (last 2 columns).

Name	Encampment Status	Has the site been fully restored to the intended public use	Total Size of Encampment at End of Quarter	Explain why the encampment is not fully resolved at this time and what progress has been made	Describe what funding plans are in place or are pending that will keep the project on track to become resolved.
1. [pencil icon] [input type="checkbox"/> corridor	Resolved	Yes	0	Unknown	Unknown

Previous Next

11. If applicable, add new Encampment Sites. The next screen allows you to add any new ERF encampment sites (Figure 28). Answer the onscreen **“Yes/No”** question using the dropdown list.

Submit Contract Reporting

Contract Selected: ERF Round 4L - City of Fillmore - State Route

Do you need to report additional (new) sites for this contract?

* More Sites

No

--None--

Yes

No

12. Next click **“Submit”** to proceed (Figure 29).

- If you select “Yes”, additional questions will populate. Complete all required fields and click **“Submit”**. The system will then ask again if you need to add another site (Figure 30).

Reminder: If the Encampment Status is not “Resolved”, then the last two questions on the screen should be completed.

- If you select “No”, the workflow will proceed to the next step.
- Do not select previous at this stage.

Support & Troubleshooting: Do not select **“Previous.”** Doing so will create a duplicate encampment record. If a duplicate is accidentally created, email HPDHomelessnessGrants@hcd.ca.gov.

13. Review all ERF project sites added. If edits need to be made, hover your cursor over the section you want to edit, select the pencil icon that appears, and make the necessary edits. Once all edits are complete, click **“Submit”** (Figure 31).

Submit Contract Reporting

Contract Selected: ERF Round 4L - City of Fillmore - State Route

Please make updates to previously reported sites below:

	Name	Encampment Status	Has the site been fully restored to the intended public use	Total Size of Encampment at End of Quarter	Explain why the encampment is not fully resolved at this time and what progress has been made.	Describe what funding plans are in place or are pending that will keep the project on track to become resolved.
1	test 2	Not Resol...		11	ddd	ddd

Previous Submit

Close

Figure 31

1. **Confirm submission and verify report accuracy.** Once your fiscal and programmatic entries meet all required business rules, the system will allow the report to be submitted. Upon successful submission, a green **“Success”** banner will appear at the top of the screen. This banner confirms that your ERF Contract Report has been transmitted to HCD and recorded in the system (Figure 32).



Figure 32

2. Check your email inbox for the automated confirmation email generated by One Door (Figure 33).

Reminder: Verify in your confirmation email that all information matches the data you entered in the Contract Report.

Here are your records as of June 30, 2026, based on this submission, this contract will be reviewed for reporting compliance and you will receive outreach from hpddhomelessnessgrants@hcd.ca

Name	Total Budgeted Eligible Use Amount	Amount Obligated	
Administrative Costs	\$70,000.4	\$50,983	\$1,232
Delivery of Permanent Housing and Innovative Solutions	\$300,000	\$249,424	\$0
Interim Sheltering	\$120,000	\$7,896	\$0
Rapid Rehousing	\$300,469.76	\$123,423	\$0
Services Coordination	\$630,958.24	\$456,342	\$0
Systems Support	\$74,641	\$55,000	\$0

The reported total obligation amount is \$943,068, the total expended amount is \$1,232 and the total contracted amount is \$1,496,069.4 with 100% obligation and 50% expenditure deadlines of // and a 100% expenditure deadline of

Total Number of Individuals Provided with Services Only:20

Total Number of Individuals Housed in Interim Housing: 4

Total Number of Individuals Housed in Permanent Housing: 2

Cumulative Total Unduplicated Number of Individuals provided with Services, Interim Housing, or Permanent Housing: 100

Site records

Name	Encampment Status	Has the site been fully restored to its intended public use	Total Size of encampment at End of Quarter	Explain why the encampment has not been fully resolved at this time and what progress has been made	Describe what funding plans are in place or are pending that will keep the project on track to become resolved
Test Encampment Site	Partially Resolved	Yes	12	TESTTESTEST	TESTTESTEST
Test Encampment Site	Partially Resolved	Yes	12	TESTTESTEST	TESTTESTEST
Test Encampment Site	Partially Resolved	Yes	12	TESTTESTEST	TESTTESTEST
Test Encampment Site	Partially Resolved	Yes	12	TESTTESTEST	TESTTESTEST
Test Encampment Site_2	Not Resolved	Yes	100	TESTTESTEST	TESTTESTEST

Figure 33

Support & Troubleshooting: If the information in the confirmation email does not reflect the values you entered or if you made an error in the Contract Report, you can resubmit the report to reflect the correct values. If the issue persists, contact hpddhomelessnessgrants@hcd.ca for assistance.

VI. SUBMITTING AN ERF BUDGET CHANGE REQUEST (BCR)

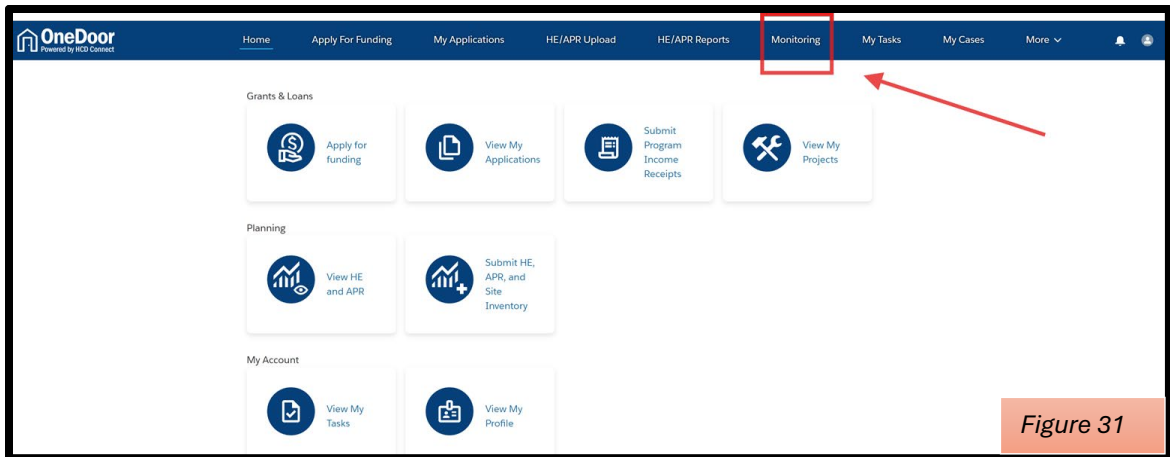
This section provides detailed instructions for submitting an ERF Budget Change Request (BCR) in One Door. A BCR must be submitted when your jurisdiction needs to request approval to revise the current ERF budget, or programmatic changes that deviate from the approved application. The BCR workflow in One Door will display your jurisdiction's current approved budget and allow you to submit proposed changes. All proposed amounts must meet ERF requirements and align with total awarded funding prior to submission. The instructions below outline how to locate the contract, enter proposed budget amounts, add new eligible uses (if applicable), and submit the BCR for HCD review and approval.

Reminder: The ERF Standardized Budget Template is an Excel file that includes a detailed breakdown of costs associated with the project and must be uploaded as an attachment with your Budget Change Request. When submitting required quarterly reports in One Door, grantees will not have the option to make significant budget or programmatic changes. An ERF Budget Change Request is required for any proposed changes to your approved project, such as revising the approved ERF Standardized Budget to add or remove eligible use categories and/or reallocate funds between eligible use categories. Before beginning a BCR, you must complete the [ERF Standardized Budget](#) and be ready to upload it.

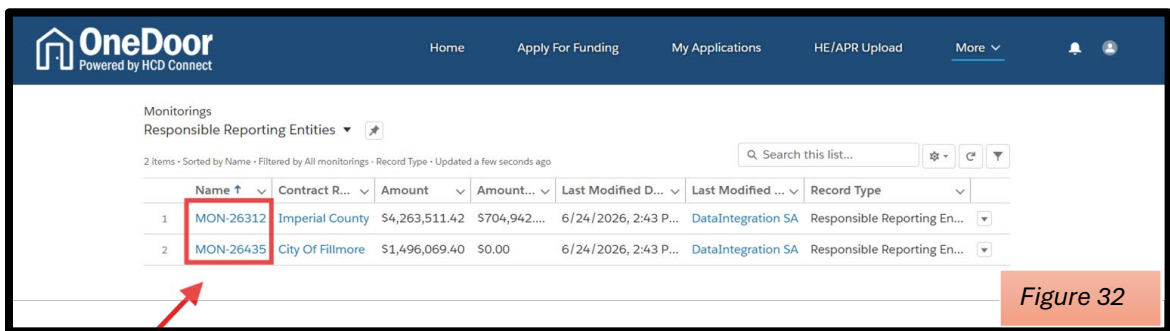
It is strongly recommended that grantees use the BCR template to prepare the data for entry into One Door. The BCR will summarize information from the ERF Standardized Budget. Upon approval of the BCR and the proposed ERF Standardized Budget, HCD will use these documents to monitor award progress. You may use the template to prepare proposed reallocations, gather approvals, and finalize all budget decisions prior to submission. Entering budget information into the BCR must be completed in one sitting, as a draft BCR cannot be saved within the One Door once you begin. You may use the provided template to prepare proposed reallocations, gather approvals, and finalize all budget decisions prior to submission.

Step-by-Step Instructions

1. From the One Door Welcome Page, click "Monitoring" to begin preparing and submitting the BCR (*Figure 31*).

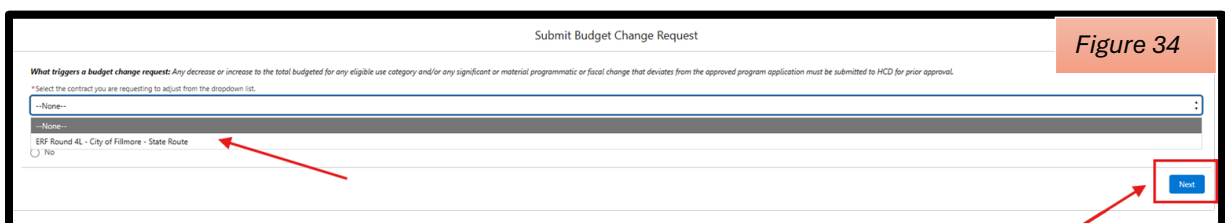
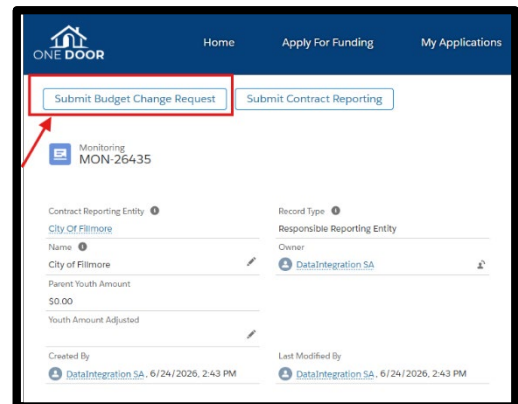


2. In the list of Responsible Reporting Entities, select the appropriate identifier listed in the “name” column of the jurisdiction requesting the budget change (e.g., MON-26435 for City of Fillmore (*Figure 32*)).



Reminder: Only reporting entities associated with your jurisdiction will be displayed.

3. Select “Submit Budget Change Request” to begin the BCR workflow (*Figure 33*).
4. In the dropdown list, select the contract you are submitting the BCR for and click “Next” (*Figure 34*).



5. Select whether you want to add new eligible use categories (Figure 35).

Submit Budget Change Request

Figure 35

What triggers a budget change request: Any decrease or increase to the total budgeted for any eligible use category and/or any significant or material programmatic or fiscal change that deviates from the approved program application must be submitted to HCD for prior approval.

*Select the contract you are requesting to adjust from the dropdown list.

--None--

Do you want to add new eligible uses

☐ Yes

☒ No

Next

- Select “No” if you do not intend to add new eligible uses. Click “Next” to proceed to the BCR screen.

- **Select “Yes”** if you intend to add additional eligible uses. The system will display a list of eligible use categories that are not currently part of your approved budget and may be added through the Budget Change Request process (Figure 36). Check all eligible uses you wish to include, then click “**Next.**”

Contract Selected: ERF Round 2R - City of Berkeley - Northwest Zone

Select the new eligible use(s) to include in the budget change request.

7 of 7 items • 0 items selected

☒ Eligible Use Category
☐ Improvements to Existing Emergency Shelters
☐ Operating Subsidies
☐ Prevention and Shelter Diversion
☐ Rapid Rehousing
☐ Services Coordination
☐ Street Outreach
☐ Systems Support

6. On the next screen, you must upload the proposed revised budget using the [ERF Standardized Budget](#), available for download on HCD’s website. Select “Upload Files” and upload your proposed revised ERF Budget (Figure 37).

Reminder: The system will not allow you to submit the BCR without uploading the ERF Standardized Budget. Ensure all proposed changes are accurately reflected before uploading.

Submit Budget Change Request

Figure 37

Contract Selected: ERF Round 4L - City of Fillmore - State Route

Budget should be on an ERF standardized budget template. [One upload max: .xls and .xlsx only.](#)

The template can be found on the ERF program page in the document table:

[Encampment Resolution Funding \(ERF\) Program | California Department of Housing and Community Development](#)

Additional Supporting Documentation Upload:

[Upload Files](#) Or drop files

This may include support letters, revised maps, or other documentation

Previous Next

After the “ERF Standardized Budget” file is successfully uploaded, the file name will appear on the screen. Select “**Next**” to proceed (Figure 38).

Submit Budget Change Request

Figure 38

1 of 1 item • 0 items selected

Title	File Type	Created
154_1_eref-round-budget-template-applicant_v2	EXCEL_X	9/25/2026, 02:59 PM

Previous Next

7. The next screen will display questions related to the requested budget, or if you are making a programmatic change only, this is where you will write the justification for the programmatic change. Complete all required fields and select “Next” to proceed (Figure 39).

Submit Budget Change Request

Contract Selected: ERF Round 4L - City of Fillmore - State Route

Answer all of the questions below. Responses should be concise and provide specific details explaining any proposed changes to funding and/or project plans. Answers must include if there are any impacts to the projected number of people to be served or housed in interim and/or permanent housing.

*What prompted the need for this change?

Complete this field.

*Programmatically, what will be eliminated, reduced, or augmented from the previously approved budget?

*Programmatically, what will be added, expanded, or augmented in the newly proposed budget?

Previous Next

Close

Figure 39

8. The next screen will display all current budgeted and Obligated amounts associated with the selected ERF contract. These values are system generated and reflect your jurisdiction’s most recent approved ERF budget and report (Figure 40).

The BCR screen will display the following information for each eligible use category:

- **Total Budgeted:** Pre-populated and displays your jurisdiction’s currently approved ERF budget for each eligible use category.
- **Total Obligated:** Pre-populated and displays the amount currently reported as Obligated for each eligible use category.
- **Proposed Total Budget:** Currently blank, this is where you will enter the newly proposed total amount for each eligible use category.

Submit Budget Change Request

Click “confirm” after making any changes, and click “next” at the end to submit your financial records.

See below amounts to keep in mind as you submit your budget change request. You will not be able to submit a budget change request if the new proposed budget does not follow the below budget allocation requirements:

Total Proposed Budget must equal \$1,496,069.4

For ERF, Administrative Costs must not exceed \$74,803.47

Proposed Budget amounts must be greater than or equal to Obligated amounts.

If you need to adjust the Amount Obligated, you must do so through contract reporting before submitting the budget change request.

6 of 6 Items

Eligible Use Category	Budgeted	Obligated	Proposed Budget
1 Administrative Costs	\$71,241.40	\$0.00	\$0.00
2 Delivery of Permanent Housing and Innovative Solutions	\$374,400.00	\$0.00	\$0.00
3 Interim Sheltering	\$111,000.00	\$0.00	\$0.00
4 Rapid Rehousing	\$300,469.76	\$0.00	\$0.00
5 Services Coordination	\$630,958.24	\$0.00	\$0.00
6 Systems Support	\$8,000.00	\$0.00	\$0.00

Previous Submit

Figure 40

9. Enter the Proposed Total Budget for each eligible use category (Figure 41). These entries must comply with all ERF BCR system rules listed below. After entering proposed amounts, click “Confirm” to save your changes. You must click “Next” afterward to proceed with submission.

Figure 41

Submit Budget Change Request

Definition of “Budgeted”: The amount of funds allocated to each eligible use category as approved in the grantee’s application or most recent approved budget change request.

Definition of “Obligated”: The amount of this round of funding for which the grantee has placed orders, awarded contracts, received services, or entered into similar transactions that require payment. The amount obligated should include all amounts that were expended. The amount obligated will always be equal to or greater than the amount expended.

Click “confirm” after making any changes, and click “next” at the end to submit your financial records.

See below amounts to keep in mind as you submit your budget change request. You will not be able to submit a budget change request if the new proposed budget does not follow the below budget allocation requirements:
Total Proposed Budget must equal **\$1,496,069.4**

For ERF, Administrative Costs must not exceed **\$74,803.47**

Proposed Budget amounts must be greater than or equal to Obligated amounts.

If you need to adjust the Amount Obligated, you must do so through contract reporting before submitting the budget change request.

6 of 6 Items	Eligible Use Category	Budgeted	Obligated	Proposed Budget
1	Delivery of Permanent Housing and Innovative Solutions	\$374,400.00	\$374,400.00	\$374,400.00
2	Operating Subsidies	\$300,000.00	\$300,000.00	\$300,000.00
3	Rapid Rehousing	\$0.00	\$0.00	\$8,000.00
4	Services Coordination	\$540,958.64	\$410,958.00	\$540,958.64
5	Systems Support	\$8,000.00	\$0.00	\$0.00
6	Street Outreach	\$272,710.76	\$0.00	\$272,710.76

Reminders

- *Proposed Total Budget for each eligible use category must be greater than or equal to the Obligated amount already reported. The system will not allow a proposed amount that is lower than your current Obligations.*
- *If you need to adjust Obligated or Expended amounts, you must do so through the Reporting process before submitting the BCR. Obligations and Expenditure cannot be changed inside the BCR form.*
- *Total Budgeted values shown on the screen are fixed and cannot be edited as part of the budget change process. Any changes must only be entered in the proposed budget.*
- *You must enter a value in every “Proposed Budget” field — even if you are not proposing a change. If no change is being made, enter the current budgeted amount to ensure the system recognizes the line as complete.*
- *The total of the Proposed Total Budget column must exactly match the total of the existing Total Budgeted column. If the totals do not match, the system will block submission.*
- *Select “Confirm” to save your work BEFORE submitting the BCR. If you do not click Confirm, your work will not be saved, and you will need to re-enter all proposed values.*

Support & Troubleshooting: If any rule is violated, the system will generate an **error message** and block submission.

Submit Budget Change Request

Contract Selected: ERF Round 2R - City of Berkeley - Northwest Zone
The total of all Proposed Budget Amount values is \$0.00, but it must be equal to \$4,931,058.3. Fix the amounts before proceeding.

[Previous](#)

Guidance:

- Click **“Previous”** to return to the BCR screen.
- Correct each value according to the ERF BCR business rules.
- Re-select **“Confirm”** to save all corrections.
- Click **“Next”** and **“Submit”** again to reattempt submission.

10. After successfully submitting the ERF Budget Change Request, the system will display a confirmation screen. (Figure 42).

Submit Budget Change Request

Contract Selected: ERF Round 4L - City of Fillmore - State Route
Your Request for Budget change has been submitted.

[Finish](#)

Figure 42

11. You will receive an automated email notification confirming submission (Figure 43).

Reminder: Verify in your confirmation email that all information matches the data you entered in the BCR workflow.

Budget Allocation has been submitted for: ERF Round 4L - City of Fillmore - State Route

Figure 43

Below are the details:

Name	Eligible Use Category	Current Budget	Obligated	Proposed Budget
ERF Round 4L - City of Fillmore - State Route — Administrative Costs — Budget	Administrative Costs	\$71,241.4	\$0	\$70,000.4
ERF Round 4L - City of Fillmore - State Route — Delivery of Permanent Housing and Innovative Solutions — Budget	Delivery of Permanent Housing and Innovative Solutions	\$374,400	\$0	\$300,000
ERF Round 4L - City of Fillmore - State Route — Interim Sheltering — Budget	Interim Sheltering	\$111,000	\$0	\$120,000
ERF Round 4L - City of Fillmore - State Route — Rapid Rehousing — Budget	Rapid Rehousing	\$300,469.76	\$0	\$300,469.76
ERF Round 4L - City of Fillmore - State Route — Services Coordination — Budget	Services Coordination	\$630,958.24	\$0	\$630,958.24
ERF Round 4L - City of Fillmore - State Route — Systems Support — Budget	Systems Support	\$8,000	\$0	\$74,641

What prompted the need for this change? TEST

Programmatically, what will be eliminated, reduced, or augmented from the previously approved budget? TEST

Programmatically, what will be added, expanded, or augmented in the newly proposed budget? TEST

Reminder: You cannot submit another Budget Change Request (BCR) for the same ERF contract until HCD has either approved or denied the current submission. This restriction applies to all ERF rounds.

Support & Troubleshooting: If the information in the confirmation email does not reflect the values you entered or if you made an error in the Contract Report, you can resubmit the report to reflect the correct values. If the issue persists, contact **hpdhomelessnessgrants@hcd.ca.gov** for assistance.

Once a BCR is submitted through One Door, HCD staff will review submissions in the order they are received and will contact jurisdictions directly if clarification or additional information is required. HCD may take up to one month to complete its review and issue an approval or denial determination. All BCR decisions will be reflected directly within One Door, and jurisdictions will receive an automated email notification once the final determination has been issued.

VII. FINAL REMINDERS

HCD developed One Door to streamline ERF reporting, improve transparency, and ensure consistent budget oversight across jurisdictions. Accurate and timely submission of Contract Reports and Budget Change Requests supports statewide efforts to monitor progress, manage funding responsibilities, and meet statutory reporting requirements.

Please direct all technical questions or access requests to:

- Email: hpdhomelessnessgrants@hcd.ca.gov
- Subject Line: ERF One Door TA [Jurisdiction, Funding Program Round]