

CITY OF SEBASTOPOL
CITY COUNCIL
STAFF REPORT

Meeting Date: October 2, 2018
To: Honorable Mayor and Honorable City Councilmembers
From: Engineering Manager (City CDBG Representative)
City Manager/Planning Director (Housing Sub-Committee Staff Liaisons)
Subject: Homeless Emergency Aid Program (HEAP) – Continuum of Care
Recommendation : That the City Council Approve and Authorize the Mayor to Sign Letter of Intent to Submit an Application Requesting Funds from the Sonoma County Continuum of Care (CoC) (Homeless Emergency Aid Program (HEAP). HEAP is a \$500 million block grant program designed to provide direct assistance to cities and counties to address the homelessness crisis throughout California. The HEAP grant is authorized by Senate Bill (SB) 850, which was signed into law by Governor Brown in June of 2018. This action is to also by Resolution, declare a shelter crisis pursuant to Senate Bill 850 and authorize the city’s participation in the newly established “Homeless Emergency Aid Program.”

Funding: Currently Budgeted: _____ Yes _____ No XX N/A
Net General Fund Cost: N/A
Amount: \$0

INTRODUCTION: This item is to request that the City Council Approve and Authorize the Mayor to Sign a Letter of Intent to Submit an Application Requesting Funds from the Sonoma County Continuum of Care (CoC) (Homeless Emergency Aid Program (HEAP); and that the City Council, by Resolution, declare a shelter crisis pursuant to Senate Bill 850 and authorize the city’s participation in the newly established “Homeless Emergency Aid Program.”

BACKGROUND: Recently, the State of California announced a new funding stream to local cities called the Homeless Emergency Aid Program (HEAP). HEAP is a \$500 million block grant program designed to provide direct assistance to cities and counties to address the homelessness crisis throughout California. HEAP is authorized by Senate Bill (SB) 850, which was signed into law by Governor Brown in June 2018.

The HEAP program is administered by the California Homeless Coordinating and Financing Council (HCFC), which is a division of the California Business, Consumer Services and Housing Agency. As part of the application process for the HEAP funds, the governing body of an eligible jurisdiction must adopt a shelter crisis declaration pursuant to Chapter 7.8 of the Government Code.

DISCUSSION: HEAP funds are intended to provide funding to Continuums of Care (CoCs) and large cities (LCs - with populations over 330,000), so they may provide immediate emergency assistance to people experiencing homelessness. Eligible uses include, but are not limited to the following: homelessness prevention activities, criminal justice diversion programs for homeless individuals with mental health needs, establishing or expanding services meeting the needs of homeless youth or youth at risk of homelessness, and emergency aid.

The Sonoma County Continuum of Care (CoC) Board has governed \$3+million of Federal funds for permanent housing including services for homeless persons. The Board is currently being reconstituted with Board of

Supervisors and Councilmembers from Santa Rosa and Petaluma. The Community Development Commission, as the Lead Agency for the Continuum of Care, is the only body eligible to apply for funding from the State. Once they have received the funding, they will hold a local competition for HEAP funding. No deadline has been set yet and the process for submittal of applications has not yet been established

At its Board meeting of September 25, 2018, the CoC discussed and explained the HEAP program, which will be offered to the cities which use CDC as their housing agency. Sebastopol is one of those cities and is eligible to apply for these funds through the CoC. City staff attended this meeting, and noted the City was a center for services not only to those within the City limits, but also as a hub for West County and the greater Sebastopol area. Per Michael Gause, Homeless Programs Coordinator for Sonoma County and lead staff member to the Continuum of Care Board, the CoC is scheduled to have an input session on HEAP on October 18, 2018 at their Continuum of Care Quarterly meeting from 1-4pm at 1440 Guerneville Road in Santa Rosa. This meeting will be the primary place to provide feedback on what we should consider for funding priorities. State representatives will also be at this meeting to discuss more details of the HEAP program. Staff will be attending this session in anticipation of submitting for grant funds.

The HEAP funding allocation for the County of Sonoma is \$12,111,291.50 over the next two years, and is based on the population and homeless count of 2017. Future funding allocations are unknown. The CDC and CoC intend to apply for this entire allocation of funding in the Round 1 funding cycle (CoC's application is due by December 31, 2018). Applications from local entities to the CoC for this funding will likely be available in January or February 2019.

NEXT STEPS:

The attached Resolution declaring a shelter crisis contains specific language and text that is required by the HCFC and program administrators to be eligible for grant funding.

At its September 18, 2018 City Council meeting, the Council was in consensus to review creation of a Subcommittee to address potential projects and services to use these funds. This item is currently scheduled for the October 16th City Council meeting. City staff is currently working to identify local projects and priorities that are eligible for HEAP funds in preparation for the anticipated Notice of Grant Funding Availability by the Sonoma County CoC in early 2019, and will work with this Subcommittee to prepare the City's application.

RECOMMENDATION:

Staff recommends that the City Council Approve and Authorize the Mayor to Sign a Letter of Intent to Submit an Application Requesting Funds from the Sonoma County Continuum of Care (CoC) (Homeless Emergency Aid Program (HEAP)); and that the City Council, by Resolution, declare a shelter crisis pursuant to Senate Bill 850 and authorize the city's participation in the newly established "Homeless Emergency Aid Program."

Attachments

Letter of Intent
Resolution Declaring a Shelter Crisis
2017 Homeless Census & Survey results
Homeless Emergency Aid Program (HEAP) grant overview

City Council

Mayor Patrick Slayter
Vice Mayor Neysa Hinton
Michael Carnacchi
Una Glass
Sarah Glade Gurney



City Manager

Larry McLaughlin
lmclaughlin@cityofsebastopol.org
Assistant City Manager/City Clerk, MMC
Mary Gourley
mgourley@cityofsebastopol.org

City of Sebastopol

October 3, 2018

Michael Gause
Continuum of Care Coordinator
Sonoma County Community Development Commission
1440 Guerneville Road
Santa Rosa, CA 95403

RE: Homeless Emergency Aid Program (HEAP) – Continuum of Care
Letter of Intent

Dear Mr. Gause:

As you are aware, recently, the State of California announced a new funding stream to local counties and cities called the Homeless Emergency Aid Program (HEAP) which is a \$500 million block grant program designed to provide direct assistance to cities and counties to address the homelessness crisis throughout California.

The Community Development Commission, as the Lead Agency for the Sonoma County Continuum of Care, is the only body eligible to apply for funding. Once this organization has received the funding, it is the City's understanding that a local competition for HEAP funding will be announced.

This letter is to announce our intention to apply for HEAP funds to be used for various programs and services to address the homelessness crisis in Sebastopol, the greater Sebastopol area, and West County.

It is the City's intention to work with non-profits such as West County Community Services (WCCS), who currently manage Park Village; local homeless advocates; and community organizations, as well as individual members of the public to help to provide immediate emergency assistance to people experiencing homelessness as well as to expand programs and services to help prevent homelessness, support criminal justice diversion programs for homeless individuals with mental health needs, work to establish services meeting the needs of homeless youth or youth at risk of homelessness, and provide emergency aid.

Homelessness is a social issue that impacts all of our cities and communities in Sonoma County. It requires not just City, but countywide, shared responsibility in planning and development of solutions.

We intend to work with CoC and the County of Sonoma, as well as our neighbors, to work to reduce homelessness and are making a commitment to apply for HEAP funds once they become available.

We looking forward to the announcement of the application period with the intent of submission of an application for HEAP funds.

Sincerely,

Patrick Slayter
Mayor

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SEBASTOPOL, STATE OF CALIFORNIA, DECLARING A SHELTER CRISIS PURSUANT TO SENATE BILL 850 (CHAPTER 48, STATUTES OF 2018 AND GOVERNMENT § 8698.2).

WHEREAS, homelessness is one of the most pervasive challenges facing cities throughout California; and

WHEREAS, the City of Sebastopol continues to work with the County of Sonoma, non-profit stakeholders and other regional partners throughout the county to address this ongoing issue; and

WHEREAS, California's Governor Edmund G. Brown, Jr. and the members of the California Legislature have recognized the urgent and immediate need for funding at the local level to address homelessness; and

WHEREAS, the Governor and Legislature have provided funding to local governments under the Homeless Emergency Aid Program as part of SB 850 and the 2018-19 Budget Act (Chapter 48, Statutes of 2018); and

WHEREAS, the Governor and Legislature require jurisdictions seeking an allocation through the Homeless Emergency Aid Program to declare a Shelter Crisis pursuant to Government Code §8698.2; and

WHEREAS, the City of Sebastopol has developed a homelessness plan and undertaken multiple efforts at the local level to address homelessness.

NOW THEREFORE IT BE RESOLVED, THAT THE City Council of the City of Sebastopol hereby finds:

that based on the 2018 Homeless Point in Time Count, 69 persons within the City of Sebastopol, and an additional 214 persons within the greater Sebastopol and West County area, are homeless and living without shelter; and

that the number of homeless is significant, and these persons are without the ability to obtain shelter; and

that the health and safety of unsheltered persons in Sebastopol is threatened by a lack of shelter; and

BE IT FURTHER RESOLVED that the City of Sebastopol affirms its commitment to combatting homelessness and creating or augmenting a continuum of shelter and service options for those living without shelter in the community; and

BE IT FURTHER RESOLVED, by the City Council of the City of Sebastopol that a shelter crisis pursuant to Government Code §8698.2 exists in the City of Sebastopol, and authorizes the City's participation in the Homeless Emergency Aid Program.

THE FOREGOING RESOLUTION is approved and adopted by the City Council of the City of Sebastopol on this 2nd day of October, 2018.

I, the undersigned, hereby certify that the foregoing Resolution was duly adopted by the City of Sebastopol City Council by the following vote:

VOTE:

Ayes:

Noes:

Abstain:

Absent:

APPROVED: _____

Mayor Patrick Slayter

ATTEST: _____

Mary Gourley, Assistant City Manager/City Clerk, MMC

APPROVED AS TO FORM: _____

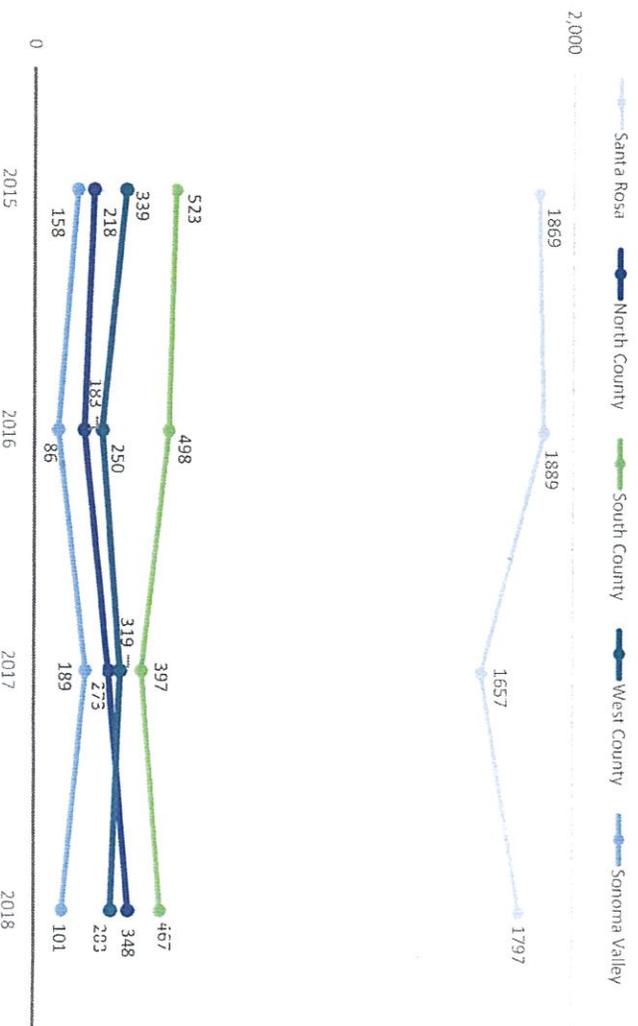
Larry McLaughlin, City Attorney

FIGURE 3. TOTAL NUMBER OF HOMELESS PERSONS, BY JURISDICTION AND SHELTER STATUS

JURISDICTION	UNSHelterED			SHelterED			TOTAL		
	2016	2017	2018	2016	2017	2018	2016	2017	2018
North County	137	227	295	46	46	53	183	273	348
Cloverdale	53	28	75	11	4	5	64	32	80
Healdsburg	55	69	81	35	42	48	90	111	129
Town of Windsor	7	46	75	0	0	0	7	46	75
Unincorporated	22	84	64	0	0	0	22	84	64
South County	285	279	262	273	178	205	498	397	467
Cotati	3	9	1	0	0	0	3	9	1
Petaluma	85	113	91	213	170	194	298	283	285
Robert Park	126	76	127	0	8	11	126	84	138
Unincorporated	71	21	43	0	0	0	71	21	43
West County	204	279	243	46	40	40	250	319	283
Sebastopol	44	71	69	0	0	0	44	71	69
Unincorporated	160	208	174	46	40	40	206	248	214
Sonoma Valley	64	156	64	22	33	37	86	189	101
Sonoma	15	78	15	6	13	15	21	91	30
Unincorporated	49	78	49	16	20	22	65	98	71
Santa Rosa	1,216	966	1,065	673	691	732	1,889	1,657	1,797
Santa Rosa	979	769	863	673	675	700	1,652	1,444	1,563
Unincorporated	237	197	202	0	16	32	237	213	234
Total	1,906	1,847	1,929	1,000	988	1,067	2,906	2,835	2,996

Note: In previous reports, confidential beds have been counted separately. In the 2018 report, confidential beds are included in their respective jurisdiction(s).

FIGURE 4. TOTAL NUMBER OF HOMELESS PERSONS, BY COUNTY REGION



SONOMA COUNTY

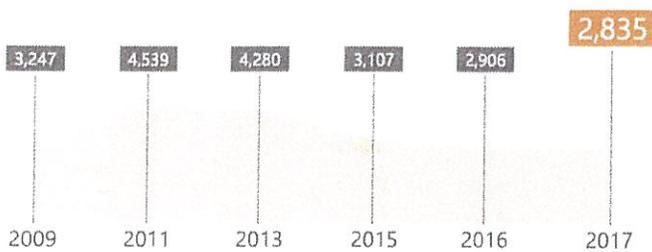
2017 HOMELESS CENSUS & SURVEY

EXECUTIVE SUMMARY

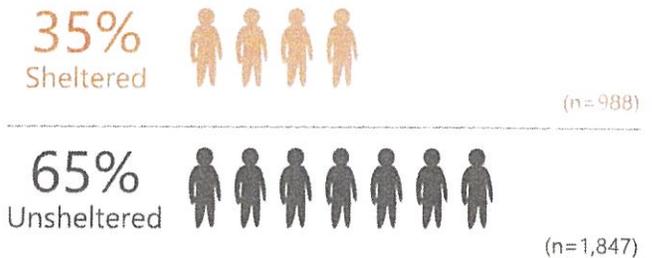
Every two years, during the last 10 days of January, communities across the country conduct comprehensive counts of the local homeless populations in order to measure the prevalence of homelessness in each local Continuum of Care.

The 2017 Sonoma County Point-in-Time Count was a community-wide effort conducted on January 26, 2017. In the weeks following the street count, a survey was administered to 687 unsheltered and sheltered homeless individuals, in order to profile their experience and characteristics.

Census Population: Longitudinal Trend



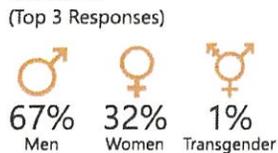
2017 Sheltered/Unsheltered Population



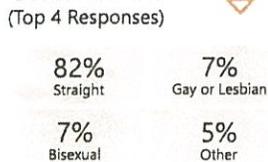
Age



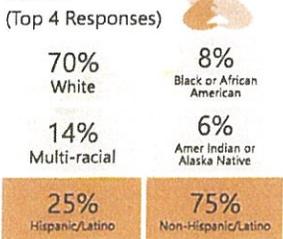
Gender



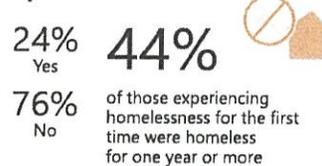
Sexual Orientation



Race



First Homelessness Episode



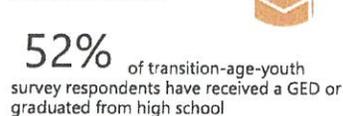
Age at First Episode of Homelessness



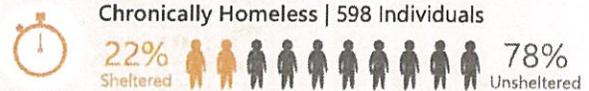
Foster Care



Educational Attainment



Subpopulation Data*



Residence Prior to Homelessness



Length of Time in Sonoma County



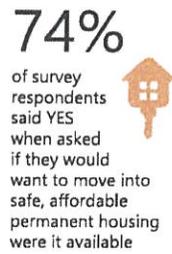
Duration of Current Episode of Homelessness



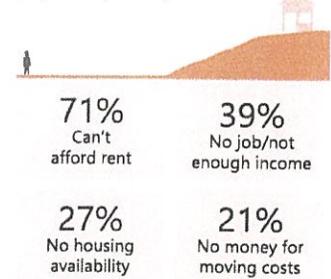
Primary Event or Condition That Led to Homelessness (Top 6 Responses)



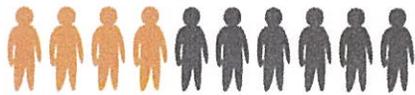
Interest in Permanent Housing



Obstacles to Permanent Housing (Top 4 Responses)



What is a disabling condition?



41%
of survey respondents reported a disabling condition

A disabling condition is defined here as a physical disability, mental illness, chronic depression, alcohol or drug abuse, chronic health problems, HIV/AIDS, Post-Traumatic Stress Disorder (PTSD), or a developmental disability.

Health Conditions

Current health conditions affecting housing stability or employment.

(Note: Multiple response question, numbers will not total to 100%)



Employment



Employment Status



If Unemployed, Currently...

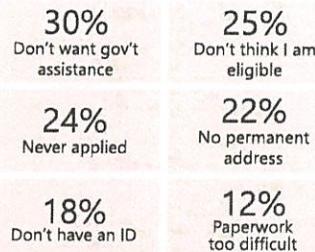


Services and Assistance

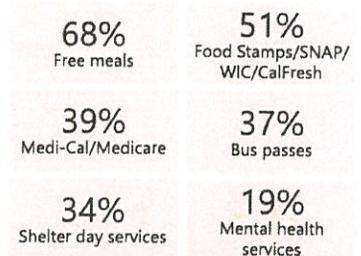


82%
of survey respondents reported receiving government benefits

Reasons for Not Receiving Any Government Assistance (Top 6 Responses)



Services Currently Accessing (Top 6 Responses)



*Subpopulation Definitions

Chronically Homeless

An individual with a disabling condition or a family with a head of household with a disabling condition who:

- Has been continuously homeless for 1 year or more and/or;
- Has experienced 4 or more episodes of homelessness within the past 3 years, totalling 12 months.

Veterans

Persons who have served on active duty in the Armed Forces of the United States. This does not include inactive military reserves or the National Guard unless the person was called up to active duty.

Families

A household with at least one adult member (persons 18 or older) and at least one child member (persons under 18).

Unaccompanied Children

Children under the age of 18 who are homeless and living without a parent or legal guardian.

Transition-Age Youth

Young adults between the ages of 18 and 24 years old.

The complete comprehensive report includes a more detailed profile of the characteristics of those experiencing homelessness in Sonoma County. It can be found at <http://sonoma-county-continuum-of-care.wikispaces.com/>

Source: Applied Survey Research. (2017). Sonoma County Homeless Census & Survey. Watsonville, CA.

HOMELESS EMERGENCY AID PROGRAM (HEAP)

Program Guidance



Edmund G. Brown Jr., Governor

Secretary Alexis Podesta, Council Chair

Ginny Puddfoot, Executive Officer

August 7, 2018



CALIFORNIA HOMELESS COORDINATING AND FINANCING COUNCIL



Homeless Emergency Aid Program (HEAP) Grant Program Guidance – August 2018

The California Homeless Coordinating and Financing Council (HCFC) is pleased to announce the launch of the Homeless Emergency Aid Program (HEAP). HEAP is a \$500 million block grant program designed to provide direct assistance to cities and counties to address the homelessness crisis throughout California. HEAP is authorized by Senate Bill (SB) 850, which was signed into law by Governor Brown in June 2018. This overview provides a program timeline with key milestones and delineates when stakeholders may expect program deliverables.

Available Funding

HEAP funding is divided into three categories for distribution.

Category for Distribution	Funded Amount	Eligible Applicants
Continuum of Care – Based on Point in Time Count Ranges [SB 850: Section 2, Chapter 5, 50213 (a)]	\$250,000,000	Continuum of Care (CoC)
Continuum of Care – Based on Percent of Homeless Population [SB 850: Section 2, Chapter 5, 50213 (b)]	\$100,000,000	Continuum of Care (CoC)
City / City that is also a County – Based on Population [SB 850: Section 2, Chapter 5, 50213 (c)]	\$150,000,000	Large Cities (LCs) with a population over 330,000

Eligible Uses

HEAP funds are intended to provide funding to Continuums of Care (COCs) and large cities (LCs) with populations over 330,000, so they may provide immediate emergency assistance to people experiencing homelessness. Eligible uses include, but are not limited to the following:

- a. Homelessness prevention activities,
- b. Criminal justice diversion programs for homeless individuals with mental health needs,
- c. Establishing or expanding services meeting the needs of homeless youth or youth at risk of homelessness, and
- d. Emergency aid.

The parameters of the program are intentionally broad to allow local communities to be creative and craft programs that meet the specific needs they have identified. All activities must directly benefit the target population.

Expenditure Deadlines

The HEAP statute mandates that 50 percent of the awarded funds must be contractually obligated by January 1, 2020. Additionally, 100 percent of the funds must be expended by June 30, 2021. Unexpended funds must be returned to the Business, Consumer Services and Housing Agency (BCSH) and will revert to the General Fund. Finally, administrative costs are

capped at five percent of program funds, but this does not include staff costs directly related to carrying out program activities.

Eligible Applicants

For the HEAP program, an Administrative Entity (AE) is the CoC. The CoC is the eligible applicant for HEAP funding for the same geographic boundaries for which it administers federal Department of Housing and Urban Development CoC funds. LCs with populations over 330,000 are also eligible applicants. Please refer to the California Department of Finance [website](#) for population estimates. LC grant applicants will enter into a contract with BCSH and administer their own funds separately, however, they will still be expected to collaborate with their CoC.

Shelter Crisis Declaration

The shelter crisis declaration is required for all cities and counties within a CoC that wish to receive HEAP funds, except for CoCs with fewer than 1,000 homeless people, based on the 2017 Point in Time count. Each incorporated city must declare a shelter crisis pursuant to Chapter 7.8 (commencing with Section 8698) of Division 1 of Title 2 of the Government Code. Counties may declare a shelter crisis only for the unincorporated areas of the county. The declaration is a resolution that must be adopted by the governing body of a jurisdiction or jurisdictions within a CoC or LC. A sample resolution has been provided (see attachment A). If a CoC has fewer than 1,000 homeless people, they may submit with their application a waiver exempting all cities and the counties that are part of the CoC from declaring a shelter crisis.

Pre-Application Program Timeline

Beginning in early August, the HEAP team will begin the distribution of key program information and documents. These pre-application materials will help inform the local collaborative process and assist stakeholders as they plan their applications.

Program Guidance, Timeline, Sample Shelter Crisis Resolution, Funding Allocations	
August 3, 2018	The guidance document includes a program timeline, sample resolution and funding allocation spreadsheet.
HEAP Frequently Asked Questions	
August 10, 2018	The FAQs will be updated on a regular basis on the HCFC website: http://www.bcsch.ca.gov/hcfc/
Sample Application and Instructions	
August 17, 2018	An application map will be released in advance of the HEAP Notice of Funding Availability (NOFA). The map will track to the application. The map, once completed will make the application process seamless.
August 20, 2018	Application instructions will be distributed along with the sample application.
Workshops/Webinars - Application Training Documents	
August 13 – Ongoing	Outreach and technical assistance will be conducted by the HEAP team. A detailed schedule will be posted on the HCFC website at a later date.

Application Timeline

Applications will be accepted immediately upon release of the Round 1 Notice of Funding Availability (NOFA) beginning on September 5, 2018. The Round 2 NOFA is planned for release on February 15, 2019. If, after the second round of awards, not all funds have been

claimed by all administrative entities, the BCSH shall, no later than June 15, 2019, work with the Department of Finance to identify an appropriate allocation methodology for a third round of awards or determine if any unallocated funds should revert to the General Fund.

Round 1	
NOFA Release	September 5, 2018
Early Applications Reviews Start***	Starting in September 2018
Early Applications Awarded	Starting in September 2018
Early Distribution of Funds Begins	Starting in late October 2018
Round 1 Application Cut-off Date	No later than December 31, 2018
Standard Applications Awarded	No later than January 2019
Standard Distribution of Funds Begins	April 2019
Round 2	
NOFA Release	February 15, 2019
Early Applications Reviews Start***	Starting in February 2019
Early Applications Awarded	Starting in February 2019
Early Distribution of Funds Begins	Starting in late March 2019
Round 2 Application Cut-off Date	No later than April 30, 2019
Standard Applications Awarded	No later than May 2019
Standard Distribution of Funds Begins	July 2019

***The HEAP team, recognizing the urgent need in cities and counties, encourages early applications and will review applications, make award decisions, and disburse funds on a rolling basis, immediately upon receipt.

Application Process

HEAP applications will be received through an online portal, with supporting attachments submitted via email. There are separate applications for CoCs and LCs. The applicant (CoC or LC) must submit with the application proof that a resolution declaring a shelter crisis has been approved for all jurisdictions receiving funds. Applicants must conduct a local collaborative application process to determine how HEAP funds will be utilized in the CoC or LC. The submitting entity must also demonstrate coordination with stakeholders, including but not limited to, homeless service and housing providers, law enforcement, cities, and homeless advocates whose general service area falls within the CoC or LC. The CoC or LC in turn may make sub-awards to entities it determines are qualified to carry out the eligible activities and operate within areas with approved shelter crisis status.

Special Notes

Collaboration

CoCs and LCs must demonstrate that a local collaborative effort has been conducted prior to application submission. A collaborative process may include, but is not limited to, a public meeting, regional homeless taskforce meeting, letters of support with signatures of endorsement, an adopted homeless plan, and an adopted budget which includes HEAP funds. Proof of a public process may include sign-in sheets, meeting minutes, agendas, and public comment logs, among other items. It is important that a wide enough range of participants are consulted as part of this process. Participants should include representatives of local homeless

service provider entities, law enforcement, behavioral health, and city and county public officials.

Homeless Youth

The HEAP statute requires a minimum investment of five percent of all awards be set aside for emergency assistance for homeless youth. The HEAP team encourages and expects local CoCs and LCs to work with youth advocates and related stakeholders to consider the level of investment that makes sense for this most vulnerable segment of the target population.

Contact the Program

The HCFC will be providing ongoing technical assistance and training to support CoCs and LCs in successfully applying for and administering HEAP funds. Additional information regarding the HEAP program is available on the HCFC [website](#). To receive information releases regarding the HEAP program, please register for the program [listserv](#). If you have questions, please direct them to the HCFC inbox at HCFC@BCSH.ca.gov.

DRAFT

Sample Resolution: Declaration of a Shelter Crisis

RESOLUTION NO. _____

RESOLUTION OF [insert name of local governing body, e.g. City Council or County Board of Supervisors] OF THE [insert name of jurisdiction, e.g. City or County here] _____, STATE OF CALIFORNIA declaring a shelter crisis pursuant to SB 850 (Chapter 48, Statutes of 2018 and Government Code § 8698.2).

The _____ [insert name of local governing body, e.g. City Council or County Board of Supervisors] Finds:

WHEREAS, California's Governor Edmund G. Brown, Jr. and the members of the California Legislature have recognized the urgent and immediate need for funding at the local level to combat homelessness;

WHEREAS, The Governor and Legislature have provided funding to local governments under the Homeless Emergency Aid Program as part of SB 850 and the 2018-19 Budget Act (Chapter 48, Statutes of 2018);

WHEREAS, The Governor and Legislature require jurisdictions seeking an allocation through the Homeless Emergency Aid Program to declare a Shelter Crisis pursuant to Government Code §8698.2;

WHEREAS, [insert name of city or county here] has developed a homelessness plan and undertaken multiple efforts at the local level to combat homelessness;

WHEREAS, [insert name of city or county here] finds that [Insert the 2017 Point in Time Count for the jurisdiction] persons within the [insert name of city or county here] are homeless and living without shelter;

REQUIRED

WHEREAS, [insert name of city or county here] finds that the number of homeless is significant, and these persons are without the ability to obtain shelter;

WHEREAS, [insert name of city or county here] finds that the health and safety of unsheltered persons in the [insert City or County] is threatened by a lack of shelter;

WHEREAS, [insert name of city or county here] affirms the [insert: City's or County's] _____ commitment to combatting homelessness and creating or augmenting a continuum of shelter and service options for those living without shelter in our communities;

NOW, THEREFORE, BE IT RESOLVED BY THE [insert name of city council or county board of supervisors here] _____, CALIFORNIA, that a shelter crisis pursuant to Government Code §8698.2 exists in [insert name of city or county here] _____, and authorizes the [insert: City's or County's] _____ participation in the Homeless Emergency Aid Program.

Required: This is a specific term used in the code. Other terms such as shelter emergency, or homeless crisis are not sufficient.

PASSED AND ADOPTED by the [insert governing body here] _____ of the [insert name of city or county here] _____, State of California at the meeting of the said [insert Board or City Council] held on the ___ day of _____ by the following vote:

- AYES:** [insert name of local governing body]: _____
- NOES:** [insert name of local governing body]: _____
- ABSTAIN:** [insert name of local governing body]: _____
- ABSENT:** [insert name of local governing body]: _____

By: _____
_____, CHAIR PERSON
_____ [insert name of local governing body]

ATTEST:
By: _____
Date: _____

APPROVED AS TO LEGAL FORM:
By: _____
Date: _____



Attachment B – Formula Funding Estimates

CoC Number	Jurisdiction	Total Homeless, 2017	Percent of Total State Homeless, 2017	Section 50213(a) Per Jurisdiction portion of \$250M	Section 50213(b) \$100M Distribution Based on Percent of Homeless Population	Total of CoC Distribution per 50213(a) and (b)	50214(c) 5% Minimum Youth Set-aside Per Continuum of Care total of 50213(a) and (b)
CA-600	Los Angeles City & County	55,188	41.100%	\$ 40,000,000.00	\$ 41,099,807.86	\$ 81,099,807.86	\$ 4,054,990.39
CA-601	San Diego City & County	9,160	6.822%	\$ 12,000,000.00	\$ 6,821,668.48	\$ 18,821,668.48	\$ 941,083.42
CA-500	San Jose/Santa Clara City & County	7,394	5.506%	\$ 12,000,000.00	\$ 5,506,486.54	\$ 17,506,486.54	\$ 875,324.33
CA-501	San Francisco	6,858	5.107%	\$ 12,000,000.00	\$ 5,107,314.68	\$ 17,107,314.68	\$ 855,365.73
CA-502	Oakland, Berkeley/Alameda County	5,629	4.192%	\$ 12,000,000.00	\$ 4,192,049.33	\$ 16,192,049.33	\$ 809,602.47
CA-602	Santa Ana, Anaheim/Orange County	4,792	3.569%	\$ 12,000,000.00	\$ 3,568,715.65	\$ 15,568,715.65	\$ 778,435.78
CA-503	Sacramento City & County	3,665	2.729%	\$ 10,000,000.00	\$ 2,729,412.12	\$ 12,729,412.12	\$ 636,470.61
CA-506	Salinas/Monterey, San Benito Counties	3,364	2.505%	\$ 10,000,000.00	\$ 2,505,250.30	\$ 12,505,250.30	\$ 625,262.52
CA-504	Santa Rosa, Petaluma/Sonoma County	2,835	2.111%	\$ 10,000,000.00	\$ 2,111,291.50	\$ 12,111,291.50	\$ 605,564.57
CA-608	Riverside City & County	2,406	1.792%	\$ 8,000,000.00	\$ 1,791,805.06	\$ 9,791,805.06	\$ 489,590.25
CA-508	Watsonville/Santa Cruz City & County	2,249	1.675%	\$ 8,000,000.00	\$ 1,674,883.45	\$ 9,674,883.45	\$ 483,744.17
CA-514	Fresno City & County/Madera County	2,016	1.501%	\$ 8,000,000.00	\$ 1,501,362.84	\$ 9,501,362.84	\$ 475,068.14
CA-609	San Bernardino City & County	1,866	1.390%	\$ 8,000,000.00	\$ 1,389,654.30	\$ 9,389,654.30	\$ 469,482.71
CA-606	Long Beach	1,863	1.387%	\$ 8,000,000.00	\$ 1,387,420.13	\$ 9,387,420.13	\$ 469,371.01
CA-603	Santa Maria/Santa Barbara County	1,860	1.385%	\$ 8,000,000.00	\$ 1,385,185.96	\$ 9,385,185.96	\$ 469,259.30
CA-510	Turlock, Modesto/Stanslaus County	1,661	1.237%	\$ 6,000,000.00	\$ 1,236,985.95	\$ 7,236,985.95	\$ 361,849.30
CA-505	Richmond/Contra Costa County	1,607	1.197%	\$ 6,000,000.00	\$ 1,196,770.88	\$ 7,196,770.88	\$ 359,838.54
CA-511	Stockton/San Joaquin County	1,542	1.148%	\$ 6,000,000.00	\$ 1,148,363.84	\$ 7,148,363.84	\$ 357,418.19
CA-512	Daly City/San Mateo County	1,253	0.933%	\$ 4,000,000.00	\$ 933,138.71	\$ 4,933,138.71	\$ 246,656.94
CA-509	Mendocino County	1,238	0.922%	\$ 4,000,000.00	\$ 921,967.86	\$ 4,921,967.86	\$ 246,098.39

Attachment B – Formula Funding Estimates Continued

CoC Number	Jurisdiction	Total Homeless, 2017	Percent of Total State Homeless, 2017	Section 50213(a) Per Jurisdiction portion of \$250M	Section 50213(b) \$100M Distribution Based on Percent of Homeless Population	Total of CoC Distribution per 50213(a) and (b)	50214(c) 5% Minimum Youth Set-aside Per Continuum of Care total of 50213(a) and (b)
CA-518	Vallejo/Solano County	1,232	0.917%	\$ 4,000,000.00	\$ 917,499.52	\$ 4,917,499.52	\$ 245,874.98
CA-519	Chico, Paradise/Butte County	1,195	0.890%	\$ 4,000,000.00	\$ 889,944.74	\$ 4,889,944.74	\$ 244,497.24
CA-613	Imperial County	1,154	0.859%	\$ 4,000,000.00	\$ 859,411.07	\$ 4,859,411.07	\$ 242,970.55
CA-611	Oxnard, San Buenaventura/Ventura County	1,152	0.858%	\$ 4,000,000.00	\$ 857,921.63	\$ 4,857,921.63	\$ 242,896.08
CA-614	San Luis Obispo County	1,125	0.838%	\$ 4,000,000.00	\$ 837,814.09	\$ 4,837,814.09	\$ 241,890.70
CA-507	Marin County	1,117	0.832%	\$ 4,000,000.00	\$ 831,856.30	\$ 4,831,856.30	\$ 241,592.81
CA-515	Roseville, Rocklin/Placer, Nevada Counties	979	0.729%	\$ 2,000,000.00	\$ 729,084.44	\$ 2,729,084.44	\$ 136,454.22
CA-516	Redding/Shasta, Siskiyou, Lassen, Plumas, Del Norte, Modoc, Sierra Counties	934	0.696%	\$ 2,000,000.00	\$ 695,571.87	\$ 2,695,571.87	\$ 134,778.59
CA-513	Visalia/Kings, Tulare Counties	853	0.635%	\$ 2,000,000.00	\$ 635,249.26	\$ 2,635,249.26	\$ 131,762.46
CA-604	Bakersfield/Kern County	810	0.603%	\$ 2,000,000.00	\$ 603,226.14	\$ 2,603,226.14	\$ 130,161.31
CA-524	Yuba City & County/Sutter County	760	0.566%	\$ 2,000,000.00	\$ 565,989.96	\$ 2,565,989.96	\$ 128,299.50
CA-522	Humboldt County	759	0.565%	\$ 2,000,000.00	\$ 565,245.24	\$ 2,565,245.24	\$ 128,262.26
CA-525	El Dorado County	602	0.448%	\$ 1,000,000.00	\$ 448,323.63	\$ 1,448,323.63	\$ 72,416.18
CA-607	Pasadena	575	0.428%	\$ 1,000,000.00	\$ 428,216.09	\$ 1,428,216.09	\$ 71,410.80
CA-521	Davis, Woodland/Yolo County	459	0.342%	\$ 1,000,000.00	\$ 341,828.15	\$ 1,341,828.15	\$ 67,091.41
CA-520	Merced City & County	454	0.338%	\$ 1,000,000.00	\$ 338,104.53	\$ 1,338,104.53	\$ 66,905.23
CA-529	Lake County	401	0.299%	\$ 1,000,000.00	\$ 298,634.18	\$ 1,298,634.18	\$ 64,931.71
CA-526	Tuolumne, Amador, Calaveras, Mariposa Counties	367	0.273%	\$ 1,000,000.00	\$ 273,313.57	\$ 1,273,313.57	\$ 63,665.68
CA-517	Napa City & County	315	0.235%	\$ 1,000,000.00	\$ 234,587.94	\$ 1,234,587.94	\$ 61,729.40
CA-523	Colusa, Glen, Trinity Counties	176	0.131%	\$ 500,000.00	\$ 131,071.36	\$ 631,071.36	\$ 31,553.57
CA-612	Glendale	168	0.125%	\$ 500,000.00	\$ 125,113.57	\$ 625,113.57	\$ 31,255.68
CA-527	Tehama County	124	0.092%	\$ 500,000.00	\$ 92,345.73	\$ 592,345.73	\$ 29,617.29
CA-530	Alpine, Inyo, Mono Counties	121	0.090%	\$ 500,000.00	\$ 90,111.56	\$ 590,111.56	\$ 29,505.58



HEAP Large Cities Allocation

CoC Number	Jurisdiction	50213(c) Large Cities \$150,000,000 Allocation	50213(c) Minimum Youth Set Aside Per Large City Allocation
CA-600	Los Angeles	\$ 85,013,607.00	\$ 4,250,680.35
CA-601	San Diego	\$ 14,110,397.95	\$ 705,519.90
CA-500	San Jose	\$ 11,389,987.16	\$ 569,499.36
CA-501	San Francisco	\$ 10,564,313.22	\$ 528,215.66
CA-502	Oakland	\$ 8,671,116.82	\$ 433,555.84
CA-602	Santa Ana	\$ 3,690,885.841	\$ 184,544.29
CA-602	Anaheim	\$ 3,690,885.841	\$ 184,544.29
CA-503	Sacramento	\$ 5,645,699.61	\$ 282,284.98
CA-514	Fresno	\$ 3,105,519.90	\$ 155,276.00
CA-606	Long Beach	\$ 2,869,833.12	\$ 143,491.66
CA-604	Bakersfield	\$ 1,247,753.53	\$ 62,387.68



State of California
BUSINESS, CONSUMER SERVICES AND HOUSING AGENCY



CALIFORNIA
HOMELESS COORDINATING
AND FINANCING COUNCIL

SB 850: Homeless Emergency Aid Program (HEAP)

1



CALIFORNIA
HOMELESS COORDINATING
AND FINANCING COUNCIL

Agenda

- SB 850 Overview
- HCFC Team Members
- HEAP Grant Overview
- Eligible Applicants
- Available Funding
- Application Process
- Distribution of Funds
- Expenditure Deadlines
- Application Timeline
- Program Timeline
- Eligibility Criteria
- Shelter Crisis Declaration
- Eligible Uses of HEAP Funds
- Homeless Youth Set Aside
- Ineligible Uses of HEAP Funds
- Technical Assistance
- Contact Information
- Questions

<https://www.bcsb.ca.gov/hcfc/>

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SB 850 Overview

- Moves the Homeless Coordinating and Financing Council (HCFC) from Department of Housing and Community Development (HCD) to the Business, Consumer Services and Housing Agency (BCSH).
- Designates the Secretary of BCSH as Chair of the HCFC.
- Adds representative to the HCFC from the Department of Transportation and a formerly homeless youth who lives in California.
- Provides permanent staff under BCSH to support HCFC mandates
- Establishes the Homeless Emergency Aid Program (HEAP) for purposes of providing localities with one-time flexible block grant funds to address their immediate homelessness challenges.

<https://www.bcsb.ca.gov/hcfc/>

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HCFC Team Members

Position	Staff
Executive Officer	Ginny Puddefoot
Research and Policy Specialist	Kelly Joy
Council Specialist	Natalie Nguyen
HEAP Grant Manager	Daniel Castillo
Local Government Liaison	Lahela Mattox
Data Systems Development Project Manager	TBD

<https://www.bcsb.ca.gov/hcfc/>

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HEAP Grant Overview

- HEAP is a \$500 million block grant program designed to provide direct assistance to cities, counties and Continuums of Care to address the homelessness crisis throughout California.
- Designed to provide immediate, one-time, flexible funding.
- Provides support until additional resources are available (i.e. SB 2, No Place Like Home, SB 3).

<https://www.bcsb.ca.gov/hcfc/>



Eligible Applicants

- Applications to the HEAP program will only be submitted by the 11 large cities and the 43 CoCs identified in the HEAP Program Guidance-Attachment B.
- Individual persons, cities (not identified as one of the 11 large cities), counties, and/or nonprofit organizations are not eligible to apply directly to HCFC for HEAP funds. Those interested in receiving HEAP funds will apply directly to their local CoC.

<https://www.bcsb.ca.gov/hcfc/>



Available Funding

- HEAP funding is divided into 3 categories of distribution.

Category for Distribution	Funded Amount	Eligible Applicants
(a) CoC -Based on Point in Time Count Ranges	\$250M	CoC
(b) CoC -Based on Percentage of Homeless Population	\$100M	CoC
City / City that is also a County - Based on general population	\$150M	Large cities with a population over 330,000

- Although there are two categories of funds for the CoCs, only one application will be submitted for the total amount of the CoCs allocation.
- Only one application will be submitted by each large city for the total amount allocated.

<https://www.bcsb.ca.gov/hcfc/>



Available Funding (continued)

Continuum of Care 50213 (a) and 50213 (b)

Attachment B - Formula Funding Estimates

CoC Number	Jurisdiction	Total Homeless 2017	Percent of Total State Homeless 2017	Section 50213(a) Per Jurisdiction portion of \$250M	Section 50213(b) \$100M Distribution Based on Percent of Homeless Population	Total of CoC Distribution per 50213(a) and (b)	50214(c) 5% Minimum Youth Set-aside Per Continuum of Care total of 50213(a) and (b)
CA-600	Los Angeles City & County	56,186	41.100%	\$ 40,000,000.00	\$ 41,599,807.86	\$ 81,599,807.86	\$ 4,054,999.39
CA-803	San Diego City & County	8,160	6.022%	\$ 12,000,000.00	\$ 6,821,686.48	\$ 18,821,686.48	\$ 941,083.42
CA-500	San Jose/Santa Clara City & County	7,394	5.506%	\$ 12,000,000.00	\$ 5,806,486.54	\$ 17,806,486.54	\$ 876,324.33
CA-901	San Francisco	6,858	5.157%	\$ 12,000,000.00	\$ 5,107,914.68	\$ 17,107,914.68	\$ 856,395.73
CA-902	Oakland, Berkeley/Alameda County	5,629	4.192%	\$ 12,000,000.00	\$ 4,192,040.33	\$ 16,192,040.33	\$ 809,602.47
CA-802	Santa Ana, Anaheim/Orange County	4,792	3.569%	\$ 12,000,000.00	\$ 3,568,715.95	\$ 15,568,715.95	\$ 778,435.79
CA-503	Sacramento City & County	5,065	3.729%	\$ 10,000,000.00	\$ 2,729,412.12	\$ 12,729,412.12	\$ 636,470.61
CA-806	Salinas/Monterey, San Benito Counties	3,364	2.505%	\$ 10,000,000.00	\$ 2,505,250.00	\$ 12,505,250.00	\$ 625,262.52
CA-504	Santa Rosa, Pecos/Sonoma County	2,835	2.111%	\$ 10,000,000.00	\$ 2,111,291.50	\$ 12,111,291.50	\$ 605,584.57
CA-808	Riverside City & County	2,406	1.792%	\$ 8,000,000.00	\$ 1,791,806.00	\$ 9,791,806.00	\$ 489,590.25
CA-508	Watsonville/Santa Cruz City & County	2,249	1.676%	\$ 8,000,000.00	\$ 1,674,883.45	\$ 9,674,883.45	\$ 483,744.17
CA-914	Fresno City & County/Flakera County	2,016	1.501%	\$ 8,000,000.00	\$ 1,501,362.61	\$ 9,501,362.61	\$ 475,068.14
CA-809	San Bernardino City & County	1,869	1.399%	\$ 8,000,000.00	\$ 1,389,654.30	\$ 9,389,654.30	\$ 469,482.71
CA-808	Long Beach	1,863	1.397%	\$ 8,000,000.00	\$ 1,387,420.13	\$ 9,387,420.13	\$ 469,371.01
CA-803	Santa Maria/Santa Barbara County	1,863	1.398%	\$ 8,000,000.00	\$ 1,395,185.96	\$ 9,395,185.96	\$ 469,260.30
CA-510	Turlock, Modesto/Stanslaus County	1,261	0.937%	\$ 6,000,000.00	\$ 1,238,985.95	\$ 7,238,985.95	\$ 361,949.30
CA-505	Richmond/Centre Costa County	1,807	1.367%	\$ 6,000,000.00	\$ 1,196,770.88	\$ 7,196,770.88	\$ 359,638.54
CA-511	Stockton/San Joaquin County	1,542	1.146%	\$ 6,000,000.00	\$ 1,146,363.64	\$ 7,146,363.64	\$ 357,418.18
CA-512	Day City/San Mateo County	1,253	0.933%	\$ 4,000,000.00	\$ 933,138.71	\$ 4,933,138.71	\$ 246,659.91
CA-509	Mendocino County	1,238	0.922%	\$ 4,000,000.00	\$ 921,967.66	\$ 4,921,967.66	\$ 246,099.38

Formula Funding - HEAP Funding - Attachment B - Formula Funding Estimates

11/1/2018

<https://www.bcsb.ca.gov/hcfc/>



Available Funding (continued)

Attachment B - Formula Funding Estimates Continued

CoC Number	Jurisdiction	Total Homeless, 2017	Percent of Total State Homeless, 2017	Section 50213(c) Per Jurisdiction portion of \$250M	Section 50213(d) \$100M Distribution Based on Percent of Homeless Population	Total of CoC Distribution per 50213(a) and (b)	50214(c) 9% Minimum Youth Set Aside Per Continuum of Care total of 50213(a) and (b)
CA-518	Vallejo/Solano County	1,232	0.917%	\$ 4,000,000.00	\$ 817,499.62	\$ 4,817,499.62	\$ 245,974.88
CA-519	Chico, Paradise/Butte County	1,195	0.890%	\$ 4,000,000.00	\$ 869,844.74	\$ 4,869,844.74	\$ 244,497.24
CA-613	Imperial County	1,154	0.856%	\$ 4,000,000.00	\$ 859,411.07	\$ 4,859,411.07	\$ 242,970.55
CA-611	Orland, San Buenaventura/Ventura County	1,152	0.856%	\$ 4,000,000.00	\$ 857,921.63	\$ 4,867,921.63	\$ 242,898.09
CA-014	San Luis Obispo County	1,125	0.839%	\$ 4,000,000.00	\$ 837,814.09	\$ 4,837,814.09	\$ 241,890.70
CA-507	Marin County	1,117	0.832%	\$ 4,000,000.00	\$ 831,856.30	\$ 4,831,856.30	\$ 241,592.81
CA-515	Roseville, Rocklin/Placer, Nevada Counties	979	0.729%	\$ 2,000,000.00	\$ 129,024.44	\$ 2,729,024.44	\$ 139,451.22
CA-019	Redding/Shasta, Siskiyou, Linn, Marion, DeF Norte, Modoc, Sierra Counties	934	0.696%	\$ 2,000,000.00	\$ 695,571.67	\$ 2,695,571.67	\$ 134,778.59
CA-513	Yuba/Kings, Tulare Counties	853	0.635%	\$ 2,000,000.00	\$ 635,249.29	\$ 2,635,249.29	\$ 131,762.40
CA-504	Escondido/Vern County	810	0.603%	\$ 2,000,000.00	\$ 603,226.14	\$ 2,603,226.14	\$ 130,161.31
CA-524	Yuba City & County/Siber County	760	0.565%	\$ 2,000,000.00	\$ 565,939.66	\$ 2,565,939.66	\$ 128,299.59
CA-522	Humboldt County	759	0.565%	\$ 2,000,000.00	\$ 565,245.24	\$ 2,565,245.24	\$ 128,262.26
CA-525	El Dorado County	682	0.448%	\$ 1,000,000.00	\$ 448,323.63	\$ 1,448,323.63	\$ 72,418.18
CA-507	Pasadena	675	0.428%	\$ 1,000,000.00	\$ 428,216.02	\$ 1,428,216.02	\$ 71,410.83
CA-531	Elmer, Woodland/Yuba County	499	0.342%	\$ 1,000,000.00	\$ 341,828.15	\$ 1,341,828.15	\$ 67,091.41
CA-509	Merced City & County	454	0.338%	\$ 1,000,000.00	\$ 338,104.83	\$ 1,338,104.83	\$ 66,905.23
CA-528	Lake County	401	0.292%	\$ 1,000,000.00	\$ 298,634.19	\$ 1,298,634.19	\$ 64,921.71
CA-505	Tuolumne, Amador, Calaveras, Mariposa Counties	387	0.273%	\$ 1,000,000.00	\$ 273,313.67	\$ 1,273,313.67	\$ 63,666.08
CA-517	Napa City & County	315	0.230%	\$ 1,000,000.00	\$ 231,597.04	\$ 1,231,597.04	\$ 61,579.49
CA-523	Colusa, Glenn, Yuba Counties	178	0.131%	\$ 500,000.00	\$ 131,071.36	\$ 631,071.36	\$ 31,553.57
CA-012	Glendale	168	0.125%	\$ 500,000.00	\$ 125,113.57	\$ 625,113.57	\$ 31,256.68
CA-537	Yuba City	124	0.092%	\$ 500,000.00	\$ 124,345.73	\$ 624,345.73	\$ 31,217.29
CA-520	Alpine, Inyo, Mono Counties	121	0.090%	\$ 500,000.00	\$ 111,111.56	\$ 590,111.56	\$ 29,505.58

Homeless Community Fund grants are for FY17 program funding.

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Heaps/8/24/2018

<https://www.bcsd.ca.gov/hcfc/>



Available Funding (continued)

HEAP Large Cities Allocation

CoC Number	Jurisdiction	50213(c) Large Cities \$150,000,000 Allocation	50214(c) Minimum Youth Set Aside Per Large City Allocation
CA-600	Los Angeles	\$ 85,013,607.00	\$ 4,250,680.35
CA-601	San Diego	\$ 14,110,397.95	\$ 705,519.90
CA-600	San Jose	\$ 11,389,987.16	\$ 569,499.36
CA-501	San Francisco	\$ 10,564,313.22	\$ 528,215.66
CA-502	Oakland	\$ 8,671,116.82	\$ 433,555.84
CA-602	Santa Ana	\$ 3,690,885.841	\$ 184,544.29
CA-602	Anaheim	\$ 3,690,885.841	\$ 184,544.29
CA-503	Sacramento	\$ 5,645,699.61	\$ 282,284.98
CA-514	Fresno	\$ 3,105,519.90	\$ 155,276.00
CA-606	Long Beach	\$ 2,869,833.12	\$ 143,491.66
CA-604	Bakersfield	\$ 1,247,753.53	\$ 62,387.68

<https://www.bcsd.ca.gov/hcfc/>



Available Funding (continued)

- The HEAP team encourages all CoCs and large cities to submit applications during Round 1.
 - Round 1 application period is September 5, 2018-December 31, 2018
- Funds not applied for in Round 1 will be redistributed among the CoCs and large cities in Round 2.
 - Allocations will be reduced to a proportional share of the HEAP funds remaining after Round 1
 - The same formula distribution methodology used in Round 1 will determine the allocations in Round 2

<https://www.bcsb.ca.gov/hcfc/>

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Application Process

- There are two separate applications.
 - One for CoCs and another one for the 11 large cities
- Streamlined process designed to quickly and efficiently award and distribute funds.
- Applications will be reviewed and processed as they are received.
- Application Map:
 - The application map and instructions were released August 17, 2018
 - The application map is a tool designed to assist HEAP applicant entities collect the information necessary to complete the application

<https://www.bcsb.ca.gov/hcfc/>

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Distribution of Funds

- HCFC expects to disburse the HEAP funds within 60 days of the date the application is submitted and deemed complete.
 - A completed application includes the supporting documentation requested in the application
 - The approval process may extend beyond 60 days if the supporting documentation is incomplete and/or if there is a delay in the AE returning the signed standard agreement
- 100 percent of the allocation will be disbursed once the standard agreement is executed.
- Funds will be issued directly to the administrative entity.
 - The CoC will establish a process to disburse funds to all eligible cities, counties, and nonprofit organizations

<https://www.bcsb.ca.gov/hcfc/>

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Expenditure Deadlines

- 50 percent of the awarded funds must be contractually obligated by January 1, 2020.
- 100 percent of the funds must be expended by June 30, 2021.
- Unexpended funds must be returned to BCSH.

<https://www.bcsb.ca.gov/hcfc/>

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Application Timeline Round 1

- The HEAP grant application process will be conducted through an online portal. Applications will be received immediately upon release of the Round 1 Notice of Funding Availability (NOFA) beginning on September 5, 2018.

Round 1	
NOFA Release	Sep 5, 2018
Early Applications Received	Starting Sep 2018
Early Applications Awarded	Starting Sep 2018
Early Distribution of Funds Begins	Starting in late Oct 2018
Round 1 Application Cut-off Date	Dec 31, 2018
Standard Applications Awarded	Jan 2019
Standard Distribution of Funds Begins	March 2019

<https://www.bcsf.ca.gov/hcfc/>

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Application Timeline Round 2

- Funds not applied for in Round 1 will be available in Round 2.
- Applications will be received immediately upon release of the Round 2 Notice of Funding Availability (NOFA) beginning on February 15, 2019.

Round 2	
NOFA Release	Feb 15, 2019
Early Applications Received	Starting Feb 2019
Early Applications Awarded	Starting Feb 2019
Early Distribution of Funds Begins	Starting in late March 2019
Round 2 Application Cut-off Date	Apr 31, 2019
Standard Applications Awarded	May 2019
Standard Distribution of Funds Begins	July 2019

<https://www.bcsf.ca.gov/hcfc/>

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Program Timeline

Information will be circulated to the listserv and posted to HCFC website. To subscribe to listserv: <https://www.bcsb.ca.gov/hcfc/>

Key Program Information and Documents	Scheduled Release Date
Program Guidance, Timeline, Sample Shelter Crisis Resolution, Funding Allocations	August 3, 2018
HEAP Frequently Asked Questions	August 10, 2018-Ongoing
Application Map	August 17, 2018
Application Instructions	August 17, 2018
Workshops / Webinars – Application Training Documents	August 13, 2018 – Ongoing

<https://www.bcsb.ca.gov/hcfc/>

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Eligibility Criteria

- CoCs and large cities must demonstrate that a local collaborative process has been conducted prior to application submission.
- A collaborative process may include, but is not limited to,
 - Public meetings
 - Regional homeless taskforce meetings
 - Letters of support with signatures of endorsement
 - An adopted homeless plan
 - An adopted budget which includes HEAP funds
- Proof of a public process may include, but is not limited to,
 - Sign-in sheets
 - Meeting minutes
 - Agendas
 - Public Comment logs

<https://www.bcsb.ca.gov/hcfc/>

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CALIFORNIA
HOMELESS COORDINATING
AND FINANCING COUNCIL

Eligibility Criteria

- A shelter declaration for each jurisdiction wanting to be a recipient of HEAP funds **must** be in place at the time of award.
- CoCs with fewer than 1,000 homeless people, based on the 2017 HUD Point in Time count are exempt and can file a waiver with their application.
- The county **may** declare a shelter crisis for the unincorporated areas of the county and **is** allowed to expend HEAP funding for county activities that serve all county residents.
- Jurisdictions are **not** required to declare a shelter crisis. However, any jurisdiction that does not declare a shelter crisis is ineligible to be a direct recipient of HEAP funds.

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Shelter Crisis Declaration

- The CoC or a Joint Powers Authority that acts as the CoC **may not** declare a shelter crisis.
- The declaration is a resolution that must be adopted by the governing body of a jurisdiction or jurisdictions within a CoC or large city.
- A sample Resolution is located in the HEAP Program Guidance.

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Declaration Sample

Attachment A – Sample Crisis Declaration Resolution

DRAFT

Sample Resolution
Declaration of a Shelter Crisis

RESOLUTION NO. _____

RESOLUTION OF [insert name of local governing body, e.g. City Council or County Board of Supervisors] OF THE [insert name of jurisdiction, e.g. City or County here] STATE OF CALIFORNIA declaring a shelter crisis pursuant to GO 850 (Chapter 45, Statutes of 2016 and Government Code § 86032).

The [insert name of local governing body, e.g. City Council or County Board of Supervisors] Finds:

WHEREAS, California's Governor Edmund G. Brown, Jr. and the members of the California Legislature have recognized the urgent and immediate need for funding at the local level to combat homelessness;

WHEREAS, The Governor and Legislature have provided funding to local governments under the Homeless Emergency Aid Program as part of SB 850 and the 2016-19 Budget Act (Chapter 45, Statutes of 2016);

WHEREAS, The Governor and Legislature require jurisdictions seeking an allocation through the Homeless Emergency Aid Program to declare a Shelter Crisis pursuant to Government Code §65952;

WHEREAS, [insert name of city or county here] has developed a homelessness plan and undertaken multiple efforts at the local level to combat homelessness;

WHEREAS, [insert name of city or county here] finds that [insert the 857 Point in Time Count for the jurisdiction] persons within the [insert name of city or county here] are homeless and living without shelter;

REQUIRED

WHEREAS, [insert name of city or county here] finds that the number of homeless is increasing, and these persons are without the ability to obtain shelter;

WHEREAS, [insert name of city or county here] finds that the health and safety of unsheltered persons in the [insert City or County] is threatened by a lack of shelter;

WHEREAS, [insert name of city or county here] affirms the [insert City or County's] commitment to combating homelessness and creating or augmenting a continuum of shelter and services options for those living without shelter in our communities;



Declaration Sample (continued)

NOW, THEREFORE, BE IT RESOLVED BY THE [insert name of city council or county board of supervisors here] CALIFORNIA, that a shelter crisis pursuant to Government Code §86032 exists in [insert name of city or county here] and authorizes the [insert City or County's] participation in the Homeless Emergency Aid Program

Required: This is a specific term used in the code. Other terms such as shelter emergency, or homeless crisis are not sufficient.

PASSED AND ADOPTED by the [insert governing body here] of the [insert name of city or county here] State of California at the meeting of the said [insert Board or City Council] held on the ____ day of _____ by the following vote:

AYES: [insert name of local governing body]; _____
NOES: [insert name of local governing body]; _____
ABSTAIN: [insert name of local governing body]; _____
ABSENT: [insert name of local governing body]; _____

By _____ CHAIR PERSON
[insert name of local governing body]

ATTEST:
By _____
Date _____

APPROVED AS TO LEGAL FORM:
By _____
Date _____



Eligible Uses of HEAP Funds

- HEAP funds are intended to provide immediate emergency assistance to people experiencing homelessness or at imminent risk of homelessness.
- The parameters of the program are intentionally broad to allow local communities to be creative and craft programs that meet the specific needs that have been identified.
- Applicants will include in their proposals how the proposed activity is directly related to providing immediate emergency assistance to people experiencing homelessness or at imminent risk of homelessness.
- The uses must align with California's Housing First policy.

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Eligible Uses of HEAP Funds

- Examples include, but are not limited to:
 - **Services:** Street outreach, health and safety education, criminal justice diversion programs, homelessness prevention activities, and other service activities.
 - **Rental assistance or subsidies:** Housing vouchers, rapid re-housing programs, flexible housing subsidy funds, and eviction prevention strategies.
 - **Capital improvements:** Emergency shelter, navigation centers, transitional housing, permanent supportive housing, small/tiny houses, and improvements to current structures that serve homeless individuals and families. Some communities are discussing solutions to address homelessness and the public health crisis by using funds for handwashing stations or public toilet and shower facilities.
 - **Administrative costs:** are allowed, but capped at five percent of program funds. This does not include staff costs directly related to carrying out program activities.
 - **Other**

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Homeless Youth Set Aside

- At least five percent of HEAP funds must be used to establish or expand services meeting the needs of homeless youth or youth at risk of homelessness.
- 5 percent is the MINIMUM, there is no maximum.
- The HEAP team encourages and expects local CoCs and large cities to work with youth advocates and youth service providers to determine the most appropriate services for this target population.
- Consistent with other state and federal definitions, HCFC considers "homeless youth" to mean an unaccompanied homeless individual who is not older than 24, for purposes of HEAP. Homeless individuals not older than 24 who are parents are included in this definition.

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Ineligible Uses of HEAP Funds

- Generally, if HEAP funds are used to pay for activities that serve homeless individuals or families or those at imminent risk of homelessness, the uses are allowed, with the following restrictions:
 - Jurisdictions that have not declared a shelter crisis **may not** be the direct recipient of HEAP funding.
 - CoCs, cities, counties, and nonprofit organizations **may not** use HEAP funds for capital projects, such as building or expanding a shelter or navigation center, or for rental assistance, within a jurisdiction that has not declared a shelter crisis.
 - HEAP funds **cannot** be used to fund HMIS infrastructure or improvements.
 - HEAP funds **cannot** be used to create a strategic plan for addressing homelessness.
 - HEAP funds **cannot** be expended after June 30, 2021. Any long-term projects that would require payment after that date are not appropriate uses of HEAP funds.
 - Expenditures not intended for the purposes of providing aid for persons who are homeless or at imminent risk of homelessness are not appropriate uses of HEAP funds.

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Technical Assistance

- HCFC will provide ongoing technical assistance and training to support CoCs and large cities.
- Housing and Community Development (HCD) and HCFC have scheduled workshops to provide information (see schedule).
- HCFC will schedule additional workshops and webinars.

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HCD Workshop Schedule

City	Date	Location	Time	Registration
Sacramento	August 24	CA Department of Housing and Community Development Room 402 2020 W El Camino Ave, Sacramento, CA 95833	10:00 am-4:30 pm	In-person registration Track 1: NPLH 10:00 am-4:30 pm Meeting number: 731 023 870 Meeting password: NPLH1 Join the webinar Audio Only: (877) 873-8018 Access code: 9035096
				Track 2: CSH/HEAP 10:00 am-4:30 pm In-person registration Join the webinar Audio Only: (877) 336-1829 Access code: 2636575
Oakland	August 30	Ethel Harris Building Room 1 1515 Clay St Oakland, CA 94612	10:00 am-4:30 pm	In-person registration Registration
Visalia	September 7	Tulare County Office of Education Redwood EF 6200 S Mooney Blvd Visalia, CA 93277	10:00 am-4:30 pm	In-person registration Registration
Riverside	September 10	California Tower Room 200 3737 Main St Riverside, CA 92501	10:00 am-4:30 pm	In-person registration Registration

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Contact Information

- Additional information regarding the HEAP program is available on the HCFC website. <https://www.bcsch.ca.gov/hcfc/>
- To receive information releases regarding the HEAP program, please register for the program [listserv](#)
- If you have questions, please direct them to the HCFC inbox at HCFC@BCSH.ca.gov
- Social media
 - https://twitter.com/CA_HCFC 
 - <https://www.facebook.com/CalHCFC/> 

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Contact Information

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