AB 977 Project Setup Instructions Overview

Pursuant to **Assembly Bill 977 (AB 977)**, the State of California requires grantees of specified state funded homelessness programs, including HCD's Homeless Housing, Assistance, and Prevention (HHAP) Program, Encampment Resolution Funding (ERF) Program, and Family Homeless Challenge (FHC) grants, to enter specific data elements related to individuals and families into their local Homeless Management Information System (HMIS). HCD's grantees who are California Federally Recognized Tribes are not required to comply with AB 977 at this time. [1]

The additional and improved data made available by AB 977's reporting standards will create a more accurate account of the individuals served by the homelessness response system in California. These improvements will result in a more comprehensive understanding of the effects of state funded homelessness programs and allow for better informed policy decisions.

This document includes an overview of HMIS project set-up instructions for HCD grantees. HCD grantees can access technical assistance materials, including the full project setup instructions (AB 977 HMIS Project Setup Instructions for Cal ICH Grantees). Grantees can also request technical assistance by contacting Cal ICH's TA provider, Abt Global, formerly Abt Associates, at AB977_TA@abtglobal.com.

Project Types

HCD grantees will select an HMIS project type based on the type of shelter, housing, or services the grantee or subgrantee provides. Each project in HMIS can only have one associated project type, so a grantee or subgrantee providing multiple different types of shelter, housing, or services will need to set up a separate project for each project type. See Table 1 in the full project setup instructions for examples of grant activities within each project type. AB 977 requires grantees to enter information for all data elements specified in the HMIS Universal Data Elements (UDEs, items 3.01-3.917) and Common Data Elements (CDEs, items 4.02-4.20 and W5). Appendix C of the full project setup instructions outlines the specific data elements required for each project type.

Funding Source Codes

Cal ICH is providing the following funding source codes to ensure data entered by grantees can be used to verify AB 977 compliance and to meet annual reporting requirements.

Table 1 identifies the funding source codes provided by Cal ICH for HCD grant programs. These codes are entered when a project is initially set-up in HMIS and do not need to be entered for each client. The funding source codes are either added by the HMIS lead or the

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[1] For HCD setup instructions (ERF, HHAP, FHC), please visit HCD Grantee Project Setup Instructions [HHAP, ERF, and FHC].

grantee depending on the set-up of the local HMIS system. Please consult with your HMIS lead to determine mechanism for adding the funding source codes.

The following steps outline how codes are added in HMIS. Technical assistance is available from Cal ICH's TA provider, Abt Global, to support grantees in setting up projects in HMIS.

1. Funding Program: Select "Local or Other Funding Source (Please Specify)" in the Funding Program field.
2. Other Funder Text Box: Enter the corresponding Other Funder Code for the program into the open text field (see Table 1). For some HMIS implementations, this field may be a dropdown rather than a text field.
3. Grant Identifier: Enter the grantee ID followed by an underscore and then the contract number (see Table 1). A complete list of HCD-assigned grantee IDs can be found in Appendix B of the full project setup instructions.

Table 1: Funding Code and Grant Identifier Guide

Department	Program	Other Funder Code	HMIS Grant ID & Example
HCD	HHAP 1	CA-HCFC-HHAP1	Populate the previously issued grantee ID unique to each jurisdiction (see Appendix B) followed by an underscore and then the contract number. CALICH-COU-001_20-HHAP-12345 *The example detailed above uses Alameda County's previously issued grantee ID and a sample contract number. To locate or verify your contract number, please email AB977_TA@abtglobal.com.*
HCD	HHAP 2	CA-HCFC-HHAP2	
HCD	HHAP 3	CA-CALICH-HHAP3	
HCD	HHAP 4	CA-CALICH-HHAP4	
HCD	HHAP 5	CA-**HCD**-HHAP5	
HCD	ERF-1	CA-CALICH-ERF1	
HCD	ERF-2-L	CA-CALICH-ERF2L	
HCD	ERF-2-R	CA-CALICH-ERF2R	
HCD	ERF-3-L	CA-CALICH-ERF3L	
HCD	ERF-3-R	CA-**HCD**-ERF3R	
HCD	FHC	CA-CALICH-FHC	

Note: When grantees received multiple disbursements of funds as part of a single round of a Cal ICH grant program, grantees may continue using the first contract number in that program's round when creating the grant ID.

ERF-Specific Setup Guidance (ERF-2-R and Beyond)

Starting with ERF-2-R, the ERF program has additional project setup instructions to ensure HCD can accurately identify clients served by ERF-funded services. Please see Encampment Resolution Fund-Specific Setup and Appendix D in the full project setup instructions for details.

Projects with Multiple Funding Sources

HMIS allows projects to record multiple funding sources for the same project. A separate funding source record with the applicable funder code and grant identifier for each funding program must be entered into HMIS. This includes projects that received funding from multiple rounds of the same HCD program (ex: HHAP-1 and HHAP-2).