Encampment Resolution Funding (ERF) Grant Program

2025 Annual Report Template

Covering activity through December 31, 2024



Instructions

California Health and Safety Code section [50254.5](https://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?lawCode=HSC&sectionNum=50254.5.) establishes the annual and final report requirements to demonstrate programmatic outcomes for the [Encampment Resolution Funding (ERF)](https://www.hcd.ca.gov/grants-and-funding/programs-active/encampment-resolution-funding-program) program. Grantees are required to submit an annual report by April 1 each year following an award of funding covering the activity through the prior calendar year (CY). Grantees are required to submit a final report due April 1 following the expenditure deadline reporting on activity through the prior calendar year. The final report requests the same content as the annual report but is the final summary of activities completed under the grant. All annual and final reports submitted by grantees will be made available on HCD’s website.

**Annual vs. Final Report:** This 2025 Annual Report Template serves as the final report template for ERF Round 1, and the annual report template for ERF awards funded by 2 Lookback, 2 Rolling, 3 Lookback, 3 Rolling (3R), and 4 Lookback (4L).

**Reporting Timeframe:** Grantees should report all cumulative program activity through December 31, 2024. The Department of Housing and Community Development (HCD) allows ERF grantees to begin spending upon the date of their award, so grantees awarded during CY 2024 (ERF 3R and 4L) grantees should report activity beginning as of the date of their award.

**Report Scope:** One report must be submitted by each grantee for each award. If a grantee is administering multiple ERF awards, they must submit one report per award. Reporting for multiple awards within the same report is not permitted.

**Note:** This Microsoft Word template is intended to be used as a planning document to guide grantees in drafting responses prior to submitting the 2025 ERF Annual Report into Cognito.

## **Part I – Provide Information and Updates on Encampment Status**

Provide information on the encampment(s) addressed by the award, and updates to the status of the encampment(s).

* **Encampment Number:** Enter the number of encampments the award addressed or is currently addressing.
* **Total Size of Encampment(s) at Time of Application:** Include the total number of residents living at the individual encampment listed, or the total number of residents living in the multiple encampments under the ERF award, at the time of your ERF application.
* **Total Size of Encampment(s) as of end of 2024:** Include the total number of residents living at the individual encampment listed, or the total number of residents living in the multiple encampments under the ERF award, as of end of 2024.
* **Total Number of Residents Provided with Services:** Total number of residents provided with services with this ERF award.
* **Total Number of Residents Housed in Interim Housing:** The total number of encampment residents who were housed in interim housing with this ERF award.
* **Total Number of Residents Housed in Permanent Housing:** The total number of encampment residents who were housed in permanent housing with this ERF award.
* **Encampment Status:** Select the status of the encampment site(s) and its residents. Status options are:
  + **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\*.

\*If the status of an encampment is Not Resolved or Other, please explain what progress has been made, why it is not resolved at this time, and indicate plans to bring the encampment status to Resolved.

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| **Number of Encampments** | **Total Size of Encampment(s) at Time of Application** | **Total Size of Encampment(s) as of end of 2024** | **Total Number of Residents Provided with Services** | **Total Number of Residents Housed in Interim Housing** | **Total Number of Residents Housed in Permanent Housing** | **Encampment Status** |
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## **Part II – Detailed Description of Obligated or Expended Funds by Eligible Use Category**

Provide a detailed description, by eligible use category, of all budget activities paid for by ERF funding.

* **Definitions:**
  + **Payment to/Contract with**: If you utilized a subcontractor, include the name of that subcontractor here. This should be who the funds were obligated/contracted to, or who payments were made to, or who funds were subgranted to.
  + **Sub**: Check this box for activities that were subcontracted.
  + **Amount Obligated:** Amount for which the grantee has placed orders, awarded contracts, received services, or entered into similar transactions that require payment using ERF funding for this activity.
  + **Amount Expended:** Amount of ERF funds obligated under contract or subcontract that have been fully paid and receipted for this activity.
  + **Eligible Use Category**: Select the eligible use funding category the activity supports.
    - **Permanent Housing:**
      * Delivery of Permanent Housing
      * Operating Subsidies/Supportive Services-Perm
      * Rental Assistance and Rapid Rehousing
    - **Prevention and Diversion:**
      * Prevention and Diversion (other than Rental Assistance and Rapid Rehousing)
    - **Interim Housing:**
      * Operating Costs/Supportive Services – Interim
      * Motel/Hotel Vouchers - Interim
      * New Interim Housing
      * Improvements to Emergency Shelters/Interim Housing
    - **Non-housing:**
      * Street Outreach
      * Services and Services Coordination
      * Restoration of Encampment Sites
    - **Administrative Costs:**
      * Systems Support/Capacity Building
      * Administrative Costs
    - **Other**
  + **Activity Description**: Activity (or project) name along with specific description. The activity may be anything within the allowable uses of the grant, including services, interim or permanent housing costs, site restoration costs, etc.
  + **Address or General Location (*if applicable*)**: If the activity supports interim or permanent housing, or is designated for the specified encampment area, provide the address or general location here.
  + **Activity Status as of 12/31/2024**: Select from one of the following options: Not started, In progress, Completed
  + **Completion Date or Estimated Completion Date**: Include if applicable

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| Payment to/ Contract with | Sub | Amount Obligated as of 12/31/24 | Amount Expended as of 12/31/24 | Eligible Use Category | Activity Description | Address or General Location  (*if applicable*) | Activity Status as of 12/31/2024 | Completion Date or Estimated Completion Date (*if applicable*) |
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## **Part III – Notable Successes for Replication**

Describe other notable quantifiable or concrete outcomes and accomplishments achieved through your ERF funds. The purpose of this section is to showcase and share innovative solutions from your ERF program that may be replicable throughout the state to resolve other encampments. These may be successes that led to a greater number of encampment residents to be housed, braided housing/homelessness/behavioral health funding effectively, paid for rehabilitation of permanent housing units that will be sustained using local funds for the same population going forward, etc.

* **Definitions**
  + **Lead Entity or Entities Responsible**: The ERF grantee responsible for leading the progress on the designated outcomes.
  + **Partners Involved**: Entities partnering with the Lead Entity to achieve the outcome. May include a group, organization, or jurisdiction working to address or improve the outcome.
  + **Description of Accomplishments**: Include specific, relevant details for the accomplishment, including actions taken, quantifiable measures, outcomes, and next steps (if applicable).
  + **Timeframe of Accomplishment**: Include general timeframe for accomplishment, including starting and ending dates or projected completion dates.
  + **Impact of Accomplishment**: A description of how this accomplishment resolve the encampment, impacted the encampment residents, and/or restored the encampment site to its public use.

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| Lead Entity or Entities Responsible | Partners Involved | Description of Accomplishments | Timeframe of Accomplishment | Impact of Accomplishment |
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## **Part IV – Challenges and Opportunities**

Use this section to include notable challenges or areas where you have struggled to make the impact you intended while implementing ERF funds. This can include potential risks you see ahead, changes you plan to implement to address these challenges in the future, and/or ways HCD can support you better through technical assistance.

* **Definitions**
  + **Description of Challenge**: General description of challenge, including entities/populations affected and timeframe if applicable.
  + **Impact of Challenge**: Include scope of challenge, including how this challenge impacted the services and/or housing solutions provided by the award, if applicable.
  + **Lesson Learned**: Description of changes implemented or planned in response to address the challenge.
  + **HCD Support**: Are there specific policy changes HCD could make, or technical assistance HCD could provide, to better support grantees in addressing this challenge? Please include the type of technical assistance, specific policy guidance or change, etc.

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| Description of Challenge | Impact of Challenge | Lesson Learned | HCD Support |
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## **HDIS Data**

**HMIS Reporting Requirement**

As part of the ERF reporting responsibilities, grantees are required to enter client data into their local Homeless Management Information System (HMIS) and to ensure that data is uploaded by their CoC to the statewide Homeless Data Integration System (HDIS) on a quarterly basis. Grantees must ensure proper recording of activities associated with these program funds, including the correct program and round, “Other Funder Code,” and Grant Identifier (“Grant ID”) for all ERF-funded projects, as described in the [AB 977 HMIS Project Setup Instructions for HCD Grantees](https://www.hcd.ca.gov/sites/default/files/docs/grants-and-funding/calich/ab977-hmis-project-setup-instructions.pdf). Grantees are required to accept training and technical assistance in this area if their HMIS projects are not set up correctly. **HCD may seek additional information directly from grantees to capture missing or incomplete HDIS data to support the annual or final reports.**

This effort helps efficiently capture many of the grantees’ non-fiscal reporting responsibilities. When grantees are properly reporting into HMIS, HCD can utilize that data to fulfill grantee reporting requirements. However, improper reporting into that system may require HCD to seek additional information directly from grantees.

Please review this [HDIS/HMIS compliance spreadsheet](https://staging.hcd.ca.gov/sites/default/files/docs/grants-and-funding/calich/hcd-compliance-rpt-cy24q3-hhap-erf-hhc.xlsx) with activity from January 1, 2023 through September 30, 2024 to determine if you have any issues specific to your awards:

Visit the Project Detail Tab, HMIS Participation Status (Column H):

* If Column H = **No match to HDIS**, that indicates that the project (column E) associated with the award/Grant ID shown in column G was not found in HDIS. Contact your HMIS lead and follow the project set up instructions to add projects related to your award.
* If Column H = **Participating with errors in Grant ID**, that indicates the reported Grant ID, shown in column J, does not match the proper Grant ID shown in column G for the project (column E). Contact your HMIS lead to correct the Grant ID.
* If Column H = **Participating with errors in Other Funder**, that indicates the reported “Other Funder Code,” shown in column I, for the project (column E) does not match the proper “Other Funder Code” shown in column F, so activities cannot be properly tracked to the correct round and program. Contact your HMIS lead to correct the “Other Funder Code.”
* If Column H = **Participating with errors in Other Funder and Grant ID**, that indicates that both the reported Grant ID and reported “Other Funder Code,” for the project (column E) need to be updated.

It is important to note that even if the Project Detail Tab shows your HMIS Participation Status (Column H) as “Green”/Currently participating, HMIS could still be missing projects associated with your award, or there could be other inaccuracies. Review the persons-served data in Column K to ensure that all projects are reporting, and capturing the person served correctly to the best of your knowledge. If you believe projects related to your award are missing, contact your HMIS lead and follow the project set up instructions to add projects related to your award.

When data is properly reported it can be incorporated into the statewide HDIS system to improve our overall understanding of homelessness response and outcomes, and it will be displayed through program-specific dashboards so that HCD can comply with its data transparency requirements required by the Legislature related these programs. See the [HHAP-specific HDIS Dashboard](https://public.tableau.com/app/profile/california.business.consumer.services.and.housing.agency/viz/HHAPReport/Overview) for an example, and expect to see an ERF-specific HDIS dashboard in the future.

Technical assistance from Abt Global TA providers is available through June 2025. You can contact [AB977\_TA@abtglobal.com](mailto:AB977_TA@abtglobal.com) to set up a session to address any issues you may have, and please cc [HPDhomelessnessgrants@hcd.ca.gov](mailto:HPDhomelessness@hcd.ca.gov) so we can track that you are working to address the issue. Additionally, if you are contacted, please ensure you are responsive to Cal ICH’s HDIS data team or their consultants, and/or HCD regarding compliance issues with your ERF-specific HDIS data.