Homeless Housing, Assistance and Prevention (HHAP) Grant Program

2025 Annual Report Template

Covering Activity through December 31, 2024



## **Instructions**

California Health and Safety Code sections [50221](https://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?lawCode=HSC&sectionNum=50221.), [50222](https://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?lawCode=HSC&sectionNum=50222.), & [50223](https://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?lawCode=HSC&sectionNum=50223.) contain the annual and final report requirements to demonstrate fiscal and programmatic outcomes for all rounds of the [Homeless Housing, Assistance and Prevention (HHAP)](https://www.hcd.ca.gov/grants-and-funding/programs-active/homeless-housing-assistance-and-prevention-grant-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 requires 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 HHAP Grant Program 2025 Annual Report Template serves as the annual report template for HHAP Rounds 1 through 5. No final reports are due for HHAP in 2025.

**Reporting Timeframe:** In this 2025 annual report, grantees should report all cumulative program activity through December 31, 2024. The Department of Housing and Community Development (HCD) allows HHAP grantees to begin spending HHAP as of the date of their respective Notice of Funding Availability (NOFA) after HCD has made the award. HHAP Round 5 grantees, all of which were awarded during CY 2024, should report activity beginning as of the date of the [HHAP 5 NOFA](https://www.hcd.ca.gov/sites/default/files/docs/grants-and-funding/calich/hhapround5funding.pdf), September 29, 2023.

**Report Scope:** The HHAP annual report allows each Administrative Entity to submit a single report covering all five rounds of HHAP that have been awarded. The report must cover activities funded by all rounds that the Administrative Entity administers.

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

## **Part I – 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 all rounds of HHAP the Administrative Entity is administering.

* **Definitions:**
	+ **HHAP Round:** Select the specific round of HHAP the activity is funded by.
	+ **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 the box if activities that were subcontracted.
	+ **Amount Obligated as of 12/31/24:** Amount for which the grantee has placed orders, awarded contracts, received services, or entered into similar transactions that require payment using HHAP funding for this activity.
	+ **Amount Expended as of 12/31/24:** Amount of HHAP 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:**
			* Rental Assistance and Rapid Rehousing
			* Operating Subsidies/Supportive Services – Perm Housing
			* Capital Costs - Perm Housing
			* Landlord Incentives
		- **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 Navigation Centers and Emergency Shelters
			* Shelter Improvements
		- **Non-housing:**
			* Street Outreach
			* Services and Services Coordination
		- **Administrative Costs:**
			* Systems Support
			* Strategic Planning and Infrastructure Development
			* Administrative Costs
			* Homeless Management Information System (HMIS)
	+ **Youth Set Aside:** Check this box if the activity is designated under the Youth Set Aside requirement. Youth Set Aside activities must be listed separately from non-Youth Set Aside activities.
	+ **Activity Description**: Activity (or project) name along with specific description. The activity may be anything within the allowable uses of the grant.
		- *If you check the Youth Set Aside box, your activity description must specify how the activity is dedicated to youth homelessness services or housing solutions.*
	+ **Address or General Location (*if applicable*)**: If the activity supports interim or permanent housing, or services to an encampment or a general area where multiple encampments are located, 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.
	+ **Activity Completion Date**: If your Activity Status is Completed, specify the date the activity was completed.
	+ **SPM(s) Improved by the Activity:** Select one or more California System Performance Measures (SPMs) the activity improved or will improve, if any.
		- **Measure 1a:** Activity will increase the number of people experiencing homelessness who are accessing services relative to overall homeless population.
		- **Measure 1b:** Activity will decrease the number of people experiencing unsheltered homelessness on a single night (unsheltered PIT count)
		- **Measure 2:**Activity will increase in the number of people experiencing homelessness who are accessing services for the first time​ *(in the past two years)*, relative to overall homeless population.
		- **Measure 3**: Activity will increase the number of people exiting homelessness into permanent housing​.
		- **Measure 4:**Activity will reduce the average length of time that people experienced homelessness while accessing services​.
		- **Measure 5:**Activity will decrease the percent of people who return to homelessness within 6 months of exiting homelessness response system to permanent housing​.
		- **Measure 6:**Activity will increase the number of people with successful placements *(into shelter, interim, or permanent housing)* from street outreach​.

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| HHAP Round | Payment to/ Contract with | Sub | Amount Obligated as of 12/31/24 | Amount Expended as of 12/31/24 | Eligible Use Category | Youth Set Aside | Activity Description | Address or General Location(*if applicable*) | Activity Status as of 12/31/2024 | Activity Completion Date (*if applicable*)  | SPM(s) Improved by the Activity |
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## **Part II – Notable Successes and Lessons Learned**

In addition to Part I, describe other notable quantifiable or concrete outcomes and accomplishments achieved through your HHAP funds. The purpose of this section is to showcase and share successes and lessons learned that may be shared with other grantees or jurisdictions. This can include activities such as engaging stakeholders, improving systems, developing and implementing strategies for reducing homelessness, addressing racial equity, adopting policy reforms that accelerate housing production and remove barriers to housing production, fostering regional and subregional collaboration, administering technical assistance, etc.

* **Definitions**
	+ **Lead Entity**: The HHAP grantee responsible for leading the progress on the designated outcome.
	+ **Collaborating Entities**: Entities partnering with the Lead Entity to achieve the outcome. May include a HHAP regional partner, group, organization, or jurisdiction working to address or improve the outcome.
	+ **Description of the Accomplishment**: Include specific, relevant details to describe the accomplishment, including actions taken, quantifiable measures, outcomes, and next steps.
	+ **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 impacted the grantee’s continuum of care (CoC) region CA SPMs, how it improved the grantee’s homelessness response system, how it added capacity to the grantee’s interim or permanent housing going forward, etc.

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| Lead Entity | Collaborating Entities | Description of the Accomplishment | Timeframe of Accomplishment | Impact of Accomplishment |
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## **Part III – Challenges and Opportunities**

Use this section to include notable challenges or areas where you have struggled to make the impact you intended while implementing HHAP 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 the scope of the 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**: Describe specific policy changes HCD could make, or technical assistance HCD could provide, to better support grantees in addressing this challenge in the future.

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| Description of Challenge | Impact of Challenge | Lesson Learned | HCD Support |
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## **HMIS Reporting Requirement**

As part of the HHAP 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 HHAP-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. Review the [HHAP-specific HDIS Dashboard](https://public.tableau.com/app/profile/california.business.consumer.services.and.housing.agency/viz/HHAPReport/Overview) for current outcomes data.

**Reminder for HHAP 6:** The [HHAP 6 NOFA](https://www.hcd.ca.gov/sites/default/files/docs/grants-and-funding/calich/hhap-6-nofa.pdf) sets conditions on administrative entities before they can receive their initial disbursement (see pages 23-24), including that administrative entities must be in good standing on fiscal and HMIS reporting for prior HHAP rounds.

Technical assistance from Abt Global TA providers is available through June 2025. You can contact AB977\_TA@abtglobal.com to set up a session to address any issues you may have, and please cc HPDhomelessnessgrants@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 HHAP-specific HDIS data.