

## CALIFORNIA INTERAGENCY COUNCIL ON HOMELESSNESS

## HHAP-4 Application Checklist for Grantees

**Tip:** Use the State “[Local Homelessness Action Plan and Application Template](#)” as you navigate through each section of the application. Additional information may be found in the Enabling Statute—[AB-140](#) and [FAQs](#) posted on the California Interagency Council on Homelessness (Cal ICH) website under the HHAP program.

The checklists below are aligned with the HHAP-4 Local Homelessness Action Plan and Application Template to assist applicants in reviewing submissions for completeness. Tips are provided to assist grantees to understand how required information relates to prior HHAP rounds or other available information.

**1) Agendize HHAP-4 Application at Meeting of Local Governing Board**

**Tip:** A vote is not required, and the HHAP-4 application may be agendized at a future meeting date, if needed. See the [HHAP-4 FAQs](#) for more information on actions an applicant must take if agendizing at a future meeting.

**2) Complete Local Landscape Analysis**

**Tip:** Cities and Counties may need to consult with the CoC to gather needed data to complete the landscape analysis. Please review the Local Homelessness Action Plan and Application Template for detailed instructions in completing Tables 1, 2, and 3 included in the Landscape Analysis. *The Landscape Analysis may be carried over from the HHAP-3 application, though please make sure to include 2022 PIT information.*

- Current number of people experiencing sheltered and unsheltered homelessness ([Table 1](#))
- Identification of individuals and families served by project type. Include demographic and subpopulation data ([Table 2](#))
- Analysis of State, Federal and Local Funding currently being used and budgeted to be used to provide homeless services and housing ([Table 3](#))

**Tip:** Joint applicants will submit a single application with data covering the full jurisdiction.

### 3) Partner with CoC & Overlapping Jurisdictions to Develop Outcome Goals

**Tip:** Applicants must provide goals for preventing and reducing homelessness from July 1, 2022-June 30, 2025, informed by findings from the local landscape analysis and the jurisdiction's base system performance measure from Calendar Year 2021 data in HDIS.

HHAP-4 Jurisdictions must set achievable goals that will be measured at the CoC-level, for the following system performance measures (*Table 4*):

1. Reducing the number of persons experiencing homelessness (*1a and 1b*)
2. Reducing the number of persons who become homeless for the first time
3. Increasing the number of people exiting homelessness into permanent housing
4. Reducing the length of time persons remain homeless
5. Reducing the number of persons who return to homelessness after exiting to permanent housing
6. Increasing successful placements from street outreach

**Tip:** Cal-ICH will provide CoC-level baseline data to each grantee on each measure to assist with development of outcome goals. Outcome goals should be the same for all overlapping jurisdictions (city, county, CoC).

Develop and describe actionable strategies grantee will implement to meet outcome goals (*Table 5*).

**Tip:** Strategies may vary between overlapping jurisdictions but should align with efforts to achieve regional outcome goals.

**Tip:** Consider including strategies you plan to fund from HHAP as well as other sources in the timeframe of July 1, 2022 - June 30, 2025. The effectiveness of each strategy is not measured, just the impact of all strategies on the identified Outcome Goals.

### 3) Complete Narrative & Check Box Responses

Check box Yes or No to respond to collaboration with overlapping jurisdictions. Complete narrative response if Other is checked.

Check boxes to indicate if your jurisdiction consulted with the following entities to determine how HHAP-4 funds will be used. Check Yes, No, or Other with explanation.

- Public Agencies (governmental)
- Private sector partners (philanthropy, local businesses, CBOs, etc.)



- Service providers (direct service providers, outreach, shelter, etc.)
- Local Governing Boards
- People with lived experience of homelessness
- Other (please specify)

- Please describe your most notable coordination and collaboration process with the entities listed above.

**a)** Complete check boxes to indicate which groups your jurisdiction is partnering with or plans to use HHAP funding to increase partnerships with and check boxes to indicate if this is a formal partnership or informal partnership. If checked Other, please include narrative description.

- Please describe your most notable partnerships with these groups (MOUs, shared funding, data sharing agreements, service coordination, etc.)

**b)** Complete check boxes to indicate if your jurisdiction is strengthening partnership, strategies, and resources across managed care and health systems.

- Please share your most notable coordination, planning, and/or data sharing that is occurring within these partnerships.

**c)** Please select which actions your jurisdiction will take to ensure racial/ethnic/gender groups that are overrepresented among residents experiencing homelessness to have equitable access to housing and services. These actions should be aligned with equity focused outcome goals.

- Please describe the most notable specific actions the jurisdiction will take to advance equity for racial/ethnic/gender groups.

**d)** If the jurisdictional applicant/joint applicant has specific strategies to prevent exits into homelessness in partnership with mainstream systems from any of the listed institutional settings, please select each of those systems from the list and provide the information requested.

- Please describe the most notable specific actions the jurisdiction will take to prevent exits to homelessness from institutional settings.

**e)** Enter a narrative response under each section to respond to specific and quantifiable systems improvements the applicant will make to improve the delivery of housing and services to people experiencing homelessness or at-risk of homelessness including, but not limited to the following:



- Capacity building and workforce development for service providers within the jurisdiction, including removing barriers to contracting with culturally specific providers and building capacity of providers to administer culturally specific services.
  - Strengthening the data quality of the recipient's Homeless Management Information System.
  - Increasing capacity for pooling and aligning housing and services funding from existing, mainstream, and new funding.
  - Improving Point-in-Time Counts.
  - Improving coordinated entry systems to strengthen coordinated entry systems to eliminate racial bias, to create a youth-specific coordinated entry system or youth-specific access points, or to improve the coordinated entry assessment tool to ensure it contemplates the specific needs of youth experiencing homelessness.
- f) Respond to questions for informational purposes to indicate what information, guidance, technical assistance, training and/or alignment of resources and programs should Cal ICH and State Agencies prioritize to support jurisdictions.

#### 4) HHAP-4 Funding Plans

- Complete Table 6 by describing the specific activities applicant intends to support with entire HHAP-4 funding allocation.
- If applicant is funding Interim Housing, complete Table 7 to demonstrate need for these resources.

**Tip:** *Overlapping HHAP jurisdictions are encouraged to collaborate to make strategic investments that align with the Outcome Goals.*

