

**DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
DIVISION OF FEDERAL FINANCIAL ASSISTANCE**

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January 23, 2024

MEMORANDUM FOR: All Potential Applicants

FROM: Sasha Hauswald, Deputy Director
Division of Federal Financial Assistance

SUBJECT: **Notice of Funding Availability
Housing Plus Support Program
HOME American Rescue Plan Program**

The California Department of Housing and Community Development (Department) is pleased to announce the availability of approximately \$29.7 million of HOME Investment Partnerships Program – American Rescue Plan (HOME-ARP) funding to assist individuals and families who are Homeless, at Risk of Homelessness, and/or meet the definition of other Qualified Populations, by providing funding to support a broad range of supportive services through this Notice of Funding Availability (NOFA). This NOFA establishes the program requirements for funds appropriated under section 3205 of the American Rescue Plan Act of 2021 (P.L. 117-2) (“ARP”).

On March 11, 2021, President Biden signed the American Rescue Plan into law, which provides over \$1.9 trillion in relief to address the continued impact of the COVID-19 pandemic on the economy, public health, state and local governments, individuals, and businesses. To address the need for homelessness assistance and supportive services, Congress appropriated \$5 billion in HOME-ARP funds to reduce homelessness and increase housing stability.

The American Rescue Plan authorized the U.S. Department of Housing and Urban Development (HUD) <https://www.hud.gov> to allocate HOME-ARP funds to states, units of general local government, insular areas, and consortia of units of general local government that qualified for an allocation of HOME funds in Fiscal Year (FY) 2021, pursuant to section 217 of the Cranston-Gonzalez National Affordable Housing Act of 1990, as amended (42 U.S.C. 12701 et seq.) (“NAHA”). On April 8, 2021, HUD allocated HOME-ARP funds to 651 Grantees nationwide using the HOME formula established at 24 CFR 92.50 and 92.60. Of the 651 grantees, 99 grantees are in California. The Department was allocated a total \$155 million in HOME-ARP. In accordance with the Department’s approved [HOME-ARP Allocation Plan](#), \$29.7 million of the total allocation is available for HOME-ARP Supportive Service Activities, referred to as the Housing Plus Support Program (HPSP).

A complete list of California HOME-ARP grantees can be found at the following link:

<https://www.hud.gov/sites/dfiles/CPD/documents/HOME-ARP.pdf>
<https://www.hud.gov/sites/dfiles/CPD/documents/HOME-ARP.pdf>

The Department will accept applications on a competitive basis through the Neighborly Software System. To be considered for funding, Applicants must set-up a profile in the Neighborly Software System portal in order to submit a completed electronic application.

All required application documentation must be uploaded through the Neighborly Software System. Each completed application package must be submitted not later than 5:00 pm Pacific Daylight time on **April 12, 2024 for Non-Tribal Applicants and May 17, 2024 for Tribal Applicants**.

Applicants are encouraged to set-up their profiles in the Neighborly Software System portal located at <https://portal.neighborlysoftware.com/CALIFORNIAHCD/Participant> as early as possible. Profile set-up instructions can be found on the HOME-ARP webpage at <https://www.hcd.ca.gov/grants-and-funding/programs-active/home-american-rescue-plan-program>. Applicants are also encouraged to begin the application process early to ensure successful submission before application deadlines.

The Department will hold a series of webinars and workshops to review the HOME-ARP HPSP NOFA and application process. To be notified of upcoming HOME-ARP HPSP webinars and workshops visit the HOME-ARP webpage or sign up for the HCD Federal Programs ListServ at: <https://www.hcd.ca.gov/contact-us/email-signup>

If you have any questions, please submit them to HPSP@HCD.CA.GOV

**HOME - American Rescue Plan Program
2024 Housing Plus Support Program
Notice of Funding Availability**



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HOME AMERICAN RESCUE PROGRAM
HOUSING PLUS SUPPORT PROGRAM NOTICE OF FUNDING AVAILABILITY

SECTION 1 - PROGRAM OVERVIEW

100 – Vision & Strategy

I. Vision

The Housing Plus Support Program (“HPSP” or “Program”) is designed to connect individuals and families who are experiencing homelessness, or are at risk of homelessness, with permanent housing and supportive services needed for those individuals to increase self-sufficiency and stay housed.

II. Strategy

HPSP is a five-year program. The goal is to ensure that participants achieve housing stability and become financially stable prior to the sunset of the Program. It is also the Program’s intent to sufficiently invest in the most vulnerable Californians during their time in HPSP so that they are less likely to require further services to prevent instances of homelessness and housing instability after exiting the Program.

To achieve this goal, HPSP employs three primary strategies: supporting and developing strong service providers, instituting more flexible programming, and providing housing case management services to ensure quick placement in permanent housing.

1) Strong Supportive Service Providers

First, the HPSP team will support nonprofit organizations by providing both funding and training. HPSP will provide sufficient funding to fully support the program for awardees through the five years. There is no match requirement for funding. This will help nonprofit organizations focus more attention on participants, and less on filling funding gaps to provide the services individuals and families need to increase self-sufficiency and stay housed.

Second, to ensure successful outcomes the HOME-ARP team will directly provide training and technical assistance to Housing Case Managers and Housing Navigators for nonprofit organizations. This way the service providers can both be fully informed on best practices, as well as have access to critical resources to support their work.

2) Flexible Programming

While many programs only provide funding to serve people who are literally homeless, HPSP is more flexible. Subrecipients must serve everyone in the Qualified Populations described in HUD’s HOME-ARP Notice CPD-21-10. This includes people who are experiencing homelessness and those housed, but at risk of becoming homeless. Helping people increase and maintain housing stability is one of the most cost-effective intervention strategies to reduce homelessness.

3) Quick Placement into Permanent Housing

It is critical individuals and families experiencing homelessness are permanently housed as quickly as possible. While HPSP does not provide funding for temporary housing, the Program provides funding for nonprofit organizations to hire Housing Case Managers and Housing Navigators to expedite placement of Program participants into permanent housing.

HPSP is a high-impact program that will reduce homelessness, increase housing stability, and provide support for Program participants to live more financially self-reliant when their HPSP services end. It will achieve this by fully supporting nonprofit service providers, allowing the flexibility to serve both homeless populations as well as those at risk of becoming homeless, and by employing supportive services best practices.

101 – Notice of Funding Availability (NOFA)

The California Department of Housing and Community Development (HCD or Department) is pleased to announce the release of this Notice of Funding Availability (NOFA) for approximately \$29.7 million of federal funds for the HOME-ARP Program. The HOME-ARP Program provides funds for individuals and families who are Homeless, At Risk of Homelessness, and/or meet the definition of other qualified populations, under the HOME statute of Title II of the National Affordable Housing Agreement (NAHA) (42 U.S.C. 12721 et seq.). It authorizes the Secretary of the U. S. Department of Housing and Urban Development (HUD) to waive or specify alternative requirements for any provision of NAHA or regulation for the administration of the HOME-ARP program upon finding that the waiver or alternative requirement is necessary to expedite or facilitate the use of HOME-ARP funds. Waivers may not affect requirements related to fair housing, civil rights, nondiscrimination, labor standards, and the environment.

Through the Housing Plus Support Program, the Department will implement HOME-ARP Support Services Activities. HPSP is a five-year Housing First, rapid rehousing program that will help the HOME-ARP Qualified Populations find or retain permanent housing quickly and affordably. The HPSP will also provide funding so that service providers can provide a tailored package of supportive services to the Qualified Populations to increase self-sufficiency so they can stay housed. Supportive services to be provided include housing case management, housing navigation, and time-limited rental assistance.

HPSP provides funding for the following eligible services:

- McKinney-Vento Supportive Services – Adapted from the services listed in section 401(29) of the McKinney-Vento Homeless Assistance Act 42 U.S.C. 11360(29)
- Homeless Prevention Services – Adapted from certain eligible homelessness prevention services under the Emergency Services Grants (ESG) regulations 24 CFR Part 576 <https://www.hcd.ca.gov/grants-and-funding/programs-active/emergency-solutions-grants>

The amount of funding available through this NOFA could vary depending on several factors. These factors may include, but are not limited to, the Department's administrative determination of need, changes in legislation or direction from HUD to make additional funds available, new allocations of funding, or newly available funding from the disencumbrance of

previous awards. If additional funding becomes available, the Department may award additional funding to previous HPSP awardees, continue evaluating the list of eligible Applicants and make awards up to the additional funding amount available, and/or release an additional NOFA to announce the targeted purpose of the funds and eligible Applicants.

102 – Authorizing Legislation and Applicable Law

This NOFA is subject to the Federal HOME regulations, State HOME Regulations, HUD Notice CPD-21-10: *Requirements for the Use of Funds in the HOME-ARP Program*, and HUD’s *Waivers and Alternative Requirements for Implementation of the HOME-ARP Program*. As such, this NOFA establishes the terms, conditions, forms, procedures, and other mechanisms that the Department deems necessary to exercise its powers and to perform its duties pursuant to the HOME-ARP Program. This NOFA does not include all applicable requirements and should be read in conjunction with the following HOME-ARP Housing Plus Support Program application, documents, and guidance listed below:

- [HUD Notice CPD-21-10: Requirements for the Use of Funds in the HOME-ARP Program](#) (the HOME-ARP Notice)
- [Waivers and Alternative Requirements For Implementation of the HOME-ARP Program](#)
- [Federal HOME Regulations](#)
- [State HOME Regulations](#)

In all cases where California’s statute, regulations, and/or NOFA conflict with HUD Notice CPD-21-10, the Waivers and Alternative Requirements for Implementation of the HOME-ARP Program and/or HUD’s HOME-ARP guidance, the project must defer to the HOME-ARP Notice, the Waivers and Alternative Requirements for Implementation of the HOME-ARP Program and/or HUD’s HOME-ARP guidance.

If state or federal statutes, regulations, or other laws governing HOME-ARP or its funding are modified by Congress, HUD, the state Legislature, or the Department before the end of the HOME-ARP compliance period, the changes may become effective immediately and apply to funded activities.

In accordance with section VI.D.7. HUD notice CPD 21-10, the Department has established Policies and Procedures for the administration of HPSP. The purpose of the HPSP Policies and Procedures is to ensure compliance with HUD notice CPD 21-10. The HPSP Policies and Procedures can be found in Addendum V of this NOFA. The Department reserves the right, at its sole discretion, to modify the HPSP Policies and Procedures at any time.

The Department reserves the right, at its sole discretion, to suspend, amend, or supplement the provisions of this NOFA from time to time. If such action occurs, the Department will notify interested parties through the Federal Programs Listserv. You may signup to receive these emails [here](#).

All other criteria and matters set forth within this NOFA shall also govern Tribal Entity applications submitted under this NOFA, unless and except to the extent expressly provided to the contrary by terms set forth within this NOFA and subject to any potential modification or waiver under or pursuant to Assembly Bill No. 1010 (Chapter 660. Statutes. 2019), which is set forth in Health and Safety Code (HSC) section 50406, subdivision (p).

This NOFA is subject to AB 1010 (Chapter 660, Statutes of 2019), HSC section 50406, subdivision (p). Accordingly, and pursuant to HSC section 50406, subdivision (p): (1) where the provisions of tribal law, tribal governance, tribal charter, or difference in Tribal Entity or legal structure would cause a violation or not satisfy the requirements of this Solicitation, said state requirements may be modified as necessary to ensure HOME-ARP program compatibility (federal requirements cannot be modified); and (2) where provisions of tribal law, tribal governance, tribal charter, or difference in Tribal Entity legal structure or agency create minor inconsistencies (as determined by the Director of the Department or a duly authorized designee thereof) with the requirements set forth in this NOFA, the Department may waive said state requirements (federal requirements cannot be waived), as deemed necessary, to avoid an unnecessary administrative burden. Matters set forth or otherwise provided for in this NOFA that may be modified or waived include, without limitation, threshold scoring requirements and any other matters set forth in HSC section 50406, subdivision (p)(2). Eligible Tribal Entity Applicants are accordingly encouraged to discuss any such potential modifications or waivers and their options in that regard during any pre-application technical assistance communications or meetings. Tribal Entities shall provide services to tribal members who meet the definition of one of the Qualified Populations.

103 – Purpose and Program Objectives

The purpose of the HOME-ARP HPSP is to provide non-profit supportive service providers and Tribal Entities with funds to offer housing case management, housing navigation, time-limited rental assistance, and supportive services to individuals or households who are:

- 1) Homeless;
- 2) At Risk of Homelessness;
- 3) Fleeing, or Attempting to Flee, Domestic Violence, Dating Violence, Sexual Assault, Stalking, or Human Trafficking;
- 4) Housed due to temporary or emergency assistance to prevent homelessness
- 5) Housed, have annual income that is less than or equal to 30 percent AMI, and are experiencing severe cost burden;
- 6) Housed, have annual income that is less than or equal to 50 percent AMI, and meet one condition of the “At risk of homeless” definition.

HUD approved the [State of California's HOME-ARP Allocation Plan \(Plan\)](#), which outlines the Department's strategy to deploy funds. The Plan includes a summary of the state's consultation activities in developing the Plan, estimates of the size and demographic composition of the Qualified Populations (QPs) within the state, an assessment of unmet needs and service gaps for the QPs, and a description of the planned uses of the state's HOME-ARP funds for eligible activities.

Before the Department began the HPSP program design and development process, an extensive consultation process was conducted. This process included over 60 one-on-one consultations, three focus groups, an online community survey, and tribal specific workshops. The Department engaged Continuums of Care, homeless service providers, Domestic Violence service providers, veterans' services groups, public housing agencies, and nonprofit

agencies that address the needs of individuals and families experiencing homelessness, at risk of homelessness, and/or those that are housed and experiencing housing instability. In addition to obtaining feedback from people with lived experience, HOME-ARP staff consulted with public and private organizations that address fair housing, civil rights, and the needs of persons with disabilities. These efforts resulted in feedback from over 1000 people representing over 200 service organizations and garnered recognition from HUD as exemplary community engagement.

104 – Qualifying Populations

HPSP funds must be used to exclusively benefit the HOME-ARP Qualified Populations as defined in Section IV.A of the HUD Notice CPD 21-10: *Requirements for the Use of Funds for the HOME-ARP Program* (hereinafter CPD-21-10):

- 1) Homeless, as defined in Section A.1 of CPD-21-10;
- 2) At Risk of Homelessness, as defined in Section A.2 of CPD-21-10;
- 3) Fleeing, or Attempting to Flee, Domestic Violence, Dating Violence, Sexual Assault, Stalking, or Human Trafficking, as defined in Section A.3 of CPD-21-10; or
- 4) Other Populations, requiring services or housing assistance to prevent homelessness; at greatest risk of housing instability as defined in Section A.4 of CPD-21-10.

These regulatory definitions align with the populations described in section 103 of this NOFA. For more details on Qualifying Populations see “Qualifying Populations” in HUD’s [Notice CPD-21-10: Requirements for the Use of Funds in the HOME-ARP Program](#)

105 – Program Timeline

HOME-ARP HPSP funds will be available to Eligible Applicants on a competitive basis. The following table summarizes the anticipated HOME-ARP Program timeline.

Table 1: HOME-ARP HPSP NOFA and Application Timeline

HPSP NOFA Release	January 23, 2024
Application Due Date (Non-Tribal Applicants)	April 12, 2024
Application Due Date (Tribal Applicants)	May 17, 2024
Anticipated Award Announcements	July 2024

The Department reserves the right to modify the projected timeline at any time.

106 – Application Submission Process

The Department will be accepting applications on a competitive basis beginning **January 23, 2024**. The eligible Applicant must meet the Program’s minimum requirements, or threshold, identified in Section – 301 to be considered for funding. Applicants should review all program requirements prior to submitting an application. Instructions for submitting an application can be found on the HOME-ARP website.

The complete application and all required attachments must be uploaded and submitted in the **Neighborly Software System** no later than 5:00 p.m. Pacific Standard Time (PST) on **April 12, 2024, for Non-Tribal Applicants and May 17, 2024, for Tribal Applicants**.

Application packages that are incomplete or do not meet the filing requirements will not be considered for funding. Applicants must use the Department's forms, where applicable, and forms cannot be altered or modified by the Applicant. Hard copy applications will not be accepted.

The application is a public record which is available for public review pursuant to the California Public Records Act (CPRA) (Chapter 1, part 2 (commencing with Section 7920.000) of Division 10 of Title 1 of the Government Code). As such, any materials provided will be disclosed to any person making a request under the California Public Records Act.

After final HPSP awards have been issued, the Department may disclose any materials provided by the Applicant to any person making a request under the CPRA. The Department cautions Applicants to use discretion in providing information not specifically requested, including but not limited to, bank account numbers, personal phone numbers, and home addresses. By providing this information to the Department, the Applicant is hereby waiving and relinquishing any claim of confidentiality and consents to the disclosure of submitted material upon the Department's receipt of a PRA request.

107 – Pre-Application Consultation, Workshops and Technical Assistance

I. Pre-Application Consultation

The Department encourages all potential Applicants to request a pre-application consultation appointment prior to submitting an application. Pre-application consultations are intended to provide technical assistance and increase familiarity with the NOFA and HOME-ARP HPSP requirements. Pre-application consultations will allow potential Applicants to discuss their proposed program with HOME-ARP HPSP staff.

Application consultations will be available beginning January 23, 2024, and may be requested by emailing HPSP@hcd.ca.gov with the subject line: Request Consult.

II. Application Workshops

The Department will hold a series of HOME-ARP Application webinars and workshops. To be notified of upcoming HOME-ARP webinars and workshops visit the HOME-ARP webpage or sign up for the HCD Federal Programs Listserv [here](#).

III. Technical Assistance

HPSP staff will be available to provide technical assistance for HPSP activities.

HPSP staff will also be available to assist in setting up a profile for application submittal through the Neighborly Software System and to answer program questions.

Technical assistance can be requested by emailing HPSP@hcd.ca.gov

SECTION 2 - PROGRAM REQUIREMENTS

200 – Eligible Applicants

I. Organization Type

HPSP Eligible Applicants (Applicants) are nonprofit organizations (as defined in section 202) or Tribal Entities (as defined in section 203) that apply to receive HOME-ARP funding from the Department.

To be eligible for funding, Applicants must demonstrate experience and capacity relevant to operating federal or state funded social service programs.

All Applicants must be in good standing with the laws, regulations, guidelines, and programs of the Department, and all State of California agencies and departments thereof. By way of example and not limitation, if an Applicant is a business entity, such entity must be qualified to do business in California and currently in good standing with the California Secretary of State and the California Franchise Tax Board.

II. Eligible Service Area

HPSP prioritizes serving the HOME-ARP Qualified Populations in California's non-entitlement jurisdictions. The list of Eligible HOME-ARP Jurisdictions can be found [Here](#).

For an Applicant to be eligible for an HPSP award, they must demonstrate their service area has a meaningful presence in an Eligible State HOME-ARP Jurisdiction. This means that a significant portion of their clientele originate in an Eligible State HOME-ARP Jurisdiction (regardless of where they are ultimately housed).

An Applicant will be considered as having an eligible service area if:

- 1) The primary office is headquartered in an Eligible State HOME-ARP Jurisdiction;
- 2) Applicant has one or more satellite offices located in an Eligible State HOME-ARP Jurisdiction; and/or
- 3) Applicant's service area incorporates an Eligible State HOME-ARP Jurisdiction **AND** they can demonstrate their ability to serve individuals and families living in those areas without creating a transportation barrier for those participants to access services, or
- 4) Applicant is part of a Tribal Entity Service Area **AND** Applicant can demonstrate their ability to serve individuals and families living in those areas without creating a transportation barrier for those participants to access services.

201 – Targeting Eligible State HOME-ARP Jurisdictions

Subrecipients must ensure that all funded activities are available and targeted to Eligible State HOME-ARP Jurisdictions. Subrecipients facilitate outreach to the Qualified Populations in Eligible State HOME-ARP Jurisdictions and shall evaluate participation from these areas at least annually. Funded activities may also serve households located in HPSP entitlement areas in the event the Qualified Populations are placed into permanent housing or relocate to an HPSP entitlement area during their participation in the program.

An Eligible State HOME-ARP Jurisdiction is a locale that:

- 1) Did not receive a HOME-ARP allocation directly from HUD;
- 2) Is not a participant in an urban county agreement with a county that has received a HOME-ARP allocation from HUD; and
- 3) Is not a participant in a HOME consortium.

A list of Eligible State HOME-ARP Jurisdictions can also be found in Addendum I of this NOFA.

202 – Nonprofit Organization

A Nonprofit Organization is an organization that holds a tax-exempt status under section 501(c)(3) of the Internal Revenue Code.

A 501(c)(3) non-profit Applicant may not submit an application until they have received their designation from the IRS.

The organization must have been established for charitable purposes and have, among its activities, activities that include, but are not limited to, the promotion of social welfare and the prevention or elimination of homelessness, as evidenced in its charter, articles of incorporation, resolutions or by-laws, and experience in the provision of shelter and services to people experiencing homelessness.

203 – Tribal Entities

A Tribal Entity Applicant is any of the following:

- 1) Applicant meets the definition of Indian Tribe under United States Code (U.S.C.) Title 25 U.S.C. § 4103(13)(B);
- 2) Applicant meets the definition of Tribally Designated Housing Entity under Title 25 U.S.C. 4103(22); or
- 3) If not a federally recognized tribe, either:
 - a. Applicant is listed in the Bureau of Indian Affairs Office of Federal Acknowledgement petitioner list pursuant to Title 25 C.F.R. § 83.1, and that has formed and controls a special purpose entity in compliance with UMR Section 8313.2; or
 - b. Applicant is an Indian Tribe located in California that is on the contact list maintained by the Native American Heritage Commission for the purposes of consultation pursuant to § 65352.3 of the Government Code and that has formed and controls a special purpose entity in compliance with UMR Section 8313.2.

For information on Tribal land documentation and Tribal Entity Waivers, see Section 401.II and 401.III of this NOFA.

204 – Eligible Supportive Service Activities

Eligible supportive services under HPSP include:

- McKinney-Vento Supportive Services – Adapted from the services listed in section 401(29) of the McKinney-Vento Homeless Assistance Act 42 U.S.C. 11360(29); and/or
- Homeless Prevention Services – Adapted from certain eligible homelessness prevention services under the Emergency Services Grants (ESG) regulations 24 CFR Part 576 <https://www.hcd.ca.gov/grants-and-funding/programs-active/emergency-solutions-grants>

Note: Rental assistance payments provided as part of a Rapid Rehousing or Homelessness Prevention activity under 24 CFR Part 576.106 cannot exceed HUD’s Fair Market Rent (FMR) as provided under 24 CFR Part 888 and must comply with HUD’s standard for rent reasonableness as established under 24 CFR Part 982.507.

205 – HOME-ARP HPSP Funding Targets & Limits

The Department seeks to ensure all Eligible HOME-ARP Jurisdictions throughout the state have an equitable opportunity to apply for HOME-ARP funds. The minimum and maximum grant limits vary by region according to the table below. See Addendum III for a map of the regions.

This chart below represents the total amount of funding allocated to each region in California and the Tribal Target, as well as the maximum of an additional 10 percent of the grant amount for administrative funding available per region/program.

In accordance with Section VI. D 4 b of the CPD 21-10, the funding amounts below are designed to cover the actual total program costs and administrative overhead to support the program over the 5-year service period. The minimum grant amounts support one Housing Case Manager, a Housing Navigator, rental assistance, and the services provided by the program.

Applicants serving **Region 1** have three options to implement their programs. Applicant should request funding based on the needs of the community to be served, the size of the proposed program, and the ability to expend the funds as required in this NOFA and the HUD HOME-ARP Notice CPD-21-10. The funding options are as follows:

- 1) \$2,970,000—if the Applicant hires one Housing Case Manager and one part-time Housing Navigator;
- 2) \$5,940,000—if the Applicant hires two Housing Case Managers and one Housing navigator; or
- 3) \$8,910,000—if the Applicant hires three Housing Case Managers and one Housing Navigator.

Applicants serving **Region 3** have two options to implement their programs. Applicant should request funding based on the needs of the community to be served, the size of the proposed program, and the ability to expend the funds as required in this NOFA and the HUD HOME-ARP Notice CPD-21-10. The funding options are as follows:

- 1) \$3,105,000—if the Applicant hires one Housing Case Manager and one part-time housing navigator; or
- 2) \$6,210,000—if the Applicant hires two Housing Case Managers and one housing navigators.

Table 2: HOME-ARP Target Distribution

Regions	Allocated Grant	Grant Limits	Maximum Administrative Grant (10 percent of the actual Grant)
Region 1 (Northern CA)	\$8,910,000	\$2,970,000* \$5,940,000* \$8,910,000*	\$297,000 \$594,000 \$891,000
Region 2 (Bay Area)	\$2,970,000	\$2,970,000	\$297,000
Region 3 (Central CA)	\$6,210,000	\$3,105,000* \$6,210,000*	\$310,500 \$621,000
Region 4 (Greater LA)	\$3,240,000	\$3,240,000	\$324,000
Region 5 (Southern CA)	\$2,970,000	\$2,970,000	\$297,000
Tribal Target	\$2,700,000	\$2,700,000	\$270,000
Total	\$27,000,000	27,000,000	\$2,700,000

***See explanation above for regions with more than one limit.**

Note: If selected for funding through the competitive NOFA process, Applicants who apply for more than the minimum funding amount, in the region the application is submitted for, may be approved at the minimum funding amount when there are multiple high scoring Applicants applying in the region.

206 – Eligible Costs

HPSP funds may be used to pay eligible costs associated with the supportive services activity in accordance with the requirements in section VI.D.4.(c)(i). HUD Notice CPD 21-10.

207 – Grant Term & Expenditure Milestones

The HPSP Grant shall have a term of five (5) years. Applicants that are awarded funding will be required to meet the following expenditure milestones.

Table 3: Expenditure Milestones

Percentage of HPSP funds that must be expended	Milestone Deadline
20 percent	Within 1 year after execution of contract
40 percent	June 30, 2026
60 percent	June 30, 2027
80 percent	June 30, 2028
100 percent	By June 30, 2029

208 – Amounts Available for Administrative Activities

In accordance with the Department’s approved HOME-ARP Allocation Plan, pursuant to 24 CFR part 91 and as required by HUD, up to an additional 10 percent of the HPSP grant amount will be awarded for administrative costs. Per HUD Notice CPD 21-10, before disbursing any HOME-ARP HPSP funds to any entity, a legally binding Standard Agreement must be executed. Reasonable administrative and planning costs for the HPSP include:

- 1) Reasonable costs of overall HPSP management, coordination, monitoring, and evaluation. Such HPSP costs include, but are not limited to, necessary expenditures for the following:
 - a. Salaries, wages, and benefit costs of the Subrecipient’s staff. If a Subrecipient charges costs to this category, the Subrecipient may include the entire salary and related costs allocable to the HPSP of each person whose primary responsibilities with regard to the HPSP involves program administration assignments, or the prorated share of the salary, wages, and related costs of each person whose job includes any program administrative assignments. A Subrecipient may only use these two methods. Program administration includes:
 - i. Developing systems and schedules for complying with HPSP requirements, including systems to prevent a duplication of benefits among beneficiaries of HPSP;
 - ii. Monitoring HPSP for progress and compliance with HOME-ARP program requirements;
 - iii. Preparing HPSP reports and other documents related to the HPSP program for submission to HUD;
 - iv. Coordinating the resolution of audit and monitoring findings related to HPSP;
 - v. Evaluating HPSP results against stated objectives in the HOME-ARP allocation plan; and

- vi. Managing or supervising persons whose primary responsibilities with regard to the HPSP include such assignments as those described above;
 - b. Travel costs incurred for official business in carrying out the HPSP;
 - c. Administrative services performed under third party contracts or agreements, including such services as general legal services, accounting services, and audit services;
 - d. Other costs for goods and services required for administering the HPSP, such as: rental or purchase of equipment, insurance, information systems necessary to track and implement beneficiaries of HPSP in accordance with the requirements of this Notice, utilities, office supplies, and rental and maintenance (but not purchase) of office space;
 - e. Costs of administering HPSP;
- 2) Staff and overhead costs of the Subrecipient directly related to carrying out HPSP, in accordance with 24 CFR 92.207(b);
 - 3) Activities to affirmatively further fair housing (AFFH) in accordance with 24 CFR 5.151 and the Subrecipient's certification as required under this Notice and 24 CFR 5.152. The AFFH definition in HUD's Interim Final Rule entitled, "Restoring Affirmatively Furthering Fair Housing Definitions and Certifications" (86 FR 30779, June 10, 2021), as amended, at 24 CFR 5.151, and the AFFH certification requirement, at 24 CFR 5.152, are available at <https://www.federalregister.gov/documents/2021/06/10/2021-12114/restoring-affirmatively-furthering-fair-housing-definitions-and-certifications>; and
 - 4) Indirect costs may be charged to HPSP under a cost allocation plan prepared in accordance with 2 CFR part 200, subpart E, as amended.

209 – Preferences and Limitations

HPSP does not establish preferences or limitations for particular populations within the eligible HOME-ARP Qualifying Populations. Applicants must provide services to all of the Qualifying Populations. To select Program Participants from the Qualified Populations, the Subrecipient must use a program-specific waitlist that reviews Applicants in chronological order of when they joined the waitlist.

210 – Advancing Racial Equity

Pursuant to direction from HUD, as provided at the links below, Subrecipients should prioritize the advancement of racial equity at all levels of the homeless response system. The Department asks Subrecipients to be leaders in their homeless response systems, facilitating partnerships among service organizations and promoting racial equity practices. Subrecipients must respond to disproportionality in access to services, service provision and outcomes. Subrecipients cannot simply rely on delivering a standardization of services to address equity. Subrecipients have the responsibility to examine their data to ensure all eligible persons receive equitable services, support, and are served with dignity, respect, and compassion regardless of circumstances, ability, or identity. When applying for HPSP funds, Applicants should consider:

- What are your community's racial demographics and the demographics of those within your homeless response system?

- In your community's captured data, what are the outcomes of the homeless response system based on race? What are your requirements for all Service Providers to analyze data to determine racial disparities and create a plan to address them?
- How do underserved and marginalized communities learn about and enter HPSP programming? What marketing and communication strategies are used to increase equitable access to HPSP programming?
- How are the voices of Black, Latinx, Asian, Pacific Islander, Native and Indigenous communities, and those with lived experience of homelessness, being centered in a meaningful, sustained way in creating effective approaches to reducing and ending homelessness? How are they involved in the funding decision-making process?
- How are these funds accessible to smaller and non-traditional organizations and how would these funds address the organizational capacity of organizations that are led by Black, Latinx, Asian, Pacific Islander, and Native and Indigenous people that support the goal of making homelessness rare, brief, and non-recurring?
- The Department will require Applicants to submit racial and ethnic data metrics of those served by HPSP.

211 – Confidentiality

All entities assisted by HPSP funds must develop, implement, and maintain written policies and procedures requiring the following:

- 1) All records containing personally identifying information of any individual or family who applies for and/or receives HPSP assistance will be kept secure and confidential; and
- 2) The address or location of any program participant that is fleeing or Attempting to Flee Domestic Violence, Dating Violence, Sexual Assault, Stalking, or Human Trafficking will not be made public, except as provided under a privacy policy of the Subrecipient, consistent with state and local laws and any other grant conditions from other federal grant programs regarding privacy and obligations of confidentiality.

When documenting the status of a Qualifying Population that is fleeing or Attempting to Flee Domestic Violence, Dating Violence, Sexual Assault, Stalking, or Human Trafficking, acceptable evidence includes an oral or written statement by the qualifying individual or head of household seeking assistance that they are fleeing that situation. An oral statement may be documented by either:

- 1) A written certification by the individual or head of household; or
- 2) A written certification by a victim service provider, intake worker, social worker, legal assistance provider, health-care provider, law enforcement agency, legal assistance provider, pastoral counselor, or an intake worker in any other organization from whom the individual or family sought assistance.

The written documentation need only include the minimum amount of information indicating that the individual or family is fleeing or Attempting to Flee Domestic Violence, Dating Violence, Sexual Assault, Stalking, or Human Trafficking and need not include any additional details about the conditions that prompted the individual or family to seek assistance.

212 – Program Overlays

I. Local, State, and Federal Laws

Subrecipients must abide by all local, state, and federal laws applicable to the Program. It is the duty and responsibility of each Applicant to review the provisions, requirements, and limitations of all funding sources applied for and obtained for a particular program, or activity to ensure that each requirement of those funding sources is compatible with all the Department's program requirements and restrictions. Incompatibility of funding sources will result in the denial or cancellation of an award or may result in the placement of conditions or limitations on an award, all as determined by the Department in its sole and absolute discretion.

The requirements in 24 CFR 92.350 apply to the HOME-ARP program. Subrecipients must comply with the federal requirements set forth in 24 CFR part 5, subpart A, including: nondiscrimination and equal opportunity; disclosure requirements; debarred, suspended or ineligible contractors; drug-free workplace; and housing counseling, and the nondiscrimination requirements at section 282 of NAHA. Subrecipients must also comply with the Violence Against Women Act (VAWA) requirements set forth in 24 CFR 92.359.

Subrecipients must be able to meet all federal requirements relative to HPSP, specifically those concerning equal opportunity and fair housing, affirmative marketing, conflict of interest, debarment, and suspension.

II. Affirmative Marketing and Minority Outreach

The requirements in 24 CFR 92.351 apply to HPSP activities.

III. Conflicts of Interest

The provision of any type or amount of HPSP supportive services may not be conditioned on an individual's or family's acceptance or occupancy of a shelter or housing unit owned by the Subrecipient, or a parent, affiliate, or subsidiary of the Subrecipient. No Subrecipient may, with respect to individuals or families occupying housing owned by the Subrecipient, or any parent, affiliate, or subsidiary of the Subrecipient, administer financial assistance that includes rental payments, utility deposits, security deposits, or first and last month's rent provided pursuant to this Notice. All Subrecipients must comply with the same requirements that apply to Subrecipients under this section.

SECTION 3 - APPLICATION REVIEW AND AWARD PROCESS

300 – Application Process

The online HPSP application link is available at <https://www.hcd.ca.gov/grants-and-funding/programs-active/home-american-rescue-plan-program> on the HOME-ARP HPSP webpage.

Applications must be accessed through the Neighborly Software System portal. Paper applications will not be accepted. The Department must receive applications and required documentation by the application deadline. Any application received after the application deadline will not be accepted. Submit applications and all required documentation through the Neighborly Software System portal. Applications that do not meet the filing deadline will not be eligible for funding.

Applicants are encouraged to set-up their profiles in the Neighborly Software System portal located at (add Neighborly Link) as early as possible. Profile set-up instructions can be found on the HOME-ARP webpage at (add Link to instructions) Applicants are also encouraged to begin the application process early to ensure successful submission before application deadlines.

If you have trouble logging into the portal or have questions on how to complete the online application, please contact the Department at HPSP@hcd.ca.gov. Questions regarding the HPSP NOFA and application process can be directed to HPSP@hcd.ca.gov.

301 – Minimum Requirements (Threshold)

To be eligible to receive funding, the Department must receive the application by the deadline specified in this NOFA, and the Applicant must adhere to all minimum requirements in this section, including:

- 1) Applicants must follow instructions in both this NOFA and the online application. Failure to follow instructions will result in disqualification;
- 2) The HPSP application and all required attachments must be submitted to the Department through the Neighborly Software System Portal. Applications must include all required information and attachments;
- 3) The application must be complete and received by the deadline;
- 4) The Applicant must be eligible as described in this NOFA;
- 5) Proposed Activities must be eligible pursuant to this NOFA;
- 6) Programs must be within a non-entitlement jurisdiction in the State of California;
- 7) Programs must serve all Qualifying Populations;
- 8) Programs must comply with the HOME Investment Partnerships Program, outlined in 24 CFR Part 92 and HUD Notice CPD-21-10;
- 9) Programs must follow all applicable fair housing, civil rights, and nondiscrimination requirements. This includes but is not limited to the Fair Housing Act, Title VI of the Civil Rights Act, Section 504 of the Rehabilitation Act of 1973, HUD's Equal Access Rule, and the Americans with Disabilities Act, as applicable;
- 10) Programs must comply with Housing First Policies as outlined in Senate Bill (SB) 1380 Chapter 847;
- 11) Programs must comply with the Department's HOME-ARP HPSP Policies & Procedures.

An application may be deemed ineligible if the application is incomplete, if the application does not meet the threshold requirements, or if the Department cannot determine compliance with the threshold requirements.

All Applicants that are awarded funding are required to implement the Department’s written policies and procedures (P&Ps) for HPSP and enhance each identified section with the Applicant’s specific community and office policies, practices, and procedures required to administer HPSP. Applicants are required to submit their updated P&Ps to the Department at the time of application. P&Ps must fully detail the Applicant’s HPSP operations.

302 – Application Scoring Criteria

Applications will be scored and ranked by HOME-ARP staff. Scoring will be based on the following criteria:

Table 4: Applicant Scoring

Categories	Evaluation Criteria	Max Points
Grant Experience	<p>The extent of experience the Applicant has:</p> <ul style="list-style-type: none"> • Working with the Qualified Populations • Developing and implementing relevant program systems and services • Managing basic organizational operations including sound financial management and accounting systems • Timely resolution of monitoring findings • Regular and timely drawdowns of funding • Accurate and timely submission of required reporting 	10
Housing Experience	<p>The extent to which the Applicant understands and utilizes a Housing First approach.</p> <p>The Applicant’s ability to assist program participants to rapidly secure and maintain permanent housing that is safe, affordable, accessible, and acceptable to their needs.</p> <p>The extent to which the Applicant has experience leveraging housing resources with housing subsidies and the Applicant’s relationship with the local Housing Authority.</p> <p>The Applicant’s experience in utilizing a Homeless Management Information System.</p>	11
Housing Navigation	<p>The Applicant’s experience and plan to recruit and retain property managers and identify available units using data and lessons learned.</p> <p>The Applicant’s knowledge and experience in supporting disabled program participants in securing accessible units.</p>	12

<p>Program Participant</p>	<p>The extent of the Applicant’s knowledge in understanding the housing needs of individuals and families who meet the definition of the Qualified Populations within their community.</p> <p>The Applicant’s experience:</p> <ul style="list-style-type: none"> • Quickly moving the Qualified Populations into permanent housing and providing supportive services. • Supporting the Qualified Populations in obtaining other public assistance benefits and other resources within the community. • Working with and housing members of the Qualified Populations including those with no income, current or past substance use, criminal records, etc. 	<p style="text-align: center;">7</p>
<p>Participant Safety</p>	<p>The extent of the Applicant’s knowledge and experience in ensuring the safety of program participants including:</p> <ul style="list-style-type: none"> • Training staff on safety planning and HIPPA compliance. • Safety planning for disasters. • Safety planning for program participants who are fleeing or Attempting to Flee Domestic Violence, Dating Violence, Sexual Assault, Stalking, or Human Trafficking. • Ensuring the privacy of program participants, including keeping personally identifiable information secure. 	<p style="text-align: center;">5</p>
<p>Trauma-Informed, Victim-Centered</p>	<p>The extent of the Applicant’s knowledge and experience in providing Trauma-Informed, Victim-Centered services and support to the Qualified Populations including:</p> <ul style="list-style-type: none"> • Prioritizing program participant choice and rapid placement in permanent housing consistent with participants’ preferences. • Establishing and maintaining an environment of agency and mutual respect, e.g., the project does not use punitive interventions, ensures program participant staff interactions are based on equality and minimizes power differentials. • Providing program participants access to educational information on the effects of trauma. • Emphasizing program participants’ strengths through strength-based coaching, questionnaires and assessment tools that include strength-based measures, and case plans that include assessments of program participants’ strengths and works towards goals and aspirations. • Centering on cultural responsiveness and inclusivity. 	<p style="text-align: center;">4</p>

	<ul style="list-style-type: none"> • Providing opportunities for connection for program participants. • Offering support for parenting. 	
Timeliness	The Applicant's experience and capacity to rapidly implement HPSP and record and report data timely.	5
Financial	<p>The Applicant's experience and capacity with financial components:</p> <ul style="list-style-type: none"> • Having a functioning accounting system that is operated in accordance with generally accepted accounting principles in accordance with 2 CFR part 200. • The Applicant's proposed budget for HPSP. <p>The Applicant's financial experience and knowledge in providing Rapid Rehousing programs.</p>	5
Projected Impact	<p>The Applicant's expectations and projected impacts HPSP will have on the communities to be served:</p> <ul style="list-style-type: none"> • Households exiting to permanent housing. • Individuals who will increase their income during HPSP. • Individuals who will increase non-employment cash income after program enrollment. • Individuals who will improve skills and/or education during program enrollment. <p>The Applicant's understanding of the Statewide Housing Plan to address Homelessness. How HPSP will align and support the Statewide Housing Plan.</p>	6
Equity Factors	<p>The Applicant's knowledge of equity and ability to ensure HPSP participants will receive services free from discrimination.</p> <p>The Applicant's efforts to provide employment opportunities and professional development to individuals with lived experience of Homelessness.</p> <p>The Applicant's knowledge and experience in reviewing and analyzing policies and procedures with an equity lens.</p> <p>The Applicant's experience in supporting those with physical, sensory, or psychiatric disabilities with accessible services.</p>	12
Outreach, Engagement, Advocacy	<p>The Applicant's knowledge and experience with:</p> <ul style="list-style-type: none"> • Marketing strategies and outreach activities that ensure all persons experiencing Homelessness or housing instability are reached. 	11

	<ul style="list-style-type: none"> • Informing program participants of their rights and remedies available under federal, state, and local fair housing and civil rights laws. • Reporting conditions or actions that impede fair housing choice for program participants. • Obtaining feedback from program participants. • Identifying barriers to participation faced by persons of different races and ethnicities, particularly those over-represented in the local homelessness populations, and the actions taken to eliminate identified barriers. 	
Other Program Factors	<p>The Applicant’s ability to ensure HPSP participants will receive only the services needed to ensure there is no duplication of services or assistance in the use of HPSP funds.</p> <p>The policies and procedures the applicant will use for HPSP.</p>	12
TOTAL POINTS		100

In the event the program is oversubscribed, or scores are tied under the HPSP Program Funding Matrix, the Department will follow the following tie breaker review process to select the organization that will receive funding. The application with the highest score for the following categories will be selected in this order, until the tie is broken.

- 1) Fiscal Capacity;
- 2) Projected Impact; and
- 3) Program Design.

303 – Appeals

I. Basis of Appeals

Applicants may appeal the Department’s written determination that an application is incomplete, has failed threshold review, or has otherwise been determined to provide an insufficient basis for an award (including point scoring and tie breaker.)

At the sole discretion of the Department, the Department’s written determination may include a request for clarifying and/or corrective information. For purposes of this section, “clarifying information” includes information and/or documentation that resolves ambiguities in any application materials that will inform the Department’s threshold, scoring, and feasibility determinations.

No Applicant shall have the right to appeal a decision of the Department relating to another Applicant’s application (e.g., eligibility, award).

Any request to appeal the Department’s decision regarding an application shall be reviewed for compliance with this NOFA. All decisions rendered shall be made by the Program manager or their designee. The decision shall be final, binding, and conclusive, and shall constitute the final action of the Department.

The appeal process provided herein applies solely to decisions of the Department made pursuant to this NOFA.

II. Appeal Process and Deadlines

To lodge an appeal, Applicants must submit to the Department, by the deadline set forth below, a written appeal which states all relevant facts, arguments, and evidence upon which the appeal is based.

Furthermore, the Applicant must provide a detailed reference to the area(s) of the application that provides clarification and substantiation for the basis of the appeal. No new or additional information will be accepted if this information would result in a competitive advantage to an Applicant. Once the written appeal is submitted to the Department, no further information or materials will be accepted or considered thereafter.

Appeals must be received by the Department no later than five (5) business days from the date of the Department's notification email. The 5-day period starts the day after the notification email was sent and ends at 5 p.m. PST on the 5th business day.

Example: An Applicant receives the email notification on Tuesday, the time starts on Wednesday and ends on Tuesday at 5 p.m. PST the following week.

Submit appeals to the Department via email at HPSP@hcd.ca.gov

III. Decision

Any request to amend the Department's decision shall be reviewed for compliance with HUD's HOME-ARP implementation memo, this HOME-ARP NOFA, and the application. It is the Department's intent to render its decision within fifteen (15) business days of receipt of the Applicant's written appeal. All decisions rendered shall be final, binding, and conclusive, and shall constitute the final action of the Department with respect to the appeal.

IV. Effectiveness

If the statute, regulations, or guidelines governing this program contain an existing process for appealing decisions of the Department with respect to NOFA awards made under such programs, then this section shall be inapplicable and such existing authority shall govern all appeals.

304 – Award Process and Contracts

I. Award announcements

Once program application scoring is complete, Initial Score Letters will be sent out via email to the contact person listed in the application describing the scores and facts upon which those scores were determined.

Recommended Awards will be reviewed for approval by the Department.

The Department will send Award Letters to successful Applicants. The Department will make its best effort to announce competitive awards by the end of **July 2024**.

II. Significant Changes in Program After Application

Applicants must notify the Department of any significant changes to their program made after

application submission. If there are significant changes to the program after application submission or scoring, the Department reserves the right to re-evaluate the Program's threshold eligibility and scoring.

III. Contracts

Awardee(s) must enter into a Standard Agreement with the Department. The Standard Agreement contains all the relevant state and federal requirements, as well as specific information about the award and the details of the work to be performed. The Standard Agreement will contain deadlines that are consistent with HUD's HOME-ARP implementation memo and guidance. Failure to meet these deadlines will be considered a material breach of the Standard Agreement.

Note: The Standard Agreement will be delayed if awardee does not promptly provide the Department with all required entity resolutions and other entity documentation (e.g., bylaws, articles of incorporation, 501(c)(3) certification, certificate of good standing), in form and content acceptable to the Department in its sole discretion, which evidence that the awardee has the legal authority to contract with the Department.

A condition of award will be that a Standard Agreement is executed by the awardee(s) within 90 days (contracting period) of the awardees' receipt of the Standard Agreement. Failure to execute and return the Standard Agreement(s) to the Department within the contracting period may result in award cancellation. The awardee(s) shall remain a party to the Standard Agreement.

SECTION 4 - PROGRAM OPERATIONS

400 – Program Oversight

The Department will conduct ongoing monitoring of program performance using the data, claiming information, and program updates submitted by Subrecipients. This process will include ongoing training on program information and activities, performance monitoring, data collection, and targeted TA for communities facing barriers to spending funds and serving participants. Subrecipients are encouraged to use data to conduct their own program management, oversight, and continuous quality improvement.

401 – Financial Management

In accordance with HUD, Subrecipients must follow all Office of Management and Budget (OMB) Cost Principles and Generally Accepted Accounting Principles (GAAP). OMB and budget requirements are listed in 2 CFR Part 200. Costs charged to HPSP must be allowable, allocable, and reasonable.

Allowable costs must conform to any limitations or exclusions set forth in the federal cost principles. Additionally, the HPSP NOFA allowable costs must comply with the policies and procedures afforded all activities within the Subrecipient's organization and be treated consistently. Finally, allowable costs must comply with the GAAP and the costs must be adequately documented.

Allocable costs are those treated consistently with other costs incurred for the same purpose in like circumstances. These costs must meet the requirements listed in 2 CFR Part 200.405.

Reasonable costs do not exceed in nature or amount the costs that would be incurred by a prudent person under the same or similar circumstances prevailing at the time a decision was made to incur the cost.

All eligible costs incurred after the date of the HPSP award letter issued by the Department are reimbursable after full execution of the Standard Agreement. Subrecipients shall not plan to expend any HPSP funds requiring reimbursement prior to the award letter.

402 – Legal documents

I. Standard Agreement

Standard Agreements must be signed before the Department will disburse HPSP funds to a Subrecipient pursuant to 24 CFR 92.504. The Department has no obligation to execute a Standard Agreement with a Subrecipient if the Department cancels the award.

This Standard Agreement must meet the written agreement requirements of CPD-21-10.

The Standard Agreement must require compliance with the HPSP NOFA and all applicable state and federal laws.

II. Additional Agreements

The Subrecipient must execute and enter into additional agreements and documents as the Department may require. These additional agreements and documents are subject to the approval of the Department.

III. Modifications

The grant documents will be made on the Department's Standard Agreement and standard grant documents. The Department may, in exercise of its absolute discretion, modify the requirements and terms of the Department's Standard Agreement and standard grant documents upon written notice to the Subrecipient. Modifications may be required due to HUD publishing new program regulations and/or guidance.

403 – Project Set Up and Disbursement of Funds

I. Conditions of Disbursement

Disbursements shall only be made on a reimbursement basis.

HPSP funds shall be disbursed to the Subrecipient after the Standard Agreement between the Subrecipient and the Department is fully executed, and the Department has received a Request for Funds from the Subrecipient, including required supporting documentation. The Standard Agreement will set forth the general conditions of disbursement, any conditions precedent to disbursements (e.g., documentation requirements for pre-Standard Agreement expenditures), and the Department's remedies upon an event of default. The Standard Agreement will also identify the payee and method of payment. HPSP funds awarded to an Applicant may not be transferred to another entity to expend on an eligible use unless that other entity is a signatory on the Standard Agreement. Subrecipients must submit

reimbursement requests through the Neighborly Software system by completing a Request for Funds Form.

404 – Recordkeeping

Subrecipients must establish and maintain sufficient records to enable the Department and HUD to determine whether the Subrecipient is meeting the requirements of HPSP. At a minimum, the following records are required:

I. Program Records

- 1) Records evidencing that all HPSP funds used by the Subrecipient benefit individuals and families in the Qualifying Populations;
- 2) Records documenting compliance with the 10 percent limitation on administrative costs; and
- 3) Confidentiality
 - a. The Subrecipient’s written policies and procedures for maintaining confidentiality of Qualifying Households as individuals or families fleeing, or Attempting to Flee Domestic Violence, Dating Violence, Sexual Assault, Stalking, or Human Trafficking in accordance with Section VIII.H. of the HOME-ARP Notice.
 - b. The Subrecipient’s written policies and procedures for maintaining confidentiality in compliance with the VAWA protections contained in 24 CFR Part 5, Subpart L.

II. Project Records

- 1) Records demonstrating compliance with the written agreement requirements in Section VIII.B of the HOME-ARP Notice;
 - a. Records demonstrating that each Qualifying Household is eligible for HPSP based on the requirements in the HOME-ARP Notice;
 - b. Records demonstrating that each household qualifying as homeless meet the requirements in 24 CFR 576.500(b)(1), (2), (3), or (4), as applicable (except that youth aged 24 and under must not be required to provide third-party documentation to show they are homeless to receive any shelter, housing, or services for which ESG or CoC Program funds may be used to supplement the HPSP assistance);
- 2) Records demonstrating that each household qualifying as “at risk of homelessness,” meet the requirements in 24 CFR 576.500(c)(1) or (2), as applicable, and include the following documentation of annual income:
 - a. Income evaluation form containing the minimum requirements specified by HUD and completed by the Subrecipient;
 - b. Source documents for the assets held by the household and income received over the most recent period for which representative data is available before the date of the evaluation (e.g., wage statement, unemployment compensation statement, public benefits statement, bank statement);
 - c. To the extent that source documents are unobtainable, a written statement by the relevant third party (e.g., employer, government benefits administrator) or the written certification by the Subrecipient's intake staff of the oral verification by the relevant third party of the income the household received over the most recent period for which representative data is available; and

- d. To the extent that source documents and third-party verification are unobtainable, the written certification by the household of the amount of income the household received for the most recent period representative of the income that the household is reasonably expected to receive over the three-month period following the evaluation;
- 3) Records, where applicable, demonstrating compliance with the termination of assistance requirement as described in Section VI.D.5 of the HOME-ARP Notice;
- 4) Records of all procurement contracts and documentation of compliance with the procurement requirements in 2 CFR part 200, subpart D, as revised by Section VIII.D of the HOME-ARP Notice;
- 5) Records evidencing the use of the written procedures required under Section VI.D.2 and records evidencing compliance with Section IV.C.2 of the HOME-ARP Notice;
- 6) Records of all leases, subleases, and financial assistance agreements for the provision of rental payments, documentation of payments made by the Subrecipient to owners or qualifying households for the provision of financial assistance for rental payments, and supporting documentation for these payments, including dates of occupancy by qualifying individuals and families;
- 7) Records that document the monthly allowance for utilities (excluding telephone) used to determine compliance with the rent restriction;
- 8) Records of the types of services provided under the program and the amounts spent on these services; and
- 9) Records demonstrating compliance with the recordkeeping requirements in Section VIII.F of the HOME-ARP Notice.

III. Financial Records

- 1) Records, in accordance with 2 CFR 200.302, identifying the source and application of HPSP funds. Identification must include, as applicable, the Assistance Listing program title and number (formerly Catalogue of Federal Domestic Assistance), federal award identification number and year, name of the federal agency, and name of the pass-through entity, if any;
- 2) Records concerning the HOME-ARP Investment Trust Fund Treasury account and local account required to be established and maintained by the HOME-ARP Notice, including deposits, disbursements, balances, supporting documentation and any other information required by IDIS;
- 3) Records identifying the source and application of program income and repayments; and
- 4) Records demonstrating adequate budget control and other records required by 2 CFR 200.302, including evidence of periodic account reconciliations.

IV. Program Administration Records

- 1) Records demonstrating compliance with the written agreements required by Section VIII.B of the HOME-ARP Notice;
- 2) Records demonstrating compliance with the applicable uniform administrative requirements required by Section VIII.D of the HOME-ARP Notice; and
- 3) Records documenting required inspections, monitoring reviews and audits, and the resolution of any findings or concerns.

V. Records Concerning Other Federal Requirements

- 1) Equal opportunity and fair housing records:
 - a. Data on the extent to which each racial and ethnic group, and single-headed households by gender of household head have applied for, participated in, or benefited from, any program or activity funded in whole or in part with HPSP funds;
 - b. Documentation that the Subrecipients submitted a certification that it will affirmatively further fair housing consistent with HUD's Interim Final Rule entitled Restoring Affirmatively Furthering Fair Housing Definitions and Certifications (86 FR 30779, June 10, 2021) (codified at 24 CFR 5.151 and 5.152;), available at <https://www.federalregister.gov/documents/2021/06/10/2021-12114/restoring-affirmatively-furthering-fair-housing-definitions-and-certifications>; and
 - c. Records demonstrating compliance with the nondiscrimination and equal opportunity requirements of 24 CFR 92, Subpart H;
- 2) Affirmative marketing and MBE/WBE records. Records demonstrating compliance with the affirmative marketing procedures and requirements of 24 CFR 92.351 and the HOME-ARP Notice;
- 3) Records supporting compliance with conflict of interest requirements in 24 CFR 92.356, as revised by Section VII.H of the HOME-ARP Notice, as well as documentation of any exceptions granted by HUD or the Department, as applicable, to the conflict of interest provisions in 24 CFR 92.356, as revised by Section VII.H of the HOME-ARP Notice;
- 4) Records demonstrating compliance with debarment and suspension requirements in 24 CFR part 2424;
- 5) Records of emergency transfers requested under 24 CFR 5.2005(e) and 24 CFR 92.359 pertaining to victims of Domestic Violence, Dating Violence, Sexual Assault, or Stalking, including data on the outcomes of those requests; and
- 6) Documentation of actions undertaken to meet the requirements of 24 CFR part 75 which implements section 3 of the Housing Development Act of 1968, as amended (12 U.S.C. 1701u).

VI. Period of Record Retention

All records pertaining to HPSP funds must be retained for five years, except as provided below:

- 1) Written agreements must be retained for five years after the agreement terminates; or
- 2) If any litigation, claim, negotiation, audit, monitoring, inspection, or other action has been started before the expiration of the required record retention period records, (it?) must be retained until completion of the action and resolution of all issues which arise from it, or until the end of the required period, whichever is later.

VII. Access to Records

Subrecipients must provide citizens, public agencies, and other interested parties with reasonable access to records, consistent with applicable state and local laws and any other applicable grant conditions from other federal grant programs regarding privacy and obligations of confidentiality.

The Subrecipient may create a program participant identifier code or number that can be used on a file and maintained internally, in such a way that the number itself does not inadvertently identify the program participant, (i.e., no use of initials, date of birth, or other pieces of information that might suggest the identity of the program participant). The “key” or “cypher” for the program participant identifier code would itself be confidential and would not leave the provider. In the circumstance of HUD programs, the Unique Personal Identification Number which is generated within the comparable database could be used with auditors to identify records of services to distinct individuals, subject to the below requirement.

The Department, HUD, the Comptroller General of the United States, and any of their representatives, have the right of access to any pertinent books, documents, papers, or other records of the Subrecipient, in order to make audits, examinations, excerpts, and transcripts. If a provider of services is subject to state or local laws or other federal grant programs that require that HUD not be given access to records detailing PII of victims, then auditors or evaluators may be given access to representative files without any sharing of individual identifying information.

405 – Reporting Requirements

Subrecipients must submit reports in a format and at such time as prescribed by the Department. In addition, the Department, HUD and Office of the Inspector General (OIG) staff must be given access, upon reasonable notice, to all information related to the selection, award, and use of HPSP funds.

I. Monthly Reporting

Subrecipients will provide HPSP participant level data and financial expenditures monthly through the Neighborly Software System Portal. All monthly reports are due by the 20th of the month following the report month (example: July 2024 report will be due August 20, 2024). If the 20th falls on a weekend or holiday, the report must be submitted by the next business day.

The report will capture the:

- 1) Coded Case Identifier (CCI);
- 2) Month/year of birth for each program participant (each family member);
- 3) Race & ethnicity;
- 4) Gender;
- 5) Veteran status;
- 6) Disabling condition;
- 7) Program start date;
- 8) Program end date;
- 9) Destination;
- 10) Relationship to Head of Household for additional family members;
- 11) Permanent housing move-in date;
- 12) Prior living situation;
- 13) Income and sources;
- 14) Changes in income;
- 15) Non-cash benefits;
- 16) Financial support provided by HPSP;

- 17) Changes in education;
- 18) Direct client expenses; and
- 19) Administrative expenses.

II. Quarterly Reporting

Subrecipients will provide HPSP participant level data quarterly through the Neighborly Software System Portal. Additional information on the due dates of this reporting requirement will be included in the Standard Agreement.

The report will capture:

1. Race and Ethnicity
2. Household Size
3. Household Types
4. Household Assisted

III. Annual Evaluation

In accordance with the HPSP Policies and Procedures, Subrecipients will complete an Annual Evaluation of their HPSP after the completion of each fiscal year. The Annual Evaluation will be due by September 30 each year. The Department will provide Subrecipients with a template.

406 – Performance Reviews

The Department will review the performance of Subrecipients in carrying out its responsibilities for the use of HPSP funds and its compliance with the requirements of the program. Such reviews may take the form of remote or on-site monitoring, assessment of documents requested from the Subrecipient carrying out HPSP activities, and inquiries resulting from external audit reports, media reports, citizen complaints, or other sources of relevant information.

The Department may also review a Subrecipient's timely use of HPSP funds for eligible activities, including the progress of expenditures. If the Department preliminarily determines that a Subrecipient has not met a requirement of the program or an applicable requirement of the HOME regulations at 24 CFR Part 92, the Department will communicate its determination in writing and provide the Subrecipient with the opportunity to demonstrate, based on substantial facts, documentation, and data, that it has done so.

The Department may extend any time period it provided to the Subrecipient to demonstrate its compliance if upon request of the Subrecipient determines that it is infeasible for the Subrecipient to provide a full response within the prescribed period. If the Subrecipient fails to demonstrate to the Department's satisfaction that it has met the requirement, the Department will take corrective or remedial action in accordance with the HUD Notice CPD-21-10 and 24 CFR 92.552.

407 – Defaults and Cancellations

I. Corrective and Remedial Actions

Corrective or remedial actions for a performance deficiency (e.g., failure to meet a provision of the HUD Notice CPD-21-10 or an applicable provision of 24 CFR Part 92) will be designed to prevent a continuation of the deficiency; mitigate, to the extent possible, its adverse effects or consequences; and prevent its recurrence. The Department may impose corrective or remedial actions including but not limited to the following:

- 1) The Department may instruct the Subrecipient to submit and comply with proposals for action to correct, mitigate and prevent a performance deficiency, including:
 - a. Preparing and following a schedule of actions for carrying out the affected activities, consisting of schedules, timetables, and milestones necessary to implement the affected activities;
 - b. Establishing and following a management plan that assigns responsibilities for carrying out the remedial actions;
 - c. Canceling or revising activities likely to be affected by the performance deficiency, before expending HPSP funds for the activities;
 - d. Reprogramming HPSP funds that have not yet been expended from affected activities to other eligible activities;
 - e. Reimbursing its HPSP grant in any amount not used in accordance with the requirements of the HUD Notice CPD-21-10;
 - f. Suspending disbursement of HPSP funds for affected activities; and
 - g. Establishing procedures to ensure compliance with HPSP requirements.
- 2) The Department may also:
 - a. Determine the Subrecipient to be high risk and impose special conditions or restrictions on the use of HPSP funds in accordance with 2 CFR 200.208; and
 - b. Take other remedies that may be legally available, including remedies under 2 CFR 200.339 and 200.340.

II. Sanctions

The requirements at 24 CFR 92.552 apply to HPSP funds, except that the provision at 24 CFR 92.552(a)(2)(iv) related to failure to comply with matching contribution requirements shall not apply.

III. Amended Agreements

The Department may require the Subrecipient to amend any agreement between the Department and the Subrecipient if the Department determines that it is necessary for the Project Owner or Project to comply with the HPSP NOFA and applicable state and federal law.

IV. Cancellations and Reductions

The Department may cancel or reduce an award to a Subrecipient under any one of the following conditions:

- 1) The Subrecipient or Program is not in compliance or will not comply with the HPSP NOFA and/or applicable state and federal law;
- 2) The Department terminates the Standard Agreement with the Subrecipient.

- 3) Implementation of the Program does not, or will not, comply with the program deadlines, time frames, and goals stated in the Subrecipient's application or the HPSP NOFA. This includes any failure, whether it be on behalf of the Department or the Subrecipient, to meet the program deadlines;
- 4) The Subrecipient has not fulfilled the special conditions specified in its Standard Agreement;
- 5) The Subrecipient requests to have its award cancelled;
- 6) If the Subrecipient made any misrepresentation of any material fact to the Department in connection with its application or concealed any material fact to the Department; or
- 7) HUD reduces or eliminates the Department's HPSP funds and there are not enough funds available for the Program.

Upon the Department's written notification to the Subrecipient that the Subrecipient's HPSP funding has been terminated, reduced, or cancelled, the Subrecipient must:

- 1) Complete all work affected by the Department's termination, reduction, or cancellation that is in progress; and
- 2) Terminate any other activities that were to be paid for with HPSP funds affected by the Department's termination, reduction, or cancellation of the Subrecipient's HPSP funds.

V. Penalties

If the Department terminates an agreement or cancels an award under this Section for Applicant's failure to comply, the Department may penalize the Subrecipient, such as assigning it negative points to future applications for Department funds or barring it from applying for Department funds under future NOFAs.

VI. Repayment

If the Department terminates an agreement or cancels an award under this Section, all required repayments must be returned to the Department within 30 calendar days.

VII. Notice and Appeals

At least 15 days before the effective date of the Department's cancellation or reduction of an award, the Department must provide written notice to the Subrecipient of the Department's intent to cancel or reduce the award. The Subrecipient may appeal the Department's decision to cancel or reduce an award to the Director.

- 1) Basis of Appeals
 - a. Applicants may appeal the Department's written determination that an application is incomplete, has failed threshold review, or has otherwise been determined to provide an insufficient basis for an award (including point scoring and tie breaker).
 - b. At the sole discretion of the Department, the Department's written determination may include a request for clarifying and/or corrective information. For purposes of this section, "clarifying information" includes information and/or documentation that resolves ambiguities in any application materials that will inform the Department's threshold, scoring and feasibility determinations.
 - c. No Applicant shall have the right to appeal a decision of the Department

- relating to another Applicant's application (e.g., eligibility, award).
- d. Any request to appeal the Department's decision regarding an application shall be reviewed for compliance with the Guidelines and this NOFA. All decisions rendered shall be made by the Program Manager or his/her designee. The decision shall be final, binding, and conclusive, and shall constitute the final action of the Department.
 - e. The appeal process provided herein applies solely to decisions of the Department made pursuant to this NOFA.
- 2) Appeal Process and Deadlines:
- a. Process: To file an appeal, Applicants must submit to the Department, by the deadline set forth below, a written appeal which states all relevant facts, arguments, and evidence upon which the appeal is based. Furthermore, the Applicant must provide a detailed reference to the area or areas of the application that provide clarification and substantiation for the basis of the appeal. No new or additional information will be considered if this information would result in a competitive advantage to an Applicant. Once the written appeal is submitted to the Department, no further information or materials will be accepted or considered thereafter. Appeals are to be submitted to the Department at HPSP@hcd.ca.gov according to the deadline set forth in the Department review letters;
 - b. Filing Deadline: Appeals must be received by the Department no later than five (5) business days from the date of the Department's threshold review, or initial score letters, as applicable, representing the Department's decision made in response to the application.
- 3) Decision: Any request to appeal the Department's decision regarding an application shall be reviewed for compliance with the Guidelines and this NOFA. All decisions rendered shall be final, binding, and conclusive, and shall constitute the final action of the Department.

408 – Other Terms and Conditions

I. Right to Modify or Suspend

The Department reserves the right, at its sole discretion, to suspend, amend, or modify the provisions of this NOFA at any time, including, without limitation, the amount of funds available hereunder. This includes, but is not limited to, authorizing an increase in funding to any Applicant after the Department makes an award under this NOFA. If such an action occurs, the Department will notify all interested parties via the listserv and will post the revisions to the Department's website. This NOFA is not a commitment of funds to any activity or Applicant.

II. Conflicts

In the event of any conflict between the terms of this NOFA and either applicable state or federal law or regulation, the terms of the applicable federal law or regulation shall control. Applicants are deemed to have fully read and understand all applicable federal laws, regulations, and HUD's HOME-ARP Program guidance. Applicants understand and agree that the Department shall not be responsible for any errors or omissions in the preparation of this NOFA.

III. False, Fictitious, or Fraudulent Claims

Warning: Any person who knowingly makes a false claim or statement to HUD or the Department may be subject to civil or criminal penalties under 18 U.S.C. Sections: 287, 1001 as well as 31 U.S.C. § 3729.

The Department wants to stop any criminal assault on HPSP, and in doing so all HPSP funds will go to people it was designed to help and improve their living conditions.

The U.S. Department of Housing and Urban Development (HUD) Office of Inspector General (OIG) is committed to protecting HUD's programs, operations, and beneficiaries from dishonest individuals and organizations.

HUD cannot combat fraud alone.

HUD relies on the Department and HPSP NOFA Applicants to combat program fraud. HUD also relies on Applicants for, and people receiving, HUD benefits, such as tenants receiving rental assistance, borrowers with HUD insured loans, or citizens having their communities restored using HUD grants.

The HUD OIG Hotline number is 1-800-347-3735. This is the primary means to submit allegations of fraud, waste, abuse, mismanagement, or whistleblower related matters for the HPSP to the Office of Inspector General.

HUD OIG accepts reports of fraud, waste, abuse, or mismanagement in the HPSP from HUD employees, anyone administering the HPSP, anyone working in the HPSP, Contractors, and the public.

You can report mismanagement or violations of law, rules, or regulations by HUD employees or program participants.

Fraud, waste, and abuse in HPSP and its operation may be reported in one of the following four (4) ways:

- Email to: hotline@hudoig.gov
By Phone: Call toll free: 1-800-347-3735
By Fax: 202-708-4829
- By Mail:
U.S. Department of Housing & Urban Development.
HUD OIG, Office of Investigation, Room 1200 Field Office
One Sansome Street
San Francisco, CA 94104
(213) 534-2518

HUD OIG, Office of Investigation
Suite 4070
Regional Office
300 North Los Angeles Street
Los Angeles, CA 90012
(213) 534-2518

IV. Detecting, Preventing, and Reporting Fraud

Fraud is a white-collar crime that has a devastating effect on the HOME-ARP program because the HOME-ARP program beneficiaries are victims of this crime when the HOME-ARP program is abused. The Department wants to stop any criminal assault on the HOME-ARP program it administers, and in doing so all HOME-ARP funds go to people it was designed to help and improve their living conditions.

V. Whistleblower Protection Act

1. Federal Whistleblower Protection Act (5 U.S.C Section 2302(b)(8))

The Federal Whistleblower Protection Act (WPA) protects employees from retaliation for making protected disclosures. The WPA also provides penalties for supervisors who retaliate against Whistleblowers.

- a. A disclosure is protected under the WPA if the employee discloses information the employee reasonably believes to be evidence of:
 - i. a violation of any law, rule, or regulation,
 - ii. gross mismanagement,
 - iii. a gross waste of funds,
 - iv. an abuse of authority, or
 - v. a substantial and specific danger to public health or safety.
- b. In general, an employee or Applicant may make a protected disclosure to anyone, including non-governmental audiences, unless the information is classified or specifically prohibited by law from release. Options for making a protected disclosure include:
 - i. Informing a supervisor or someone higher up in management,
 - ii. Submitting a complaint to the OIG by emailing the OIG at oig@ftc.gov,
 - iii. Filing a complaint with the Office of Special Counsel (OSC)<http://www.osc.gov/>

2. The California Whistleblower Protection Act (Title 2, Division 1, Chapter 6.5, Article 3.5, Gov. Code §§ 8548-8548.5)

The California Whistleblower Protection Act authorizes the California State Auditor to receive complaints from state employees and members of the public who wish to report an improper governmental activity. An "improper governmental activity" is any action by a state agency or any action by a state employee directly related to state government that:

- a. Violates any state or federal law or regulation,
- b. Violates an Executive Order of the Governor, a California Rule of Court, or any policy or procedure required by the State Administrative Manual or State Contracting Manual, or
- c. Is economically wasteful or involves gross misconduct, incompetency, or inefficiency. Complaints received by the State Auditor are confidential, and the identity of the complainant may not be revealed without the complainant's

permission, aside from to an appropriate law enforcement agency conducting a criminal investigation.

3. There are many ways to file a complaint:
 - a. By Telephone - You may call the Whistleblower Hotline at (800) 952-5665 to file a complaint by talking to one of the State Auditor's employees. The hotline generally is staffed Monday through Friday from 8:00 a.m. to 5:00 p.m. If you call when the hotline is not being staffed, or staff is occupied with other calls, you may leave a voicemail message requesting a return call.
 - b. By Mail or Facsimile - You may file a complaint in the form of a letter to the State Auditor addressed as follows:

Investigations
California State Auditor
P.O. Box 1019
Sacramento, CA 95812

Or you may fax the letter to the State Auditor at (916) 322-2603. As an alternative, you may complete the electronic version of the complaint form (which is available on the State Auditor website at auditor.ca.gov), print it out, and return it by mail or facsimile as stated above.

- c. Online - Although the State Auditor does not accept complaints by email, you may file a complaint online at <https://www.auditor.ca.gov/contactus/complaint>
4. The State Auditor will not undertake an investigation unless there is a basis for believing that your complaint has sufficient merit to warrant spending resources on an investigation. Your complaint should therefore include:
 - a. A clear and concise statement of what you are alleging to be improper activity and why you believe it is improper.
 - b. The name or other information that clearly identifies the person you are alleging has acted improperly and the department where that person works.
 - c. The names and contact information for any witnesses who can confirm the truth of what you are saying.

Copies of any documents that will support what you are saying. (You should not submit original documents, as they cannot be returned.)

SECTION 5 - DEFINITIONS

The definitions found in Title 24 of the Code of Federal Regulations and California Code of Regulations, HUD Notice CPD-21-10, and 25 C.C.R. § 8300 et seq apply to this NOFA, regardless of whether these authorities capitalize these terms. In addition, the following definitions apply to this NOFA and prevail if they conflict with the definitions in Title 24 of the Code of Federal Regulations and California Code of Regulations, HUD Notice CPD-21-10, and 25 C.C.R. § 8300 et seq.

- 1) "Applicant" or "Eligible Applicant" means a nonprofit or Tribal Entity that applies to receive assistance from the Department as an HPSP Rapid Rehousing and/or Homelessness Prevention service provider. The Applicant will be referred to as the "Subrecipient" in the Department's legal documents relative to an award of a grant.

- 2) "Area Median Income" or "AMI" means the most recent applicable median family income from the area as determined by HUD.
- 3) "At Risk of Homelessness" has the same meaning as defined in 24 C.F.R. § 91.5.
- 4) "Continuum of Care" has the same meaning as defined in 24 C.F.R. § 578.3.
- 5) "Department" means the Department of Housing and Community Development
- 6) "Homeless" has the same meaning as *Homeless (1) (2) or (3)* as defined in 24 C.F.R. § 91.5.
- 7) "Housing First" has the same meaning as in Welfare and Institutions Code Section 8255, including all of the core components listed therein.
- 8) "HUD" means the U.S. Department of Housing and Urban Development.
- 9) "Low-Income Families" means families whose annual incomes do not exceed 80 percent (80 percent) of the median income for the area, as determined by HUD, with adjustments for smaller and larger families, except that HUD may establish income ceilings higher or lower than 80 percent (80 percent) of the median for the area on the basis of HUD findings that such variations are necessary because of prevailing levels of construction costs or fair market rents, or unusually high or low family incomes. An individual does not qualify as a Low-Income Family if the individual is a student who is not eligible to receive Section 8 assistance under 24 C.F.R. § 5.612.
- 10) Native American lands means:
 - a. All land located in "Indian Country" as defined by 18 U.S. Code (USC) 1151;
 - b. All land within the limits of a Rancheria under the jurisdiction of the United States Government;
 - c. All land held in trust by the United States for an Indian Tribe or individual; and/or
 - d. All land held by an Indian Tribe or individual, and that is subject to a restriction by the United States against alienation;
- 11) "Native American Fee Lands" means "fee lands" located outside the jurisdiction of a tribal government, owned or co owned by a Native American entity located outside of an Indian Reservation or Rancheria.
- 12) "NOFA" is the acronym used for Notice of Funding Availability. This NOFA announces that HOME-ARP funds are available and describes the terms and conditions of awards and requirements for applications that may be submitted.
- 13) "Non-Entitlement Jurisdictions" means a locale that must meet each of the following:
 - a. Must not have received a HOME-ARP allocation directly from HUD;
 - b. Is not a participant in an urban county agreement with a county that has received a HOME-ARP allocation from HUD; and
 - c. Is not a participant in a HOME consortium.
 Non-Entitlement Jurisdictions are included as Addendum I and are posted on the HOME-ARP Website [here](#).
- 14) "Permanent Housing" means a housing unit where the property manager does not limit length of stay in the housing unit, the property manager does not restrict the movements of the tenant, and the tenant has a lease and is subject to the rights and responsibilities of tenancy.
- 15) "Qualifying Household(s)" means households of individuals and families that meet the definition of one or more of the Qualifying Populations as defined in HUD Notice CPD-21-10.

- 16) "Qualifying Populations" means any individual or family who meets the criteria for eligibility to receive assistance or services funded through HPSP without meeting additional criteria (e.g., additional income criteria), as defined in HUD Notice CPD-21-10.
- 17) "Rapid Rehousing Programs" means a program that provides housing relocation and stabilization services and short-and/or medium-term rental assistance as necessary to help a homeless individual or family (including those living in an emergency shelter, on the streets, in a park, or in another place not meant for human habitation) move as quickly as possible into permanent housing and achieve stability in that housing.
- 18) "Standard Agreement" means the STD 213, Standard Agreement, and all exhibits thereto.
- 19) "Supportive Services Costs" means the costs associated with HOME-ARP Supportive Services Activity pursuant to Section IV.D of CPD-21-10.
- 20) "Tribal Entity" means an Applicant that is any of the following:
 - a. Applicant meets the definition of Indian tribe under Section 4103(13)(B) of Title 25 of the United State Code;
 - b. Applicant meets the definition of Tribally Designated Housing Entity under 25 USC 4103(22); or
 - c. If not a federally recognized tribe, either:
 - i. Applicant is listed in the Bureau of Indian Affairs Office of Federal Acknowledgement petitioner list pursuant to Section 82.1 of Title 25 of the Federal Code of Regulations and that has formed and controls a special purpose entity in compliance with UMR Section 8313.2; or
 - ii. Applicant is an Indian tribe located in California that is on the contact list maintained by the Native American Heritage Commission for the purposes of consultation pursuant to Section 65352.3 of the Government Code and that has formed and controls a special purpose entity in compliance with UMR Section 8313.
- 23) "Very Low-Income Families" means families whose annual incomes are in excess of 30 percent (30 percent) but not greater than 50 percent (50 percent) of the AMI of a geographic area, as determined by HUD with adjustments for smaller and larger families. "Very Low-Income Family" also includes any family that resides in a nonmetropolitan area that does not exceed the poverty line applicable to the family size involved.

Addendum I – Non-Entitlement Jurisdictions

Eligible State HOME-ARP Jurisdictions

Eligible jurisdictions are listed below. If a jurisdiction is not listed, it is not eligible (e.g. Alameda County, Fresno County, City of Los Angeles) because it received a HOME-ARP allocation directly or the jurisdiction is part of a consortium/urban county that received a direct allocation.

If you have any questions regarding your jurisdiction's eligibility or ineligibility please contact HOMEARP@hcd.ca.gov

Jurisdictions	Jurisdictions	Jurisdictions	Jurisdictions
Alpine County Alpine County Amador County Amador County City of Amador Ione Jackson Plymouth Sutter Creek Butte County Butte County Biggs Gridley Oroville Paradise Calaveras County Calaveras County Angels Camp Colusa County Colusa County City of Colusa Williams Del Norte County Del Norte County Crescent City El Dorado County El Dorado County Placerville South Lake Tahoe	Fresno County Coalinga Clovis Firebaugh Huron Orange Cove Parlier San Joaquin Glenn County Glenn County Orland Willows Humboldt County Humboldt County Arcata Blue Lake Eureka Ferndale Fortuna Rio Dell Trinidad Imperial County Imperial County Brawley Calexico Calipatria El Centro Holtville Imperial City Westmorland Inyo County Inyo County Bishop	Kern County Arvin Delano Maricopa Taft Kings County Kings County Avenal Corcoran Hanford Lemoore Lake County Lake County Clearlake Lakeport Lassen County Lassen County Susanville Los Angeles County Artesia Carson Glendora Industry Lakewood Pico Rivera Redondo Beach Vernon West Covina	Madera County Madera County Chowchilla City of Madera Mariposa County Mariposa County Mendocino County Mendocino County Fort Bragg Point Arena Ukiah Willits Merced County Merced County Atwater Dos Palos Gustine Livingston Los Banos Modoc County Modoc County Alturas Mono County Mono County Mammoth Lakes

Jurisdictions	Jurisdictions	Jurisdictions	Jurisdictions
Monterey County Monterey County Carmel Del Rey Oaks Gonzales Greenfield King City Marina City of Monterey Pacific Grove Sand City Seaside Soledad Napa County Napa County American Canyon Calistoga City of Napa St. Helena Yountville Nevada County Nevada County Grass Valley Nevada City Truckee Orange County Buena Park Fountain Valley La Habra Laguna Niguel Lake Forest Mission Viejo Newport Beach Rancho Santa Margarita San Clemente San Juan Capistrano Tustin	Placer County Placer County Auburn Colfax Lincoln Loomis Rocklin Roseville Plumas County Plumas County Portola Riverside County Calimesa Cathedral City Hemet Indio Lake Elsinore Menifee Palm Desert Palm Springs Perris Rancho Mirage Temecula Sacramento County Elk Grove San Benito County San Benito County Hollister San Juan Bautista San Bernardino County Chino Hesperia Upland Rialto San Joaquin County Lodi	San Luis Obispo County Grover Beach Santa Barbara County Guadalupe Santa Clara County Milpitas Santa Cruz County Santa Cruz County Capitola Scotts Valley Watsonville Shasta County Shasta County Anderson Shasta Lake Sierra County Sierra County Loyalton Siskiyou County Siskiyou County Dorris Dunsmuir Etna Fort Jones Montague Mt. Shasta Tulelake Weed Yreka Solano County Solano County Benicia Dixon Fairfield Rio Vista Suisun City Vacaville	Sonoma County Petaluma Stanislaus County Riverbank Sutter County Sutter County Live Oak Yuba City Tehama County Tehama County Corning Red Bluff Tehama Trinity County Trinity County Tulare County Tulare County Dinuba Exeter Farmersville Lindsay Porterville City of Tulare Woodlake Tuolumne County Tuolumne County Sonora Yolo County Yolo County Winters Woodland Yuba County Yuba County Marysville Wheatland

Eligible State HOME-ARP Jurisdictions

Addendum II – Application Documents

Applicants must submit all applicable documents listed in this addendum on or before the application deadline. They must be submitted through the Neighborly Software. Documents will not be accepted by email.

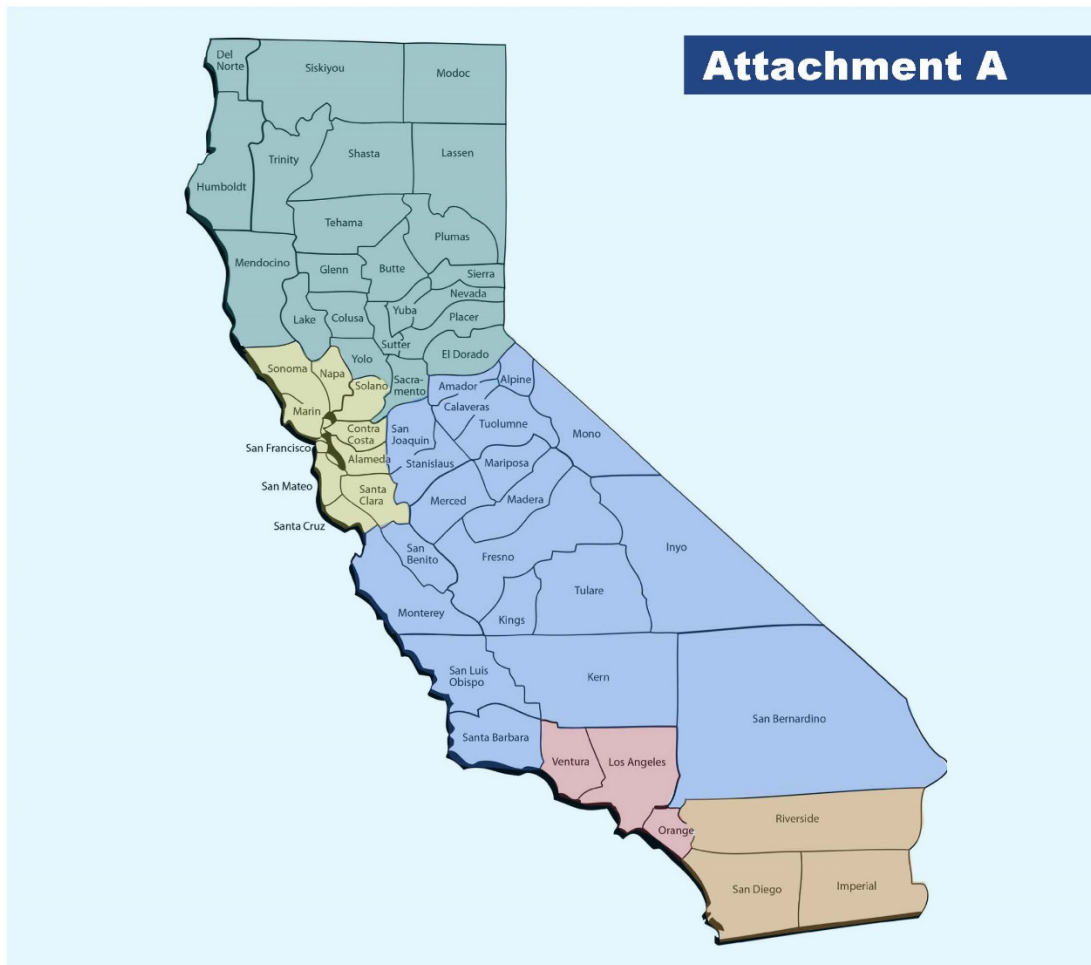
Nonprofit organizational documents:

- Organizational Chart
- Articles of Incorporation (Corp. Code §154, 200 and 202) as certified by the California Secretary of State.
- Bylaws and any amendments thereto (Corp. Code §207(b), 211 and 212)
- Certificate of Amendment of Articles of Incorporation (Corp. Code §900-910 (general stock), §5810-5820 (public benefit and religious corporations), §7810-7820 (mutual benefit corporations), or §12500-12510 (general cooperative corporations)) as applicable.
- Restated Articles of Incorporation (Corp. Code §901, 906, 910 (general stock), §5811, 5815, 5819 (public benefit and religious corporations), §7811, 7815 and 7819 (mutual benefit corporations) and §12501, 12506 and 12510 (general cooperative corporations)) as applicable.
- Statement of Information (California Secretary of State form SI-100 or SI-200)
- Certificate of Good Standing certified by California Secretary of State.

Tribal Entities:

- Tribe Formation Documents (Constitution, Charters, etc.).
- Federal Register of Indian Entities Recognized (81 Fed Reg. 26826) if applicable.
- BIA Federal Acknowledgment Petitioner List (CFR Section 83.1 of Title 25) if applicable.
- Contact List maintained by the Native American Heritage Commission (GC Section 65352.3) if applicable.

Addendum III – Regions



HOME-ARP REGIONS

<p>Region 1 - Northern California</p> <p>Del Norte, Siskiyou, Modoc, Humboldt, Trinity, Shasta, Lassen, Tehama, Mendocino, Plumas, Glenn, Butte, Sierra, Nevada, Lake, Colusa, Yuba, Placer, Sutter, Yolo, El Dorado, Sacramento</p>	<p>Region 3 - Central California</p> <p>Amador, Alpine, San Joaquin, Calaveras, Stanislaus, Tuolumne, Merced, Mariposa, Mono, Madera, San Benito, Fresno, Monterey, Kings, Tulare, Inyo, San Luis Obispo, Kern, Santa Barbara, San Bernardino</p>
<p>Region 2 - Bay Area</p> <p>Sonoma, Napa, Solano, Marin, Contra Costa, Alameda, San Francisco, San Mateo, Santa Clara, Santa Cruz</p>	<p>Region 4 - Greater Los Angeles Area</p> <p>Ventura, Los Angeles, Orange</p>
	<p>Region 5 - Southern California</p> <p>Riverside, San Diego, Imperial</p>

Addendum IV – Five Year Sample Budget

Sample Budget

Supportive Service	Estimated Annual Expense	Budget Percentage & Breakdown
Case Management Services:	\$148,500/Year	Approximately 25 percent
Case Management	\$80,000	\$742,500/5 Years
Housing Navigation	\$40,000	
Outreach Services	\$28,500	
Housing Search & Counseling Services		
Landlord/Tenant Liaison		
Life Skills Training		
Transportation (Case Manager vehicle expenses)		
Housing Financial Assistance:	\$386,100/Year	Approximately 65 percent
First & Last Month's rent		\$1,930,500/5 Years
Security Deposits		
Short-term & Medium-term rent support		\$9,652.50/Household/Year
Payment of rental arrears		
Rental application fees		
Moving costs		
Utility deposits		
Utility payments		
Transportation (Bus passes, participant vehicle repair)		

Housing Support Assistance:	\$59,400/Year	Approximately 10 percent
Childcare		\$297,000 - 5 Years
Education Services		
Employment Assistance & Job Training		\$1,485/Household/Year
Food		
Legal Services		
Mental Health Services		
Outpatient Health Services		
Substance Abuse Treatment Services		
Mediation		
Credit Repair		
Administrative Activities:		Additional admin funds up to 10 percent of the grant amount
Total Budget		

Addendum V – Policies & Procedures

REFERENCES:

HOME-ARP NOTICE	HOME-ARP Notice CPD-21-10 Issued 9/13/2021
24 CFR PART 92	HOME Investment Partnerships Program Final Rule
24 CFR Section 91.5	Definition of Homelessness
34 U.S.C 11279 (3-4)	Definition of Homeless Youth and Runaway Youth
42 U.S.C. 5732a	Runaway and Homeless Youth Act - this section (42 U.S.C. 5732a) was editorially reclassified as section 11279 of Title 34, Crime Control and Law Enforcement
11279 of Title 34	Section (42 U.S.C. 5732a) was editorially reclassified to 11279 of Title 34
42 U.S.C. 9832	Head Start Act
42 U.S.C 14043e	Violence Against Women Act
42 U.S.C. 254b(h)	Public Health Service Act
42 U.S.C. 1786(b)	Child Nutrition Act of 1966
42 U.S.C. 11360 (10) Section 401 (9)	Homeless Individuals with a Disability McKinney-Vento Homeless Assistance Act – From 42 U.S.C 11360 (10)
42 U.S.C. 11434a	McKinney-Vento Homeless Assistance Act
HUD PII Guidance	Personally Identifiable Information (PII) Protection at Workstations Policy
24 C.F.R. § 5.2005(e)	Emergency Transfer
WIC 8255	Housing First
Fair Housing Act	Fair Housing Act
24 CFR 5.609	Income Calculations
24 CFR 92.203(a)(1)	Income Determinations
24 CFR 92.359	VAWA Requirements
24 CFR part 888	Fair Market Rent
24 CFR 982.507	Rent reasonableness
7 U.S.C. 2012	Food and Nutrition Act of 2008

INTRODUCTION

The HOME Investment Partnerships Program (HOME) was created by the National Affordable Housing Act of 1990. The statutory purpose of the HOME Program is “to increase the number of families served with decent, safe, sanitary, and affordable housing and expand the long-term supply of affordable housing”.

The American Rescue Plan Act of 2021 was signed into law on March 11, 2021. Notice CPD-21-10 was issued by the U.S. Department of Housing and Urban Development (HUD) on September 13, 2021, establishing the requirements for the HOME-American Rescue Plan (HOME-ARP) Program.

Unlike HOME, HOME-ARP includes funding for supportive services activities. The Department has created the Housing Plus Support Program (HPSP) to administer these funds. HPSP may

be used to pay for eligible costs associated with supportive services activities. Eligible direct client costs that may be paid using HPSP funds are identified in the [Allowable Expenses](#) section of this policy and procedures document. Any ineligible costs paid using HPSP funds must be repaid in accordance with the requirements set by HUD in the HOME-ARP notice.

HPSP STAFF

This chart is to be used for communication within HPSP between the Department and the Grantees. The program participant contact shall always be the Housing Case Manager. Housing Case Managers shall not provide the information listed in this chart to program participants.

HCD			
GRANTEES			

DEFINITIONS

Case Staffing or to “staff” a case	Is a group process in which the Housing Case Manager invites two or more professionals (including a supervisor or manager) and others involved with the participant to help identify issues, suggest problem resolution strategies, recommend service options, and gain approval for supports provided to participants.
Continuum of Care (CoC)	A group of organizations designed to support a geographic region and play a crucial role in coordinating homeless assistance strategies. A CoC is typically composed of representatives from multiple organizations that coordinate services to best help individuals experiencing homelessness.
Coordinated Entry System	A system that links people who are unsheltered to housing and services that match their needs.
Homeless Management Information System (HMIS)	A local information technology system used to collect client-level data and data on the provision of housing and services to unsheltered individuals and families and persons at risk of homelessness. Each Continuum of Care (CoC) is responsible for selecting an HMIS software solution that complies with HUD's data collection, management, and reporting standards.
Housing Case Manager	Interacts with both individuals and families who have housing issues and connects them with permanent housing solutions and supportive services.
Housing Navigator	Interacts with individuals, families, landlords, and Housing Case Managers to support those who are unhoused, or at risk of

	becoming unhoused, in identifying and securing appropriate permanent housing solutions.
Personal Identifying Information (PII)	Any type of data that can be used to identify someone, from their name and address to their phone number, passport information, and social security number. This information is frequently a target for identity thieves, especially over the Internet.
Rapid Re-Housing (RRH)	An intervention informed by a Housing First approach that is a critical part of a community's effective homeless crisis response system. RRH rapidly connects families and individuals experiencing homelessness to permanent housing solutions while providing supportive services to assist the household in achieving housing stability.

QUALIFIED POPULATIONS

To qualify for HPSP, an individual or family must meet the definition of the HOME-ARP Qualified Populations. Any individual or family who meets the criteria for these populations is eligible to receive assistance or services funded through HOME-ARP without meeting additional criteria.

1. Homeless, as defined in 24 CFR 91.5 Homeless:
 - a. An individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:
 - i. An individual or family with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground; or
 - ii. An individual or family living in a supervised publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state, or local government programs for low-income individuals); or
 - iii. An individual who is exiting an institution where he or she resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution.
 - b. An individual or family who will imminently lose their primary nighttime residence, provided that:
 - i. The primary nighttime residence will be lost within 14 days of the date of application for homeless assistance;
 - ii. No subsequent residence has been identified; and
 - iii. The individual or family lacks the resources or support networks, e.g., family, friends, faith-based or other social networks needed to obtain other permanent housing.

- c. Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition, but who:
 - i. Are defined as homeless under section 387 of the Runaway and Homeless Youth Act (42 U.S.C. 5732a), section 637 of the Head Start Act (42 U.S.C. 9832), section 41403 of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2), section 330(h) of the Public Health Service Act (42 U.S.C. 254b(h)), section 3 of the Food and Nutrition Act of 2008 (7 U.S.C. 2012), section 17(b) of the Child Nutrition Act of 1966 (42 U.S.C. 1786(b)), or section 725 of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a);
 - ii. Have not had a lease, ownership interest, or occupancy agreement in permanent housing at any time during the 60 days immediately preceding the date of application for homeless assistance;
 - iii. Have experienced persistent instability as measured by two moves or more during the 60-day period immediately preceding the date of applying for homeless assistance: and
 - iv. Can be expected to continue in such status for an extended period of time because of chronic disabilities, chronic physical health or mental health conditions, substance addiction, histories of Domestic Violence or childhood abuse (including neglect), the presence of a child or youth with a disability, or two or more barriers to employment, which include the lack of a high school degree or General Education Development (GED), illiteracy, low English proficiency, a history of incarceration or detention for criminal activity, and a history of unstable employment;
- 2. At risk of Homelessness, as defined in 24 CFR 91.5 At risk of homelessness:
 - a. An individual or family who:
 - i. Has an annual income below 30 percent of median family income for the area, as determined by HUD;
 - ii. Does not have sufficient resources or support networks, e.g., family, friends, faith based or other social networks, immediately available to prevent them from moving to an emergency shelter or another place described in paragraph (1) of the “Homeless” definition in this section; and
 - iii. Meets one of the following conditions:
 - 1. Has moved because of economic reasons two or more times during the 60 days immediately preceding the application for homelessness prevention assistance
 - 2. Is living in the home of another because of economic hardship
 - 3. Has been notified in writing that their right to occupy their current housing or living situation will be terminated within 21 days after the date of application for assistance

4. Lives in a hotel or motel and the cost of the hotel or motel stay is not paid by charitable organizations or by federal, state, or local government programs for low-income individuals
5. Lives in a single-room occupancy or efficiency apartment unit in which there reside more than two persons or lives in a larger housing unit in which there reside more than 1.5 people per room, as defined by the U.S. Census Bureau
6. Is exiting a publicly funded institution, or system of care (such as a health-care facility, a mental health facility, foster care or other youth facility, or correction program or institution); or
7. Otherwise lives in housing that has characteristics associated with instability and an increased risk of homelessness, as identified in the recipient's approved consolidated plan

- a. Neighborhoods undergoing gentrification.

Neighborhoods which were affordable in the past but have characteristics that are increasingly in demand (such as proximity to job centers, public transit options, walkability, and a density of retail and service options) are more likely to attract higher-income residents, displacing low and moderate-income renters;

- b. Areas affected by natural disasters. When a significant proportion of the housing stock is destroyed or rendered uninhabitable, competition for the remaining units drives up prices – and vulnerable households who have lost their homes and cannot relocate to other areas are at a high risk of homelessness as a result;

- c. Physically substandard or unsafe housing.

Anecdotally, individuals who receive rapid rehousing assistance but who are only able to find housing that is physically inadequate, or in an unsafe location, sometimes return to homelessness because it is a better option for them than that housing

- b. A child or youth who does not qualify as “homeless” under this section, but qualifies as “homeless” under section 387(3) of the Runaway and Homeless Youth Act (42 U.S.C. 5732a(3)), section 637(11) of the Head Start Act (42 U.S.C. 9832(11)), section 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2(6)), section 330(h)(5)(A) of the Public Health Service Act (42 U.S.C. 254b(h)(5)(A)), section 3(l) of the Food and Nutrition Act of 2008 (7 U.S.C. 2012(l)), or section 17(b)(15) of the Child Nutrition Act of 1966 (42 U.S.C. 1786(b)(15));

- c. A child or youth who does not qualify as “homeless” under this section but qualifies as “homeless” under section 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a(2)), and the parent(s) or guardian(s) of that child or youth if living with her or him

3. Fleeing, or Attempting to Flee, Domestic Violence, Dating Violence, Sexual Assault, Stalking, or Human Trafficking, as defined by HUD.

For HOME-ARP, this population includes any individual or family who is fleeing, or is Attempting to Flee, Domestic Violence, Dating Violence, Sexual Assault, Stalking, or Human Trafficking. This population includes cases where an individual or family reasonably believes that there is a threat of imminent harm from further violence due to dangerous or life-threatening conditions that relate to violence against the individual or a family member, including a child, that has either taken place within the individual's or family's primary nighttime residence or has made the individual or family afraid to return or remain within the same dwelling unit. In the case of Sexual Assault, this also includes cases where an individual reasonably believes there is a threat of imminent harm from further violence if the individual remains within the same dwelling unit that the individual is currently occupying, or the Sexual Assault occurred on the premises during the 90-day period preceding the date of the request for transfer.

Domestic Violence, which is defined in 24 CFR 5.2003 includes felony or misdemeanor crimes of violence committed by:

- a. A current or former spouse or intimate partner of the victim (the term "spouse or intimate partner of the victim" includes a person who is or has been in a social relationship of a romantic or intimate nature with the victim, as determined by the length of the relationship, the type of the relationship, and the frequency of interaction between the persons involved in the relationship);
- b. A person with whom the victim shares a child in common;
- c. A person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner;
- d. A person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving HOME-ARP funds; or
- e. Any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

Dating Violence which is defined in 24 CFR 5.2003 means violence committed by a person:

1. Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
2. Where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - a. The length of the relationship;
 - b. The type of relationship; and
 - c. The frequency of interaction between the persons involved in the relationship

Sexual Assault which is defined in 24 CFR 5.2003 means any nonconsensual sexual act proscribed by Federal, Tribal, or State law, including when the victim lacks capacity to consent. Stalking which is defined in 24 CFR 5.2003 means engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

1. Fear for the person's individual safety or the safety of others; or
2. Suffer substantial emotional distress

Human Trafficking includes both sex and labor trafficking, as outlined in the Trafficking Victims Protection Act of 2000 (TVPA), as amended (22 U.S.C. 7102). These are defined as:

1. Sex trafficking means the recruitment, harboring, transportation, provision, obtaining, patronizing, or soliciting of a person for the purpose of a commercial sex act, in which the commercial sex act is induced by force, fraud, or coercion, or in which the person induced to perform such act has not attained 18 years of age.
2. Labor trafficking means the recruitment, harboring, transportation, provision, or obtaining of a person for labor or services, through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery.
4. Other Populations where providing supportive services or assistance under section 212(a) of NAHA (42 U.S.C. 12742(a)) would prevent the family's homelessness or would serve those with the greatest risk of housing instability. HUD defines these populations as individuals and households who do not qualify under any of the populations above but meet one of the following criteria:
 - a. Other Families Requiring Services or Housing Assistance to Prevent Homelessness is defined as households (i.e., individuals and families) who have previously been qualified as "homeless" as defined in 24 CFR 91.5, are currently housed due to temporary or emergency assistance, including financial assistance, services, temporary rental assistance or some type of other assistance to allow the household to be housed, and who need additional housing assistance or supportive services to avoid a return to homelessness
 - b. At Greatest Risk of Housing Instability is defined as a household who meets either paragraph (i) or (ii) below:
 - i. has annual income that is less than or equal to 30 percent of the area median income, as determined by HUD and is experiencing severe cost burden (i.e., is paying more than 50 percent of monthly household income toward housing costs)
 - ii. has annual income that is less than or equal to 50 percent of the area median income, as determined by HUD, AND meets one of the following conditions from paragraph (iii) of the "At risk of homelessness" definition established at 24 CFR 91.5:
 1. Has moved because of economic reasons two or more times during the 60 days immediately preceding the application for homelessness prevention assistance;
 2. Is living in the home of another because of economic hardship
 3. Has been notified in writing that their right to occupy their current housing or living situation will be terminated within 21 days after the date of application for assistance;

4. Lives in a hotel or motel and the cost of the hotel or motel stay is not paid by charitable organizations or by federal, state, or local government programs for low-income individuals;
5. Lives in a single-room occupancy or efficiency apartment unit in which there reside more than two persons or lives in a larger housing unit in which there reside more than 1.5 persons per room, as defined by the U.S. Census Bureau;
6. Is exiting a publicly funded institution, or system of care (such as a health-care facility, a mental health facility, foster care or other youth facility, or correction program or institution);
7. Otherwise lives in housing that has characteristics associated with instability and an increased risk of homelessness, as identified in the approved consolidated plan:
 - a. Neighborhoods undergoing gentrification. Neighborhoods which were affordable in the past but have characteristics that are increasingly in demand (such as proximity to job centers, public transit options, walkability, and a density of retail and service options) are more likely to attract higher-income residents, displacing low and moderate-income renters;
 - b. Areas affected by natural disasters. When a significant proportion of the housing stock is destroyed or rendered uninhabitable, competition for the remaining units drives up prices – and vulnerable households who have lost their homes and cannot relocate to other areas are at a high risk of homelessness as a result;
 - c. Physically substandard or unsafe housing. Anecdotally, individuals who receive rapid re-housing assistance but who are only able to find housing that is physically inadequate, or in an unsafe location, sometimes return to homelessness because it is a better option for them than that housing

Veterans and Families that include a Veteran Family Member that meet the criteria for one of the qualifying populations described above are eligible to receive HOME-ARP assistance.

AVAILABLE SERVICES

A variety of services are available to HPSP participants. Prior to providing services to a program participant, Housing Case Managers must:

- Evaluate program/qualified population eligibility,
- Determine that the service is necessary for the participant to obtain housing stability,
- Verify that the participant is not receiving these services through another program,
- Ensure that all verifications have been received and scrutinized, and
- Take all steps to reduce the risk of [fraud](#).

REMINDER: Program participants may not receive services through HPSP if they are receiving the same or similar service through another program.

NOTE: If the Housing Case Manager determines that a program participant requires the service for a longer time period or for a higher dollar amount, the Housing Case Manager shall staff the situation with their supervisor/manager and the HCD HPSP Program Manager to obtain approval to increase the time period or dollar amount.

CHILDCARE

Participants requesting childcare services must first be referred to programs available in the community. For example: Childcare vouchers are available through the [California Department of Social Services](#) for those who income qualify. Programs may have a waitlist. Participants may be eligible for:

- CalWORKs
- Alternative Payment Program (CAPP)
- Migrant Alternative Payment Program (CMAP)
- Emergency Child Care Bridge Program for Foster Children

When childcare services are necessary for the participant to obtain housing stability and the service is unavailable through community partners, the short-term costs of childcare for program participants (**maximum of 10 days per child**), including providing meals and snacks, and comprehensive and coordinated developmental activities, are eligible. The childcare provider must be licensed by the California Department of Social Services Community Care Licensing Division. The following conditions also apply:

- Children must be under age 13, unless they have a disability
- Children with a disability must be under the age of 18

To utilize HPSP funds for this service, the Housing Case Manager must document:

- The search for a similar service in the community
- The circumstances of why the service is necessary to obtain or sustain housing of the program participant

EDUCATION SERVICES

Participants requesting education services must first be referred to programs available in the community. For example: Many of the services listed here are available through other agencies as listed in the Employment Assistance & Job Training section below. Other services may be provided through local Public Health departments ([health education](#), [substance abuse prevention](#), support to quit [smoking/gambling](#))

When this service is necessary for the participant to obtain housing stability and the service is unavailable through community partners, the cost of improving knowledge and basic educational skills are eligible costs. The maximum expenditure is **\$500/HPSP household**. This service includes:

- Instruction or training in consumer education, health education, substance abuse prevention, literacy, English as a Second Language, and General Educational Development (GED)
- Screening, assessment, and testing; individual or group instruction; tutoring; provision of books, supplies, and instructional material; counseling; and referral to

community resources. To utilize HPSP funds for this service, the Housing Case Manager must document:

- The search for a similar service in the community
- The circumstances of why the service is necessary to obtain or sustain housing of the program participant

EMPLOYMENT ASSISTANCE & JOB TRAINING

Participants requesting education services must first be referred to programs available in the community. For example:

1. Those seeking jobs and training can obtain services with no cost through the local [America's Job Center of California \(AJCC\) managed by the Employment Development Department \(EDD\)](#). This program is governed by [The Workforce Innovation and Opportunity Act \(WIOA\) July 22, 2014](#).
2. Program participants with disabilities seeking jobs and training can obtain services through the [Department of Rehabilitation](#).
3. Eligible Veterans (and in some cases their family) can obtain services through [Veterans Affairs](#):
 - a. [GI Bill](#)
 - b. [Veteran Readiness & Employment \(VR&E\)](#)
 - c. [Educational and career counseling \(Chapter 36\)](#)
 - d. [VA education benefits for dependents and survivors](#)
 - e. [Other educational assistance programs](#)

When this service is necessary for the participant to obtain housing stability and the service is unavailable through community partners, the Housing Case Manager shall staff the situation with their supervisor and HCD.

To utilize HPSP funds for this service, the Housing Case Manager must document:

- The search for a similar service in the community
- The circumstances of why the service is necessary to obtain or sustain housing of the program participant

FOOD

Participants requesting food shall be referred to programs available in the community. For example:

- [CalFresh aka Food Stamps](#)
- [Women, Infants, & Children \(WIC\)](#)
- [Home-delivered meals for older adults](#)
- [Local food banks](#)

When this service is necessary for the participant to obtain housing stability and the service is unavailable through community partners, the cost of providing meals or groceries to program participants is eligible. The maximum expenditure is **\$500/HPSP household**.

To utilize HPSP funds for this service, the case manager must document:

- The search for a similar service in the community
- The circumstances of why the service is necessary to obtain or sustain housing of the program participant

HOUSING SEARCH & COUNSELING SERVICES

Housing search and counseling services shall be provided to program participants by the Housing Case Manager and/or the Housing Navigator. Each service is listed under the responsibilities of the Housing Case Manager and/or Housing Navigator.

LEGAL SERVICES

Participants requesting legal services must first be referred to programs available in the community. For example:

- State Bar of California [free and low-cost legal aid services](#)
 - Low-cost legal aid [LawHelpCA.org](#)
 - [Legal aid groups currently funded by the State Bar](#)
 - Immigration [legal services](#)
 - Legal help after a [disaster](#)
 - [Free legal information](#)
- Legal Aid Association of California [Directory](#)
- California Courts [Self-Help Center](#)

When this service is necessary for the participant to obtain housing stability and the service is unavailable through community partners, the maximum expenditure is **\$1,000/HPSP household**.

The following legal services are eligible costs:

The fees charged by licensed attorneys and by person(s) under the supervision of licensed attorneys, for advice and representation in matters that interfere with a participant's ability to obtain and retain housing.

- Eligible subject matters are child support; guardianship; paternity; emancipation; legal separation; orders of protection and other legal remedies for victims of Domestic Violence, Dating Violence, Sexual Assault, Human Trafficking, and Stalking; appeal of veterans and public benefit claim denials; landlord-tenant disputes; and the resolution of outstanding criminal warrants; landlord/tenant matters, provided that the services must be necessary to resolve a legal problem that prohibits the program participant from obtaining permanent housing or will likely result in the program participant losing the permanent housing in which the program participant currently resides.
- Legal services for immigration and citizenship matters and for issues related to mortgages and homeownership are **ineligible**. Retainer fee arrangements and contingency fee arrangements are **prohibited**.
- Services may include client intake, receiving and preparing cases for trial, provision of legal advice, representation at hearings, and counseling.
- Fees based on the actual service performed (i.e., fee for service) are also eligible, but only if the cost would be less than the cost of hourly fees. Filing fees and other necessary court costs are also eligible. If the subrecipient is a legal services provider and performs the services itself, the eligible costs are the subrecipient's employees' salaries and other costs necessary to perform the services.

To utilize HPSP funds for this service, the case manager must document:

- The search for a similar service in the community

- The circumstances of why the service is necessary to obtain or sustain housing of the program participant

LIFE SKILLS TRAINING

Life skills training will be provided by the Housing Case Manager through a series of Workshops, as well as through community partners with expert knowledge on the subject matter. HPSP grantees shall create relationships with local government agencies and refer program participants to them for these life skills training courses/workshops.

MENTAL HEALTH SERVICES

Participants requesting mental health services must first be referred to programs available in the community. For example:

The [Department of Health Care Services \(DHCS\)](#) funds mental health services administered at the local level through contracts between DHCS and [counties](#).

For fee services, eligible costs are the direct outpatient treatment of mental health conditions provided by licensed professionals. The maximum expenditure is **\$1,000/HPSP household**.

- Mental health services are the application of therapeutic processes to personal, family, situational, or occupational problems in order to bring about positive resolution of the problem or improved individual or family functioning or circumstances. Problem areas may include family and marital relationships, parent-child problems, or symptom management.
- Services are crisis interventions; counseling; individual, family, or group therapy sessions; the prescription of psychotropic medications or explanations about the use and management of medications; and combinations of therapeutic approaches to address multiple problems.

To utilize HPSP funds for this service, the Housing Case Manager must document:

- The search for a similar service in the community
- The circumstances of why the service is necessary to obtain or sustain housing of the program participant

OUTPATIENT HEALTH SERVICES

Participants requesting outpatient health services must first be referred to programs and clinics available in the community. All program participants must be referred to local social services agencies and/or [Covered CA](#) to have their eligibility determined for Medi-Cal, health insurance, or other available health services in the community.

For fee services, the maximum expenditure is **\$1,000/HPSP household**. Eligible costs are the direct outpatient treatment of medical conditions when provided by licensed medical professionals including:

- Providing an analysis or assessment of a program participant's health problems and the development of a treatment plan
- Assisting program participants to understand their health needs
- Providing directly or assisting program participants to obtain and utilize appropriate medical treatment

- Preventive medical care and health maintenance services, including in-home health services and emergency medical services
- Provision of appropriate medication
- Providing follow-up services
- Preventive and non-cosmetic dental care

To utilize HPSP funds for this service, the Housing Case Manager must document:

- The search for a similar service in the community
- The circumstances of why the service is necessary to obtain or sustain housing of the program participant

SUBSTANCE ABUSE TREATMENT SERVICES

Participants requesting substance abuse treatment services must first be referred to substance abuse treatment programs available in the community.

For fee services, the maximum expenditure is **\$1,000/HPSP households**. Eligible substance abuse treatment services are designed to prevent, reduce, eliminate, or deter relapse of substance abuse or addictive behaviors and are provided by licensed or certified professionals. The costs include:

- Program participant intake and assessment
- Outpatient treatment
- Group and individual counseling
- Drug testing

To utilize HPSP funds for this service, the Housing Case Manager must document:

- The search for a similar service in the community
- The circumstances of why the service is necessary to obtain or sustain housing of the program participant

NOTE: Inpatient detoxification and other inpatient drug or alcohol treatment services are **not** eligible expenses.

TRANSPORTATION

HPSP may pay the costs of program participant's transportation to and from medical care, employment, childcare, or other eligible supportive services.

The following transportation services may be provided through HPSP:

- Bus passes
- The costs of the Housing Case Manager or Housing Navigator to accompany or assist program participants to utilize public transportation
- Direct transport by the Housing Case Manager or Housing Navigator in the grantees vehicle to specific appointments when scheduled in advance
- In some situations, participant Vehicle Repair Costs

To utilize HPSP funds for this service, the Housing Case Manager must document:

- The circumstances of why the service is necessary to obtain or sustain housing of the program participant
- For direct transport, the pickup location, the destination, the drop-off location, and the mileage of the trip

The maximum expense for transportation is **\$1,000/HPSP household**.

CASE MANAGEMENT

Case management services will be provided to the program participant through the Housing Case Manager. The Housing Case Manager will assess, arrange, coordinate, and monitor the delivery of individualized services to meet the needs of the program participants.

Case management services will be provided for a minimum of three months for participants who are housed but at risk of losing their housing and provided for a minimum of six months for participants who are unhoused. HPSP participants may receive case management services for up to 24 months based on need as determined through assessments conducted by the Housing Case Manager.

MEDIATION

Mediation services will be provided by the Housing Navigator when it is necessary to prevent the program participant from losing their permanent housing situation.

LANDLORD/TENANT LIAISON

Landlord/tenant liaison services will be provided by the Housing Navigator. These services include:

- Landlord outreach
- Physical inspections and rent reasonableness studies as needed to secure units
- Mediation services above for housing issues that may arise between owner, property manager, or other residents and clients
- Coordination of other HPSP eligible services to assist clients to maintain permanent housing

NOTE: If the Housing Case Manager determines that a program participant requires the service for a longer time period or for a higher dollar amount, the Housing Case Manager shall staff the situation with their supervisor/manager and the HCD HPSP Program Manager to obtain approval to increase the time period or dollar amount.

ALLOWABLE EXPENSES

A variety of housing related expenses may be paid by HPSP. Prior to paying any expenses for a program participant, Housing Case Managers must:

- Continually evaluate program/qualified population eligibility
- Determine that the expense is necessary for the participant to obtain housing stability
- Verify that the expense is not being paid through another program
- Ensure that all verifications have been received and scrutinized
- Document all expenses
- Take all steps to reduce the risk of fraud

REMINDER: Program participants may not receive payment for an expense through HPSP if they are receiving the same or similar payment of expense through another program.

NOTE: If the Housing Case Manager determines that a program participant requires the service for a longer time period or for a higher dollar amount, the Housing Case Manager shall staff the situation with their supervisor/manager and the HCD HPSP Program Manager to obtain approval to increase the time period or dollar amount.

RENTAL APPLICATION FEES

Rental housing application fee that is charged by the owner to all applicants.

SECURITY DEPOSITS

A security deposit that is equal to no more than two months' rent. This assistance is separate and distinct from the provision of financial assistance for first and last month's rent provided under this section and cannot be used to duplicate those costs.

UTILITY DEPOSITS

- HOME-ARP funds may pay for a standard utility deposit or initiation fee required by the utility company or owner (if owner-paid utilities are provided) for all program participants for the following utilities:
 - Gas
 - Electric
 - Water
 - Sewer

UTILITY PAYMENTS

HOME-ARP funds may pay for up to 24 months of utility payments per program participant, per service, including up to six months of utility payments in arrears, per service. A partial payment of a utility bill counts as one month. This assistance may only be provided if the program participant or a member of the same household has an account in his or her name with a utility company or proof of responsibility to make utility payments. Eligible utility services are:

- Gas
- Electric
- Water
- Sewage

No program participant shall receive more than 24 months of utility assistance within any three-year period.

MOVING COSTS

HOME-ARP funds may pay for moving costs, such as:

- Truck rental
- Hiring a moving company (when appropriate/when a need is identified)
- Temporary storage fees for up to three months, provided that the fees are accrued after the date the program participant begins receiving assistance through HPSP and before the program

participant moves into permanent housing. Payment of temporary storage fees in arrears is not eligible.

FIRST AND LAST MONTH'S RENT

If necessary to obtain housing for a program participant, HOME-ARP funds may be used to make a pre-payment of the first and last month's rent under a new lease to the owner at the time the owner is paid the security deposit for the program participant's tenancy in the housing.

This assistance must not exceed two month's rent and must be tracked for purposes of determining the total short- and medium-term financial assistance for rent that the program participant may receive. This assistance is separate and distinct from financial assistance for Security Deposits provided under this section and cannot be used to duplicate those costs.

PAYMENT OF RENTAL ARREARS

HOME-ARP funds may be used for a one-time payment for up to six months of rent in arrears, including any late fees or charges on those arrears, if necessary for the household to maintain their existing housing or, for those without housing, if necessary to remove a demonstrated barrier to obtaining housing.

SHORT-TERM AND MEDIUM-TERM FINANCIAL ASSISTANCE FOR RENT

Subject to the following conditions, a grantee may provide a program participant with short-term or medium-term financial assistance for rent, provided that the total financial assistance provided, including any pre-payment of first and last month's rent as described above, does not exceed 24 months of rental payments over any three-year period.

- Short-term means up to three months
- Medium-term means more than three months but not more than 24 months

The following conditions apply to short-term and medium-term financial assistance for rent:

- Rental payments may only be paid to an owner with whom the grantee has entered into a written financial assistance agreement for rental payment. The financial assistance agreement is included in the HPSP Rent Subsidy Notice & Financial Agreement
- The financial assistance agreements must contain the same payment due date, grace period, and late payment penalty requirements as the program participant's lease (the grantee is solely responsible for paying late payment penalties that it incurs with non-HOME-ARP funds)
- Rental payments cannot be provided unless the rent does not exceed the Fair Market Rent established by HUD, as provided under 24 CFR part 888, and complies with HUD's standard of rent reasonableness, as established under 24 CFR 982.507
- There must be a legally binding, written lease between the owner and the program participant for the rental unit, unless the assistance is solely for rental arrears
- Follow the VAWA lease requirements in 24 CFR 92.359

- The unit or participant must not be receiving a rental subsidy or rental assistance including project-based housing or operating subsidies through any other program
- A participant is not eligible for HPSP financial assistance for rent when the participant has been provided with replacement housing payments under the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970.
- If a program participant receiving financial assistance for short- or medium-term rental payments meets the conditions for an Emergency Transfer under 24 CFR 5.2005(e), HPSP funds may be used to pay amounts owed for breaking a lease to effectuate an emergency transfer. (These costs are not subject to the 24-month limit on rental payments)
 - In the case of an Emergency Transfer, the Housing Case Manager and Housing Navigator will work with the landlord in an effort to house another program participant in the unit being vacated.

VEHICLE REPAIR COSTS

If public transportation options are not sufficient within the area, the grantee may make a one-time payment on behalf of a program participant needing car repairs or maintenance required to operate a personal vehicle, subject to all of the following:

- Payments for car repairs or maintenance on behalf of the program participant may not exceed 10 percent of the Blue Book value of the vehicle.
- The participant must:
 - Have a current driver's license,
 - Have a valid registration on the vehicle,
 - Have current vehicle insurance on the vehicle, and
 - Be the legal owner of the vehicle

These items must be verified, and documentation must be kept on file in the case record. The maximum expense for transportation is **\$3,000/HPSP household**.

NOTE: Maximum dollar and time amounts are soft limits. If the Housing Case Manager determines that a program participant requires the service for a longer time period or for a higher dollar amount, the Housing Case Manager shall staff the situation with their supervisor/manager to obtain approval to increase the time period or dollar amount.

CONFIDENTIALITY

Confidentiality is essential. Participants trust organizations and Housing Case Managers with their Personal Identifying Information (PII) along with personal past, traumatic experiences, etc., that must be kept confidential. All PII must be kept secure in accordance with the [HUD Personally Identifiable Information Protection at Workstations Policy](#).

All records containing PII of any individual or family who applies for and/or receives HPSP assistance must be kept secure and confidential. Here are five steps Grantees must take to ensure PII stays secure:

1. Keep all participant documents in a lockable filing cabinet and ensure that it

- remains locked when unattended.
2. Never leave PII sitting out on a desk.
 3. This prevents unintentional breaches of PII.
 3. Never take a participant's personal documentation or case files home.
 - a. When transferring files, keep them in a locked box/case in the trunk and always return them to the office prior to ending the workday.
 4. Never leave a computer open, and always make sure to lock your computer when stepping away.
 5. Never discuss participant details with anyone, and adhere to the following:
 - a. This includes coworkers, other participants, outside entities, landlords, or a participant's family.
 - b. The only people that must be kept up to date on a participant's case are the participant, the Housing Case Manager, the Housing Navigator, and the supervisor/manager.
 - c. If there is a need to discuss participant details with anyone else, a Release of Information (ROI) from the participant must be signed for the specific person or entity with whom the participant authorizes their information may be shared.
 - d. Make sure to have a comprehensive conversation of why there is a need to discuss the participant's information with the person/entity
 - i. Respect that the participant may not be willing to sign the ROI even after discussing the need

It is also important to take all necessary steps in accordance with the HIPAA Guidelines - [The Health Insurance Portability and Accountability Act of 1996](#). All new Housing Case Managers and Housing Navigators shall attend [HIPAA trainings](#) offered by the U.S Department of Health and Human Services.

When working with survivors of Domestic Violence, confidentiality must be given considerable attention due to the delicate nature of the case. While the previous five steps apply to survivors to protect anonymity, a few additional steps are important when working with this population to help create a conducive and constructive support environment:

1. Never blame the victim, it is important to support and trust survivors.
2. Trust the survivor's perspective. Taking a survivor-centered approach empowers survivors by prioritizing their needs and wants.

REFERRALS TO COMMUNITY PARTNERS

When making a referral to a community partner, the Housing Case Manager will:

1. Discuss with the participant the reason the referral is being made and the services the participant will be requesting
2. Obtain a release of information from the program participant
3. Follow the process for referring a participant to the specific program/agency
4. Provide a warm handoff when possible
5. Follow up with the participant to ensure that they obtained the services needed

HPSP PARTICIPANT BEST PRACTICES

To get the most out of HPSP, participants are encouraged to follow the HPSP Participant Best Practices:

- Meet with the Housing Case Manager and Housing Navigator regularly and as scheduled
 - If the participant is unable to meet as agreed, they must contact the Housing Case Manager and/or Housing Navigator to reschedule
- Actively look for housing
- Follow the Housing Case Plan
- Provide required documentation timely
- Keep in contact with the Housing Case Manager/Housing Navigator
- Attend HPSP Workshops
- When housed, comply with the terms of the lease, and:
 - Participate in regular home visits with the Housing Case Manager
 - Review the Housing Case Plan to ensure compliance with the lease (ability to pay rent, ability to maintain the unit, and being a good neighbor/tenant)

The Housing Case Manager shall review the HPSP Participant Best practices with each participant during the Initial Evaluation and provide a copy of the form to the participant.

INITIAL EVALUATION

The Housing Case Manager will conduct the Initial Evaluation with the applicant and determine program eligibility, including verifying and documenting eligibility for individuals and families applying for HPSP.

1. The Housing Case Manager will meet with the applicant to complete the intake for HPSP
 - The Initial Evaluation interview may be scheduled by phone, text, or email
 - If the applicant does not show to the Initial Evaluation interview and does not call to reschedule within or prior to the date of the initial interview, the Housing Case Manager will provide the applicant with two additional opportunities to complete the Initial Evaluation interview
 1. Contact the applicant by phone, text, or email and inform them of the second appointment date, time, and location
 2. Offer the applicant the opportunity to reschedule if the appointment time does not work for them
 3. If the applicant does not show to the second Initial Evaluation interview, follow steps 1 & 2 for a third and final appointment
 - If the applicant does not show to the third Initial Evaluation interview, the application shall be denied

- If the applicant initiates contact after the denial, the Housing Case Manager will determine if the applicant had good cause for missing the Initial Evaluation
 - The Initial Evaluation shall be documented on the Initial Evaluation form and in the Homeless Management Information System (HMIS).
 - Copies of all required verifications shall be kept on file.
- 2. For an applicant to be eligible for HPSP, they must:
 - Have at least one family member who is a US citizen or legal non-citizen.
 - Meet the definition of the Qualified Population, including income qualifying.
 - When verifying income, also verify that the family has applied for any potentially available income (Unemployment Insurance benefits, Social Security benefits, General Assistance, CalWORKs, etc.)
 - Not be receiving the same or similar services from another supportive services program or provide.

All income calculations to meet income criteria of a qualifying population or required for income determinations for HPSP must use the annual income definition in 24 CFR 5.609 in accordance with the requirements of 24 CFR 92.203(a)(1).

ELIGIBLE FOR HPSP

Families and individuals who are determined to be eligible for HPSP will be provided with an approval notice that includes a written copy of:

- The Program Rules
- HPSP Participant Best Practices
- The Exit Process

The HPSP participant will sign that they received these documents. The Housing Case Manager will go over the program rules and exit process with the program participant and answer any questions the program participant has.

Once determined eligible to for HPSP, the case manager will complete an initial assessment with the participant. This should be done during the same intake appointment whenever possible. The initial assessment must be completed to determine how best to support the participant/family.

INELIGIBLE FOR HPSP

All HPSP denials shall be staffed with the Supervisor/Manager. When a family or individual is determined to be ineligible for HPSP the Housing Case Manager will:

1. Provide a written notice that:
 - a. Clearly states the reason for denial
 - b. Explains the process of requesting a Decision Review if the family or individual disagrees with the denial
2. Refer the family or individual to the CoC and/or other partner agencies for services depending on their specific need

NOTE: An applicant who has been denied may re-apply.

MISSED MEETINGS

Missed meetings happen. If a participant calls, texts, or emails prior to or the day of the meeting to reschedule, this is not considered a missed meeting unless the participant has already rescheduled the meeting twice (for a total of three meetings that were not attended). When the first meeting has been missed and the participant does not call, text, or email prior to the end of the day the meeting was scheduled, or if the participant has rescheduled twice for a total of three meetings that were not attended, the Housing Case Manager or Housing Navigator will send a letter through US mail service to the participant's mailing address, followed up by a notification through the participant's preferred communication method, stating:

- The participant missed the meeting and include the original meeting date, time, and location.
- A second meeting time, date, and location with the option to contact the Housing Case Manager and reschedule if necessary.
- The Housing Case Manager or Housing Navigator's contact information.
- The process that will follow if the applicant does not respond or attend the intake interview.
- If the meeting is for the Initial Evaluation, information regarding the intake process and suggested documentation to bring to the interview.

If the participant does not respond to the second meeting letter and does not attend the meeting, then:

- A letter for a third meeting will be sent.
- The third meeting letter will include the same information as the first along with the words "Final Meeting Attempt."

If the participant does not respond to the third meeting letter, and the participant is unhoused or housed and no longer receiving a rent subsidy:

- The participant shall be exited from the program effective the last day of the current month.
- If the participant makes contact within the month of exit, they can be reinstated if:
 - They have good cause for not responding.
 - There is space available in the program.
- If the participant did not have good cause or if there is no space available in the program, the participant shall be placed on the Waiting List.

If the participant does not respond to the third meeting letter, and the participant is housed and receiving a rent subsidy:

- The Housing Navigator shall contact the landlord for a check-in and attempt to contact the participant.
- If the landlord states that there have been no issues and there is still no response from the participant.
 - The rent subsidy will continue for the remainder of the three-month step-down and the participant will be exited the last day of the last month of the step-down.

- If the landlord shares that there have been issues and there is no response from the participant, the case must be staffed with a supervisor/manager and HCD to determine how to proceed.

Each step in this process shall be documented in the case narrative and copies of the letters sent shall be kept on file in the applicant/participant's records.

If the participant resurfaces within the month of the exit and claims Good Cause, the supervisor/manager will evaluate the request. If Good Cause is granted, the participant's case may be reinstated. If the participant returns after the month of exit, they may re-apply for HPSP. If there is a Waiting List the applicant will be placed at the bottom of the list.

ASSESSMENTS

The Housing Case Manager shall continuously assess the HPSP participant to determine if the participant continues to meet the eligibility requirements and to determine the services needed when the participant remains eligible.

- Written assessments shall be completed at the Initial Evaluation and once every three-months minimum.
 - Assessments will be documented on the HPSP Assessment form and in the case narrative.
- Informal assessments shall happen during each weekly check-in.
 - If the Housing Case Manager determines that a change needs to be made to the current written assessment, they shall complete a new written assessment and Housing Case Plan at any time.

Assessments will be completed on the HPSP Assessment form. A narrative of the assessment shall be added to the case narrative and the assessment shall be kept on file in the participant record.

RENTAL UNIT INSPECTIONS

The Housing Navigator and/or the Housing Case Manager will support participants with inspecting potential rental units. Be sure to discuss any safety concerns and habitability issues with the participant and the landlord. Only rental units that meet Fair Market Rent or rent reasonableness standards shall be considered and inspected by HPSP.

Ensure that the participant has considered all aspects of the unit:

1. Location and proximity to work, school, and services
2. Amenities – laundry, heating/air conditioning, etc.
3. Neighbors
4. Rules of the property

The purpose of rental unit inspections is to support the participant in considering all aspects of the unit and to help the participant determine if the unit is safe and a good fit for the participant/family. The success of a housing solution is greatly dependent upon the participant's satisfaction with the unit and community.

MEETINGS AND HOME VISITS

Home visits will occur at minimum on a monthly basis. When a participant is newly housed, the Housing Case Manager shall conduct a home visit once a week for the first month, at minimum. Often when issues arise, it is within the first month of being housed. Providing weekly home visits increases the chance of the Housing Case Manager and Housing Navigator becoming aware of the issue(s) as they arise to provide support to the participant and landlord.

The Housing Case Manager shall meet with unhoused participants weekly to provide support in identifying and obtaining permanent housing solutions.

Meetings and home visits must be productive and helpful to the participant. Items that shall be discussed/gone over include but are not limited:

- The Housing Case Plan
 - Goals shall be reviewed at each visit and assessed for progress
- A new budget will be completed monthly, at minimum
- Success that the participant/family has achieved (celebrate every win)
- Challenges that the participant/family face
 - Discuss pathways to success through the challenges and offer support/services as appropriate
- If the participant/family is unhoused:
 - How the housing search is going
 - Review the Housing Search Log
- If the participant/family is housed:
 - How they are settling into the new unit, neighborhood, etc.
 - Any issues with the unit
 - Verify known issues have been resolved
 - How is the relationship with the landlord/neighbors

REMINDER: The participant shall drive the conversation. The Housing Case Manager is there to provide support with achieving the goals of the Housing Case Plan set by the participant.

CASE STAFFING

All situations and requests considered to be new to the Housing Case Manager and/or Housing Navigator shall be staffed with their Supervisor/Manager and HCD when deemed appropriate by the Supervisor/Manager or when required for expenses and or time frames above the maximum.

The purpose of case staffing is to provide the Housing Case Manager and Housing Navigator space to discuss HPSP participant situations and gain approval, ideas, and feedback.

Cases shall be staffed when:

- The Housing Case Manager or Housing Navigator would like support with a situation
- An HPSP application is being denied
- An HPSP participant is being exited
- A Rent Subsidy Alteration is being denied
- There is a situation that is considered new for the Housing Case Manager
- The Supervisor/Manager or HCD deems necessary

NOTE: All situations where a participant is requesting funding above the maximum or time limits beyond the maximum must be staffed with the HCD HPSP Program Manager.

RENT SUBSIDY

Rent subsidies will be provided to HPSP participants based on need. The need will be evaluated based on the participants budget and will be determined by the Housing Case Manager. Rent subsidies may be any amount from 5 percent - 100 percent of the HPSP participant's rent amount. Participants who receive rent subsidies from another program are not eligible to receive a rent subsidy through HPSP.

Prior to providing a rent subsidy, the Housing Case Manager and/or the Housing Navigator must:

1. Obtain a release of information for any person or agency that the Housing Case Manager and/or Housing Navigator may need to contact regarding the rent subsidy or to meet verification requirements for providing the rent subsidy
2. Ensure the landlord is the owner of the property, verified through the Office of the Clerk Recorder
 - a. Obtain a W-9 from the landlord
3. Complete a walkthrough of the unit with the participant
4. Explain the rent subsidy step-down process to the participant

Obtain a copy of the signed one-year lease (a one-year lease term is required unless a shorter period is agreed upon by the program participant and the property manager)

Complete the HPSP Rent Subsidy Notice & Financial Agreement

Review the HPSP Rent Subsidy Notice & Financial Agreement with the landlord and participant

Ensure that the HPSP Rent Subsidy Notice & Financial Agreement is signed by the landlord, the participant, and the Housing Case Manager or Housing Navigator

Provide a copy of the HPSP Rent Subsidy Notice & Financial Agreement to the landlord and participant

Rent subsidies shall be approved in three-month increments. Once the three-month rent subsidy is determined it shall not change unless the participant has an increased need for rent support (requests and is approved for a Rent Subsidy Alteration), vacates the unit (when the landlord/property owner is in agreement), or requests to have the rent subsidy terminated with just cause

RENT SUBSIDY CALCULATION

The Housing Case Manager will use the Budget Worksheet, the Rent Subsidy Calculation form, and the participant's income verification to determine the three-month rent subsidy amounts.

RENT SUBSIDY ALTERATION

When an HPSP participant finds they are unable to sustain their rent due to unforeseen circumstances and there is an identified need for an alteration, participants can request a rent subsidy alteration by completing a Rent Subsidy Alteration Request form with the Housing Case Manager. Rent subsidy alterations are not guaranteed. The Housing Case Manager shall determine the need and approve or deny the rent subsidy alteration. All rent subsidy alteration denials shall be staffed with the Supervisor/Manager.

For any participant requesting a rent subsidy alteration, the Housing Case Manager will provide weekly home visits until the family has stabilized and for a minimum of one month.

FIRST RENT SUBSIDY ALTERATION REQUEST

For the first rent subsidy alteration request, the Housing Case Manager shall:

1. Meet with the participant and complete the Rent Subsidy Alteration Request form
2. Review the reason for the request and determine if it is an unforeseen circumstance or a different situation
 - a. If the situation is an unforeseen circumstance, provide ideas for saving/setting aside funds for future unforeseen circumstances
 - b. If the situation is not an unforeseen circumstance, discuss with the participant how the situation is not considered an unforeseen circumstance and provide counseling regarding how to better handle a similar situation going forward (for the first rent subsidy alteration request, a situation that is not an unforeseen circumstance does not necessarily constitute a reason for denial on its own)
3. Review the participant's budget with them and determine if they have a need for a rent subsidy alteration and the amount of the need as appropriate
 - a. If the Housing Case Manager determines there is a need for a rent subsidy alteration, the Housing Case Manager shall:
 - i. Complete a revised [HPSP Rent Subsidy Notice & Financial Agreement](#) – Ensure that the participant, the landlord, and the Housing Case Manager sign the new notice (provide the participant, the Housing Navigator, accounting, and the landlord with a copy of the signed HPSP Rent Subsidy Notice & Financial Agreement)
 - ii. Update the case record and document the situation
 - b. If the Housing Case Manager determines there is NOT a need for a rent subsidy alteration, the Housing Case Manager shall:
 - i. Staff the situation with the Supervisor/Manager and obtain sign-off to deny the rent subsidy alteration request
 - ii. Discuss the denial with the participant
 - iii. Support the participant in obtaining other services and support in the community as needed and when appropriate
 - iv. Update the case record and document the situation

SUBSEQUENT RENT SUBSIDY ALTERATION REQUESTS

For subsequent rent subsidy alteration requests, the Housing Case Manager shall follow the steps listed in the First Rent Subsidy Alteration Request section above and:

1. Review the prior rent subsidy alteration request situation(s) to aid in the determination of need and to determine if the participant has a pattern of mismanagement of funds
2. Review the participant's bank statements, income, and expenses with documented verification and retain copies for the case record
3. Provide the Budgeting Resources & Money Management workshop, and any other workshops the Housing Case Manager deems appropriate, to the participant

4. Remind the participant that rent subsidy alterations are not guaranteed and encourage them to focus on maintaining and following a budget

Rent subsidy alteration requests may be denied if a participant is not following their Housing Case Plan (including the budget component), if it is determined there is no need, or if the Housing Case Manager and their Supervisor determine there is a pattern of mismanagement of funds. For rent subsidy alteration request denials, the Housing Case Manager shall support the participant in obtaining other services and support in the community as needed and when appropriate.

Below is a chart showing potential situations and how they shall be considered:

SITUATION	UNFORESEEN CIRCUMSTANCE	NOT AN UNFORESEEN CIRCUMSTANCE
Loss of a job	X	
Loss of childcare	X	
Vehicle registration		X
Overspending		X
Job Quit		X
Sudden Illness	X	

WARM HANDOFF

The warm handoff establishes an initial face-to-face contact between the participant and the new service provider and confers the trust and rapport the individual has developed with the previous provider to the new one. The Housing Case Manager shall provide a warm handoff whenever:

- A participant is being exited from HPSP to receive support from another program
- A participant is requesting services through HPSP, and those services will be provided by another program or provider

The Housing Case Manager shall:

- Set up a meeting with the new service provider, the participant, and Housing Case Manager
- After introductions, the Housing Case Manager will provide a synopsis of the participant's current situation and the progress the participant has made in HPSP (focus on strengths)
- The new service provider shall provide the participant with the details of the new program
- The Housing Case Manager and the new service provider shall listen to the participant and answer all questions

EMERGENCY TRANSFER

Participants who request VAWA protections can request an Emergency Transfer. An Emergency Transfer allows a participant to relocate from their present housing unit to another

internally or externally due to safety concerns. In accordance with HUD guidelines, to request an Emergency Transfer a participant must do the following:

1. Expressly request the transfer, and
2. Reasonably believe there is a threat of imminent harm from further violence if the participant remains in the same unit
 - a. In the case of Sexual Assault, the Sexual Assault occurred at the participant's housing during the 90-calendar-day period preceding the date of the transfer request.

EXITING A CASE

The Housing Case Manager shall exit an HPSP case when an HPSP participant:

- Has been successful in achieving housing sustainability as determined by the Housing Case Manager
- No longer has a need for services as determined by the Housing Case Manager
- Has reached the 24-month time limit in a 36-month period for receiving services
- Has begun to receive the same services through another program
- No longer meets the definition of a qualified population
- Has failed to meet with the Housing Case Manager after three attempts and no communication from the HPSP participant
- Has failed to comply with the program requirements or conditions of occupancy
- Requests to exit the program

When exiting a case, the Housing Case Manager shall:

1. Discuss the exit with the HPSP participant
 - a. HPSP participants shall be regularly informed of their progress in the program and be aware of the possibility of, and/or a plan for, an upcoming exit (an exception to this would be if the HPSP participant commits an egregious violation of the program requirements or conditions of occupancy that warrant an immediate exit)
2. Conduct an HPSP Exit Interview with the participant
3. Provide a written notice to the participant that:
 - a. Clearly states the reason for the exit
 - b. Explains the process of requesting a Decision Review if the HPSP participant disagrees with the exit

EXIT INTERVIEW

When a participant is exiting HPSP, the Housing Case Manager shall complete an exit interview with the participant. The exit interview shall consist of the following:

1. When the participant was successful in the program, congratulate them on their success and discuss the path they took to get there
 - a. Remind them of the skills they have gained (workshops they attended, life skills gained through working with the Housing Case Manager and Housing Navigator, etc.)
 - b. Remind them of the tools they have available to support them in continuing to be successful (budget sheet, bill pay checklist, etc.)

2. When the participant was unsuccessful in the program, discuss with and refer them to other programs/services in the community following the warm hand off procedure when possible
3. Complete the HPSP Exit Interview Questionnaire with the participant
4. Remind the participant that they, and/or their landlord/property owner, will be contacted at 6, 12, & 18 months after their housing date to collect information on their housing situation – request their agreement to participate

DECISION REVIEW

When an HPSP applicant or participant disagrees with a denial or exit decision, they may request a Decision Review. The Decision Review must be requested in writing by the HPSP applicant or participant on the Decision Review Request form. The Housing Case Manager or Housing Navigator shall support the applicant/participant in completing the Decision Review Request form at the request of the applicant/participant. The Decision Review Request form shall be included with every Denial and Exit Notice.

The Housing Case Manager's Supervisor/Manager shall conduct the Decision Review.

HOUSING CASE MANAGER

The Housing Case Manager maintains a variety of responsibilities. The Housing Case Manager shall:

1. Conduct the face-to-face HPSP Initial Evaluation and assessment
2. Obtain the release of information from the HPSP participant
3. Conduct a face-to-face interview with the HPSP participant to develop a Housing Case Plan
 2. When developing the Housing Case Plan, explain the three or six-month time frame for housing case management with the opportunity to continue to 24 months based on assessment
 3. Review the HPSP Participant Best Practices to confirm the participant understands how the program works and how to be successful with the program
 - ii. Discuss the participant's finances and develop a budget
 - iii. Inform the participant of the HASLO Housing Choice Voucher (HCV) rates for their family size, as a guideline for affordability
 - iv. Discuss options/ideas for improving their income, when appropriate
4. Develop, secure, and coordinate services
 - a. Develop relationships with other service providers
 - b. Provide information and referral to other services providers
4. Conduct a series of HPSP workshops
5. Support participants in obtaining federal, state, and local benefits
7. Provide counseling
8. Provide housing identification, placement, and unit walk-through
 - a. Work with HPSP participants to complete the rental application and other housing paperwork once the participant has identified a rental they would like to apply for

- i. Conduct and document a walk-through of the unit with the participant prior to move-in
- 9. Provide financial assistance, including rental application fees, move-in assistance (moving fees, security deposit, first month's rent, utility connection fees, etc.), and short or medium-term rental subsidies when appropriate
- 10. Provide ongoing housing case management which includes weekly visits with the participant to promote stability and work on the Housing Case Plan goals
 - a. Schedule the weekly meeting in advance, provide a written appointment letter when possible/appropriate
 - b. Review the HPSP Participant Best Practices regularly with the participant
 - c. Remind families about communicating with their Housing Case Manager if they find a housing lead, especially before signing the lease
- 11. When the Housing Choice Voucher list is open, assist the participant with the Housing Choice Voucher application and process including assistance with appeals
- 12. Provide ongoing risk assessment and safety planning with victims of Domestic Violence, Dating Violence, Sexual Assault, Stalking, and Human Trafficking
- 13. Maintain regular communication with the Housing Navigator. Ensure that you inform the Housing Navigator timely of:
 - a. Issues or potential issues with a unit or a landlord
 - b. Identified challenges a participant encounters regarding searching for and/or obtaining housing
 - c. Any potential leads on landlord/property owners who may be interested in renting to an HPSP participant
- 14. Once a participant identifies and is approved for housing:
 - a. Obtain the W9 from the Landlord
 - b. Contact the County Clerk's office/Assessors' office for the county of residence to confirm ownership of the home
 - i. If unable to confirm ownership through the county offices, if the property is listed as a trust, or if conflicting landlord information is received, staff the situation with the Supervisor
 - c. The Supervisor must verify with the Housing Case Manager and/or Housing Navigator that all landlords have been screened and verified before the unit is approved and expenses are paid
- 15. Monitor and evaluate program participant progress
 - a. Conduct assessments every three months to determine:
 - i. The program participant's eligibility - meeting the definition of the Qualified Population
 - ii. The service and financial needs of the program participant

HOUSING CASE PLAN

Housing Case Plans are individualized, strength-based, written road maps to support participants in achieving housing stability. The Housing Case Plan shall address all needs and challenges to housing stability identified through the Assessment. Housing Case Plans are a living document that shall be updated regularly as the participant's goals/challenges change.

A Housing Case Plan shall be developed by the participant with the support of the Housing Case Manager directly after the Initial Evaluation and Assessment and quarterly thereafter. If there is a significant change to the participant's situation in the middle of a quarter, and the Housing Case Manager determines a need, the Housing Case Plan will be updated. The Housing Case Plan will be documented on the Housing Case Plan form.

HOUSING NAVIGATOR

The Housing Navigator is a specialist who assists participants in identifying and securing housing. The Housing Navigator responsibilities include, but are not limited to:

1. Landlord outreach, engagement, and recruitment
 - a. Create recruitment materials for distribution
 - b. Obtain releases from participants interested in being included in recruitment materials used to entice landlords to select the participant for housing
 - c. Act on landlord referrals
2. Housing identification, placement, and walk-through
 - a. Collaborate with community partners involved in housing services
 - b. Work with participants referred for individualized housing search
 - c. Work directly with Housing Choice Voucher recipients to find housing before their voucher expires
 - d. Physical inspections and rent reasonable studies as needed to secure units
3. Collaborate with Housing Case Manager to support the participant
 - a. Provide Housing Navigator presentations
 - b. Discuss the rent Step-Down process with the landlord and participant
 - c. Participate in meetings/events necessary to further support participants
 - d. Coordination of other HPSP eligible services to assist participants to maintain permanent housing
4. Participate in home visits when a participant has a three day pay or quit notice, or for unannounced home visits with participants who are failing to respond to mail, emails, phone calls, and text communications. The Housing Navigator will:
 - a. Provide ongoing support for landlords of housed participants
 - b. Contact the landlord to mitigate any three day pay or quit notices served to participants
5. Mediation services for housing issues that may arise between owner, property manager, or other residents and program participants

WORKSHOPS

Workshops for life management skills will be available to HPSP participants. When an HPSP participant is identified by the Housing Case Manager or Housing Navigator to have a need for life skills training, the participant will be encouraged to participate in the appropriate workshop(s). These workshops will equip HPSP participants with tools and skills to be more successful in locating, obtaining, and sustaining housing.

WORKSHOPS		
WORKSHOP TITLE	HANDLED IN-HOUSE	HANDLED BY
Budgeting Resources & Money Management	Housing Case Manager	
Household Management	Housing Case Manager	
Conflict Management	Housing Case Manager	
Shopping for goods and other needed items	Housing Case Manager	
Nutrition		Health Department/Hospital
Use of Public Transportation	Housing Case Manager	Local Transportation Agency
Parent Training		Local Social Services Department/Hospital
Credit Repair	Housing Case Manager	

HOUSING VOUCHER

The Housing Choice Voucher (HCV) program is the federal government's major program for assisting very low-income families, the elderly, and the disabled to afford decent, safe, and sanitary housing in the private market. Since housing assistance is provided on behalf of the family or individual, participants can find their own housing, including single-family homes, townhouses, and apartments. Before this, participants must be eligible for the program. Local public housing agencies (PHA) will use several factors to determine if a participant is eligible or ineligible. Eligibility is usually determined by the following:

1. Income Verification
 - a. In general, the family's income may not exceed 50 percent AMI, however, according to HUD, the issuing PHA must provide 75 percent of its vouchers to applicants whose income does not exceed 30 percent AMI by law
2. Family Composition
3. Disability status
4. Criminal Record

These are a few determining factors, but each PHA will have their own way of determining eligibility and processes.

Housing choice vouchers are administered locally by PHAs and because of this it is important for the Housing Case Manager to create a working relationship with the local PHA. It is also vitally important for a Housing Case Manager to familiarize themselves with the application process and assist participants through that process. This can be from helping participants physically completing the application forms to submitting application on behalf of the participants. One key area of assistance the Housing Case Manager can offer a participant is in the gathering of vital documentation to submit along with their application. Here is a standard list of documents most PHA's require:

1. Identification cards from all participants over the age of 18
2. Birth Certificates for all household members
3. Social Security cards for all household members

- a. Immigration paperwork, if applicable
4. Banking information
5. Any proof of income
 - a. Tax Returns, if applicable
6. Authorizing form for Release of Information
 - a. This will allow the PHA representative to contact entities on the participants behalf to obtain information

Some of these listed documents take significant time to obtain so it is crucial for Housing Case Managers to know which documents a participant is in possession of, and which documents will need to be obtained in order to support the participant.

WAITING LIST

Once HPSP reaches capacity, a waitlist shall be created. The waitlist will operate on a first come, first serve basis. Once an applicant reaches the top of the list, they will be invited to an Initial Evaluation. If the applicant is unable to be reached and all of the following occur:

- Returned mail with no forwarding address
- Incorrect or disconnected phone number
- No response to email within three business days or email returned
- Unlocatable at the address or in the locations they listed on their application

The applicant will be denied and the next applicant in line will be invited to an Initial Evaluation. If the applicant resurfaces with Good Cause for not responding, and they return within 30 days, they may be placed back on the waitlist in the number one spot.

REMINDER: All denials must be staffed with a supervisor/manager.

GOOD CAUSE

When an applicant misses the Initial Evaluation or when a participant has a Missed Meeting, they may claim good cause for missing the meeting. Good cause determinations are the responsibility of the supervisor/manager. For the purpose of missed meetings, Good Cause is limited to:

- Medical emergency
- Fleeing domestic abuse situations
- Incarceration

PARTICIPANT CASE RECORDS

The Housing Case Managers and Housing Navigators shall maintain case records that contain relevant participant level documentation. Case records are useful for maintaining, recording, and transmitting information, and for documenting progress toward goals. Case records are also useful when there are staff changes, when performing a Decision Review, or when investigating a complaint/grievance from a program participant. Case records need to be maintained in locked file cabinets and kept confidential as described in the Confidentiality section.

It is imperative that case records are thorough and remain current. To ensure that the participant case records meet this expectation:

- Case narratives shall be made within 24 hours of contact with a participant
- Case narratives shall include all information gained during the interaction with the participant, including but not limited to:
 - Services provided
 - Services offered and not accepted
 - Every Warm Handoff
 - Rental application/housing attempts
 - Including why the participant wasn't selected if that information can be obtained
 - Completion of Workshops
 - Housing situation changes
- Verifications obtained from the participant shall remain on file (citizenship status, income, etc.)
- All documents signed by the participant shall remain on file
- Case records will include a Participant Case Record Checklist

Case records shall remain confidential and none of a participant's case record may be shared without a written release of information that is signed by the participant. Failure to adequately protect the privacy of medical, psychiatric, and substance use treatment and other confidential information is a breach of professional ethics and can be subject to legal action.

Case records are subject to audit by HCD and HUD.

FAIR HOUSING

HPSP will comply with the federal and state fair housing laws. The Fair Housing Act protects people from discrimination when they are renting or buying a home, getting a mortgage, seeking housing assistance, or engaging in other housing-related activities. Under the [Fair Housing Act](#), participants are protected from housing discrimination due to:

1. Race
2. Color
3. National Origin
4. Religion
5. Sexual Orientation
6. Familial Status
7. Disability
8. Gender Identity

ADMINISTRATION & PROGRAM MONITORING

HCD is responsible for managing the day-to-day operations of HPSP and ensuring funds are used in accordance with all program requirements and written agreements as well as taking appropriate action when performance problems arise. Grantees will comply with the HUD HOME-ARP Notice.

Should HCD become aware that a grantee is not operating the HPSP consistent with statutory requirements or formal guidance issued by HUD or HCD, the Department will notify the grantee that they shall amend their program within a specified timeline in order to come into compliance. HCD will provide technical assistance to support grantees and to ensure that programs are operated consistent with evidence-based practices and may request more regular program updates to reflect program compliance.

Examples of non-compliance may include, but are not limited to, failing to offer housing support and assistance as described in this P&P and the HUD HOME-ARP Notice, or violating housing first requirements as described in [WIC 8255](#).

HCD acknowledges that program targets and budgets are projections and may be subject to change given the dynamic nature of homeless assistance. HCD is available to provide technical assistance to help grantees meet their targeted number of families to house and maximize direct financial assistance.

Notice of Program Interruption to HPSP. Grantees must notify HCD in writing at least 30 days in advance of any temporary or permanent interruption to HPSP services for any reason, including fully spending their allocation.

MONTHLY REPORTING

Grantees shall provide HCD with client level data as well as program expenses monthly. Monthly reports will be due the 20th of the month following the report month. Example: If the report month is January, the report will be due February 20th. The report includes the administrative expenses of the grantee as well as the direct client expenses and client level data.

Monthly reports will include the following data:

- Coded Case Identifier (CCI)
- Month/year of birth for each program participant (each family member)
- Race & ethnicity
- Gender
- Veteran status
- Disability
- Program start date
- Program end date
- Identified zip code at entry
- Destination
- Relationship to Head of Household for additional family members
- Permanent housing move-in date
- Permanent housing zip code
- Prior living situation
- Income and source at entry and exit
- Non-cash benefits
- Financial support provided by HPSP by category
- Education level at entry and exit
- Substance use
- Past or current DV
- Intervention type

- PBV
- HCV
- RRH

ANNUAL REVIEW

Grantees shall complete an HPSP annual review. The review will include information on the previous 12-month period and will include:

- Data
- What went well
- Lessons learned

The review will also include actions that will be taken in the next 12-month period to improve the program based on the lessons learned.

HOMELESS MANAGEMENT INFORMATION SYSTEM (HMIS)

Grantees shall use HMIS for HPSP participant data tracking. HPSP will comply with the [2024 HMIS Data Standards](#). Grantees shall enter the Universal Data Elements (Items 3.01-3.15 & 3.20-3.917) and the Common Data Elements (Items 4.02-4.13 and item W5 of the Individual Federal Partner Program Elements).

VIOLENCE AGAINST WOMEN ACT (VAWA)

VAWA is a federal law that, in part, provides housing protections for people applying for or living in units subsidized by the federal government and who have experienced Domestic Violence, Dating Violence, Sexual Assault, or Stalking, to help keep them safe and reduce their likelihood of experiencing homelessness. It is important for the Housing Case Manager to thoroughly understand VAWA and its provisions to best assist participants that may need these services.

While initially enacted to protect women, VAWA protects survivors, regardless of their sex, gender identity, or sexual orientation regardless of the sex, gender identity or sexual orientation of the person who caused harm. Additionally, the survivor does NOT have to be married to, related to, or living with the perpetrator to be protected. The following is a list of VAWA protections:

1. Survivors cannot be denied admission to, or assistance under, a HUD-subsidized or assisted unit or program due to violence committed against them
2. Survivors cannot be evicted from a HUD unit or have their assistance terminated due to violence or abuse committed against them
3. Survivors have the option to stay in their HUD subsidized unit even if criminal activity was committed against them in the unit
4. Survivors can request an Emergency Transfer to another HUD subsidized unit for safety reasons
5. Survivors must self-certify using the VAWA Self Certification Form and are not required to provide any additional proof to the housing provided unless there is conflicting information
6. Survivors must receive Notice of VAWA Housing Rights from the housing provider

7. The survivor has the right to strict confidentiality
8. The survivor can request a lease bifurcation which means if physical abuse caused by a resident is clear and present, the law provides the authority to bifurcate a lease in order to evict, remove, or terminate occupancy rights of the offending household member while allowing the survivor to maintain tenancy
9. The survivor cannot be coerced, intimidated, threatened, or retaliated against by a housing provider for seeking VAWA protections
10. Has the right to seek law enforcement or emergency assistance for themselves or others without being penalized by local laws or policies for these requests or because they were victims of criminal activity

FRAUD

The Housing Case Manager and Housing Navigator are the first and best line of defense against fraud. To help reduce fraud the Housing Case Manager and Housing Navigator shall:

- Verify and document participant eligibility to HPSP
 - Continually assess ongoing eligibility
- Verify the landlord is the legal owner with the right to rent the property
- Verify with reasonable certainty that the participant will be/is occupying the rental unit

If these steps are not taken and a grantee provides funding for an ineligible activity/expense, the grantee will not be reimbursed by HPSP for the funds.