

# HOMELESS EMERGENCY AID PROGRAM (HEAP)

Application Map and Instructions - Large Cities



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August 17, 2018



## HEAP Application Map and Instructions for Large Cities

### Round 1 – 9/5/2018 – 12/31/2018

The Homeless Emergency Aid Program (HEAP) is a \$500 million block grant program designed to provide direct assistance to localities to address the homelessness crisis throughout California. The HEAP grant is authorized by Senate Bill (SB) 850, which was signed into law by Governor Brown in June of 2018. As specified in Senate Bill 850, Sec. 50213(c), program funding has been allocated to each large city (or city that is also a county) that meets both of the following requirements.

1. Has a population of 330,000 or more as of January 1, 2018, according to data published on the California Department of Finance's internet web site [here](#).
2. Has, at the time of award, declared a shelter crisis pursuant to Chapter 7.8 (commencing with Section 8698) of Division 1 of Title 2 of the Government Code.

The HEAP Notice of Funding Availability (NOFA) will be released on September 5, 2018. Separate applications will be required from large cities pursuant to Sec 50213 (c) and Continuums of Care pursuant to 50213 (a) and (b).

This document map is designed to assist HEAP applicant entities collect the information necessary to complete the application ahead of the release of the official HEAP Application. Applicants should complete the map and use it as a guide when applying through the HEAP online application portal. This is important because the application must be completed in one session. There is no "Save" feature to allow partial completion with final completion at a later time.

Questions regarding the application should be directed to the HEAP team at [HCFC@BCSH.ca.gov](mailto:HCFC@BCSH.ca.gov).

### Section 1 – Eligible Jurisdiction Identification

**Submission Date:** This is the date you fill out and submit the application. This date will auto-fill.

**Funding Round:** These instructions are for the Round 1 application cycle which starts 9/5/2018 – 12/31/2018. This date will auto-fill.

**City:** This is the city for which you are applying. Please select the appropriate jurisdiction from the drop-down menu.

**City Point of Contact Person:** Please enter the first and last name of the primary contact person to whom the HEAP team can reach out and ask questions regarding the information contained in this application.

**Title of Point of Contact Person:** Please enter the title of the point of contact person.

**Address:** Enter the street name and address number here for the city. This is the primary mailing address of the city where the award notice and standard agreements will be mailed.

**City:** Enter the city corresponding to the street name and address number above.

**Zip Code:** Enter the zip code corresponding to the address above.

**E-mail Address:** Please enter the business e-mail address for the point of contact person for the city.

**Phone:** Enter the area code and business phone number for the point of contact person noted above.

## Section 2 – Homeless Emergency Aid Program:

### **Senate Bill 850, Section 50213(c):**

In this section of the application you will indicate how much of the \$150 million you plan to request in Round 1. This portion of the allocation is based on the homeless population range from the city or county's 2017 PIT count.

**General Population as of January 1, 2018:** Please enter the general population of the jurisdiction as of January 1, 2018. That information is available on the Department of Finance web site [here](#). Please enter the exact number.

**Requested Grant Amount:** Indicate the total amount of funds requested under Section 50213(c). This amount must not exceed the total amount the city is eligible for under this section only. Please see Attachment A.

**Total Amount Requested:** Here the total of the amounts indicated under Section 50213 (c) will auto-fill.

### **Proposed Use of Funding:**

In this section please use the drop-down menu to indicate the proposed activity(s) and the estimated expenditure amount. Applicants will need to use a separate line to list all of the proposed activities.

**Proposed Activity(s):** Using the drop-down menu, indicate the type of emergency assistance activities that will be provided. Please select from one of the broad activity categories. If the activity is not listed, please select "Other" and type in the activity.

**Estimated Expenditure:** Indicate the total amount of funding for each activity.

**Add Line:** This feature will allow you to add additional lines to this section so that all of activities can be included.

**Total Amount Requested:** This field will automatically populate with the total dollar amount of all estimated expenditure(s) for all proposed activity(s).

### Section 3 – Required Information and Attachments

This section contains a text box where the jurisdiction will describe the collaborative process it performed to determine the use of HEAP funds in its jurisdiction. In addition, there is a checklist of required information or documents that must be submitted via email in order for the application to be considered.

1. Copy of Shelter Crisis Declaration Resolution
2. Payee Data Record (STD 204)
3. Authorized Signatory Form
4. Proof of Local Collaborative Process (may include public meeting minutes, sign-in sheets, public hearing minutes, CoC meeting sign-in sheets and agenda where this item was discussed, or other proof as appropriate)

The supporting documentation will be submitted after the confirmation email is received. See **“\*\*\*Critical Step\*\*\*”** below.

### Submission

Once the “submit” button is selected, any errors on the application will be highlighted in red. You will not be able to proceed to the next page until the corrections and omissions have been made. If all required fields are complete and accurate when “submit” is selected, the certification section will appear.

### Section 4 – Certification of Applicant Information

The certification is the affirmation by the authorized representative that they are authorized to apply for and accept HEAP funds on behalf of the city, and that the information provided in the application is accurate and complete.

The certifying official must be the same person identified on the Payee Vendor Data Record (STD 204), or one of the Authorized Signers on the Authorized Signatory form.

**Insert name of certifying official:** Enter the name of the Authorized Representative.

**Insert name of City:** Enter the name of the City.

**Date:** This is an automatic field which indicates the date of the application.

**Print:** Select “print your application here” and a summary of the application will pop-up. You will be able to print it for your records.

### Section 5 – Confirmation Email - **\*\*\*Critical Step\*\*\***

Once the application is successfully submitted, the applicant will receive a confirmation email to the email address indicated in Section 1. The confirmation email will include the applicants tracking number (which will be used for the duration of the HEAP program) as well as a copy of the application submitted. The applicant must **reply to that email and attach to it all of the items listed on the checklist**. The application and

attachments will be linked by BCSH based on the tracking number contained in that email. If for some reason you do not receive the confirmation email, immediately alert the HEAP team at [HCFC@BCSH.ca.gov](mailto:HCFC@BCSH.ca.gov).



### Attachment A - HEAP Large Cities Allocation

CoC Number	Jurisdiction	50213(c) Large Cities \$150,000,000 Allocation	50213(c) Minimum Youth Set Aside Per Large City Allocation
CA-600	Los Angeles	\$ 85,013,607.00	\$ 4,250,680.35
CA-601	San Diego	\$ 14,110,397.95	\$ 705,519.90
CA-500	San Jose	\$ 11,389,987.16	\$ 569,499.36
CA-501	San Francisco	\$ 10,564,313.22	\$ 528,215.66
CA-502	Oakland	\$ 8,671,116.82	\$ 433,555.84
CA-602	Santa Ana	\$ 3,690,885.841	\$ 184,544.29
CA-602	Anaheim	\$ 3,690,885.841	\$ 184,544.29
CA-503	Sacramento	\$ 5,645,699.61	\$ 282,284.98
CA-514	Fresno	\$ 3,105,519.90	\$ 155,276.00
CA-606	Long Beach	\$ 2,869,833.12	\$ 143,491.66
CA-604	Bakersfield	\$ 1,247,753.53	\$ 62,387.68