



HHAP-1 Annual Report through 9.30.21 - Fiscal Jurisdiction Selection

Introduction

Please complete this fiscal part of the HHAP-1 Annual Report. This completed Cognito form is **due by 5 pm on December 31, 2021**.

All data should be **cumulative through September 30, 2021**. This period includes data from the grant start date as indicated in the Standard Agreement through September 30, 2021. It also includes any approved reimbursements that took place prior to full execution.

This fiscal report has five sections:

1. Jurisdiction and Contact Information

2. Total Obligations and Expenditures: Total, cumulative, HHAP-1 funds obligated and expended through September 30, 2021.

3. Breakdown of Budgeted, Obligated, and Expended: Funds budgeted, obligated, and expended by HMIS project type and HHAP eligible use. Additionally, funds budgeted, obligated, and expended for strategic homelessness planning, infrastructure development, and / or administrative costs.

4. Youth Set-Aside: Youth set-aside plans and spending by HMIS project type and HHAP eligible use.

5. Comments and Certification

For resources to assist in completing and submitting this report, please see the [Box.com landing page](#) and the [instructions](#).

Material Edits to Originally Provided Resources

In general, funds reported on the quarterly and annual fiscal reports should align with the approved budget on file.

Therefore, in scenarios where grantees deviated from their HCFC approved budget and a contractually contemplated exception does NOT apply (i.e., adjust only the FYs), grantees should email HHAP@bcsh.ca.gov by January 15, 2022 to consult about a potential budget change request.

For this HHAP-1 Annual Report, grantees are instructed to report as they are ACTUALLY budgeting and / or spending regardless of whether a budget change request has already been submitted.

To summarize, grantees reporting as they are actually budgeting and / or spending does not change their approved budget on file and does not guarantee that HCFC will approve the change request.

See [FAQs to Originally Provided Resources](#)

Jurisdiction Selection

Please select your jurisdiction type.

- CoC
- Large City
- County

Please select from the list of Continuums of Care

Please select from the list of Large Cities

Please select from the list of Counties

Please provide contact information below for an individual who can answer questions about the details in this report.

Name

Erin
First

Murray
Last

Phone

(530) 552-6208

Email

emurray@buttecounty.net

Cumulative Data

Cumulative Data

All data for the HHAP-1 Annual Reports are cumulative—with the reporting period beginning at grant start date through September 30, 2021. It also includes any approved reimbursements that took place prior to full execution.

Did you receive approval to reimburse spending prior to full execution of the HHAP Standard Agreement?

Yes No

Note: If you received approval to reimburse spending prior to full execution of the HHAP Standard Agreement, those reimbursed funds must be captured in your survey responses.

If approved for reimbursement, what date marks the beginning of those expended funds?

Total Obligations and Expenditures

Total Obligations and Expenditures

In the following section, report the total **HHAP-1** funds obligated and expended **through September 30, 2021**.

Reminders

This data should be **cumulative** (i.e. from the grant start date or date of approved reimbursements through September 30, 2021) and **include the youth set-aside** amounts.

“Obligated” means that the Grantee has placed orders, awarded contracts, received services, or entered into similar transactions that require payment using HHAP-1 funding.

“Expended” means all HHAP-1 funds obligated under contract or subcontract have been fully paid and receipted, and no invoices remain outstanding.

Instructions

Enter "0.00" if you did not obligate or expend any funds in a given category.

Total HHAP Funds Obligated

Total HHAP Funds Expended

The amount obligated should include all amounts that were expended.

Breakdown of Budgeted, Obligated, and Expended

Breakdown of Budgeted, Obligated, and Expended

In the following section, report your jurisdiction's HHAP-1 funds budgeted, obligated, and expended **through September 30, 2021**. These amounts will be broken down by HMIS "project type" and HHAP "eligible use".

Reminders

This data should be **cumulative** (i.e. from the grant start date through September 30, 2021) and **include the youth set-aside** amounts.

Funds "**budgeted**" should align with the approved budget on file with HCFC.

"**Obligated**" means that the Grantee has placed orders, awarded contracts, received services, or entered into similar transactions that require payment using HHAP-1 funding.

"**Expended**" means all HHAP-1 funds obligated under contract or subcontract have been fully paid and received, and no invoices remain outstanding.

Instructions

In the form below, select all of the HMIS "project types" for which your jurisdiction budgeted, obligated, or expended HHAP funds. If you are unsure about which "project types" your programs were or will be categorized as, please consult with your local HMIS Administrator; they will be able to determine this information in accordance with HUD's most recent HMIS Data Standards.

For each HMIS "project type" that was or will be funded with HHAP dollars, select the respective HHAP "eligible use(s)" funded under the indicated project type by using the dropdown menus below it. Report the amounts budgeted, obligated, and expended for that "project type" and "eligible use." "**Non-HMIS Projects**" is an option under "project type" to ensure that **all** HHAP monies are being reported.

To add additional "eligible uses" that were or will be budgeted or funded under the specified project type, click the "+Add Item" button and select the additional eligible use until all funded eligible uses for a given project type are listed.

Please note that the amounts entered should be the total HHAP funds budgeted, obligated and expended, including any youth set-aside amounts. The amounts budgeted should align with the approved budget on file with HCFC.

Enter "0.00" if you did not obligate or expend any funds in a given category.

The sum of all categories ON THIS PAGE should equal the amounts previously entered for the total funds obligated and expended.

Please select all of the project types for which your jurisdiction obligated or expended HHAP funds

- | | | | |
|--|---|---|---|
| <input type="checkbox"/> Emergency Shelter | <input type="checkbox"/> Transitional Housing | <input type="checkbox"/> Street Outreach | <input checked="" type="checkbox"/> Services Only |
| <input type="checkbox"/> Safe Haven | <input type="checkbox"/> Day Shelter | <input type="checkbox"/> Homelessness Prevention | <input type="checkbox"/> PH - Housing Only |
| <input type="checkbox"/> PH - Permanent | <input type="checkbox"/> PH - Housing with | <input checked="" type="checkbox"/> PH - Rapid Re-Housing | <input type="checkbox"/> Coordinated Entry |

Supportive Housing
(disability required for
entry)

Services (no disability
required for entry)

Other

Non-HMIS Projects

Emergency Shelter Projects

Eligible Uses Funded	Total Budgeted	Total Obligated	Total Expended
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Total: \$0.00	Total: \$0.00	Total: \$0.00

Transitional Housing Projects

Eligible Uses Funded	Total Budgeted	Total Obligated	Total Expended
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Total: \$0.00	Total: \$0.00	Total: \$0.00

Street Outreach Projects

Eligible Uses Funded	Total Budgeted	Total Obligated	Total Expended
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Total: \$0.00	Total: \$0.00	Total: \$0.00

Services Only Projects

Eligible Uses Funded	Total Budgeted	Total Obligated	Total Expended
Outreach and Coordination	\$936,765.23	\$0.00	\$0.00
	Total: \$936,765.23	Total: \$0.00	Total: \$0.00

Safe Haven Projects

Eligible Uses Funded	Total Budgeted	Total Obligated	Total Expended
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Total: \$0.00	Total: \$0.00	Total: \$0.00

Day Shelter Projects

Eligible Uses Funded	Total Budgeted	Total Obligated	Total Expended
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Total: \$0.00	Total: \$0.00	Total: \$0.00
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Homelessness Prevention Projects

Eligible Uses Funded	Total Budgeted	Total Obligated	Total Expended
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Total: \$0.00	Total: \$0.00	Total: \$0.00
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PH - Housing Only Projects

Eligible Uses Funded	Total Budgeted	Total Obligated	Total Expended
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Total: \$0.00	Total: \$0.00	Total: \$0.00
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PH - Permanent Supportive Housing (disability required for entry) Projects

Eligible Uses Funded	Total Budgeted	Total Obligated	Total Expended
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Total: \$0.00	Total: \$0.00	Total: \$0.00
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PH - Housing with Services (no disability required for entry) Projects

Eligible Uses Funded	Total Budgeted	Total Obligated	Total Expended
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Total: \$0.00	Total: \$0.00	Total: \$0.00
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PH - Rapid Re-Housing Projects

Eligible Uses Funded	Total Budgeted	Total Obligated	Total Expended
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Rental assistance and rapid rehousing	\$123,964.22	\$0.00	\$0.00
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Total: **Total: \$0.00** **Total: \$0.00**
\$123,964.22

Coordinated Entry Projects

Eligible Uses Funded	Total Budgeted	Total Obligated	Total Expended
Total: \$0.00 Total: \$0.00 Total: \$0.00			

Other Projects

Eligible Uses Funded	Total Budgeted	Total Obligated	Total Expended
Total: \$0.00 Total: \$0.00 Total: \$0.00			

Non-HMIS Projects

Eligible Uses Funded	Total Budgeted	Total Obligated	Total Expended
New Navigation Centers and Emergency Shelters	\$1,177,500.00	\$0.00	\$0.00
Outreach and Coordination	\$290,000.00	\$0.00	\$0.00
Total: \$1,467,500.00 Total: \$0.00 Total: \$0.00			

Report the amounts budgeted, obligated, and expended for strategic homelessness planning, infrastructure development to support CES and HMIS, and/or grant administration.

Reminder

A grantee may expend no more than 5% of its allocation on strategic homelessness planning and infrastructure development and no more than 7% of its allocation on administrative costs.

Instructions

Select all of the "eligible uses" that were funded with HHAP-1 dollars, enter the amounts budgeted, obligated, and expended for that each eligible use, and provide a brief description of the activities funded by each eligible use.

Enter "0.00" if you did not budget, obligate, or spend any funds in a given category. If you did not budget or fund any of these eligible uses, you can proceed to the next page.

Please select all of the following non-project eligible uses for which your jurisdiction has budgeted, obligated, or expended HHAP funding

- Strategic homelessness planning
- Infrastructure development to support CES and/or HMIS
- Administrative costs

Strategic Homelessness Planning

Funded	Total Budgeted	Total Obligated	Total Expended
Total:			\$0.00
Total:			\$0.00
Total:			\$0.00

Infrastructure development to support CES and/or HMIS

Funded	Total Budgeted	Total Obligated	Total Expended
Infrastructure development to support CES and/or HMIS	\$143,649.40	\$143,649.40	\$0.00
Total:			\$0.00
\$143,649.40			\$143,649.40
Total:			\$0.00

Administrative Costs

Funded	Total Budgeted	Total Obligated	Total Expended
Administrative costs	\$201,109.15	\$201,109.15	\$0.00
Total:			\$0.00
\$201,109.15			\$201,109.15
Total:			\$0.00

Please describe the activities budgeted, obligated, or funded for strategic homelessness planning

Please describe the activities budgeted, obligated, or funded for infrastructure development to support CES and/or HMIS

Category funds are budgeted for the payment of the HMIS system itself, the salaries of the Information Support Analysts that provide the support for HMIS, and supplies related to HMIS.

Please describe the activities budgeted, obligated, or funded for administrative costs

Budgeted administrative costs are planned to be used to support the Health and Human Services Program Analyst, Senior assigned to the tracking of HHAP funds, coordination with subcontractors, and the contract procurement process.

**Calculated Total Funds
Budgeted**

\$2,872,988.00

**Calculated Total Funds
Obligated**

\$344,758.55

**Calculated Total Funds
Expended**

\$0.00

Reported Total Funds Obligated

\$344,758.55

Reported Total Funds Expended

\$0.00

Youth Set-Aside

Youth Set-Aside

In the following section, report your jurisdiction's HHAP-1 funds budgeted, obligated, and expended **through September 30, 2021**. These amounts will be broken down by HMIS "project type" and HHAP "eligible use". **Note, this section only contains data for youth set-aside funds.**

Reminders

The grantee must expend at least 8% of its allocation on programs and services for unaccompanied youth.

This data should be **cumulative** (i.e. from the grant start date through September 30, 2021).

Funds "**budgeted**" should align with the approved budget on file with HCFC.

"**Obligated**" means that the Grantee has placed orders, awarded contracts, received services, or entered into similar transactions that require payment using HHAP-1 funding.

"**Expended**" means all HHAP-1 funds obligated under contract or subcontract have been fully paid and received, and no invoices remain outstanding.

Instructions

In the form below, select all of the HMIS "project types" that your jurisdiction budgeted, obligated, or expended HHAP youth set-aside funds. "**Non-HMIS Projects**" is an option under "project type" to ensure that **all** HHAP monies are being reported.

For each HMIS "project type" that was or will be funded with HHAP-1 youth set-aside dollars, select the respective "eligible use(s)" funded under the indicated project type by using the dropdown menus below it. Report the amounts budgeted, obligated, and expended for that "project type" and "eligible use."

To add additional "eligible" uses that were or will be budgeted or funded under the specified project type, click the "+Add Item" button and select the additional eligible use until all funded eligible uses for a given project type are listed.

Enter "0.00" if you did not obligate or expend any funds in a given category.

Does your jurisdiction know what specific youth projects will be funded with the HHAP youth set-aside?

Yes No

Please describe your HHAP youth set-aside project plans

Total Youth Funds Budgeted

\$233,896.00

Total Youth Funds Obligated

\$0.00

Total Youth Funds Expended

\$0.00

Please select all of the project types for which your jurisdiction budgeted or expended HHAP youth set-aside funds

- | | | | |
|--|--|---|---|
| <input type="checkbox"/> Emergency Shelter | <input type="checkbox"/> Transitional Housing | <input type="checkbox"/> Street Outreach | <input checked="" type="checkbox"/> Services Only |
| <input type="checkbox"/> Safe Haven | <input type="checkbox"/> Day Shelter | <input type="checkbox"/> Homelessness Prevention | <input type="checkbox"/> PH - Housing Only |
| <input type="checkbox"/> PH - Permanent Supportive Housing (disability required for entry) | <input type="checkbox"/> PH - Housing with Services (no disability required for entry) | <input checked="" type="checkbox"/> PH - Rapid Re-Housing | <input type="checkbox"/> Coordinated Entry |
| <input type="checkbox"/> Other | <input type="checkbox"/> Non-HMIS Projects | | |

Emergency Shelter Projects, Youth

Eligible Uses Funded	Total Budgeted	Total Obligated	Total Expended
Total: \$0.00		Total: \$0.00	Total: \$0.00

Transitional Housing Projects, Youth

Eligible Uses Funded	Total Budgeted	Total Obligated	Total Expended
Total: \$0.00		Total: \$0.00	Total: \$0.00

Street Outreach Projects, Youth

Eligible Uses Funded	Total Budgeted	Total Obligated	Total Expended
Total: \$0.00		Total: \$0.00	Total: \$0.00

Services Only Projects, Youth

Eligible Uses Funded	Total Budgeted	Total Obligated	Total Expended
Outreach and Coordination	\$109,931.78	\$0.00	\$0.00
Total: \$109,931.78		Total: \$0.00	Total: \$0.00

Safe Haven Projects, Youth

Eligible Uses Funded	Total Budgeted	Total Obligated	Total Expended
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Total: \$0.00	Total: \$0.00	Total: \$0.00

Day Shelter Projects, Youth

Eligible Uses Funded	Total Budgeted	Total Obligated	Total Expended
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Total: \$0.00	Total: \$0.00	Total: \$0.00

Homelessness Prevention Projects, Youth

Eligible Uses Funded	Total Budgeted	Total Obligated	Total Expended
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Total: \$0.00	Total: \$0.00	Total: \$0.00

PH - Housing Only Projects, Youth

Eligible Uses Funded	Total Budgeted	Total Obligated	Total Expended
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Total: \$0.00	Total: \$0.00	Total: \$0.00

PH - Permanent Supportive Housing (disability required for entry) Projects, Youth

Eligible Uses Funded	Total Budgeted	Total Obligated	Total Expended
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Total: \$0.00	Total: \$0.00	Total: \$0.00

PH - Housing with Services (no disability required for entry) Projects, Youth

Eligible Uses Funded	Total Budgeted	Total Obligated	Total Expended
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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Total: \$0.00 Total: \$0.00 Total: \$0.00

PH - Rapid Re-Housing Projects, Youth

Eligible Uses Funded	Total Budgeted	Total Obligated	Total Expended
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Rental assistance and rapid rehousing	\$123,964.22	\$0.00	\$0.00
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Total: \$123,964.22 Total: \$0.00 Total: \$0.00

Coordinated Entry Projects, Youth

Eligible Uses Funded	Total Budgeted	Total Obligated	Total Expended
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Total: \$0.00 Total: \$0.00 Total: \$0.00

Other Projects, Youth

Eligible Uses Funded	Total Budgeted	Total Obligated	Total Expended
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Total: \$0.00 Total: \$0.00 Total: \$0.00

Non-HMIS Projects, Youth

Eligible Uses Funded	Total Budgeted	Total Obligated	Total Expended
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Total: \$0.00 Total: \$0.00 Total: \$0.00

Calculated Total Youth Funds Budgeted \$233,896.00	Calculated Total Youth Funds Obligated \$0.00	Calculated Total Youth Funds Expended \$0.00
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Reported Total Funds Obligated, Youth \$0.00	Reported Total Funds Expended \$0.00
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Aggregated Budget by Fiscal Year

Aggregated Budget by Fiscal Year

All data for the HHAP-1 Annual Report is cumulative—with the reporting period beginning at grant start date through September 30, 2021. It also includes any approved reimbursements that took place prior to full execution.

For the prompts below, in alignment with the approved HCFC budget on record*, what was your jurisdiction's total, aggregated, budgeted funds that were planned to be expended in each FY? This includes all monies and categories such as eligible uses, administrative funds, or youth set-aside.

Grantees may calculate this amount by summing the vertical column per their HCFC budget*. Take care to count the youth set-aside funds only once for each FY. For example using the budget below, "Budgeted by Fiscal" for FY 21/22 is \$2,461,370.19 (i.e., \$282,541.82 + \$1,500,000.00 + \$678,828.37). Again, take care to count the youth set-aside funds only once for each FY.

The sum of all budgeted FYs must equal your total allocation.

The FY starts on July 1st and ends the following June 30th. For example, FY 19-20 starts on July 1, 2019 and ends on June 30, 2020.

Enter "0.00" if you do not have budgeted funds in a specific FY.

***In scenarios where grantees deviated from their HCFC approved budget and a contractually contemplated exception does NOT apply (i.e., adjust only the FYs), grantees should email HHAP@bcsh.ca.gov by January 15, 2022 to consult about a potential budget change request. For this HHAP-1 Annual Report, grantees are instructed to report as they are ACTUALLY budgeting and / or spending regardless of whether a budget change request has already been submitted.** Grantees that have previously submitted data or prepared data in contrast to these instructions do not need to resubmit or amend their data. **Note, HCFC [clarified an instruction](#) for this section subsequent to publication.**

Comments and Certification

Please provide any additional comments

As of September 30, 2021, no specific funds had been obligated other than Administrative Costs and Infrastructure Development to Support CES and/or HMIS. However, as of December 14, 2021, projects have since been identified and contracts executed. The budget for each category within this report is reflective of the most recent approved budget revision and the subcontracts executed by the County.

Certification

I certify that all information included in this report is true and accurate to the best of my knowledge.

Name

Don

First

Taylor

Last

This does not have to be an authorized representative or signatory.

Title

Housing & Homeless Administrator