



## Homeless Emergency Aid Program (HEAP) Annual Report Instructions and Definitions

### **SECTION 1: EXPENDITURE SUMMARY**

1. **Total HEAP Award:** Enter the total HEAP award. This amount must match Exhibit B or Exhibit E (if applicable) of the Standard Agreement.
2. **Total Homeless Youth Funds:** Enter the total amount of HEAP award allocated for Homeless Youth Funds. This amount must match Exhibit B or Exhibit E (if applicable) of the Standard Agreement.
3. **Total HEAP funds obligated:** Enter the total amount of HEAP funds that have been obligated during the reporting period. Obligated is defined as HEAP funds that have been contractually obligated to a sub-grantee or other contractor.
4. **Total HEAP funds expended:** Enter the total HEAP funds expended (or liquidated) during the reporting period.
5. **Total HEAP administrative funds:** Enter the total HEAP funds expended (or liquidated) during the reporting period for administrative costs.
6. Total interest accrued during the reporting period only applies to the interest earned by the Administrative Entity. This does not include interest that may have been accrued by sub-grantees. As a reminder, all interest must be spent on the same HEAP eligible uses and liquidated by June 30, 2021.

### **SECTION 2: EXPENDITURE DETAIL**

Section 2 data will not be in HMIS, unless pathways were established to collect this data. This section is to be completed by the Administrative Entity and is based on the amount expended under each allocation category. For the reporting period, provide the expenditure data for all HEAP allocations (Capital Improvements, Services, Rental Assistance or Subsidies, Homeless Youth Set-Aside and Administrative Costs, Other). For expenditures in the Other category, please provide details on the type of project. The expenditures being reported are not for each individual project, but a summary of all projects funded by HEAP.

#### **Capital Improvements**

#### **INSTRUCTIONS:**

1. **New Projects Funded by HEAP:** Data in this table is only for projects that did not exist prior to being funded by HEAP. This includes new construction, acquisition and rehab, renting or purchasing a property to be used for one of the project categories listed.
2. **Expansion Projects Funded by HEAP:** Data in this table is related to projects funded by HEAP that are currently operating and have used HEAP funds to expand the project and serve more people.

3. **Total Increase in Capacity Funded by HEAP:** Data in this table is to capture projects that does not collect or measure capacity by # of beds, but by the # of nights shelter is available.
4. **Total # of beds:** Report the total # of beds for each project category listed and funded by HEAP.
5. **Original # of beds/nights:** Report the # of beds/nights prior to HEAP funds being used to expand the program.
6. **# of beds/nights added:** Report the # of beds/nights that HEAP funds added to the program.
7. **Total # of beds/nights:** Combine the number of original beds/nights and the number of beds/nights added, resulting in the total number of beds/nights now available.
  
8. **Total Homeless Youth funds expended:** Report the total amount of Homeless Youth HEAP funds liquidated for each project category listed.
9. **Total Non-Homeless Youth funds expended:** Report the total amount of Non-Homeless Youth (see definition) HEAP funds liquidated for each project category listed.
10. **Total accrued interest funds expended:** Report the total amount of accrued interest from HEAP funds liquidated for each project category listed.
11. **Total funds expended:** A total of Homeless Youth funds, Non-homeless youth funds, and accrued interest funds liquidated for each project category listed.

## **DEFINITIONS:**

**Homeless Youth Funds:** Defined as funds spent to start or expand services for youth that are homeless or at imminent risk of homelessness.

**Non-Homeless Youth Funds:** Defined as funds spent on programs not specifically designated to provided services for youth. It could be serving youth, but the program or site is not exclusive to youth.

**Short-Term Shelter:** Defined as a temporary location such as a church or community center converted to provide nightly shelter during extreme heat, cold, or disaster. These are not year-round shelters.

**Emergency Shelter:** Defined as housing with minimal supportive services for homeless persons that is limited to occupancy of six months or less by a homeless person. And/or as defined by HUD, as any facility, the primary purpose of which is to provide a temporary shelter for the homeless in general or for specific populations of the homeless and which does not require occupants to sign leases or occupancy agreements.

**Navigation Center:** Means a Housing First, low-barrier, service-enriched shelter that provides temporary living facilities while case managers connect individuals experiencing homelessness to income, public benefits, health services, shelter, and housing.

**Transitional Housing:** A project that has as its purpose facilitating the movement of homeless individuals and families to permanent housing within a reasonable amount of time (usually 24 months).

**Permanent Supportive Housing:** Long-term, community-based housing that has supportive services for homeless persons with disabilities. This type of supportive housing enables special needs populations to live as independently as possible in a permanent setting. The supportive services may be provided by the organization managing the housing or coordinated by the applicant and provided by other public or private service agencies. Permanent housing can be provided in one structure or several structures at one site or in multiple structures at scattered sites. There is no definite length of stay.

**Other Types of Permanent Housing:** As defined by HUD, “permanent housing” means community-based housing without a designated length of stay and includes both permanent supportive housing and rapid re-housing.

## Services

### DEFINITIONS:

**Street Outreach (in HMIS):** Defined only for contacts with those living in a place not meant for habitation. Every contact is expected to be recorded in HMIS. Engagement is defined as the date in which an interactive client relationship results in a deliberate client assessment or beginning of a case plan.

**Day shelter (in HMIS):** Defined as a project that offers daytime facilities and services (no lodging) for persons who are homeless. Examples would include youth centers, drop-in centers, etc.

**Homelessness Prevention (in HMIS):** A project that offers services and/or financial assistance necessary to prevent a person from moving into an emergency shelter or place not meant for human habitation. Examples are credit repair, transportation, car repairs, arrearages in rent or utilities, deposits, etc. Could also be referred to as housing stabilization, diversion, etc.

**Housing Navigation and Landlord Engagement (not in HMIS):** Defined as funds used to establish or expand landlord mitigation programs, staff to conduct outreach to landlords to add units to housing inventory, etc.

**Services Only (in HMIS):** A project that offers stand-alone supportive services to address the special needs of participants (like child care, employment assistance, transportation services, etc.) and has associated housing outcomes, including ongoing case management. Does not include outreach. Can be affiliated with a residential project. See HMIS Data Standards Manual page 15 for additional details.

**Motel Vouchers:** Payment is given to the owner of the motel or hotel for temporary shelter.

**Rental Assistance:** Payment is given to the participant/tenant/landlord to pay the rent. Lease is in tenants name. Case Management services may or may not be utilized by the participant.

**Move-in Costs:** Funds used to support a tenant with costs associated with furniture, supplies, food, etc. when moving a person or family into a housing unit.

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**Host Home Program:** Defined as a temporary home for youth, in which a member of the community offers temporary housing to a youth.

**Other (in HMIS):** A project that offers services, but does not provide lodging, and cannot otherwise be categorized as another project type listed above. This includes stand-alone supportive services that has no associated housing outcomes like dental care, etc.

### **Rental Assistance or Subsidies**

#### **DEFINITIONS:**

**Rental Assistance:** Payment is given to the participant/tenant/landlord to pay the rent. Lease is in tenants name. Case Management services may or may not be utilized by the participant. Do not include data already reported in the Services table.

**Rapid-rehousing:** Targets families and individuals currently residents of shelters or transitional programs. Core components include housing identification, rent and move-in expenses, and case management and services. Housing First intervention, in which participants are not screened out based on income, employment, criminal history, physical or behavioral health history, etc.

**Master Leasing:** Payment is given to the owner of the property/unit by the sub-grantee and the lease is in the name of the sub-grantee, **not** the tenant. The sub-grantee then has a sub-lease with the tenant. Expenses in this category must match Exhibit D of the Standard Agreement.

**Rental Subsidies:** Associated with a specific unit or development. Payment is given to the owner of the property/unit to secure a unit(s) as affordable housing. Expenses in this category must match Exhibit D of the Standard Agreement.

**Motel Vouchers:** Arrangements made by a city, county, CoC, and/or provider with local motels or hotels to temporarily accommodate individuals or families that are not housed.

#### **Other Projects**

For any project funded by HEAP and that is not included in the tables, please provide a description of the project and the expenditures.

## **SECTION 3: OUTCOMES**

### **INSTRUCTIONS:**

Outcome data is for project types funded by **HEAP**. For the tables asking for the numbers of participants in each project or project type, one participant may be counted in more than one column. The number in the “Total” column, however, should be of the number of unduplicated individuals as opposed to the sum of the numbers in that row.

Example: A person is chronically homeless and a veteran. Another person is chronically homeless.

Chronically Homeless = 2 Veteran = 1 Total Served = 2

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## **DEFINITIONS:**

**Number of persons exiting to a safe exit:** Defined as not returning to the street and could include exits to treatment, bridge housing, transitional housing.

**Instances of Service:** Means each encounter with a member of the target population where services are provided for each of the eligible grant activities. For example, one individual checks into a warming center operated by Provider X on Tuesday. The same individual checks into the same warming center for the next night. This counts as two instances of services for this activity.

**Average Length of Stay:** Include the average number of days that the sub-population stayed in a shelter or other types like, transitional housing, safe parking, etc.

## **SECTION 4: DEMOGRAPHICS**

Fill in the tables for Age, Gender, Race, and Ethnicity with the number of individuals serviced due to HEAP funds. One participant may be counted in any of the racial categories and may also be counted separately in the Hispanic/Latino ethnicity column. As a reminder, projects like mobile hygiene units, mobile healthcare services, and other similar projects that do not complete an intake and assessment as part of the service are not required to submit information in Section 4.

## **SECTION 5: QUALITATIVE ASSESSMENT**

This is a narrative section and questions 1-3 must be answered. Question 4 is optional.

## **SECTION 5: SUBMISSION CERTIFICATION**

The name, title, and signature of the person completing the HEAP annual report is required. By signing this form, the grantee is acknowledging and accepting responsibility that the information provided in this report is true and accurate to the best of my knowledge.



## Homeless Emergency Aid Program (HEAP)

**Reporting Periods** Please Select One

- September 1, 2018 - September 30, 2019 Report must be submitted no later than January 1, 2020
- October 1, 2019 - September 30, 2020 Report must be submitted no later than January 1, 2021
- October 1, 2020 - June 30, 2021 Report must be submitted no later than September 30, 2021

Submit this report to the Homeless Coordinating and Financing Council by email to [hcfc@bcsh.ca.gov](mailto:hcfc@bcsh.ca.gov)

HEAP Contract # 18-HEAP-00024 Administrative Entity: Sacramento Steps Forward Date of Report: 12/23/2019

Select Either Large City or CoC

- Large City: \_\_\_\_\_  Continuum of Care: Sacramento City & County

Contact Person/Title: Ya-yin Isle, Chief Strategic Initiatives Officer Contact Phone Number: 916-993-7774

Contact Email Address: [visle@sacstepsforward.org](mailto:visle@sacstepsforward.org)

**Section 1: Expenditure Summary**

	Total
Total HEAP Award	\$12,729,412.12
Total HEAP Homeless Youth Funds	\$636,471.00
Total HEAP Funds obligated during reporting period	\$12,729,412.12
Total HEAP funds expended during reporting period	\$647,138.97
Total HEAP administrative funds expended during reporting period	\$0.00
Total interest accrued during reporting period	\$0.00



**Section 2: Expenditure Detail**

For the reporting period, provide the expenditure data for all HEAP allocations (Capital Improvements, Services, Rental Assistance or Subsidies, Homeless Youth Set-Aside and Administrative Costs, Other).

For expenditures in the Other category, please provide details on the type of project.

**Note:** The expenditures being reported are not for each individual project, but a summary of all projects funded by HEAP.

**Capital Improvements**

New Projects Funded by HEAP	Total # of Beds	Total Homeless Youth Funds Expended	Total Non-Homeless Youth Funds Expended	Total Accrued Interest Funds Expended	Total Funds Expended
Short-Term Shelter					\$0.00
Emergency Shelter					\$0.00
Navigation Center	12				\$0.00
Transitional Housing					\$0.00
Permanent Supportive Housing					\$0.00
Other Types of Permanent Housing					\$0.00
<b>Total</b>	12.00	\$0.00	\$0.00	\$0.00	\$0.00

Expansion Projects Funded by HEAP	Original # of Beds	# of Beds Added	Total # of Beds	Total Homeless Youth Funds Expended	Total Non-Homeless Youth Funds Expended	Total Accrued Interest Funds Expended	Total Funds Expended
Short-Term Shelter			0				\$0.00
Emergency Shelter	174	80	254		\$198,000.00		\$198,000.00
Navigation Center			0				\$0.00
Transitional Housing			0				\$0.00
Permanent Supportive Housing			0				\$0.00
Other Types of Permanent Housing			0				\$0.00
<b>Total</b>	174	80	254	\$0.00	\$198,000.00	\$0.00	\$198,000.00

Total Increase in Capacity Funded by HEAP	Homeless Youth Funds			Non-Homeless Youth Funds		
	Original # of Nights	# of Nights Added	Total # of Nights	Original # of Nights	# of Nights Added	Total # of Nights
Short-Term Shelter			0			0
Emergency Shelter			0	63510	7480	70990
Navigation Center	0	1824	1824			0
Motel Vouchers			0			0
Host Home Program	0	1830	1830			0
Other Projects: Please list and describe			0			0
<b>Total</b>	0	3654	3654	63510	7480	70990

Other Projects Funded by HEAP	Total Homeless Youth Funds Expended	Total Non-Homeless Youth Funds Expended	Total Accrued Interest Funds Expended	Total Funds Expended
Appliances (washer, dryer, A/C, heater, water heater, etc.)				\$0.00
Mobile Hygiene Units (shower, bathrooms, and/or laundry)				\$0.00
Mobile Health Care Service Units (physical and/or behavioral)				\$0.00
Renovations (new roof, patio covering, painting, etc.)				\$0.00
Safe Parking				\$0.00
Other Projects: Please list and describe				\$0.00
<b>Total</b>	\$0.00	\$0.00	\$0.00	\$0.00



**Services**

Project Type Funded by HEAP	Total Homeless Youth Funds Expended	Total Non-Homeless Youth Funds Expended	Total Accrued Interest Funds Expended	Total Funds Expended
Street Outreach				\$0.00
Day Shelter				\$0.00
Homelessness Prevention				\$0.00
Housing Navigation and Landlord Engagement				\$0.00
Services Only		\$45,294.00		\$45,294.00
Motel Vouchers				\$0.00
Rental Assistance (not reported in Rental Assistance/Subsidies)		\$375,000.00		\$375,000.00
Move-in Costs				\$0.00
Host Home Program (not reported in Rental Assistance/Subsidies)				\$0.00
Other (see definition)				\$0.00
<b>Total</b>	\$0.00	\$420,294.00	\$0.00	\$420,294.00

**Rental Assistance or Subsidies**

Project Type Funded by HEAP	Total Homeless Youth Funds Expended	Total Non-Homeless Youth Funds Expended	Total Accrued Interest Funds Expended	Total Funds Expended
Rental Assistance (not reported in Services)				\$0.00
Rapid Rehousing				\$0.00
Master Leasing				\$0.00
Rental Subsidies				\$0.00
Host Home Program (not reported in Services)				\$0.00
Other: please list and describe. Add a row for each project				\$0.00
<b>Total</b>	\$0.00	\$0.00	\$0.00	\$0.00

**Other Projects**

Other Projects Funded by HEAP	Total Homeless Youth Funds Expended	Total Non-Homeless Youth Funds Expended	Total Accrued Interest Funds Expended	Total Funds Expended
Other Projects: Public Defender's Office Expungement Clinic		\$28,844.97		\$28,844.97
<b>Total</b>	\$0.00	\$28,844.97	\$0.00	\$28,844.97



**Section 3: Outcomes**

Outcome data is for project types funded by **HEAP**. For the tables asking for the numbers of participants in each project or project type, one participant may be counted in more than one column.

The number in the "Total" column, however, should be of the number of unduplicated individuals as opposed to the sum of the numbers in that row.

**Capital Improvement Projects (New and Expanded) Outcomes**

	Homeless Youth HEAP Funds		Non-Homeless Youth HEAP Funds	
	Number of Days Service Provided	Number of Instances Of Service	Number of Days Service Provided	Number of Instances of Service
Mobile Hygiene Services				
Mobile Healthcare Services				
Other (please describe)				

SHORT-TERM SHELTER							
Performance Measures by Subpopulation	Chronically Homeless	Veteran	Unaccompanied Homeless Youth (18-24)	Unaccompanied Homeless Youth (Under 18)	Households (Without Children)	Households (With Children and Adults)	Total Served (Unduplicated)
Number of homeless persons served							
Number of persons at imminent risk of homelessness served							
Number of persons served with a prior living situation of "place not meant for habitation"							
Number of instances of services							
Number of persons exiting to a permanent housing destination							
Number of persons exiting to a safe exit, other than permanent housing							
Average length of stay (in days)							n/a

**EMERGENCY SHELTER**

<b>Performance Measures by Subpopulation</b>	<b>Chronically Homeless</b>	<b>Veteran</b>	<b>Unaccompanied Homeless Youth (18-24)</b>	<b>Unaccompanied Homeless Youth (Under 18)</b>	<b>Households (Without Children)</b>	<b>Households (With Children and Adults)</b>	<b>Total Served (Unduplicated)</b>
Number of homeless persons served	3	0	0	0	0	16	46
Number of persons at imminent risk of homelessness served							
Number of persons served with a prior living situation of "place not meant for habitation"							18
Number of instances of services							
Number of persons exiting to a permanent housing destination							9
Number of persons exiting to a safe exit, other than permanent housing							16
Average length of stay (in days)							n/a

**NAVIGATION CENTER**

<b>Performance Measures by Subpopulation</b>	<b>Chronically Homeless</b>	<b>Veteran</b>	<b>Unaccompanied Homeless Youth (18-24)</b>	<b>Unaccompanied Homeless Youth (Under 18)</b>	<b>Households (Without Children)</b>	<b>Households (With Children and Adults)</b>	<b>Total Served (Unduplicated)</b>
Number of homeless persons served							
Number of persons at imminent risk of homelessness served							
Number of persons served with a prior living situation of "place not meant for habitation"							
Number of instances of services							
Number of persons exiting to a permanent housing destination							
Number of persons exiting to a safe exit, other than permanent housing							
Average length of stay (in days)							n/a

**TRANSITIONAL HOUSING**

Performance Measures by Subpopulation	Chronically Homeless	Veteran	Unaccompanied Homeless Youth (18-24)	Unaccompanied Homeless Youth (Under 18)	Households (Without Children)	Households (With Children and Adults)	Total Served (Unduplicated)
Number of homeless persons served							
Number of persons at imminent risk of homelessness served							
Number of persons served with a prior living situation of "place not meant for habitation"							
Number of instances of services							
Number of persons exiting to a permanent housing destination							
Number of persons exiting to a safe exit, other than permanent housing							
Average length of stay (in days)							n/a

**PERMANENT SUPPORTIVE HOUSING**

Performance Measures by Subpopulation	Chronically Homeless	Veteran	Unaccompanied Homeless Youth (18-24)	Unaccompanied Homeless Youth (Under 18)	Households (Without Children)	Households (With Children and Adults)	Total Served (Unduplicated)
Number of homeless persons served							
Number of persons at imminent risk of homelessness served							
Number of persons served with a prior living situation of "place not meant for habitation"							
Number of instances of services							
Number of persons exiting to a permanent housing destination							
Number of persons exiting to a safe exit, other than permanent housing							
Average length of stay (in days)							n/a

**OTHER TYPES OF PERMANENT HOUSING**

Performance Measures by Subpopulation	Chronically Homeless	Veteran	Unaccompanied Homeless Youth (18-24)	Unaccompanied Homeless Youth (Under 18)	Households (Without Children)	Households (With Children and Adults)	Total Served (Unduplicated)
Number of homeless persons served							
Number of persons at imminent risk of homelessness served							
Number of persons served with a prior living situation of "place not meant for habitation"							
Number of instances of services							
Number of persons exiting to a permanent housing destination							
Average length of stay (in days)							n/a

**SAFE PARKING**

Performance Measures by Subpopulation	Chronically Homeless	Veteran	Unaccompanied Homeless Youth (18-24)	Unaccompanied Homeless Youth (Under 18)	Households (Without Children)	Households (With Children and Adults)	Total Served (Unduplicated)
Number of homeless persons served							
Number of instances of services							
Number of persons exiting to a permanent housing destination							
Number of persons exiting to a safe exit, other than permanent housing							
Average length of stay (in days)							n/a

**SERVICES OUTCOMES**

**STREET OUTREACH**

Performance Measures by Subpopulation	Chronically Homeless	Veteran	Unaccompanied Homeless Youth (18-24)	Unaccompanied Homeless Youth (Under 18)	Households (Without Children)	Households (With Children and Adults)	Total Served (Unduplicated)
Number of homeless persons served							
Number of persons at imminent risk of homelessness served							
Number of persons served with a prior living situation of "place not meant for habitation"							
Number of instances of services							
Number of persons exiting to a permanent housing destination							
Number of persons exiting to a safe exit, other than permanent housing							

**DAY SHELTER**

Performance Measures by Subpopulation	Chronically Homeless	Veteran	Unaccompanied Homeless Youth (18-24)	Unaccompanied Homeless Youth (Under 18)	Households (Without Children)	Households (With Children and Adults)	Total Served (Unduplicated)
Number of homeless persons served							
Number of persons at imminent risk of homelessness served							
Number of persons served with a prior living situation of "place not meant for habitation"							
Number of instances of services							
Number of persons exiting to a permanent housing destination							
Number of persons exiting to a safe exit, other than permanent housing							
Average length of stay (in days)							n/a

### HOMELESS PREVENTION

Performance Measures by Subpopulation	Chronically Homeless	Veteran	Unaccompanied Homeless Youth (18-24)	Unaccompanied Homeless Youth (Under 18)	Households (Without Children)	Households (With Children and Adults)	Total Served (Unduplicated)
Number of homeless persons served							
Number of persons at imminent risk of homelessness served							
Number of persons served with a prior living situation of "place not meant for habitation"							
Number of persons exiting to a permanent housing destination							
Number of persons exiting to a safe exit, other than permanent housing							
Instances of services							

### HOST HOMES

Performance Measures by Subpopulation	Chronically Homeless	Veteran	Unaccompanied Homeless Youth (18-24)	Unaccompanied Homeless Youth (Under 18)	Households (Without Children)	Households (With Children and Adults)	Total Served (Unduplicated)
Number of homeless persons served							
Number of persons at imminent risk of homelessness served							
Number of persons served with a prior living situation of "place not meant for habitation"							
Number of instances of services							
Number of persons exiting to a permanent housing destination							
Number of persons exiting to a safe exit, other than permanent housing							
Average length of stay (in days)							n/a

### HOUSING NAGIGATION-LANDLORD ENGAGEMENT

Performance Measures by Subpopulation	Chronically Homeless	Veteran	Unaccompanied Homeless Youth (18-24)	Unaccompanied Homeless Youth (Under 18)	Households (Without Children)	Households (With Children and Adults)	Total Served (Unduplicated)
Number of homeless persons served							
Number of persons at imminent risk of homelessness served							
Number of persons served with a prior living situation of "place not meant for habitation"							
Number of persons exiting to a permanent housing destination							
Number of persons exiting to a safe exit, other than permanent housing							
Instances of services							

**SERVICES ONLY**

Performance Measures by Subpopulation	Chronically Homeless	Veteran	Unaccompanied Homeless Youth (18-24)	Unaccompanied Homeless Youth (Under 18)	Households (Without Children)	Households (With Children and Adults)	Total Served (Unduplicated)
Number of homeless persons served							
Number of persons at imminent risk of homelessness served							
Number of persons served with a prior living situation of "place not meant for habitation"							
Number of persons exiting to a permanent housing destination							
Number of persons exiting to a safe exit, other than permanent housing							
Instances of services							

**OTHER: EXPUNGEMENT CLINIC**

Performance Measures by Subpopulation	Chronically Homeless	Veteran	Unaccompanied Homeless Youth (18-24)	Unaccompanied Homeless Youth (Under 18)	Households (Without Children)	Households (With Children and Adults)	Total Served (Unduplicated)
Number of homeless persons served							108
Number of persons at imminent risk of homelessness served							21
Number of persons served with a prior living situation of "place not meant for habitation"							
Number of persons exiting to a permanent housing destination							
Number of persons exiting to a safe exit, other than permanent housing							
Instances of services							765

**RENTAL ASSISTANCE OR SUBSIDIES OUTCOMES**

**RENTAL ASSISTANCE**

Performance Measures by Subpopulation	Chronically Homeless	Veteran	Unaccompanied Homeless Youth (18-24)	Unaccompanied Homeless Youth (Under 18)	Households (Without Children)	Households (With Children and Adults)	Total Served (Unduplicated)
Number of homeless persons served							
Number of persons at imminent risk of homelessness served							
Number of persons served with a prior living situation of "place not meant for habitation"							
Number of persons exiting to a permanent housing destination							
Number of persons exiting to a safe exit, other than permanent housing							
Instances of Services							
Average length of stay (in days)							n/a

**RAPID REHOUSING**

Performance Measures by Subpopulation	Chronically Homeless	Veteran	Unaccompanied Homeless Youth (18-24)	Unaccompanied Homeless Youth (Under 18)	Households (Without Children)	Households (With Children and Adults)	Total Served (Unduplicated)
Number of homeless persons served							
Number of persons at imminent risk of homelessness served							
Number of persons served with a prior living situation of "place not meant for habitation"							
Number of persons exiting to a permanent housing destination							
Number of persons exiting to a safe exit, other than permanent housing							
Instances of Services							
Average length of stay (in days)							n/a

**MASTER LEASING**

Performance Measures by Subpopulation	Chronically Homeless	Veteran	Unaccompanied Homeless Youth (18-24)	Unaccompanied Homeless Youth (Under 18)	Households (Without Children)	Households (With Children and Adults)	Total Served (Unduplicated)
Number of homeless persons served							
Number of persons at imminent risk of homelessness served							
Number of persons served with a prior living situation of "place not meant for habitation"							
Number of persons exiting to a permanent housing destination							
Number of persons exiting to a safe exit, other than permanent housing							
Instances of Services							
Average length of stay (in days)							n/a

**MOTEL VOUCHERS**

Performance Measures by Subpopulation	Chronically Homeless	Veteran	Unaccompanied Homeless Youth (18-24)	Unaccompanied Homeless Youth (Under 18)	Households (Without Children)	Households (With Children and Adults)	Total Served (Unduplicated)
Number of homeless persons served							
Number of persons at imminent risk of homelessness served							
Number of persons served with a prior living situation of "place not meant for habitation"							
Number of persons exiting to a permanent housing destination							
Number of persons exiting to a safe exit, other than permanent housing							
Instances of Services							
Average length of stay (in days)							n/a



**RENTAL SUBSIDIES**

Performance Measures by Subpopulation	Chronically Homeless	Veteran	Unaccompanied Homeless Youth (18-24)	Unaccompanied Homeless Youth (Under 18)	Households (Without Children)	Households (With Children and Adults)	Total Served (Unduplicated)
Number of homeless persons served							
Number of persons at imminent risk of homelessness served							
Number of persons served with a prior living situation of "place not meant for habitation"							
Number of persons exiting to a permanent housing destination							
Number of persons exiting to a safe exit, other than permanent housing							
Instances of Services							
Average length of stay (in days)							n/a

**HOST HOMES**

Performance Measures by Subpopulation	Chronically Homeless	Veteran	Unaccompanied Homeless Youth (18-24)	Unaccompanied Homeless Youth (Under 18)	Households (Without Children)	Households (With Children and Adults)	Total Served (Unduplicated)
Number of homeless persons served							
Number of persons at imminent risk of homelessness served							
Number of persons served with a prior living situation of "place not meant for habitation"							
Number of Instances of Services							
Number of persons exiting to a permanent housing destination							
Number of persons exiting to a safe exit, other than permanent housing							
Average length of stay (in days)							n/a

**OTHER: PLEASE LIST TYPE**

Performance Measures by Subpopulation	Chronically Homeless	Veteran	Unaccompanied Homeless Youth (18-24)	Unaccompanied Homeless Youth (Under 18)	Households (Without Children)	Households (With Children and Adults)	Total Served (Unduplicated)
Number of homeless persons served							
Number of persons at imminent risk of homelessness served							
Number of persons served with a prior living situation of "place not meant for habitation"							
Number of persons exiting to a permanent housing destination							
Number of persons exiting to a safe exit, other than permanent housing							
Instances of Services							
Average length of stay (in days)							n/a



**Section 4: Demographics**

Fill in the tables below with the number of individuals served due to HEAP funds by the racial and ethnic categories listed below. One participant may be counted in any of the racial categories and may also be counted separately in the Hispanic/Latino ethnicity column.

**Age**

Project Type/Age	12 and under	Ages 13-17	Ages 18-24	Ages 25-34	Ages 35-44	Ages 45-54	Ages 55-61	Ages 62+	Doesn't Know/ Refused to Answer
Night by Night Shelter									
Emergency Shelter	20	4	1	11	7	2	1	0	0
Navigation Center									
Transitional Housing									
Permanent Supportive Housing									
Other Types of Permanent Housing									
Safe Parking									
Street Outreach									
Day Shelter									
Homelessness Prevention									
Housing Navigation/Landlord Engagement									
Services Only									
Other: Expungement Clinic	0	0	9	28	30	33	23	4	2
Rental Assistance and Subsidies									

**Gender**

Project Type/Gender	Male	Female	Trans Female (M to F)	Trans Male (F to M)	Gender Non-Conforming (not exclusively M or F)	Doesn't know/ Refused to Answer
Night by Night Shelter						
Emergency Shelter	17	29	0	0	0	0
Navigation Center						
Transitional Housing						
Permanent Supportive Housing						
Other Types of Permanent Housing						
Safe Parking						
Street Outreach						
Day Shelter						
Homelessness Prevention						
Housing Navigation/Landlord Engagement						
Services Only						
Other: Expungement Clinic	94	35	0	0	0	0
Rental Assistance and Subsidies						

**Race**

Project Type/Race	White	Black or African American	Asian	American Indian or Alaska Native	Native Hawaiian or Other Pacific Islander	Multiple Races	Doesn't Know/ Refused to Answer
Night by Night Shelter							
Emergency Shelter	9	26	3	0	0	7	1
Navigation Center							
Transitional Housing							
Permanent Supportive Housing							
Other Types of Permanent Housing							
Safe Parking							
Street Outreach							
Day Shelter							
Homelessness Prevention							
Housing Navigation/Landlord Engagement							
Services Only							
Other: Expungement Clinic	64	44	0	0	2	0	19
Rental Assistance and Subsidies							

**Ethnicity**

Project Type/Ethnicity	Non-Hispanic/Non-Latino	Hispanic/Latino	Doesn't Know/ Refused to Answer
Short-Term Shelter			
Emergency Shelter	41	4	1
Navigation Center			
Transitional Housing			
Permanent Supportive Housing			
Other Types of Permanent Housing			
Safe Parking			
Street Outreach			
Day Shelter			
Homelessness Prevention			
Housing Navigation/Landlord Engagement			
Services Only			
Other: Expungement Clinic	108	15	6
Rental Assistance and Subsidies			



## Section 5: Qualitative Assessment

### **1. Describe how HEAP funds have contributed to your Continuum of Care making progress towards local homeless goals (e.g. additional services provided, capacity created, systems building, investments made, lower waitlists, etc.)**

The CoC, City of Sacramento and Sacramento County collaborated on development and implementation of HEAP funded programs. The programs developed were intentionally designed to fill critical gaps and to enhance movement through existing programs. The City and CoC focused on two core components with HEAP investments: shelter and re-housing. Shelters funded served both to expand capacity and to pilot new system changes that the City, County and CoC are folding into all shelter programs (low barrier entry via outreach, intensive wrap around services, and focus on re-housing). Similarly, the re-housing programs created through HEAP both expand housing options for people experiencing homelessness, but also allow flexible funds to make existing housing programs (CoC funded and others) more flexible and efficient, by paying landlord incentives, creating damage funds, and funding housing location experts.

The HEAP funds have expanded the County funded Emergency Family Shelter Capacity by a total of 7 family units per night which increased the total capacity from 33 families nightly to 40. The HEAP funds have also allowed to begin the expansion of the County funded Scattered Site shelter services for single adults from 75 beds to 115. The expansion for shelter capacity for singles and families ensures this continuum can provide more shelter to some of the most vulnerable in the Sacramento Continuum. Additionally, through the use of HEAP funds the expansion will provide more intensive case management and housing services by expanding the Flexible Housing Pool. This expansion provides case management and housing assistance that includes property related services and limited term subsidies to persons experiencing homelessness who have faced multiple challenges in securing and maintaining stable housing. This will seek to provide these services to over 600 persons within the funding timeline.

### **2. Describe how HEAP funds have contributed to your Continuum of Care making progress towards local youth homelessness goals (e.g. additional services provided, capacity created, systems building, investments made, lower waitlist, etc.)**

As with the general HEAP funds, the City of Sacramento, CoC and County collaborated to develop strategies for HEAP youth investments. Prior to the application to the State, the City, CoC and County invited ideas from youth serving partners, who know best the gaps in services for youth experiencing homelessness in Sacramento. We aimed to touch both crisis services and re-housing through HEAP and also took the opportunity to pilot a new approach. In partnership with youth partners, HEAP has allowed the creation of 12 new shelter beds for youth, allowed Sacramento to pilot a new "host homes" program and expanded re-housing services and funding for youth both directly from the streets and from shelters. The HEAP funds have expanded the County funded Emergency Family Shelter Capacity by a total of 7 family units per night which increased the total capacity from 33 families nightly to 40.

**3. Describe the alignment between HEAP-funded activities and "Housing First" principles (as defined in Welfare and Institutions Code section 8255).**

HEAP-funded activities incorporate housing first practices as a fundamental part of the service. Examples of how housing first is incorporated include:

- All of the investments made by the City of Sacramento under HEAP comply with Housing First principles both in their approach to access, but also in terms of how they deliver services. One of the critical components of HEAP (and CESH) was allowing the City, County, and CoC to invest in shelters both monetarily and with increased technical assistance. We have developed shelter standards to be applied to all HEAP funded shelters and consistent and transparent reporting requirements that ensure that all shelters are serving people directly from the streets based on vulnerability and working to connect them with all necessary services and housing.
- For the Family shelter system, DHA operates a bed reservation system based on family vulnerability. Families with the most significant issues and vulnerability are prioritized for sheltering services. In the past two years, housing first practices include allowing family pets into the shelter.
- The scattered site sheltering program of the County also specifically targets vulnerable unsheltered persons or households, as well as individuals living in encampments who have not engaged in traditional shelters because of barriers. Operating within in a single family home, the scattered site model allows pets, partners, and possessions into the shelter, facilitating acceptance and placement into services.
- Recently, the City and County collaborated on two of the largest single shelters in the River District to improve housing first practices, including low barrier entry and housing focused services. For the first time, the City and County used the same shelter standards to clarify the approach. Working with TAC, we have recently held stakeholder input sessions (funders, providers and consumers) to improve and build acceptance. Also key is the population focus on the surrounding neighborhood in the River District of unsheltered persons with engagement and invitation of person who have significant barriers to housing stability. Based on an RFP solicitation, these shelters have new operators and the City/County will continue engagement as these shelters transform.
- The Flexible Housing Pool will offer re-housing services and case management to persons referred from Adult Protective Services, Jail diversion pilot, outreach programs, and shelters. Referral partners are encouraged to refer the highest barrier households. Both types of service providers - intensive case management and property related services - work with the participants no matter their challenges until a stable housing situation is attained. Case managers from provider organizations have received a multi-month training in best practices, including trauma informed care and housing first. Staff are closely monitoring data and have committed to regular reporting to tell the community the benefits of low barrier, housing first oriented programs.

**4. Please provide any additional feedback on the impact of HEAP funds that you would like to share with the Homeless Coordinating and Financing Council. (Optional)**

We appreciate the flexibility of the HEAP funds and HCFC staff guidance and support.

**ADDITIONAL COMMENTS:**

**Submission Certification**

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

Signature: Ya-yin Isle

Date: 12/26/2019

Name & Title: Ya-yin Isle, Chief Strategic Initiatives Officer