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Ending Homelessness. Starting Fresh.

## System Performance Committee (SPC) Meeting Agenda

Thursday, February 3, 2022 || 9:00 AM – 11:00 AM

[Zoom Meeting](#) | Meeting ID: 898 1609 0239 | Passcode: 311847

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Agenda Item	Presenter(s):	Time	Item Type
<b>I. Welcome &amp; Introductions: REQC Liaisons</b>	Lisa Bates & Stefan Heisler (Co-Chairs)	9:00 AM (5 minutes)	Information
<b>II. Approval of 12/9/21 Meeting Minutes</b>	Stefan Heisler	9:05 AM (5 minutes)	Action
<b>III. Announcements (Upcoming Events &amp; Recent Actions)</b>	SPC Co-Chairs, SPC Members, Guests	9:10 AM (5 minutes)	Information
<b>IV. 2022 SPC Work Plan</b>	Stefan Heisler	9:15 AM (15 minutes)	Action
<b>V. HUD Mandated Data Reports Overview</b>	Rolf Davidson, SSF Program Director Tina Wilton, SSF HMIS Manager	9:30 AM (20 minutes)	Information
<b>VI. 2022 Gaps Analysis &amp; HHAP Action Plan</b>	Scott Clark, SSF Data Analytics Manager, Ya-yin Isle, Chief Strategic Initiatives Officer	9:50 AM (60 minutes)	Information & Discussion
<b>VII. Community Updates on Issues Impacting System Performance</b>	SPC Members	10:50 AM (10 minutes)	Information & Discussion
<b>VIII. Meeting Adjourned</b>			

### Next SPC Meeting: Thursday, March 3 from 9:00am to 11:00am

If you have any questions or would like more information about this meeting, contact Scott Clark, Data Analytics Manager with Sacramento Steps Forward at [sclark@sacstepsforward.org](mailto:sclark@sacstepsforward.org).



## **II. Approval of 12/9/21 Meeting Minutes**



## System Performance Committee (SPC) Meeting Minutes

Thursday, Dec. 9th, 2021 || 9:00 AM – 11:00 AM

[Recording of Zoom Meeting.](#) The chat is below the minutes.

### Attendance:

Member	Area of Representation	Present
Alexis Bernard	Mental Health Service Organizations	Yes
Amani Sawires Rapaski	Substance Abuse & Housing Programs	Yes
Avery Holland	Service Provider	No
Cheyenne Caraway	Housing Authority	Yes
Danielle Foster	Local Government	Yes
Dawn Basciano	State Government	Yes
Emily Halcon	Local Government	Yes
Erin Johansen	Mental Health	Yes
Gina Roberson	Domestic Violence	Yes
John Kraintz	Lived Experience	No
Lisa Bates, Co-Chair	Lead Agency	Yes
Lorraine Wilkins	Education & Service Provider	No
Mike Jaske	Faith Community Advocate	Yes
Monica Rocha-Wyatt	Mental Health	Yes

If you have any questions or would like more information about this meeting, contact Scott Clark with Sacramento Steps Forward at [sclark@sacstepsforward.org](mailto:sclark@sacstepsforward.org).

Rebecca Sterling	Service Provider	Yes
Sanford Robinson	Veterans	Yes
Sher Singh	Business	Yes
Stefan Heisler, Co-Chair	City of Rancho Cordova	Yes
Tahirh Kraft	Service Provider	Yes

SSF Staff	SSF Title
Christina Heredia	Referral Specialist
Connie Morales	CoC Coordinator
Lisa Bates	Chief Executive Officer
Man Tsui	Data Analyst
Michelle Watts	Chief Planning Officer
Michelle Charlton	CoC Coordinator
Peter Bell	CE Manager
Scott Clark	Data Analytics Manager

### Racial Equity Committee Member Liaison

April Marie Dawson

### Guests

Alondra Neira, Joseph Smith, and Neil Kurtz.

Agenda Item	Presenter(s):	Time	Item Type
<b>I. Welcome &amp; Approval of 10/28/21 Meeting Minutes</b>	Lisa Bates & Stefan Heisler (Co-Chairs)	9:00 AM (5 minutes)	Information & Action
<p>Stefan called the meeting to order around 9:05 AM. Attendance of 20 participants</p> <p>Motioned for approval of 10/28/21 minutes: 1<sup>st</sup> - Lisa Bates, 2<sup>nd</sup> - Alexis Bernard</p> <p>Motion approved.</p>			
<b>II. Announcements (Upcoming Events &amp; Recent Actions)</b>	SPC Co-Chairs, SPC Members, Guests	9:05 AM (5 minutes)	Information
<p><b>SPC Co-Chairs:</b> None.</p> <p><b>SPC Members:</b></p> <ul style="list-style-type: none"> <li>Danielle Foster shared details about the <a href="#">Homeless Hire Tax Credit</a>. The State email address for questions is <a href="mailto:FTBHHTC@ftb.ca.gov">FTBHHTC@ftb.ca.gov</a></li> </ul> <p><b>SSF:</b></p> <ul style="list-style-type: none"> <li><b>Action Item:</b> SSF Staff to send out the 2/3/22 SPC meeting calendar invite and Zoom details. <b>Completed.</b></li> </ul> <p><b>Guests:</b> None.</p>			
<b>III. Coordinated Access &amp; Flow Proposal: Phase 1 &amp; Phase 2</b>	Michele Watts, SSF Chief Planning Officer, Peter Bell, Coordinated Entry Manager	9:10 AM (40 minutes)	Information & Discussion
<p>Michele shared an overview on this agenda item. Peter shared a <a href="#">presentation</a> that included details about an operational definition of ending Homelessness “Functional Zero”, key recommendations, challenges and opportunity, vision and values, proposed system improvements, collaborative development and improvement, roadmap, Focus Area 1 with a visual graphic, access points defined, Coordinated Access: Crisis Resources, and the project timeline. Questions were asked during the meeting. Please see the recording and chat for more details.</p>			

<b>IV. SPC Terms Extension</b>	Michele Watts	9:50 AM (5 minutes)	Discussion
<p>Michele shared details about the SPC terms extension, the timeline of terms, efforts to confirm interest and capacity of SPC members as terms approach expiration, and the 12/8/21 CoC Board memo (which was approved by the CoC Board) was shared to provide additional context.</p>			
<b>V. Bezos Day 1 Family Fund Overview</b>	Lisa Bates	9:55 AM (10 minutes)	Information
<p>Lisa discussed the <a href="#">Bezos Day 1 Families Fund Grant</a> award that included details about the funding, plans to create a leadership structure, the process on how people can apply for resources, how to collect data and inform us on how to best assist family homelessness, working with public and private partners with a system level response, and additional details on next steps. Please see the recording and chat for more details.</p>			
<b>VI. Community Updates on Issues Impacting System Performance</b>	SPC Members	10:05 AM (10 minutes)	Information & Discussion
<p>Stefan shared the purpose of this agenda item as an “open space” for members and SSF Staff to share/discuss issues impacting system performance:</p> <ul style="list-style-type: none"> <li>• Danielle Foster asked to revisit the Release of Information and partners involvement</li> <li>• Mike Jaske asked about data from the City and County Rental Assistance Program</li> <li>• Tahirh Kraft mentioned Pathways closing, CalAims efforts/next steps, and additional concerns with HMIS.</li> <li>• Michele Watts shared the 2022 Unsheltered PIT Count dates (Wed, Jan 26 - 27) and additional details about volunteer recruitment. She asked SPC members if they would spread the word.</li> </ul> <p>Please see the recording for more details.</p>			
<p><b>VII. Meeting Adjourned at 10:29 AM. Attendance of 22 participants. Next SPC Meeting: Thursday, February 3rd, 2022 from 9:00am - 11:00am</b></p>			

## SPC Meeting Chat

08:59:36 From Michelle Charlton (She/Her) SSF, CoC Coordinator to Everyone:  
Welcome! Here are today's meeting materials:

<https://sacramentostepsforward.org/wp-content/uploads/2021/12/12.9.21-SPC-Meeting-Materials-1.pdf>

09:00:05 From Christina H. SSF Referral Specialist to Everyone:  
Good morning everyone! I apologize I was having technical difficulties.

09:00:05 From Monica Rocha-Wyatt to Everyone:  
brb...coffee

09:00:44 From Christina H. SSF Referral Specialist to Everyone:  
I'm right behind you Monica...

09:03:42 From Monica Rocha-Wyatt to Everyone:  
back

09:05:06 From Christina H. SSF Referral Specialist to Everyone:  
back

09:08:12 From Michelle Charlton (She/Her) SSF, CoC Coordinator to Everyone:  
**Approval of 10/28/21 Meeting Minutes:**

09:08:19 From Erin Johansen to Everyone:  
yes

09:08:20 From Monica Rocha-Wyatt to Everyone:  
aye

09:08:20 From Lisa Bates (She/Her) - SSF to Everyone:  
aye

09:08:20 From Danielle Foster to Everyone:  
Aye

09:08:20 From Emily Halcon to Everyone:  
abstain (I was absent)



09:08:21 From Rebecca Sterling to Everyone:  
Aye

09:08:23 From Alexis Bernard (she/her), Turning Point Community Programs to Everyone:  
yes

09:08:23 From Stefan Heisler to Everyone:  
yes

09:08:24 From Sanford Robinson Nations Finest to Everyone:  
Yes

09:08:24 From Cheyenne Caraway to Everyone:  
yes

09:08:25 From Sher Singh she/her/hers to Everyone:  
yes

09:08:26 From Dawn Basciano to Everyone:  
Yes

09:08:35 From Mike Jaske to Everyone:  
yes

09:08:39 From Christina H. SSF Referral Specialist to Everyone:  
yes

09:09:11 From Danielle Foster to Everyone:  
Thanks!!

09:09:35 From Emily Halcon to Everyone:  
Michelle, will you send an outlook meeting for 2/3?

09:10:06 From Christina H. SSF Referral Specialist to Everyone:  
brb

09:11:55 From Michelle Charlton (She/Her) SSF, CoC Coordinator to Everyone:  
Will do Emily after our meeting today 😊

09:27:35 From Monica Rocha-Wyatt to Everyone:  
brb

09:32:30 From Emily Halcon to Everyone:  
How can the staff hiring being simultaneous to hiring/training staff? What will they be trained on if the system isn't designed?

09:33:15 From Emily Halcon to Everyone:  
Sorry, meant simultaneous to design of the system?

09:34:23 From Alexis Bernard (she/her), Turning Point Community Programs to Everyone:  
I'm a bit confused as I don't see how this is significantly different than what we currently have in place.

09:34:52 From Erin Johansen to Everyone:  
Staffing is really hard currently so the earlier they start to recruit the more likely they will be ready to start.

09:35:03 From Emily Halcon to Everyone:  
I think I meant less about the 211 operations, but what if the design/community input doesn't result in 211 being the main "entry" door?

09:35:16 From Alexis Bernard (she/her), Turning Point Community Programs to Everyone:  
Is the difference - that the shelter beds will be managed by 211?

09:37:04 From Dawn Basciano to Everyone:  
How are we coordinating efforts with the city and county to ensure we are not duplicating services, outreach etc?

09:39:34 From Neil Kurtz to Everyone:  
This is good start, we need more transparency and understanding of sheltering and housing programs.

09:39:38 From Christina H. SSF Referral Specialist to Everyone:  
I agree Peter. Unless someone has actually walked the walk it would be difficult to understand.

09:43:56 From Emily Halcon to Everyone:

Sorry, I didn't say (or mean to say) there wasn't community input yet. I was responding to Peter's slide that suggested design work, which I interpreted to not be "are we doing this" but HOW are we doing this?

09:46:36 From Sher Singh she/her/hers to Everyone:

I agree with Neil - I am in Boulevard Park on the association board. There are lots of concerns about the unhoused people and understanding what is being done.

09:49:40 From Alondra Neira Homeless Assistance Program Planner to Everyone:

With the ongoing integration into HMIS for all the current programs and integration for all city, county, etc., what is SSF doing to support HMIS training and integration for all providers that would begin or expand HMIS (program creation in HMIS, training on reporting and HMIS data extraction, direct staff training, etc.)

09:54:18 From Emily Halcon to Everyone:

The County is very involved in this

10:01:02 From Man Tsui to Everyone:



10:06:28 From Tahirih Kraft to Everyone:

Thanks for reinforcing the need for training and growth in HMIS

10:07:01 From Danielle Foster to Everyone:

211 has multi-lingual capacity, correct?

10:09:04 From Danielle Foster to Everyone:

Might be worth looking at their cultural competency as part of the training of 211 expansion

10:09:19 From Michelle Charlton (She/Her) SSF, CoC Coordinator to Everyone:

Review the memo about the SPC Terms Extension on page 64:

<https://sacramentostepsforward.org/wp-content/uploads/2021/12/12.8.21-CoC-Board-Materials.pdf>

10:09:28 From Peter Bell (he/him) to Everyone:

Thank you all for your thoughtful contributions and participation in today's conversation.

10:09:33 From Danielle Foster to Everyone:

Thanks Peter!

10:10:34 From Monica Rocha-Wyatt to Everyone:  
can't get rid of me that easy

10:12:32 From Michelle Charlton (She/Her) SSF, CoC Coordinator to Everyone:  
Details about the Bezos Day 1 Families Fund Grant:  
<https://sacramentostepsforward.org/ssf-awarded-5-million-by-bezos-day-1-family-fund-grant/>

10:14:05 From Monica Rocha-Wyatt to Everyone:  
can funds be used for bricks and sticks?

10:22:37 From Danielle Foster to Everyone:  
The reports on how the SERA funding is being used can be found on this website, at the bottom:

10:22:40 From Danielle Foster to Everyone:  
<https://www.shra.org/sera/>

10:22:53 From Danielle Foster to Everyone:  
Good question on next steps, Mike

10:23:57 From Cheyenne Caraway to Everyone:  
Thanks Danielle!

10:24:07 From Man Tsui to Everyone:  
Thank you Danielle!

## **IV. 2022 SPC Work Plan**

# System Performance Committee 2022 Draft Workplan



Month	Activities
January 2022	<ul style="list-style-type: none"> <li>Meeting rescheduled to February due to PIT conflict</li> </ul>
February 2022	<ul style="list-style-type: none"> <li>2022 Workplan development</li> <li>HHAP-3 Action Plan discussion</li> <li>Gaps Analysis planning</li> <li>HUD-mandated data reports review</li> </ul>
March 2022 #1	<ul style="list-style-type: none"> <li>HHAP-3 Action Plan planning</li> <li>Gaps Analysis planning</li> <li>2022 data overview</li> </ul>
March 2022 #2	<ul style="list-style-type: none"> <li>HHAP-3 Action Plan planning</li> <li>Gaps Analysis planning</li> <li>2021 HIC review</li> </ul>
April 2022	<ul style="list-style-type: none"> <li>Annual meeting for HHAP-3 Action Plan</li> <li>Gaps Analysis development</li> <li>System Performance Measure deep dive (measure TBD)</li> <li>Racial Equity Committee / Action Plan check-in</li> </ul>
May 2022	<ul style="list-style-type: none"> <li>Gaps Analysis components to be used in HHAP action plan finalized</li> <li>Shelter Utilization dashboard review</li> <li>2022 PIT review</li> </ul>
June 2022	<ul style="list-style-type: none"> <li>Gaps Analysis work continues</li> <li>Local Performance Targets review</li> <li>System Performance Measure deep dive (measure TBD)</li> </ul>

<b>July 2022</b>	<ul style="list-style-type: none"> <li>• Gaps Analysis work continues</li> <li>• Review initial CoC application relative to systems performance and planning activities (tentative based on timing of NOFA release)</li> </ul>
<b>August 2022 (tentative)</b>	<ul style="list-style-type: none"> <li>• CoC NOFA system related narrative sections review (tentative based on timing of NOFA release)</li> <li>• If meeting not held, may ask for email feedback on NOFA</li> </ul>
<b>September 2022</b>	<ul style="list-style-type: none"> <li>• CoC NOFA system related narrative sections review (if August meeting not held)</li> <li>• Local Performance Targets discussion with PRC</li> <li>• Gaps Analysis final draft presentation</li> </ul>
<b>October 2022</b>	<ul style="list-style-type: none"> <li>• Gaps Analysis finalized</li> <li>• 2022 HIC review</li> </ul>
<b>November 2022</b>	<ul style="list-style-type: none"> <li>• No meeting due to Thanksgiving conflict</li> </ul>
<b>December 2022</b>	<ul style="list-style-type: none"> <li>• Meet first week due to holiday conflict</li> <li>• Funding priorities for next NOFA</li> <li>• 2023 Workplan development</li> </ul>

## **V. HUD Mandated Data Reports Overview**





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## HUD DATA REPORTS

### **Housing Inventory Count**

Due: End of April  
Required by: HUD  
Data Source: Individual Agencies Self Report in HMIS  
SSF Department: HMIS

**Description:** The Housing Inventory Count tallies the number of beds and units available on the night designated for the count by program type, and includes beds dedicated to serve persons who were homeless as well as persons in Permanent Supportive Housing (PSH).

#### **How does the requestor use this data?**

HUD uses this report to understand the amount of shelter beds and units available by tabulating the total available in a single night annually.

#### **How does the CoC and SSF use the data?**

We use the data as part of the gaps analysis and to produce visualizations for the CoC and community.



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## HUD DATA REPORTS

### **Point in Time Count**

Due: End of April  
Required by: HUD  
Data Source: HMIS Enrollment Data  
SSF Department: HMIS

**Description:** The Point-in-Time count is a count of sheltered and unsheltered people experiencing homelessness on a single night in January. HUD requires that the continuance of care conduct an annual count of people experiencing homelessness who are sheltered in emergency shelter, traditional housing, and safe havens on a single night.

### **How does the requestor use this data?**

HUD uses this report to compare the utilization of shelter beds and units relative to the amounts reported in the HIC.

### **How does the CoC and SSF use the data?**

PIT data is referenced in many materials and analyses and is currently used as the closest estimate we have for overall homelessness in Sacramento County on a given day.



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## HUD DATA REPORTS

### **Unsheltered Point in Time Count**

Due: Biennially at the end of January  
Required by: HUD  
Data Source: Physical observation of unsheltered individuals  
SSF Department: HMIS

**Description:** HUD requires Continuums of Care (CoC) to conduct a physical count of unsheltered people experiencing homelessness every other year (odd numbered years).

#### **How does the requestor use this data?**

HUD uses this data to attempt to quantify the number of unsheltered individuals residing in the CoC on a given night.

#### **How does the CoC and SSF use the data?**

PIT data is referenced in many materials and analyses and is currently used as the closest estimate we have for overall homelessness in Sacramento County on a given day.



## **System Performance Measures**

Due: 2/28/22  
Required by: HUD  
Data Source: HMIS Data  
SSF Department: HMIS

**Description:** System Performance Measures are a set of 7 performance indicators introduced by the 2009 HEARTH Act amendment to the McKinney-Vento Homeless Assistance Act. The HEARTH Act emphasizes viewing the local homeless response as a coordinated system of assistance options rather than as programs and funding sources that operate independently. To facilitate this perspective, the HEARTH Act requires communities to measure their performance as a coordinated system by the below measures in addition to the project-level analysis which was already required.

The measures that are included in this are as follows:

Measure 1: Length of Time Persons Remain Homeless

Measure 2: The Extent to Which Persons Who Exit Homelessness Return to Homelessness

Measure 3: Number of Homeless Persons

Measure 4: Employment & Income Growth for Homeless Persons in CoC Program-funded Projects

Measure 5: Number of Persons who Become Homeless for the First Time

Measure 6: Homelessness Prevention and Housing Placement of Persons Defined by Category 3 of HUD's Homeless Definition in CoC Program-funded Projects

Measure 7: Successful Placement from Street Outreach and Successful Placement in Retention of Permanent Housing

### **How does the requestor use this data?**

HUD uses the data contained in the SPM report to gauge the efficacy of the CoC's Homeless Response System as a whole.

### **How does the CoC and SSF use the data?**



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## **HUD DATA REPORTS**

The System Performance Committee reviews the SPMs for Sacramento, as well as the data from the country as a whole and comparable communities. The data is used for visualizations and for strategic planning.



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## HUD DATA REPORTS

### **Consolidated Annual Performance Evaluation Report**

Due: End of February

Required by: HUD

Data Source: HMIS Data

SSF Department: HMIS

**Description:** Grantees report on accomplishments and progress toward Consolidated Plan goals in the Consolidated Annual Performance and Evaluation Report (CAPER).

#### **How does the requestor use this data?**

To assess progress toward Consolidated Plan goals.

#### **How does the CoC and SSF use the data?**

To assess progress toward Consolidated Plan goals.



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## HUD DATA REPORTS

### **Longitudinal System Analysis**

Due: Mid-February  
Required by: HUD  
Data Source: HMIS Data  
SSF Department: HMIS

**Description:** The Longitudinal Systems Analysis (LSA) report, produced from a CoC's Homelessness Management Information System (HMIS) and submitted annually to HUD via the HDX 2.0, provides HUD and Continuums of Care (CoCs) with critical information about how people experiencing homelessness use their system of care.

#### **How does the requestor use this data?**

The LSA is used to gauge how individuals experiencing homelessness interact with the local CoC Homelessness System.

#### **How does the CoC and SSF use the data?**

LSA data is used to produce HUD's Stella-P visualization model, which we review and incorporate in strategic planning and data presentations.



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## HUD DATA REPORTS

### **California Homeless Data Integration System**

Due: Feb 10 / May 10 / Aug 10 / Nov 10

Required by: State of California

Data Source: HMIS Data

SSF Department: Data Analytics

**Description:** HDIS compiles and processes data from all 44 California Continuums of Care (CoC)—regional homelessness service coordination and planning bodies—into a statewide data warehouse. Each CoC collects data about the people it serves through its programs, such as homelessness prevention services, street outreach services, permanent housing interventions and a range of other strategies aligned with California’s Housing First objectives.

#### **How does the requestor use this data?**

The state of California seeks to consolidate the information from all 44 CoC HMIS systems to draw broad conclusions about homelessness in California.

#### **How does the CoC and SSF use the data?**

The HDIS dashboard is available for the public to review.

### **Annual Performance Report**

Due: End of April

Required by: HUD

Data Source: HMIS Data

SSF Department: HMIS/Contracts





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## HUD DATA REPORTS

**Description:** Recipients with HUD funding received through CoC homeless assistance grants (e.g., Supportive Housing Program, Shelter Plus Care, Section 8 Moderate Rehabilitation Single Room Occupancy Program, CoC Program) are required to submit an Annual Performance Report (APR) electronically to HUD every operating year. Data collection for the APR is aligned with the most recent version of the Homeless Management Information System (HMIS) Data Standards.

### **How does the requestor use this data?**

The APR report is used to analyze how providers use their funding to address homelessness.

### **How does the CoC? and SSF use this data?**

The CoC uses this data as part of the annual NOFO competition to evaluate the effectiveness of the HUD funded programs.

# **VI. 2022 Gaps Analysis & HHAP Action Plan**



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## **HHAP-3 Application Process Requirements**

### **Local Homelessness Action Plan**

Per Health and Safety Code Section 50220.7 (b)(3)(A), the local homelessness action plan that is required to be submitted with the HHAP Round 3 application must include all of the following:

1. A local landscape analysis that assesses the current number of people experiencing homelessness and existing programs and funding which address homelessness within the jurisdiction, utilizing any relevant and available data from the Homeless Data Integration System, the United States Department of Housing and Urban Development's homeless point-in-time count, continuum of care housing inventory count, longitudinal systems analysis, and Stella tools, as well as any recently conducted local needs assessments;
2. Identification of the number of individuals and families served, including demographic information and intervention types provided, and demographic subpopulations that are underserved relative to their proportion of individuals experiencing homelessness in the jurisdiction; and
3. Identification of all funds, including state, federal and local funds, currently being used, and budgeted to be used, to provide housing and homelessness-related services to persons experiencing homelessness or at imminent risk of homelessness, how this funding serves subpopulations, and what intervention types are funded through these resources.

### **Outcome goals**

Per Health and Safety Code Section 50220.7 (b)(3)(C)(i), applicants must provide goals for preventing and reducing homelessness from July 1, 2021, through June 30, 2024, informed by findings from the local landscape analysis and the jurisdiction's base system performance measure from

2020 calendar year data in HDIS. The outcome goals must set definitive metrics, based on the United States Department of Housing and Urban Development's system performance measures, for achieving the following:

1. Reducing the number of persons experiencing homelessness;
2. Reducing the number of persons who become homeless for the first time;
3. Increasing the number of people exiting homelessness into permanent housing;
4. Reducing the length of time persons remain homeless;
5. Reducing the number of persons who return to homelessness after exiting homelessness to permanent housing;
6. Increasing successful placements from street outreach; and
7. Homeless Management Information System trackable data goals related to the outcome goals listed above as they apply to underserved populations and populations disproportionately impacted by homelessness.

**Application Narrative**

Per Health and Safety Code Section 50220.7 (b)(3)(B), applicants are also required to include an application narrative in the HHAP Round 3 application that includes all the following:

1. An outline of proposed uses of funds requested and an explanation of how the proposed use of funds will complement existing local, state, and federal funds and equitably close the gaps identified in the local homelessness action plan for demographic subpopulations that are underserved;
2. Evidence of connection with the local homeless Coordinated Entry System;
3. An agreement to participate in a statewide Homeless Data Integration System, and to enter individuals served by this funding into the local Homeless Management Information System, in accordance with local protocols;
4. A demonstration of how the jurisdiction has coordinated, and will continue to coordinate, with other jurisdictions, including the specific role of each applicant in relation to other applicants in the region;

5. A demonstration of the applicant's partnership with, or plans to use funding to increase partnership with, local health, behavioral health, social services, and justice entities and with people with lived experiences of homelessness;
6. A description of specific actions the applicant will take to ensure racial and gender equity in service delivery, housing placements, and housing retention and changes to procurement or other means of affirming racial and ethnic groups that are overrepresented among residents experiencing homelessness have equitable access to housing and services;
7. A description of how the applicant will make progress in preventing exits to homelessness from institutional settings, including plans to leverage funding from mainstream systems for evidence-based housing and housing-based solutions to homelessness;
8. Specific and quantifiable systems improvements that the applicant will take to improve the delivery of housing and services to people experiencing homelessness or at risk of homelessness, including, but not limited to:
  - a. Capacity building and workforce development for service providers within the jurisdiction, including removing barriers to contracting with culturally specific service providers and building the capacity of providers to administer culturally specific services;
  - b. Strengthening the data quality of the recipient's Homeless Management Information System;
  - c. Increasing capacity for pooling and aligning housing and services funding from existing, mainstream, and new funding;
  - d. Improving homeless point-in-time counts; and
  - e. Improving and strengthening coordinated entry systems to eliminate racial bias, to create a youth-specific coordinated entry system or youth-specific coordinated entry access points, or to improve the coordinated entry assessment tool to ensure that it contemplates the specific needs of youth experiencing homelessness.

9. Plans shall include strategies to meet identified outcome goals, which are described in the following section.