

# Instructions – HEAP Funding Request

## Overview

The Homeless Emergency Aid Program (HEAP) Funding Request is the document Contractor's use to request HEAP funds. The Contractor provides explanations for the amount of the request, the reason for the request, and how the funding will be used (expenditure and numbers served by Activity). The Contractor also includes explanations if the amount requested is more or less than the quarterly amount (12.5% or 1/8 of the Contract Amount) and/or if the request is early.

Each HEAP Contractor is required to submit the HEAP Funding Request to the Office of Homeless Services (OHS) at least once a quarter (every three months). Each HEAP Project requires a separate HEAP Funding Request.

The HEAP Funding Request is a series of three spreadsheets or forms. This document provides instructions for completion of the HEAP Funding Request.

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## Instructions – HEAP Funding Request

### General Instructions

- HEAP Funding Request is due at least one per quarter, preferably by the end of the second month of the quarter. Example: quarter is May – July; submit HEAP Funding Request to the Office of Homeless Services (OHS) by June 30<sup>th</sup>.
- A separate HEAP Funding Request is required for each HEAP Project. Example: Contractor ABC has two HEAP Projects, so Contractor ABC is required to submit two HEAP Funding Requests, one for each Project.
- HEAP Funding Request is due every quarter (every three months).
- Request funding only for anticipated expenditures and numbers served.
- Each HEAP Funding Request submitted to OHS must include:
  - Anticipated expenditures by Activity
  - Anticipated numbers served by Activity (report whole numbers only)
- Mail the completed and signed HEAP Funding Request to:

County of San Bernardino  
Community Development & Housing Agency, Office of Homeless Services  
Attn: HEAP  
303 E. Vanderbilt Way, 1<sup>st</sup> Floor  
San Bernardino, CA 92415-0026

## Instructions – HEAP Funding Request

### Terms used in this document

**Activity:** HEAP Activity(ies) each Contractor included in their HEAP application for which HEAP funding was awarded. Each Contractor's awarded Activities are included in the Scope of Work section of their Contract. Examples of HEAP Activities are: Street Outreach, Case Management, Rapid Re-Housing, etc.

**Contractor:** An individual, company, firm, corporation, partnership, or other organization to whom a HEAP contract is made by the County.

**Form:** Document used to request HEAP funds. The HEAP Funding Request is an Excel Workbook consisting of three spreadsheets, each of which is a separate form. The term, Form, is used interchangeably throughout these instructions with Page, Spreadsheet, and Tab.

**HEAP Funding Request:** All documents comprising the Contractor's HEAP Funding Request.

**Page:** See Form.

**Spreadsheet:** See Form.

**Tab:** See Form.

**Note:** The terms "Form", "Page", "Spreadsheet", and "Tab" are used interchangeably throughout this document to refer to each separate form, page, spreadsheet, or tab in the larger workbook.

## **Instructions – HEAP Funding Request**

### **Forms**

The HEAP Funding Request consists of the following three forms:

- Funding Request Summary
- Funding Request – Expenditures
- Funding Request – Number Served

Instructions for each form follow.

## Instructions – HEAP Funding Request

### Funding Request Summary Form

All Contractors are required to complete the Funding Request Summary form at least once per quarter (every three months).

The Funding Request Summary form is the first tab (Request Summary) of the workbook. The form is a summary of the funding request and includes a complete explanation for the request including how the Contractor anticipates expending the funding. Do not enter any information in the County Use Only sections.

The information entered into the top section of the Funding Request Summary form will automatically populate the same information on each subsequent form.

Complete the top section of the form as follows:

- Agency: Enter Contractor's complete and full Legal Name.
- Address: Enter Contractor's full street address. If mailing address is different, please include that address also.
- Project Name: Enter the Project Name from the Contractor's HEAP Contract. The Project Name is located at the top of the Scope of Work (Exhibit 2) the Contract. The Project Name may be shortened to fit in the field. Contractors with multiple Projects will have multiple Scopes of Work (Exhibit 2).
- Date of Request: Enter date Contractor completes the form. This is a MM/DD/YYYY field.
- Amount of Request: Enter the amount of the funding request. This amount entered in this field will automatically populate the "Current Funding Request" amount in the middle section of the form.
- PO Number: This number will be emailed to the Contractor shortly after the Contract start date. OHS will enter this Number on the initial Funding Request; the Contractor is required to enter the Number on each subsequent Funding Request.
- Service Date From: Enter the first date of the period for which the requested funding will be used. This is a MM/DD/YYYY field. Example: If the requested funding is for the period of September 1, 2019 through November 30, 2019, enter 9/1/2019.
- Service Date To: Enter the last date of the period for which the requested funding will be used. This is a MM/DD/YYYY field. Example: If the requested funding is for the period of September 1, 2019 through November 30, 2019, enter 11/30/2019.
- Contract Period: Enter the Contract Period from the Contractor's HEAP Contract. This period is located on the first page of the Contract listed directly after "Contract Term".

Complete the middle section of the form as follows:

- Contract Amount: Enter the full Contract Amount. This figure is located on the first page of the HEAP Contract directly after "Total Contract Amount".
- Interest Amount (Cumulative): Enter the total cumulative amount of interest accrued on all HEAP funds, including any interest accrued by sub-contractors. If no interest accrued, enter "0" (zero).
- Current Funding Request: This entry will automatically populate with the figure entered for "Amount of Request" in the top section of the form.
- Cumulative Prior Requests: Enter the cumulative amount of the Contractor's prior funding requests. If none, enter "0" (zero).
- Cumulative Funding Requests: This entry will automatically calculate.
- Balance Remaining: This entry will automatically calculate.

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- Narrative section: Provide a complete explanation for each of the following:
  1. How the Contractor/Agency will use the requested funding. Use the Funding Request – Expenditures and Funding Request – Number Served forms to breakdown anticipated expenditures and numbers served by Activity for funding request. Explain how the Contractor/Agency will spend the funding and provide the services here.
  2. If requesting more or less than 12.5% (1/8) of the Contract Amount, explain why here.
  3. If requesting funding early (if less than three months since prior request), explain why here.
  4. Add any other explanation(s) pertinent to this funding request. For example, if no funding is requested, explain why.

Complete the Signature section when all applicable pages are complete, all required documentation is compiled, and the HEAP Funding Request form is ready to submit to the County.

- Prepared By (signature): Signature of individual preparing all applicable forms (HEAP Funding Request). Sign hard copy once all applicable forms are complete.
- Phone #: Enter the phone number(s) for the individuals preparing and approving the HEAP Funding Request form.
- Approved By (signature): Signature of the individual approving the HEAP Funding Request form. Sign hard copy once all applicable forms are complete and approved.
- Print Name: Enter the name of the individuals who prepared and approved the HEAP Funding Request form.

## Instructions – HEAP Funding Request

### Funding Request – Expenditures Form

All Contractors are required to complete the Funding Request – Expenditures form once per quarter (every three months).

Use this form (Expenditure Detail tab) to enter the total anticipated expenditures for each separate Activity for the funding request. Subtotals and Totals will automatically calculate. The TOTAL ANTICIPATED EXPENDITURES figure on this form should match the Amount of Request and Current Funding Request figure on the Funding Request Summary form (Request Summary tab). Request funding only for those Activities for which the Contractor has been contracted. Refer to Exhibit 1 in the HEAP Contract for those Activities and contracted funding amounts.

The top section of this form will automatically populate with the related information entered on the Funding Request Summary form (Request Summary tab).

Complete the Funding Request – Expenditures section as follows:

- Enter the anticipated total expenditure for each Activity for which the Contractor is requesting HEAP funding.
- For “Other” anticipated expenditures (rows A8, B4, and C5), enter anticipated expenditures in the “\*Other Details” section. The column totals automatically populate the applicable Detail Other fields. Enter information as follows:
  - Other Activity (define): enter the Activity description (e.g., transportation, bridge housing, landlord incentives, etc.)
  - A8 – Other Services: enter the anticipated expenditure amount for the applicable Activity.
  - B4 – Other Rental Assistance or Subsidies: enter the anticipated expenditure amount for the applicable Activity.
  - C5 – Other Capital Improvements: enter the anticipated expenditure amount for the applicable Activity.

## Instructions – HEAP Funding Request

### Funding Request – Number Served Form

All Contractors are required to complete the Funding Request – Number Served form once per quarter (every three months) whether or not HEAP funding is needed.

Use this form (Number Served tab) to enter the total anticipated number of individuals to be served for each separate Activity with the funding request. Please enter whole numbers only. Subtotals and Totals will automatically calculate. Enter anticipated number of individuals served only for those Activities for which the Contractor has been contracted. Refer to Exhibit 1 in the HEAP Contract for those Activities and contracted numbers to be served.

The top section of this form will automatically populate with the related information entered on the Funding Request Summary form (Request Summary tab).

Complete the Funding Request – Number Served section as follows:

- Enter whole numbers only.
- Enter the anticipated total number of individuals to be served for each Activity for which the Contractor is requesting HEAP funding.
- For “Other” anticipated number of individuals served (rows A8, B4, and C5), enter anticipated number served in the “\*Other Details” section. The column totals automatically populate the applicable Detail Other fields. Enter information as follows:
  - Other Activity (define): enter the Activity description (e.g., transportation, bridge housing, landlord incentives, etc.)
  - A8 – Other Services: enter the anticipated number of individuals to be served for the applicable Activity.
  - B4 – Other Rental Assistance or Subsidies: enter the anticipated number of individuals to be served for the applicable Activity.
  - C5 – Other Capital Improvements: enter the anticipated number of individuals to be served for the applicable Activity.



## Instructions – HEAP Funding Request

### Sample

Below is a sample of an Exhibit 1 showing contracted Activities of Street Outreach, Criminal Diversion Programs, Case Management, Other – Transportation, Rapid Re-Housing, and Other – Security Deposits. For ease of explanation, this fictitious contractor estimates needing 12.5% (1/8) of the Award/Allocation and providing service to 12.5% of the Number Expected to be Served. These amounts have been calculated and are showing in **red font** in the image below.

Sample of Exhibit 1 of a Contract					
Category	Activity	Award/ Allocation	12.5% of Award	Number Expected to be Served	12.5% of Award
Services	Street Outreach	\$25,000	\$3,125.00	100	12.5
	Health & Safety Education				
	Criminal Outreach Diversion Programs	\$15,000	\$1,875.00	20	2.5
	Prevention Services				
	Navigation Services				
	Case Management	\$40,000	\$5,000.00	30	3.75
	Operating Support for Short-Term or Comprehensive Homeless Services				
	Other - Transportation	\$2,000	\$250.00	20	2.5
Rental Assistance or Subsidies	Housing Vouchers				
	Rapid Re- Housing Programs	\$100,000	\$12,500.00	50	6.25
	Eviction Prevention Strategies				
	Other – Security Deposits	\$30,000	\$3,750.00	20	2.5

**NOTE:**  
when entering the  
number of people  
expected to be served,  
be sure to round up or  
down  
**AND**  
Do not use fractions  
or decimals

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The image below shows where the calculated figures from the prior image are entered on the Funding Request - Expenditures and Funding Request - Number Served pages/forms. Enter whole numbers only on the Funding Request – Number Served page/form.

Expenditure Page/Form		
Activity	A - Services	B - Rental Assistance or Subsidies
Street Outreach	\$3,125.00	
Health & Safety Education		
Criminal Outreach Diversion Programs	\$1,875.00	
Prevention Services		
Navigation Services		
Case Management	\$5,000.00	
Operating Support for Short-Term or Comprehensive Homeless Services		
Other *enter total and provide details below	\$250.00	
Housing Vouchers		
Rapid Re-Housing Programs		\$12,500.00
Eviction Prevention Strategies		
Other *enter total and provide details below		\$3,750.00

**NOTE:**  
All entries should be 12.5% of your Contracted amount! If they aren't, be sure to explain on the Summary Page

	Other Activity (define)	A8 - Other Services	B4 - Other Rental Assistance or Subsidies
1	Transportation	\$250.00	
2	Security Deposits		\$3,750.00
3			
OTHER SUBTOTAL		\$250.00	\$3,750.00

Number Served Page/Form		
Activity	A - Services	B - Rental Assistance or Subsidies
Street Outreach	13	
Health & Safety Education		
Criminal Outreach Diversion Programs	2	
Prevention Services		
Navigation Services		
Case Management	4	
Operating Support for Short-Term or Comprehensive Homeless Services		
Other *enter total and provide details below	2	
Housing Vouchers		
Rapid Re-Housing Programs		7
Eviction Prevention Strategies		
Other *enter total and provide details below		2

	Other Activity (define)	A8 - Other Services	B4 - Other Rental Assistance or Subsidies
1	Transportation	2	
2	Security Deposits		2
3			
OTHER SUBTOTAL		2	2