



CDSS

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June 28, 2018

ALL COUNTY WELFARE DIRECTORS LETTER

TO: ALL COUNTY WELFARE DIRECTORS

FROM: TODD R. BLAND, Deputy Director
Family Engagement and Empowerment Division

SUBJECT: CALIFORNIA WORK OPPORTUNITY AND RESPONSIBILITY TO KIDS
(CalWORKs) HOUSING SUPPORT PROGRAM

The California Department of Social Services (CDSS) is seeking proposals from County Welfare Departments (CWDs) interested in implementing a new California Work Opportunity and Responsibility to Kids (CalWORKs) Housing Support Program (HSP) or continuing an existing CalWORKs HSP in your county through FY 2018-19.

The objective of the CalWORKs HSP is to foster housing stability for families experiencing homelessness in the CalWORKs program. Per Welfare and Institutions (W&I) Code section [11330](#), HSP funding shall be used to support projects that follow nationally recognized housing models. Further, Senate Bill (SB) 1380 (Chapter 847, Statutes of 2016) requires that all state funded housing programs incorporate the core components of [Housing First](#). Therefore, the CDSS requires that the HSP be operated in a manner consistent with SB 1380 and the core components of Housing First enumerated in W&I Code section [8255](#).

All counties seeking funds for FY 2018-19 are required to submit a full application, as described within this letter. The CDSS plans to use the program applications received through this Request for Proposals to fund the program over two fiscal years (FY 2018-19 and FY 2019-20). Program applications will be funded for FY 2018-19 as described below and within the attached documents. The CDSS will request a program update, rather than a full program application, later in FY 2018-19 which will be used to confirm the continuation of at least flat funding for FY 19-20. Additional criteria for evaluation will be used to determine any increased program allocations for FY 2019-20. Additional information regarding the program update and funding components for FY 2019-20 will be released at a later date, including information for new counties wishing to apply. Counties not currently operating an HSP are still able to apply annually.

Counties are encouraged to request the annual total funding they would require to meet as much of the need possible, while making sure they have the capacity to utilize the funds during the upcoming fiscal year. Funding for the HSP will be allocated in FY 2018-19 to applicant counties in the following manner:

(1) Base Allocation - a base allocation equal to the prior year's HSP allocation will be allocated (note: the prior year's allocation is the amount your county received before any mid-year

allocation adjustments were made); (2) Performance - counties meeting strong performance benchmarks will receive additional funds; and (3) Need and Program Self-Assessment - counties demonstrating need and innovative practices to meet the identified need within the county are eligible to receive additional funds.

HSP funds will be allocated to counties up to, but not to exceed, the total amount requested by the county. Counties may not receive the full amount of their request dependent on the county application in addition to the statewide request of total funds across all counties.

The Request for Proposals for this year includes more detailed information pertaining to the HSP allocation funding methodology and specific performance benchmarks that counties should aim to meet. This has been included in an effort to promote continuous quality improvement and strategic utilization of program funding. The program benchmarks established by the CDSS are intended to be used to evaluate program performance and determine program allocations for FY 2018-19. CDSS will continue to work with CWDA and other appropriate stakeholders to review the established performance benchmarks to ensure they are both consistent with housing best practices and applicable to the CalWORKs HSP. Refer to Attachment One and Two for application requirements and established performance benchmarks for FY 2018-19.

Process for HSP Funding Requests

As noted above, all counties wishing to apply for HSP funds (both for new and existing programs) are required to submit a complete application for 2018-19. Additional information regarding the application requirements and program resource tools is outlined in the attached documents: Application Guidelines (Attachment One) and HSP Performance Guide Resource Tool (Attachment Two). **Counties applying for funds shall include the following in their application package and submit the information no later than August 9, 2018.**

- Request for Funding and Certification (Attachment Three)
- Program Description Template (Attachment Four); and
- Detailed Program Budget

Application packages for FY 2018-19 shall be sent electronically to housing@dss.ca.gov no later than 5:00 p.m. on the due date indicated above. Late applications will not be accepted. HSP funding is an augmentation to the county allocation. This is not a grant.

The CDSS will issue a County Fiscal Letter (CFL) confirming base funding planning allocations in July 2018. Final FY 2018-19 allocations reflecting the total allocation for the FY 2018-19 (base funds plus any funding increases for FY 2018-19) will be announced by the CDSS in early October, 2018.

If you have any questions regarding the CalWORKs Housing Support Program or the application process, please contact the Housing and Homelessness Bureau at (916) 651-5155 or at housing@dss.ca.gov.

Attachments

- One: Fiscal Year 2018-19 Application Guidelines
Two: HSP Performance Guide Resource Tool
Three: Request for Funding and Certification
Four: Program Description Template

**2018-19 APPLICATION GUIDELINES:
REQUESTS FOR FUNDING FOR THE
CALWORKS HOUSING SUPPORT PROGRAM**

A. PURPOSE, ELIGIBLE POPULATION, AND FUNDING COMPONENTS

The California Department of Social Services (CDSS) is seeking requests from County Welfare Departments (CWDs) to implement new or continue existing local CalWORKs Housing Support Programs (HSP). The program will continue to be funded with monies appropriated in the California state budget. The goal of the program is to address the housing crisis of CalWORKs families experiencing homelessness through the use of evidenced based housing models that are consistent with Housing First core components.

Consistent with prior years, the CalWORKs HSP funding may be used to assist CalWORKs families who are experiencing homelessness, pursuant to the following definition:

1. Lacking a fixed or regular nighttime residence; and either:
 - a. Having a primary nighttime residence that is a supervised publically or privately operated shelter designed the provide temporary living accommodations; or
 - b. Residing in a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings; or
2. In receipt of a judgment for eviction, as ordered by the court.

Funding Components

Consistent with prior years, HSP funding will be allocated on a competitive basis. Counties should request funding based on their identified need (i.e. the number of families that experience homelessness in their CalWORKs program) in conjunction with the county's capacity to utilize the funding effectively.

The CDSS plans to use the program applications received through this Request for Proposals to fund the program over two fiscal years (FY 2018-19 and FY 2019-20). Program applications will be funded for FY 2018-19 as described within this letter. The CDSS will request a program update, rather than a full program application, later in FY 2018-19 which will be used confirm the continuation of at least flat funding for FY 2019-20. Additional criteria for evaluation will be used to determine increased program allocations for FY 2019-20. Information regarding the program update and funding components for FY 2019-20 will be released at a later date.

For FY 2018-19, the CDSS will allocate funds according to the following methodology:

1. Base Allocation - A base allocation will be established for all counties; the base will be equal to 100% of the prior year's allocation. In FY 2018-19, the base funding will be equal to the FY 2017-18 allocation, as reflected in CFL 17/18-02. (Note: in FY 2019-20, the base funding will be equal to the FY 2018-19 allocation amount);
2. Performance – Counties meeting strong performance benchmarks will receive additional funds. (Note: in addition to and separate from performance increases, county's may also receive additional funds based on plans to improve performance in future years in order to meet standard or strong performance benchmarks. See Section B and Attachment Two for more information.); and
3. Need and Program Self-Assessment – counties demonstrating need based on relevant data and the county's ability to meet the need, in addition to innovative practices that align with housing best practices, as described in Section C and Attachment Two, will be eligible to receive additional funding.

Note: All counties requesting funding are required to submit a complete application, as described in this letter, regardless of the funding amount requested. Counties will not be allocated funds in excess of their total funding request. If the amount of funding requested by a county is less than the prior year's allocation (not including any mid-year adjustments), the CDSS will fund the county up to, but not to exceed, the county's requested amount. Counties may not receive the full amount of their request dependent on the county application in addition to the statewide request of total funds across all counties.

New counties are encouraged to apply and may be allocated funding based on their *plan to meet* the performance benchmarks and meet their demonstrated need, including planned outreach and engagement activities described in Section B and C below.

B. CRITERIA FOR EVALUATION

The criteria for evaluation are outlined below. The CDSS streamlined the criteria for evaluation used in prior years to align with newly developed performance benchmarks for HSP which are outlined in detail in Attachment Two. These benchmarks will be used to evaluate how counties are performing relative to each criterion. They are aimed to encourage stronger program processes and outcomes, better alignment with nationally recognized best practices, continuous quality improvement, and to maximize the use of available program funding throughout the state. The metrics described in Attachment Two were developed for evaluation of performance for the FY 2018-19 allocations. This evaluation will not impact the base funding provided to continuing counties. The CDSS will continue to engage CWDA and other stakeholders to determine appropriate outcome and performance benchmarks, and ensure all benchmarks are consistent with the operation of the CalWORKs HSP and align with housing best practices. To that end, the benchmarks established for the FY 2018-19 allocations may change in years to come.

For funding allocations in addition to the base allocation, the CDSS will evaluate the county's ability to:

- 1. Set and meet appropriate goals.**
- 2. Utilize the HSP funds allocated to the county in a manner that is cost effective and impactful to the identified need.**
- 3. Maximize the use of HSP funds for direct financial assistance and minimize the use of HSP funds on administrative costs.**

The CDSS will measure county performance in the areas identified above using the following data sources: FY 2016-17 HSP 14 report; FY 2016-17 Housing Support Program County Expense Claims; and FY 2016-17 HSP Directors Certification confirming the target number of families to newly house. Counties meeting strong performance benchmarks, as described in Attachment Two, will be eligible for additional funds. Additional information is provided in Section D.

Counties may provide additional information, supported by data to the extent possible, to dispute the CDSS assessment of county performance. Any alternative information and data will be considered in the evaluation of performance for that criteria. If the county agrees with the CDSS assessment of the performance for that criteria, the county does not need to complete a response for the alternative assessment. Refer to Attachment Two for additional information and examples of evidence or acceptable explanations that may be submitted if the county disagrees with the CDSS assessment.

Note: separate from the performance funding, counties may be eligible for additional funding based on plans for improving county performance in the evaluation criteria noted above as part of their Need and Program Self-Assessment. These additional funds are separate from the performance evaluation described above but related to the evaluation criteria 1, 2, and 3 identified within this section. Refer to Section C below and the template provided in Attachment Four for additional information.

Counties wishing to begin a new HSP (i.e. those not funded in the prior fiscal year) will not be evaluated based on the evaluation criteria listed above, however the county will be required to describe how they *plan to meet* that performance benchmark outlined in Attachment Two. Plans should include relevant data, if available, in order to demonstrate the ability to measure performance. The CDSS will work with counties wishing to begin a new HSP to determine if the county has any relevant data available to assess current performance. With this information, the CDSS will allocate funds based on the county's plan to achieve the three criteria outlined above. Consistent with prior years, counties applying for funds to begin a new HSP may not receive funding or may not receive the full amount of their request.

C. COUNTY NEED AND PROGRAM SELF-ASSESSMENT

Counties applying for HSP funding will also complete a Need and Program Self-Assessment of their HSP, which will assess: (1) improvement plans related to the evaluation criteria noted above; (2) the total population of need based on relevant data, including outreach efforts and ongoing engagement activities to meet the need and/or the need to expand eligibility to better meet the need; and (3) innovative approaches to operating a program consistent with housing best practices. All counties are eligible for additional funding based on their responses within the County Need and Program Self-Assessment, as described below in greater detail. **Note: each Self-Assessment area is required to have a response; applications with missing or unanswered responses to the Self-Assessment will be considered incomplete.** Counties may however indicate if a component is not applicable to their program, as appropriate. For example, if the county does not utilize the Homeless Management Information System (HMIS), the county should note that is the case and provide information (as available) as to why, rather than leaving the response blank or only writing "not applicable."

The county Need and Program Self-Assessment can also be used as a tool for counties to identify promising practices or those in need of program growth or further development. CDSS will use the information to identify promising practices or areas in need of targeted technical assistance.

Identified Need

Counties with a higher level of need identified will be given funding preference. The CDSS will assess the level of local need for each county using the following data: the most recent available family Point in Time (PIT) count, the percentage of rent burdened households in the county using the most recent available Extremely Low Income (ELI) data, the number of HSP eligible referrals received by the county as reported on the HSP 14 in FY 2016-17, and the total amount of HSP funding allocated to the county in FY 17-18. In the County Need and Program Self-Assessment, all counties will provide data, as applicable, or other information to demonstrate need in the community. Counties may also explain how the county is not currently able to meet the need based on the current level of funding in addition to plans for expanding the program to better meet the need within the community. Refer to Section D for additional information.

Program Self-Assessment

In each area identified below and within the template in Attachment Four, counties are asked to assess the current status of their program and identify clear goals and opportunities for program improvement. The county should explain how additional funding could help support the program improvement in this area and help address the unmet need within the community. Additional funding may be allocated based on the county responses to the Self-Assessment. Counties responses should include specific measures of program improvement (with data if applicable) to support how the funding will be impactful to the population in need.

Counties wishing to begin a new HSP (counties not funded in the prior fiscal year) will also complete the County Need and Program Self-Assessment in order to (1) demonstrate need within the community, and (2) explain how they plan to implement an HSP according to the Self-Assessment criterion.

D. PROGRAM DESCRIPTION

Counties applying for HSP funding (both existing programs and new programs) shall respond to the following items to provide a general description of the county's HSP followed by a self-assessment related to each area. Responses should be completed within the Program Description Template provided in Attachment Four. The CDSS recommends that counties limit the Program Description to approximately 20 pages or less. Refer to Attachment Two for performance benchmarks, housing best practices, and examples and/or suggestions for self-assessment criteria and tracking program improvement.

In addition to the program description, counties shall include a detailed program budget identifying the following: (1) the amount the program will expend on direct financial assistance; (2) the amount allocated for both permanent housing assistance vs. interim housing assistance; (3) case management and housing navigation costs; and (4) administrative or support costs. Alongside the totals in each category, include a projected cost per enrolled family. The budget will be used to determine how counties plan to utilize funds and determine the annual goals. Refer to Attachment Two for recommended budgeting targets and note the target percentages for case management costs, including housing navigation costs, have been updated from prior years. Note: applications with missing or incomplete budgets will be considered incomplete.

For new programs only: Include a detailed anticipated timetable for implementing the program. Include the anticipated Board approval date and what contracts shall be executed, if applicable, prior to program implementation.

Program Description Template:

Respond to the following items in the template provided in Attachment Four and using Attachment Two as a reference tool. The Program Description Template identifies responses that are required vs. optional. Optional responses are only those in which the county disagrees with the CDSS assessment of performance within the evaluation criteria section. The items identified as required must have a response; applications with missing or unanswered questions for required items will be considered incomplete. Counties may however indicate if a component is not applicable to their program, as appropriate. For example, if the county does not utilize HMIS, the county should note that is the case and provide information (as available) as to why, rather than leaving the response blank or only writing "not applicable."

Evaluation Criteria Components: Complete in Attachment Four using Attachment Two as a resource.

1. Set and meet appropriate housing goals.

CDSS Performance Evaluation will be based on the CDSS assessment of the county's ability to set and meet appropriate housing goals in FY 2016-17. Counties may dispute the CDSS assessment by providing adequate data and explanation as to why the county disagrees with the CDSS assessment of performance.

Program Description and Self-Assessment: Describe how the county will set and achieve accurate targets for families to newly house in the fiscal year. Include a detailed description of the target population and selection criteria. Explain how the county will continue to improve the goal setting process, including how the county will set accurate targets for families to newly house and how the program budget and past performance will inform goal setting. Include how the county plans to track goal achievement. Refer to Attachment Two for suggestions.

2. Utilize the HSP funds allocated to the county in a manner that is cost effective and impactful to the identified need.

CDSS Performance Evaluation will be based on the CDSS assessment of the county's ability to utilize HSP funds allocated in FY 2016-17. Note: these are amounts allocated prior to any mid-year adjustments. Counties may dispute the CDSS assessment by providing adequate data and explanation as to why the county disagrees with the CDSS assessment of performance.

Program Description and Self-Assessment: Describe how the county will utilize the HSP funds allocated this fiscal year in a manner that is cost effective and impactful to the identified need. Include how the program determines an accurate budget and funding request to achieve housing goals while ensuring the funds are fully utilized. Include how the county plans to track utilization of funds and any identified plans for program improvement.

3. Maximize the use of HSP funds for direct financial assistance and minimize the use of HSP funds on administrative costs.

CDSS Performance Evaluation will be based on the CDSS assessment of the county's level of spending on direct financial assistance compared to the total utilization of the HSP allocation in FY 2016-17. Counties may dispute the CDSS assessment by providing adequate data and explanation as to why the county disagrees with the CDSS assessment of performance.

Program Description and Self-Assessment: Describe how you plan to maximize the use of HSP funds on direct financial assistance (i.e. items paid on behalf of the family, such as: security & utility deposits, interim shelter costs, rental subsidies, moving expenses, etc.) while minimizing the administrative costs. Note: case management and housing navigation costs are not considered direct financial assistance costs.

- a. If applicable, include a description of how additional funding sources are or will be used in conjunction with HSP funds to ensure program goals are maximized. For example, if the county plans to utilize Family Stabilization funding or Emergency Solutions Grant (ESG) funding in conjunction with the HSP, this should be included in your description.

County Need and Program Self-Assessment Components: Complete in Attachment Four using Attachment Two as a resource.

1. Identifying and Demonstrating Program Need

Program Description: Describe the extent to which families in your CalWORKs program experience homelessness. Use community-wide data to demonstrate the need for funding in your county (refer to Attachment Two for examples of data sources).

Self-Assessment on Need Category 1: Assess the county's ability to determine the level of need in the community. How would additional funds allocated allow the county to enhance outreach strategies and further meet more of the need within the community? If the county intends to expand county eligibility for HSP (for example, expanding eligibility to families not otherwise eligible for federal or other housing or homelessness programs) include this specific information. Counties may refer to the response to evaluation criteria 1 above, as appropriate. How would additional funds allocated be used to better identify and serve the need? Note: the specific amount of funding is not required; the CDSS will use the total funding request to determine final allocations.

Consider the following questions in your assessment (not all are required but these are suggested areas for assessment):

- How do the current and/or proposed outreach strategies ensure HSP is accurately identifying the level of need including the most vulnerable and difficult to find families and then connecting these families to HSP?
- How can the county improve on practices to determine the level of need for HSP?
- What program changes can be pursued in the fiscal year to make improvements in this area?
- What data and resources used to assess the county-wide homelessness need currently within or eligible for CalWORKs?

2. Prioritization and HSP integration into [Coordinated Entry](#)

Program Description: Describe how HSP participants are prioritized, referred and approved for services including how community need and the program budget are used to inform overall housing targets and entry protocols (counties may reference back to responses provided to evaluation criteria number one above relevant to program flow, where appropriate). Include information about how HSP is (or will be) integrated into the Coordinated Entry (CE) system to execute this process. If the HSP is not yet integrated into CE, indicate the date or date range by which the county anticipates it will be integrated. Indicate the housing assessment tool you use and if this tool is also the tool utilized by your CE.

Self-Assessment for Program Category 2: Assess the county's ability to prioritize eligible families including the incorporation of HSP into the local Coordinated Entry system. Counties should provide specific program changes and goals that will be pursued in the fiscal year to make improvements in this area. How would additional funds allocated be used to support the continued or new integration of HSP into CE to better meet the identified need? Note: the specific amount of funding is not required; the CDSS will use the total funding request to determine final allocations.

Consider the following in your assessment response (not all are required but these are suggested areas for assessment):

- How has integration in CE has been beneficial and what more can be done to improve or streamline this process?

- If HSP is not yet incorporated in CE, what steps can the HSP take get there and how can this benefit the program?

3. Incorporating the [Housing First Philosophy](#)

Program Description: Describe your county's strategy for operating a program consistent with the Housing First philosophy.

Self-Assessment for Program Category 3: Use available resource tools (e.g. housing first checklists) to assess how the program incorporates the housing first philosophy, including the Housing First Core Components, per [Welfare and Institutions Code section 8255](#). Counties should provide specific program changes and goals that will be pursued in the fiscal year to make improvements in this area. How would additional funds allocated support the program to better align with the Housing First philosophy? Note: the specific amount of funding is not required; the CDSS will use the total funding request to determine final allocations.

4. [Rapid Rehousing \(RRH\) Core Components](#)

Program Description: Describe how your program incorporates the rapid rehousing core components listed below. Include whether the functions are/will be contracted (noting the contractor by name) or completed in-house.

- Housing Identification – Describe how you manage landlord recruitment and engagement and with whom you work to identify potential housing units to ensure participants are accessing housing that meets habitability and safety standards. Include any strategies you will use to maximize the use of direct assistance funding on permanent housing assistance while minimizing temporary housing assistance.
- Case Management and Services - Describe what services are delivered, how you coordinate and deliver the services and how you determine the appropriate length and depth of services needed for each family. Include how you identify family needs and barriers to obtaining and retaining housing.
- Rent and Move-In Assistance (Financial) - Include the types of financial assistance you include in your program, including but not limited to move-in costs, rental subsidies or other types of assistance. Describe the criteria you employ to evaluate continued participation in, or renewal of, financial assistance, specifically highlighting the use of the progressive engagement model to best support participating families. Describe how the structures of your program are such that the majority of funds are dedicated to direct financial assistance to maximize program impact.

Self-Assessment for Program Category 4: Assess the county's ability to implement an evidenced based rapid rehousing model that incorporates the core components: housing identification; case management and services; and rent and move-in assistance. Note if the program is utilizing the [national RRH benchmarks](#) for program evaluation. Counties should provide specific program changes and goals that will be pursued in the fiscal year to make improvements in this area. How would additional funds support the program in operating a rapid rehousing program? Note: the specific amount of funding is not required; the CDSS will use the total funding request to determine final allocations.

5. Data Collection and Tracking

Program Description: Describe your capacity to collect data, track progress and outcomes related to housing stability, including your ability to complete and submit the [HSP 14](#) report timely and accurately.

- a. Include information on your access to the [Homeless Management Information System \(HMIS\)](#) in your community. (If the county does not currently have access to HMIS the response should indicate that). Provide evidence of current tracking within HMIS or a description of why this is currently unavailable, and strategies to create this availability.
- b. Describe specific strategies for tracking outcomes related to re-entry to homelessness and self-sufficiency outcomes.

Self-Assessment for Program Category 5: Assess the county's ability to maintain records and collect data including: (1) tracking both qualitative and quantitative outcomes; (2) utilizing the Homeless Management Information System (HMIS) in order to track reentry into homelessness and other housing outcomes; and (3) other self-sufficiency outcomes. Counties should provide specific program changes and goals that will be pursued in the fiscal year to make improvements in this area. How would additional funds allocated better support the data collection efforts of the county, including utilization of HMIS to track outcomes, including re-entry to homelessness and/or self-sufficiency? Note: the specific amount of funding is not required; the CDSS will use the total funding request to determine final allocations.

6. Collaborative Partnerships

Program Description: Describe how your HSP has established meaningful partnerships with the local homelessness Continuum of Care (CoC) or other available system level partnerships if applicable and/or the CoC is not available.

Self-Assessment for Program Category 6: Assess the county's ability to utilize collaborative partnerships to meet program goals including coordination with the local Continuum of Care (CoC) or other available systems level partnerships if the CoC is not available. Counties should provide specific program changes and goals that will be pursued in the fiscal year to make improvements in this area. How would additional funds allocated better support the county's ability to collaborate with the local homelessness system to better meet the need, including any efforts to increase outreach to eligible or potentially eligible families within the community? Note: the specific amount of funding is not required; the CDSS will use the total funding request to determine final allocations.

7. Other Innovative Ideas

Program Description: Describe any additional plans for program innovation or improvement that the county would like to incorporate into the HSP.

Self-Assessment for Program Category 7: Counties may provide specific program changes and goals that will be pursued in the fiscal year to make improvements and/or innovative changes across any program components in HSP. Include in your assessment how these other items align with housing best practices.

**CalWORKs Housing Support Program
Performance and Assessment Resource Tool
Fiscal Year 2018-19**

Performance and Assessment Guide

The following information has been developed by the CDSS as a resource tool for counties operating a CalWORKs Housing Support Program (HSP). Applications for funding for FY 2018-19 will be evaluated using (1) Criteria for Evaluation and (2) County Need and Program Self-Assessment. The criteria for evaluation is based on the three performance benchmarks listed below. The CDSS will use data from the following data sources: FY 2016-17 HSP 14 report; FY 2016-17 Housing Support Program County Expense Claims; and FY 2016-17 HSP Directors Certification confirming the target number of families to newly house, to determine if a county is meeting strong performance benchmarks. Counties may provide alternative evidence to demonstrate that the county is meeting strong performance benchmarks. In addition to the performance evaluation for these metrics, counties should also complete a self-assessment of these performance categories to demonstrate a county's ability to assess current program practices and describe plans to improve performance during the upcoming year. Refer to Attachment One and the Program Description Template in Attachment Four for more information.

Standard and strong performance benchmarks were developed by the CDSS using nationally recognized rapid rehousing best practices as well as HSP program data from prior years. CDSS set targets by averaging data for counties' prior performances. CDSS expects counties to also establish appropriate local targets, using CDSS benchmarks as a guide. Local targets should account for the unique needs of the homeless population and other circumstances within local communities. Housing Support Programs assisting families with high housing barriers are able to achieve these benchmarks. It is important to note that program standards based on best practices identified below, such as adhering to Housing First, ensure that a program does not screen out households on the basis of significant housing barriers but instead targets the most vulnerable families. CDSS will continue to improve the use of performance metrics to best measure HSP outcomes and incentivize impactful programming aimed at serving all homeless families in CalWORKs, especially the most vulnerable sub-populations such as child-only CalWORKs families.

**CalWORKs Housing Support Program
Performance and Assessment Resource Tool
Fiscal Year 2018-19**

Criteria for Evaluation		
Component	Performance Benchmarks	Evidence for current performance or program improvement plans
1. Accurate Goal Setting and Achieving Goals: County ability to set and meet appropriate goals.	<p><u>Standard:</u> Housing at least 75% of the number of families targeted to newly house</p> <p><u>Strong:</u> Housing over 90%* of target to newly house</p> <p>*Beginning with FY 18-19, counties exceeding housing goals by more than 25% (achieving 125% of their goal) will not be considered to be setting accurate goals, therefore will not meet strong performance. Assessments of FY16-17 and 17-18 will be considered strong performance at 90% or above.</p>	<p><u>Data used for CDSS assessment of performance:</u> FY 2016-17 HSP 14 data, number of families newly housed reported in question 20b; FY 2016-17 HSP Directors Certification county goal for number families to newly house. Refer to pages 1 and 2 of the county-specific HSP Data hand-out distributed to county directors and main program contacts 4/24/2018 for the CDSS assessment of your county's performance.</p> <p>If your county is below the strong performance benchmark and you want to dispute the CDSS assessment, additional data may include but is not limited to: evidence indicating alternative numbers to the HSP-14 item 20b with a description of why the HSP-14 is inaccurate.</p> <p><u>Completing the Self-Assessment:</u> The assessment may include a description of how prior targets were set and sufficient explanation of why these targets were unattainable and will be improved moving forward (e.g. a natural disaster in the county impacted the ability to meet the target). Goal setting strategies should incorporate relevant data, which may include, but is not limited to: HSP 14, housing market data, and a cost per case analysis. Additional evidence to inform housing goals may be pulled from: data on need and HSP impact as seen in statewide automated welfare systems (SAWS), Point in Time (PIT) count, and/or HSP 14 data; budget data; and evidence of additional community resource data. National RRH benchmarks indicate 80% of program exits should be exiting to permanent housing; counties may consider this benchmark when establishing program targets and achievements.</p>

**CalWORKs Housing Support Program
Performance and Assessment Resource Tool
Fiscal Year 2018-19**

Criteria for Evaluation		
Component	Performance Benchmarks	Evidence for current performance or program improvement plans
2. Utilization of Funds: Ability to spend HSP allocation effectively	<p><u>Standard:</u> Claiming at least 80% of the allocation on the CEC</p> <p><u>Strong:</u> Claiming over 90%* of the allocation on the CEC</p> <p>*Beginning with FY 18-19, claims exceeding 125% of the allocation will not be considered strong performance. Assessments of FY16-17 and 17-18 will be considered strong performance at 90% of above.</p>	<p><u>Data used for CDSS Assessment of Performance:</u> FY 2016-17 HSP County Expense Claim (CEC) versus the FY 2016-17 allocation provided in CFL 16/17-08 (prior to any re-allocations done mid-year). Refer to pages 3 and 5 of the county-specific HSP Data hand-out distributed to county directors and main program contacts 4/24/2018 for the CDSS assessment of your county's performance.</p> <p>If your county is below the strong performance and you want to dispute the CDSS assessment, additional data may include but is not limited to: alternative spending data with a description of why CEC reporting is inaccurate.</p> <p><u>Completing the Self-Assessment:</u> The assessment may include an explanation as to why the 80% benchmark was unattainable for the county, if applicable, with specific strategies for adjusting this trend in FY 2018-19 and plans to improve HSP spending in a cost effective and impactful manner.</p> <p>Note: counties that released original HSP funds mid-year will be assessed based on their final allocation and counties that took on additional funds mid-year will be assessed on their original allocation.</p>
3. Maximizing Direct Assistance; Minimizing Administrative Costs: Spending on Direct Financial Assistance	<p><u>Standard:</u> Direct financial assistance reported on HSP 14 is 50% or more of total amount claimed on the CEC</p> <p><u>Strong:</u> Direct financial assistance reported on HSP 14 is 60% or more of total amount claimed on the CEC</p>	<p><u>Data used for CDSS assessment of performance:</u> FY 2016-17 HSP 14, all items reporting direct financial assistance expenditures (e.g. rental costs, interim housing costs, housing support costs, other) compared to FY 2016-17 overall HSP claims on the CEC. Refer to pages 6 and 7 of the county-specific HSP Data hand-out distributed to county directors and main program contacts 4/24/2018 for the CDSS assessment of your county's performance.</p> <p>If your county is below the strong performance and you want to dispute the CDSS assessment, additional data may include but is not limited to: complete CEC report on direct financial assistance and adequate explanation why the HSP-14 is inaccurate.</p> <p><u>Completing the Self-Assessment:</u> the county may provide an explanation as to why the 50% benchmark was unattainable for the county, if applicable, with</p>

**CalWORKs Housing Support Program
Performance and Assessment Resource Tool
Fiscal Year 2018-19**

Criteria for Evaluation		
Component	Performance Benchmarks	Evidence for current performance or program improvement plans
		<p>specific strategies for adjusting this trend in FY 2018-19 and plans to improve spending on direct financial assistance including braiding a variety of resources available to CalWORKs families.</p> <p>Case management and housing navigation costs are classified as program operations costs and are not included in the “direct financial assistance” benchmark of 50% for standard or 60% or more as strong performance.</p> <p>Note: In prior years, counties were encouraged to utilize up to 10% of the HSP allocation on case management costs. Recognizing the challenges in finding housing and assisting families with retaining housing, specifically in the California housing market, the CDSS recommends counties utilize <u>up to 30%</u> of the HSP allocation on case management costs while limiting the use of HSP funds on administrative costs as much as possible. For counties utilizing contractors, these targets should be used to guide budgeting and be reflected in agreements with contracted partners, as the county determines appropriate.</p> <p>It is best practice to strategically braid together various funding resources, when available, to maximize direct financial assistance resources, especially permanent housing assistance for families involved in the Housing Support Program.</p> <p>The CDSS strongly encourages counties to consider using other available funding sources in the CalWORKs program to maximize the use of the HSP allocation on direct financial assistance. Counties may choose to utilize their Family Stabilization allocation to fund the case management time for family stabilization clients receiving housing supports through the HSP. Similarly, counties may choose to utilize the county’s Single Allocation to fund the administrative functions of the HSP for families that meet the criteria to which Single Allocation can be used. Counties should consult with appropriate fiscal staff within their county and the CDSS if they have questions on the allowable use of these sources of funding or others.</p>

**CalWORKs Housing Support Program
Performance and Assessment Resource Tool
Fiscal Year 2018-19**

County Need and Program Self-Assessment

The following information has been developed by the CDSS as a resource tool for counties operating a CalWORKs Housing Support Program (HSP). These categories are related to the HSP Need and Program Self-Assessment and provided as recommendations to counties for program evaluation and continuous quality improvement. Responses to the need and program self-assessment areas will not result in a reduction of allocation amounts in FY 2018-19 but may result in additional funding to further support program improvement and a county's ability to be local need. All questions must have a response. Counties may be allocated additional HSP funds for FY 2018-19 if responses demonstrate the need for additional funding and have clear plans for program improvement which align with the HSP goals and objectives.

Need and Program Self-Assessment		
Component	Suggested Program Goals	Growth and Development Opportunities
1. Need Assessment	<p><u>Standard Goal</u>: HSP identifies and targets the whole population of homeless, CalWORKs families in the community regardless of housing and income barriers.</p> <p><u>Advanced</u>: Actively engaging in robust outreach strategies that seek to identify families who are currently enrolled or likely eligible for the CalWORKs program that may be eligible for HSP. Continuing to seek engagement with the hardest-to-serve families including those ineligible for broader opportunities for housing assistance, i.e. child-only CalWORKs families.</p>	<p>Suggested areas for county need assessment and evidence for tracking program improvements:</p> <ul style="list-style-type: none"> Assess current strategies for identifying need for HSP and how these strategies impact overall program targets Assess current outreach strategies used to identify eligible HSP participants, especially the highest barrier families that are likely un-engaged Utilize data to identify the spectrum of need in your community and how it compares to HSP targets and impact; data may include annual Point in Time (PIT) and changes in PIT over time, rates of Extremely Low Income (ELI) renter households, a comparisons of HSP referral rates over time, SAWs data identifying rates of homelessness and housing instability in CalWORKs in your community such as OCAT elements, rates of families served by Temporary Homeless Assistance, reapplications for HSP if eligible, etc. Policies and practices that continue to utilize and assess data on need for continuous quality improvement during the year, i.e. use of data around budget status, referral flows, housing rates, and continued assessment of individual family's needs to maintain progressive engagement and acutely and sustainably meet needs within the population Use of vulnerability assessments to identify sub-populations and highest barrier families

**CalWORKs Housing Support Program
Performance and Assessment Resource Tool
Fiscal Year 2018-19**

Need and Program Self-Assessment		
Component	Suggested Program Goals	Growth and Development Opportunities
2. Prioritization and HSP integration into Coordinated Entry	<p><u>Standard Goal:</u> HSP participants being referred into or accepting referrals from the Coordinated Entry (CE) System</p> <p><u>Advanced:</u> Actively exchanging referrals in and out and using prioritization scheme to meet Housing First requirements</p>	<p>Suggested areas for county self-assessment and evidence for tracking program improvements:</p> <ul style="list-style-type: none"> Assess program's ability to participate appropriately in CE to maintain HUD-determined "Qualities of Effective Coordinated Entry" Use of the same housing vulnerability assessment tool as local CE Documented procedures in place for streamlined referrals both into and from CE, and analysis of the impact of these procedures Tracking connections to additional housing resources for families when required for sustaining housing stability (e.g. number of participants that are in need of a deeper housing intervention/additional housing assistance being transferred into a program that better meets their needs) <p>More information about current CE best-practices and tools.</p>
3. Incorporating the Housing First Philosophy	<p><u>Standard Goal:</u> Developing and adjusting program design according to a Housing First check list and incorporating Housing First Core Components</p> <p><u>Advanced:</u> Adhering to all checklist items with descriptive plans for long-term institutional changes</p>	<p>Suggested areas for county self-assessment and evidence for tracking program improvements:</p> <ul style="list-style-type: none"> Using a Housing First checklist to evaluate the program Policy and procedures reflect incorporation of Housing First philosophy Continued use of Housing First training materials for case workers/partners/stakeholders; evidence of stakeholder buy-in <p>Clear goals on what changes need to be made with associated timelines in order to incorporate Housing First core components and align with Housing First Checklist by July 2019 (per SB 1380 requirements)</p>
4. RRH Core Components	<p><u>Standard Goal:</u> HSP offers the RRH components: housing identification; case management and services; and rent and move in assistance</p> <p><u>Advanced:</u> Program offers RRH components and program has evidence of well-functioning, cost-effective RRH model. Program is</p>	<p>Suggested areas for county self-assessment and evidence for tracking program improvements:</p> <ul style="list-style-type: none"> Developing and utilizing strategic/innovative housing identification practices, including but not limited to landlord engagement practices, community partnership strategies, and housing appropriateness assessment; specifically identifying strategies to minimizing the use of funding on interim housing assistance while maximizing the use of funding on permanent housing assistance

**CalWORKs Housing Support Program
Performance and Assessment Resource Tool
Fiscal Year 2018-19**

Need and Program Self-Assessment		
Component	Suggested Program Goals	Growth and Development Opportunities
	using national RRH benchmarks to establish goals, including % exiting to permanent housing, average time to housing, and low reentry to homelessness within one year; program maximizes the use of direct assistance funding on permanent housing assistance while minimizing temporary housing assistance.	<ul style="list-style-type: none"> • Tracking and analyzing current rates of permanent housing exits (exits to perm. housing/total exits) and change/improvements over time • Tracking and analyzing current time to housing rates (between enrollment and perm housing) and change in average length of time over time • Tracking and evaluating reentry to homelessness data and change/improvements over time • Properly creating and implementing policies and practices that utilize a progressive engagement model to effectively provide housing assistance • Analyzing cost-effectiveness including a cost per case analysis
5. Data Collection and Tracking, including: <ul style="list-style-type: none"> • Utilizing HMIS • Reentry into Homelessness • Self-Sufficiency 	<p><u>Standard Goal:</u> The HSP is inputting all HSP participants into HMIS. Using HMIS and/or additional resources. County has a plan for tracking reentry to homelessness and for tracking self-sufficiency outcomes.</p> <p><u>Advanced:</u> Continuously utilizing data, including HMIS data, for program evaluation and improvements when necessary; executing a plan with outcomes and data as evidence; minimize reentry to homelessness and to maximize positive self-sufficiency outcomes.</p>	<p>Suggested areas for county self-assessment and evidence for tracking program improvements:</p> <p><u>HMIS:</u></p> <ul style="list-style-type: none"> • Consistent and complete HMIS entry for HSP participants consistent with HMIS data standards. • Ability to complete HMIS program extract with aggregate HSP data • Formal data agreements for system usage and sharing • Description of procedures for data utilization, e.g. cross program matching, reentry analysis, and/or outreach practices. <p>Reentry to Homelessness:</p> <ul style="list-style-type: none"> • Using HMIS data, client follow ups, program surveys, or CalWORKs data indicating housing needs (e.g. re-applications to HA) to track reentry outcomes during and after HSP participation. • Calculating rates of reentry into homelessness for HSP participants within 12 months of exiting <p>Self-Sufficiency Outcomes:</p> <ul style="list-style-type: none"> • Using employment/income data such as EDD data, UI, or CalWORKs/SAWS data including educational or employment attainment to track self-sufficiency outcomes during and after HSP participation

**CalWORKs Housing Support Program
Performance and Assessment Resource Tool
Fiscal Year 2018-19**

Need and Program Self-Assessment		
Component	Suggested Program Goals	Growth and Development Opportunities
6. Collaborative Partnerships	<p><u>Standard Goal</u>: The HSP is active partner with the local CoC</p> <p><u>Advanced</u>: Using this partnership to continue to maximize resources for HSP participants, better identify HSP-eligible participants, and expand local funding impact.</p>	<p>Suggested areas for county self-assessment and evidence for tracking program improvements:</p> <ul style="list-style-type: none"> • Identifying and removing barriers to collaboration including data and information sharing barriers, • Partnership agreements (e.g. referrals, formal agreements, meeting plans) with description of benefits to said partnership • Cross program referral procedures • Data on program transitions of HSP participants (e.g. number of participants that are in need of a deeper housing intervention/additional housing assistance being transferred into a program that better meets their needs)

**CalWORKs Housing Support Program
Request for Funding and Certification (2018-19)**

This form is to be completed by CWDs applying for funding to begin a new or to continue an existing HSP in Fiscal Year (FY) 2018-19. The county may include an alternate/secondary contact, if applicable.

County Name: _____

Indicate the primary CWD contact regarding the county's HSP.

Contact Name and Title: _____

Address: _____

Email Address: _____

Phone Number: _____

I. PROGRAM DESCRIPTION

Attach the completed HSP Program Description (attachment 4) as outlined in the application guidelines, section D (attachment 1).

II. BUDGET DETAIL

Attach a detailed program budget for FY 2018-19 and complete the following:

- a. Total amount of funding the county is requesting: _____
- b. Number of families the CWD will **newly** house in permanent housing during FY 2018-19: _____
- c. Number of families the CWD will **continue to support** in permanent housing during FY 2018-19: _____

III. DIRECTOR'S CERTIFICATION

I certify that the CWD will administer the CalWORKs Housing Support Program pursuant to the conditions set forth by the California Department of Social Services. I certify that the information completed above and attached is true and correct.

Director's Name: _____

Signature: _____ Date: _____

**CalWORKs Housing Support Program
Program Description Template – FY 2018-19**

Program Description Template

Counties applying for HSP funding (both existing programs and new programs) shall respond to the following items to provide a general description of the county's HSP followed by a self-assessment related to each area. The CDSS recommends that counties limit the Program Description to approximately 20 pages or less. Refer to Attachment Two for performance benchmarks, housing best practices, recommended program standards, examples of evidence that may be included to support the program design, and/or suggestions for self-assessment criteria and tracking program improvement. (Counties may attach additional sheets if the response does not fit within the text box provided within the template.)

The Program Description is broken into two areas: (1) Criteria for Evaluation and (2) Need and Program Self-Assessment. The county should respond to the program description question (numbered and in bold), with consideration to the area of assessment (directly below in italics). Additional information, including how each area impacts the HSP funding, is provided below.

Program Budget: As a reminder, counties shall also include a detailed program budget identifying the following: (1) the amount the program will expend on direct financial assistance; (2) the amount allocated for both permanent housing assistance vs. interim housing assistance; (3) case management costs; and (4) administrative or support costs. Alongside the projected totals in each category, include a projected cost per enrolled family. Refer to Attachment Two for recommended budgeting targets and note the target percentages for case management costs have been updated from prior years. The budget will be used to determine how counties plan to utilize funds and determine the annual goals. Note: applications with missing or incomplete budgets will be considered incomplete.

**CalWORKs Housing Support Program
Program Description Template – FY 2018-19**

Criteria for Evaluation

Criteria for Evaluation: The response to the evaluation criteria are broken into two parts: (1) performance evaluation; and (2) program description and assessment of program practices and plans for improving performance over the next year. Both items may result in additional funding to the county. Neither will result in any funding reductions.

CDSS Performance Evaluation: Responses to these areas should address the prior year's performance (FY 2016-17). Counties will complete the CDSS assessment of county performance for FY 2016-17 in each area within the template. (Refer to the HSP Data handout distributed to county directors and main program contacts on 4/24/18.) Counties may be allocated additional funds for strong performance. Note: there will be no funding reductions based on these evaluation criteria. The county may provide additional information, supported by data, to dispute the CDSS assessment of county performance, if applicable. Any alternative data will be considered in the evaluation of performance for that criteria. Refer to Attachment 2 for additional information and examples of evidence or acceptable explanations that may be submitted if the county disagrees with the CDSS assessment.

Program Description and Self-Assessment: Additional funding may be available based on program self-assessment of the three evaluation criteria. Counties may receive additional funds by providing plans for improvement within these evaluation criteria.

1. Set and meet appropriate housing goals

CDSS Performance Evaluation: The CDSS performance assessment for this criterion is developed through a comparison of number of newly housed families tracked in the HSP-14 against the target goals for newly housed families provided in the annual HSP director certification. Refer to pages 1 and 2 of the county-specific HSP Data hand out (distributed to county directors and main program contacts 4/24/2018) for the CDSS assessment of your county's performance for this criteria.

REQUIRED **County Performance based on CDSS Assessment for FY 2016-17:** [input county performance from CDSS assessment of county performance for criteria 1 here. Counties meeting the stronger performance benchmark (meeting at least 90% of their housing target) are eligible for additional funding.]

OPTIONAL **County Response to Dispute CDSS Assessment:** [Attach a sheet if the county disputes the CDSS assessment of performance for criteria 1. Complete rational here including supplemental data or evidence to demonstrate the county is meeting stronger performance. If the county is not disputing this assessment, leave this area blank.]

**CalWORKs Housing Support Program
Program Description Template – FY 2018-19**

Program Description and County Self-Assessment on Criteria 1:

Describe how the county will set and achieve accurate targets for families to newly house in the fiscal year. Include a detailed description of you're the target population and selection criteria. Explain how the county will continue to improve the goal setting process, including how the county will set accurate targets for families to newly house and how the program budget and past performance will inform goal setting. Include how the county plans to track goal achievement. Refer to Attachment 2 for suggestions.

REQUIRED County Response: [Complete program description and county self-assessment response here]

**CalWORKs Housing Support Program
Program Description Template – FY 2018-19**

REQUIRED **Program Description and County Self-Assessment on Criteria 1 (County Response Continued):**
[Complete program description and county self-assessment response here]

**CalWORKs Housing Support Program
Program Description Template – FY 2018-19**

2. Utilize the HSP funds allocated to the county in a manner that is cost effective and impactful to the identified need.

CDSS Performance Evaluation: The CDSS performance assessment for this criterion is developed from expenditures captured in program-wide claiming data, including administrative, case management, and direct financial assistance costs, as well as HSP-14 expenditures data specifying direct financial assistance spending. Refer to pages 3 and 5 of the county-specific HSP Data hand out (distributed to county directors and main program contacts 4/24/2018) for the CDSS assessment of your county's performance for this criteria.

REQUIRED **County Performance based on CDSS Assessment for FY 2016-17:** [input county performance from CDSS assessment of county performance for criteria 2 here. Counties meeting the stronger performance benchmark (spending at least 90% of the allocation) are eligible for additional funding.]

OPTIONAL **County Response to Dispute CDSS Assessment:** [Attach a sheet if the county disputes the CDSS assessment of performance for criteria 2. Complete rational here including supplemental data or evidence to demonstrate the county is meeting stronger performance. If the county is not disputing this assessment, leave this area blank.]

Program Description and County Self-Assessment on Criteria 2:

Describe how you will utilize the HSP funds allocated to the county in a manner that is cost effective and impactful to the identified need, and how your program will prepare an accurate budget and funding request to achieve your housing goals while ensuring the funds are fully utilized.

REQUIRED **County Response:** [Complete program description and county self-assessment response here]

**CalWORKs Housing Support Program
Program Description Template – FY 2018-19**

REQUIRED **Program Description and County Self-Assessment on Criteria 2 (County Response Continued):**
[Complete program description and county self-assessment response here]

**CalWORKs Housing Support Program
Program Description Template – FY 2018-19**

3. Maximize the use of HSP funds for direct financial assistance and minimize the use of funds on administrative costs.

CDSS Performance Evaluation: The CDSS performance assessment for this criterion is developed from expenditures captured in program-wide claiming data, including administrative, case management, and financial assistance costs, as well as HSP-14 expenditures data specifying direct expenditure spending. Refer to pages 6 and 7 of the county-specific HSP Data hand out (distributed to county directors and main program contacts 4/24/2018) for the CDSS assessment of your county's performance for this criteria.

REQUIRED **County Performance based on CDSS Assessment for FY 2016-17** [input county performance from CDSS assessment of county performance for criteria 3 here. Counties meeting the stronger performance benchmark (spending at least 60% of the allocation claimed on direct financial assistance) are eligible for additional funding.]

OPTIONAL **County Response:** [Attach a sheet if the county disputes the CDSS assessment of performance for criteria 3. Complete rationale here including supplemental data or evidence to demonstrate the county is meeting stronger performance. If the county is not disputing this assessment, leave this area blank.]

Program Description and County Self-Assessment on Criteria 3:

Describe how you plan to maximize the use of HSP funds on direct financial assistance (i.e. items paid on behalf of the family, such as: security & utility deposits, interim shelter costs, rental subsidies, moving expenses, etc.) while minimizing the administrative costs. Note: case management and housing navigation are not considered direct financial assistance.

- a. If applicable, include a description of how additional funding sources are or will be used in conjunction with HSP funds to ensure program goals are maximized. For example, if the county plans to utilize Family Stabilization funding or Emergency Solutions Grant (ESG) funding in conjunction with the HSP, this should be included in your description.

REQUIRED **County Response:** [Complete program description and county self-assessment response here].

**CalWORKs Housing Support Program
Program Description Template – FY 2018-19**

REQUIRED **Program Description and County Self-Assessment on Criteria 3 (County Response Continued):**
[Complete program description and county self-assessment response here].

**CalWORKs Housing Support Program
Program Description Template – FY 2018-19**

County Need and Program Self-Assessment

Need and Program Self-Assessment

Counties applying for HSP funding are required to respond to the following Need and Program Self-Assessment components. The areas will assess the total population of need based on relevant data, including outreach efforts and ongoing engagement activities to meet the need, and/or the need to expand eligibility to better meet the need. Responses will also capture innovative approaches to operating a program consistent with housing best practices. Counties may receive additional funding based on their responses within the need and program self-assessment. Note: each self-assessment area is required to have a response; applications with missing or unanswered responses to the self-assessment will be considered incomplete.

ALL AREAS BELOW ARE REQUIRED

1. Identifying and Demonstrating Program Need

Program Description: Describe the extent to which families in your CalWORKs program experience homelessness. Use community-wide data to demonstrate the need for funding in your county. Refer to Attachment 2 for examples of data sources.

Self-Assessment on Need Category 1: Assess the county's ability to determine the level of need in the community. How would additional funds allocated allow the county to enhance outreach strategies and further meet more of the need within the community? If the county intends to expand county eligibility for HSP (for example, expanding eligibility to families not otherwise eligible for federal or other housing or homelessness programs) include this specific information. How would additional funds allocated be used to better identify and serve the need? Note: the specific amount of funding is not required; the CDSS will use the total funding request to determine final allocations.

REQUIRED

County Response: [Complete program description and county self-assessment response here. Consider the following questions in the response (not all are required but these are suggested areas of assessment:

- How do the current and/or proposed outreach strategies ensure HSP is accurately identifying the level of need including the most vulnerable and difficult to find families and then connecting these families to HSP?
- How can the county improve on practices to determine the level of need for HSP?
- What program changes can be pursued in the fiscal year to make improvements in this area?
- What data and resources used to assess the county-wide homelessness need currently within or eligible for CalWORKs?]

**CalWORKs Housing Support Program
Program Description Template – FY 2018-19**

REQUIRED **Identifying and Demonstrating Program Need (County Response Continued):**

**CalWORKs Housing Support Program
Program Description Template – FY 2018-19**

2. Prioritization and HSP integration into Coordinated Entry

Program Description: Describe how HSP participants are prioritized, referred and approved for services including how community need and the program budget are used to inform overall housing targets and entry protocols (counties may reference back to responses provided to evaluation criteria number one above relevant to program flow, where appropriate). Include information about how HSP is (or will be) integrated into the Coordinated Entry (CE) system to execute this process. If the HSP is not yet integrated into CE, indicate the date or date range by which the county anticipates it will be integrated. Indicate the housing assessment tool you use and if this tool is also the tool utilized by your CE.

Self-Assessment for Program Category 2: Assess the county's ability to prioritize eligible families including the incorporation of HSP into the local Coordinated Entry system. Counties should provide specific program changes and goals that will be pursued in the fiscal year to make improvements in this area. How would additional funds allocated be used to support the continued or new integration of HSP into CE to better meet the identified need? Note: the specific amount of funding is not required; the CDSS will use the total funding request to determine final allocations.

REQUIRED

County Response: [Complete program description and county self-assessment response here. Consider the following questions in the response (not all are required but these are suggested areas of assessment:

- How has integration in CE has been beneficial and what more can be done to improve or streamline this process?
- If HSP is not yet incorporated in CE, what steps can the HSP take get there and how can this benefit the program?

**CalWORKs Housing Support Program
Program Description Template – FY 2018-19**

REQUIRED Prioritization and HSP integration into [Coordinated Entry](#) (County Response Continued):

**CalWORKs Housing Support Program
Program Description Template – FY 2018-19**

3. Incorporating the [Housing First Philosophy](#)

Program Description: Describe your county's strategy for operating a program consistent with the Housing First philosophy.

Self-Assessment for Program Category 3: Use available resource tools (e.g. housing first checklists) to assess how the program incorporates the housing first philosophy, including the Housing First Core Components, per [Welfare and Institutions Code section 8255](#). Counties should provide specific program changes and goals that will be pursued in the fiscal year to make improvements in this area. How would additional funds allocated support the program to better align with the Housing First philosophy? Note: the specific amount of funding is not required; the CDSS will use the total funding request to determine final allocations.

REQUIRED County Response: [Complete program description and county self-assessment response here.]

**CalWORKs Housing Support Program
Program Description Template – FY 2018-19**

REQUIRED **Incorporating the Housing First Philosophy (County Response Continued):**
[Complete program description and county self-assessment response here.]

**CalWORKs Housing Support Program
Program Description Template – FY 2018-19**

4. Rapid Rehousing (RRH) Core Components

Program Description: Describe how your program incorporates the rapid rehousing core components listed below. Include whether the functions are/will be contracted (noting the contractor by name) or completed in-house.

- a. Housing Identification – Describe how you manage landlord recruitment and engagement and with whom you work to identify potential housing units to ensure participants are accessing housing that meets habitability and safety standards. Include any strategies you will use to maximize the use of direct assistance funding on permanent housing assistance while minimizing temporary housing assistance.
- b. Case Management and Services - Describe what services are delivered, how you coordinate and deliver the services and how you determine the appropriate length and depth of services needed for each family. Include how you identify family needs and barriers to obtaining and retaining housing.
- c. Rent and Move-In Assistance (Financial) - Include the types of financial assistance you include in your program, including but not limited to move-in costs, rental subsidies or other types of assistance. Describe the criteria you employ to evaluate continued participation in, or renewal of, financial assistance, specifically highlighting the use of the [progressive engagement model](#) to best support participating families. Describe how the structures of your program are such that the majority of funds are dedicated to direct financial assistance to maximize program impact.

Self-Assessment for Program Category 4: Assess the county's ability to implement an evidenced based rapid rehousing model that incorporates the core components: housing identification; case management and services; and rent and move-in assistance. Note if the program is utilizing the [national RRH benchmarks](#) for program evaluation. Counties should provide specific program changes and goals that will be pursued in the fiscal year to make improvements in this area. How would additional funding allocated could better support the program in operating a rapid rehousing program? Note: the specific amount of funding is not required; the CDSS will use the total funding request to determine final allocations.

REQUIRED **County Response:** [Complete program description and county self-assessment response here.]

**CalWORKs Housing Support Program
Program Description Template – FY 2018-19**

REQUIRED **Rapid Rehousing (RRH) Core Components (County Response Continued):**
[Complete program description and county self-assessment response here.]

**CalWORKs Housing Support Program
Program Description Template – FY 2018-19**

5. Data Collection and Tracking

Program Description: Describe your capacity to collect data, track progress and outcomes related to housing stability, including your ability to complete and submit the [HSP 14](#) report timely and accurately.

- a. Include information on your access to the [Homeless Management Information System \(HMIS\)](#) in your community. (If the county does not currently have access to HMIS the response should indicate that). Provide evidence of current tracking within HMIS or a description of why this is currently unavailable with strategies to create this availability.
- b. Describe specific strategies for tracking outcomes related to re-entry to homelessness and self-sufficiency outcomes.

Self-Assessment for Program Category 5: Assess the county's ability to maintain records and collect data including: (1) tracking both qualitative and quantitative outcomes; (2) utilizing the Homeless Management and Information System (HMIS) in order to track reentry into homelessness and other housing outcomes; and (3) other self-sufficiency outcomes. Counties should provide specific program changes and goals that will be pursued in the fiscal year to make improvements in this area. How would additional funds allocated better support the data collection efforts of the county, including utilization of HMIS to track outcomes, including re-entry to homelessness and/or self-sufficiency. Note: the specific amount of funding is not required; the CDSS will use the total funding request to determine final allocations.

REQUIRED County Response: [Complete program description and county self-assessment response here.]

**CalWORKs Housing Support Program
Program Description Template – FY 2018-19**

REQUIRED

Data Collection and Tracking (County Response Continued):

[Complete program description and county self-assessment response here.]

**CalWORKs Housing Support Program
Program Description Template – FY 2018-19**

6. Collaborative Partnerships

Program Description: Describe how your HSP has established meaningful partnerships with the local homelessness Continuum of Care (CoC) or other available system level partnerships if applicable and/or the CoC is not available.

Self-Assessment for Program Category 6: Assess the county's ability to utilize collaborative partnerships to meet program goals including coordination with the local Continuum of Care (CoC) or other available systems level partnerships if the CoC is not available. Counties should provide specific program changes and goals that will be pursued in the fiscal year to make improvements in this area. How would additional funds allocated better support the county's ability to collaborate with the local homelessness system to better meet the need, including any efforts to increase outreach to eligible or potentially eligible families within the community. Note: the specific amount of funding is not required; the CDSS will use the total funding request to determine final allocations.

REQUIRED **County Response:** [Complete program description and county self-assessment response here.]

**CalWORKs Housing Support Program
Program Description Template – FY 2018-19**

7. Other Innovative Ideas (Optional – If applicable)

Program Description: Describe any additional plans for program innovation or improvement that the county would like to incorporate into the HSP.

Self-Assessment for Program Category 7: Counties may provide specific program changes and goals that will be pursued in the fiscal year to make improvements and/or innovative changes across any program components in HSP. Include in your assessment how these other items align with housing best practices.

OPTIONAL **County Response:** [Complete program description and county self-assessment response here.]