

August 10, 2020

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

**EXECUTIVE SUMMARY**

**LETTER TO ALL COUNTY WELFARE DIRECTORS AND  
ALL FEDERALLY RECOGNIZED TRIBAL GOVERNMENTS IN CALIFORNIA**

This letter outlines the application process for counties and tribes interested in applying for funding to begin a new or continue an existing Housing and Disability Advocacy Program in Fiscal Year 2020-21.



KIM JOHNSON  
DIRECTOR

STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY  
**DEPARTMENT OF SOCIAL SERVICES**  
744 P Street • Sacramento, CA 95814 • [www.cdss.ca.gov](http://www.cdss.ca.gov)



GAVIN NEWSOM  
GOVERNOR

August 10, 2020

LETTER TO ALL COUNTY WELFARE DIRECTORS AND ALL FEDERALLY  
RECOGNIZED TRIBAL GOVERNMENTS IN CALIFORNIA

TO: ALL COUNTY WELFARE DIRECTORS  
ALL FEDERALLY RECOGNIZED TRIBAL GOVERNMENTS IN  
CALIFORNIA

FROM: JENNIFER HERNANDEZ  
Deputy Director  
Family Engagement and Empowerment Division

SUBJECT: HOUSING AND DISABILITY ADVOCACY PROGRAM:  
REQUEST FOR PROGRAM APPLICATIONS FOR FISCAL  
YEAR 2020-21

This letter outlines the application process for counties and federally recognized Tribal Governments (Tribes) interested in applying for Housing and Disability Advocacy Program (HDAP) funds to begin a new or continue an existing program in Fiscal Year (FY) 2020-21. A total of \$25 million General Fund is available based on the Budget Act of 2020 for the HDAP. This letter outlines application requirements relevant to the funds available in FY 2020-21.

Grantees that submitted an application in FY 2019-20 will be required to submit a program update, budget narrative and certification to receive funds in FY 2020-21. New applicants or those that did not submit a program application in FY 2019-20 (including counties that were funded in the FY 2017-18 Pilot) are required to submit a full application as described in this letter and Attachment One. Interested applicants are strongly encouraged to review updated guidance outlined in [All County Letter \(ACL\) 19-104](#); program plans submitted in response to this funding request should incorporate these updated program requirements and recommended promising practices.

### Background

The HDAP was created in 2016. The Budget Act of 2017 appropriated one-time General Fund of \$43.5 million for the program, with funds available over three years, beginning July 1, 2017 through June 30, 2020. [All County Welfare Directors Letter \(ACWDL\) dated July 27, 2017](#) announced program application requirements and provided a program overview. Thirty-nine counties applied for program funds and implemented programs locally with allocations provided, as reflected in [County Fiscal Letter \(CFL\) No. 17/18-74](#). Pursuant to [Assembly Bill \(AB\) 121, Section 8 \(Chapter 414, Statutes of 2019\)](#), the use of the FY 2017-18 funds are extended through June 30, 2021, as confirmed by [CFL](#)

[19/20-77](#).

The Budget Act of 2019 appropriated \$25 million for the HDAP to continue on an on-going basis. [Senate Bill \(SB\) 80 \(Chapter 27, Statutes of 2019\)](#) amended statute relative to HDAP, and the California Department of Social Services (CDSS) updated program requirements and recommended promising practices accordingly, which are outlined in [ACL 19-104](#). Beginning July 1, 2019, Tribes were eligible to apply for and be granted HDAP funds. [ACWDL dated January 13, 2020](#) announced program application requirements. Thirty-six counties applied for program funds and implemented new or continued existing programs locally with allocations provided, as reflected in [CFL 19/20-92](#). [SB 74 \(Chapter 6, Statutes of 2020\), Section 2, Subsection 5180-492](#) grants the use of FY 2019-20 funds through June 30, 2021.

CDSS continues to strongly encourage regional applications from counties, Tribes, or groups of counties and Tribes. All grantees will continue to be required to match allocated state funds on a dollar-for-dollar basis. Match requirements for counties and Tribes are outlined in Attachment Four. Applicant grantees are encouraged to contact [fiscal.systems@dss.ca.gov](mailto:fiscal.systems@dss.ca.gov) or [housing@dss.ca.gov](mailto:housing@dss.ca.gov) to discuss eligible match sources or questions related to the claiming and reimbursement process, if applicable.

#### Program Scope

HDAP is a locally administered program, operated by counties, Tribes, or groups of counties and Tribes, that provides housing and disability benefits application assistance to people with a disability. Grantees must offer outreach, case management, disability benefits advocacy, and housing assistance. Priority must be given to chronically homeless individuals or individuals who are homeless and rely most heavily on government funded services. Program requirements are outlined in [Welfare and Institutions Code \(WIC\) sections 18999-18999.6](#) and additional information, including a summary of statutory changes and recommended promising practices, is outlined in [ACL 19-104](#).

#### HDAP Application and Allocation Process

During FY 2019-20, CDSS established a “need allocation” methodology which was used to determine a need allocation for all counties and to set aside funds specifically for Tribes to establish need. This methodology will continue to be used for FY 2020-21 awards. Additional information pertaining to the allocation and need determination methodology is provided in Attachment One. **Counties and Tribes interested in applying for funds are encouraged to request the total level of HDAP funding they believe is commensurate with their need, program capacity, and ability to provide match, even if that amount is greater than or less than the “need allocation” determined by CDSS, as reflected in Section I of Attachment One.**

Applications will be reviewed by CDSS and funds will be allocated in two rounds. Round one funds will be allocated according to the level of need, as defined by CDSS. Round two funds will be allocated competitively based on the evaluation criteria outlined

in Attachment One.

### *Continuing Programs from FY 2019-20*

HDAP grantees that submitted an application in FY 2019-20 are considered “continuing grantees” and will be required to provide a program update describing any planned changes from the approved FY 2019-20 proposal, along with an updated budget narrative and certification. The program update is intended to be brief (e.g., five pages or less) and identify how the grantee will serve traditionally underserved populations and describe any program changes the grantee intends to implement relevant to the COVID-19 response. Continuing grantees must submit the completed application package by **Thursday, September 10, 2020**.

### *New Applicants and Continuing Pilot Programs*

New applicants, **including counties that participated in the FY 2017-18 Pilot but did not submit an application in FY 2019-20**, will be required to submit a letter of their intent to apply followed by a full application package. The letter of intent should be submitted electronically and must specify the amount of funding the applicant intends to request for FY 2020-21 with confirmation that the grantee will be able to match this level of funds. The letter of intent must be submitted no later than **Thursday, September 10, 2020**. The complete application package, as described in Attachment One, Section F, must be submitted no later than **Friday, October 9, 2020**.

Application packages and letters of intent to apply for new applicants, as described above, should be submitted electronically to [housing@dss.ca.gov](mailto:housing@dss.ca.gov) by the due date indicated above. Late or incomplete applications will not be considered.

### Allocation Announcements

Applicants that submit a complete and satisfactory application packages will be notified of the approval of the round one (need allocation) funding allocation on a rolling basis within approximately ten (10) business days of complete and satisfactory submission. Application response times may increase depending on the frequency of application submissions, especially closer to the application due date. **Counties and Tribes are strongly encouraged to submit applications as soon as possible and in advance of the application submission date, when possible.**

Allocations for Tribes and all competitive funding to counties and Tribes will be announced in October. All funds allocated are available for use and encumbrance through June 30, 2021.

### Data Collection and Reporting

Data collection, progress monitoring, and outcome capture and reporting are essential mandatory elements of the HDAP. Grantees will be required to regularly complete and submit data reports to CDSS consistent with the reporting instructions outlined in

[ACWDL dated November 1, 2018](#) for the aggregate monthly HDAP 18 report. Grantees are also required to report individual level data on a quarterly basis, via the HDAP PII report submitted via the Secure File Transfer (SFT) process. Applicants may request additional information about the HDAP PII reporting instructions by emailing [housing@dss.ca.gov](mailto:housing@dss.ca.gov).

#### Training and Technical Assistance

Training and technical assistance will continue to be offered by CDSS to help programs develop, strengthen and enhance their outreach, case management, advocacy, and delivery of housing supports at the local level. Programs may utilize HDAP funds to provide program- specific training in areas identified by the grantee or the CDSS.

#### Reimbursement and Fiscal Claiming

County HDAP funds shall be claimed according to the instructions provided in [CFL No. 17/18-79](#) and [CFL No. 18/19-25](#). Invoicing and grant reimbursement instructions will be included in a Memorandum of Understanding (MOU) for all Tribes allocated funds.

The CDSS looks forward to partnering with grantees to deliver housing support and disability advocacy to individuals and families in need. The Housing and Homelessness Bureau plans to host a conference call to respond to questions relative to the request for proposals **Thursday, August 20, 2020 from 1pm – 2pm**. Please RSVP [at our Eventbrite page](#) if you are interested in attending. If you have any questions regarding HDAP, please contact the Housing and Homelessness Bureau at 916-651-5155 or by email at [housing@dss.ca.gov](mailto:housing@dss.ca.gov).

#### Attachments:

Attachment One: HDAP Application Guidelines

Attachment Two: HDAP Certification, Goals and Confirmation of Match Funds

Attachment Three: HDAP Housing First Self-Assessment

Attachment Four: HDAP Match Requirements

Attachment Five: Budget Narrative

Housing and Disability Income Advocacy Program  
Fiscal Year 2020-21 Application Guidelines

## A. PURPOSE AND BACKGROUND

The California Department of Social Services (CDSS) is seeking applications from County Welfare Departments (CWDs) and Tribes interested in implementing or expanding a local Housing and Disability Advocacy Program (HDAP). The program will be funded with monies appropriated in the Budget Act of 2020, and the monies will be available through June 30, 2021. The program requires counties and Tribes to provide a dollar-for-dollar match to all state funds allocated. Program requirements and recommended promising practices are outlined in [All County Letter \(ACL\) 19-104](#).

Application guidelines for continuing grantees and new grantees are different and further described in sections E, F, and G below. Continuing grantees are those who applied for and received funding in Fiscal Year (FY) 2019-20 as reflected in [County Fiscal Letter \(CFL\) No. 19/20-92](#). New grantees are those who did not apply for funding in FY 2019-20, including counties that were funded in the FY 2017-18 Pilot and are continuing to operate a pilot program.

### *I. Eligible Grantees*

For county government applicants, the CWD is the county entity that must apply for and be allocated HDAP funds, and the CWD Director must sign the HDAP certification in Attachment Two. For tribal government applications, federally recognized tribal governments in California are eligible to apply. The appropriate tribal leader is required to sign the HDAP certification in Attachment Two. However, CWDs and Tribes may subcontract with other entities, including county or tribal entities that will serve as the lead agency in implementing HDAP.

Regional applications are allowable and CDSS strongly encourages counties and Tribes to consider collaborating to implement a regional program, where appropriate. **Any county who reports that the county is partnering with a tribe is required to include an acknowledgement of the tribal partnership, signed by the appropriate tribal leader.**

## B. ALLOCATION FUNDING COMPONENTS

CDSS has developed an allocation methodology, based on need criteria specific to both counties and Tribes. **Counties and Tribes applying for funds are encouraged to request the total level of HDAP funding they believe is commensurate with their need, program capacity, and ability to provide match, even if that amount is greater than or less than the “need allocation” determined by CDSS.** Refer to Section I for state-funded HDAP need allocation amounts for all counties.

Funds will be allocated in two rounds: round one will allocate funds according to the level of need, as defined by CDSS; round two will allocate funds on a competitive basis, in

accordance with the evaluation criteria outlined below in Section C. CDSS strongly recommends programs operate with a minimum of \$50,000 in state funds, which is reflected in the need allocation table displayed in Section H of this Attachment. Applicants may request less than \$50,000 in state funds if the need within the county or Tribes reflects less than the \$50,000 in state funding.

### *I. County Allocations*

A total of \$22 million has been made available to all fifty-eight (58) California counties, distributed on the basis of need, as determined by CDSS. The county need allocation is displayed in Section I of this Attachment. The need allocation was determined for each county according to a methodology developed by CDSS, which includes the following, in order of weighted importance:

- the percent of the statewide total of individuals experiencing homelessness living in the county (2019 Unsheltered Point in Time Count);
- the percent of the statewide total of Supplemental Security Income (SSI) applications submitted for individuals living in the county (average 2019 applications by county);
- the percent of the statewide total of renters with severe rental cost burden living in the county (i.e., household income less than 80 percent area median income and paying more than 50 percent of income towards rent); and
- the percent of the statewide total of individuals receiving no or low income living in the county (number of individuals who worked 26 weeks or less and did not work in the past 12 months).

Counties that satisfactorily apply for HDAP funds will be allocated funding up to, but not more than, the amount displayed in Section I of this Attachment, in the first funding round. Additional funding may be available and allocated on a competitive basis once the initial, non-competitive allocations are complete.

### *II. Tribal Allocations*

CDSS has set-aside \$3 million specifically for tribal applicants, which will be allocated to Tribes on the basis of need. Tribes that satisfactorily apply for HDAP funds will be allocated funds up to their requested amount, or up to a total of \$3 million collectively among all tribal applicants (if the total request for funds exceeds \$3 million). If necessary, CDSS will determine a need allocation for Tribes consistent with a methodology applicable to Tribes and based on the Tribe's proportion of need among all Tribes requesting funds. Tribes may request, and be allocated, funds in excess of the \$3 million specific tribal set-aside through the competitive funding round if the total request from Tribes exceeds \$3 million.

### *III. Competitive Allocations for Counties and Tribes*

Any funds remaining after the round one allocations for counties and Tribes will be

available to applicant grantees on a competitive basis. For example, if a county's need allocation is \$1 million but the county requests \$1.5 million, the county will be allocated \$1 million through the need allocation and will compete for the additional \$500,000. The county may receive all, a portion of, or none of the \$500,000 requested above the need allocation. Similarly, if the total request from Tribes exceeds \$3 million, Tribes may also compete for any unallocated round one county funds. If the total \$3 million tribal set-aside is not requested, any remaining funds will be available in the competitive funding round.

### **C. CRITERIA FOR EVALUATION**

The CDSS will evaluate competitive applications according to the criteria outlined below. Continuing grantees will be evaluated based on the Program Description provided for the FY 2019-20 HDAP application, outlined in [All County Welfare Directors Letter dated January 13, 2020](#), the Program Update for FY 2020-21 as described in Section E below, and the updated Program Budget Narrative (Attachment Five). New grantees will be evaluated on the application components outlined in Section D, including the responses to questions outlined in Section F pertaining to the Program Description.

CDSS will evaluate the applicant's ability to complete the following:

1. Demonstrate the use of evidence-based models and CDSS recommended promising practices in the program design, specifically addressing the four required components of HDAP— outreach, case management, disability benefits advocacy, and housing assistance, including the incorporation and adherence of the core components of Housing First, as specified in [WIC section 8255](#).
2. Demonstrate local need, including the extent to which individuals in their community experience homelessness, and a program design and budget that effectively addresses that need which is consistent with program requirements and CDSS recommended practices outlined in [ACL 19-104](#).
3. Demonstrate the capacity for timely implementation of an HDAP program impactful to community needs with a focus on integrating services and collaborating with other relevant government departments.
4. Demonstrate the ability to work in collaboration with the local homeless [Continuum of Care](#) and [coordinated entry system](#) and partner with established community-based organizations (CBOs). Applicants should be able to demonstrate that any CBO partners have a proven track record of successfully documenting disability, getting disability income applications approved, and locating safe and sustainable housing.
5. Demonstrate the ability to maintain records, collect data, and track both qualitative and quantitative outcomes including the effective use of data analysis to incorporate a continuous quality improvement model.

### **D. PROGRAM REQUIREMENTS**

Programs shall be designed in a manner consistent with the following guidance:

*I. Program Design and Recommended Practices*

Program design will vary across the state depending on the local need and availability of existing programs and resources. All applicants are required to design the local HDAP in accordance with applicable federal and state law; specifically, programs shall be designed in a manner consistent with [WIC Section 8255 – 8256](#) and [WIC Section 18999 -18999.6](#) as well as [ACL 19-104](#) and any other subsequent guidance applicable to HDAP.

*II. Usage of the Homeless Management Information System (HMIS)*

By July 1, 2020, grantees operating an HDAP are required to ensure participants served by HDAP are entered into their local [Homeless Management Information System \(HMIS\)](#), unless the grantee submits a waiver as described below. CDSS has strongly encouraged this practice to better align HDAP with the broader homelessness field and to build for future data collection efficiencies in HDAP. Ensuring all HDAP participants are entered into HMIS will help support and ensure:

- HDAP is appropriately integrated into the broader homelessness system;
- HDAP participants can more effectively access alternative housing resources if no longer served by HDAP or in tandem with HDAP services; and
- HDAP providers can evaluate returns to homelessness after participants exit HDAP.

Applicant grantees may request an HMIS waiver, waiving the requirement for grantees to ensure all HDAP participants are entered into HMIS by July 1, 2020, if an applicant grantee is unable to meet the requirement outlined above. Applicant grantees requesting a waiver are required to contact CDSS to request an *HDAP HMIS Waiver Request*. Requests for the waiver should be submitted to [housing@dss.ca.gov](mailto:housing@dss.ca.gov) at least two business days prior to the HDAP funding application due date and completed waivers are to be submitted with the full HDAP application.

The information completed on the waiver request will be used by the CDSS to understand the grantee's status with HMIS and to target further technical assistance. Within the HMIS Waiver Request, grantees will be required to describe the current status of HMIS use in their HDAP and explain why the grantee's HDAP is unable to ensure HDAP participants are entered into HMIS by July 1, 2020. Grantees will also describe the steps that must be taken to ensure the grantee is moving toward entry of HDAP participants into HMIS to meet the HMIS requirement in the future. The HMIS waiver request also requires applicant grantees to include the associated timeline for compliance and specific barriers to meeting the HMIS requirement. Finally, applicant grantees are asked to identify how CDSS can support grantees in meeting the HMIS requirement, including any technical assistance needs.

CDSS will review the information completed on the *HDAP HMIS Waiver Request* to assess the applicant grantee's HMIS status and will use the assessment to provide

technical assistance to support grantees in meeting the HMIS requirement in the future. As a reminder, grantees may use HDAP funds to purchase licenses and/or training and dedicate staff time to HMIS entry in order to meet this requirement.

Finally, counties are reminded that they must obtain prior written approval for Electronic Data Processing (computing) expenditures that constitute equipment (per unit acquisition prices at above the \$25,000 threshold), and any such equipment acquisition costs may only be recoverable indirectly through depreciation (refer to the threshold for capital expenditures in the [California County Welfare Department Cost Allocation Plan for 2018-19](#)). This approval is obtained through the submission of an Advance Planning Document form to CDSS.

### *III. Program Budgeting Guidelines*

Programs are strongly encouraged to maximize direct assistance while minimizing administrative costs, to the extent possible. Administrative costs should not exceed 20 percent of the total program budget. The remaining funds should be directed to program operations and financial assistance.

A detailed program budget narrative should include, at minimum, the costs associated with the following program components: program administration outreach (including screening and assessment activities, if included in the program's outreach); costs associated with care coordination case management and benefits advocacy; housing assistance (including financial assistance, housing navigation, and housing related case management); and if applicable, costs associated with the workforce development component. Refer to ACL 19-104 for additional description of program components and recommended practices.

The budget narratives should identify the amount of state and match funds that are proposed to be allocated to each of the program components listed above. Total match funds must be included in the budget narrative. Counties and Tribes may also include in-kind costs, outside of the HDAP budget, that support any of the program components to illustrate more accurately costs associated with program services and community integration. Including in-kind costs supporting HDAP, outside of the HDAP state or match-funded components, is optional and should be noted as such if included in the budget narrative.

The funding amounts listed should be inclusive of any unspent Pilot FY 2017-18 and FY 2019-20 if applicable as well as the amount being requested for FY 2020-21. All budget narratives submitted need to meet the budget requirements outlined above.

## **E. APPLICATION REQUIREMENTS AND UPDATED PROGRAM PLAN DESCRIPTION FOR CONTINUING GRANTEEES**

Continuing grantees are those who completed a FY 2019-20 HDAP application, outlined in [All County Welfare Directors Letter dated January 13, 2020](#). Continuing grantees will be required to submit the following information for their FY 2020-21 application to be

considered complete.

1. **Program Update:** Explain how your program meets the needs of underserved populations in your community and addresses disparities based on race, ethnicity, gender, sexual orientation, etc. Describe any changes or updates you plan to make in your program in the coming fiscal year and include changes you plan to implement relevant to the COVID-19 response (for example, extended lengths of housing subsidies or new or increased connections to federal housing resources provided in response to COVID-19). Note: CDSS strongly recommends that continuing program applicants limit this update to five (5) pages or less.
2. **Detailed Program Budget Narrative:** Complete a detailed program budget narrative, indicating the anticipated funding (including state and match funding amounts and source of match funds) that will be utilized to fund services provided through HDAP. Refer to the program budget guidelines specified above in Section D, III. The funding amounts listed should be inclusive of any unspent Pilot FY 2017-18 and FY2019-20 if applicable as well as the amount being requested for FY 2020-21. All budget narratives submitted need to meet the budget requirements outlined in Section D III.
3. **Funding Request Certification Template (Attachment Two):** Complete the attached funding request certification indicating the primary and secondary program contacts, the level of state and match funding that will be used to fund the program, the unduplicated count of individuals targeted for HDAP services, and the County Welfare Director and/or Tribal Administrator signature certifying that the grantee will adhere to the HDAP funding conditions outlined below in Section H. Once final allocations are announced, CDSS will request an updated certification to confirm the budget and goals to serve consistent with the final allocation amount.

#### F. REQUIRED APPLICATION COMPONENTS FOR NEW GRANTEES

Applicants who did not submit an application in FY 2019-20 and are requesting HDAP funds for FY 2020-21 shall complete and return the following application components, using the attached templates when specified. **Counties that were funded in the FY 2017-18 Pilot and did not submit an application in FY 2019-20 are required to submit the program application components listed below.** Each of the required program application components is described below.

1. **Program Description:** Respond to the questions identified below in Section G. Note: a template has not been provided and is not required. Applicant grantees are encouraged to use clear headings to identify the question that is being answered and to limit the program description to twenty-five (25) pages or less.
2. **Detailed Program Budget Narrative:** Complete a detailed program budget narrative, indicating the anticipated funding (including state and match funding amounts and source of match funds) that will be utilized to fund services provided

through HDAP. Refer to the program budget guidelines specified above in Section D, III. The funding amounts listed should be inclusive of any unspent Pilot FY 2017-18, if applicable, as well as the amount being requested for FY 2020-21. All budget narratives submitted need to meet the budget requirements outlined in the application.

3. **Letter(s) of Support:** All applicants shall include, at minimum, a letter of support from the local Continuum of Care (CoC) including: (1) a description of the current or planned relationship (i.e. how the agencies work together) between the CoC and lead agency implementing HDAP; (2) a commitment to support HDAP to integrate with the broader homelessness system; and (3) a commitment to support the HDAP lead agency with integrating HDAP with the Coordinated Entry system and HMIS data entry for all HDAP participants. If the applicant grantee is unable to obtain a letter of support indicating the required elements above, the applicant should include a written statement explaining efforts made to obtain the letter and any barriers the applicant encountered.

As a reminder, counties that report they are partnering with Tribes are required to include a letter from the tribe(s) confirming the partnership. Applicants may also include letters of support from other partner agencies, in addition to the CoC and Tribes (if applicable) to better illustrate established or planned partnerships with local housing and homelessness and/or disability advocacy providers.

4. **Funding Request Certification Template (Attachment Two):** Complete the attached funding request certification indicating the primary and secondary program contacts, the level of state and match funding that will be used to fund the program, the unduplicated count of individuals targeted for HDAP services, and the County Welfare Director and/or Tribal Administrator signature certifying that the grantee will adhere to the HDAP funding conditions outlined below in Section H. Once final allocations are announced, CDSS will request an updated certification to confirm the budget and goals to serve consistent with the final allocation amount.
5. **Housing First Assessment Checklist (Attachment Three):** Complete the template according to the instructions provided within the attached checklist. Note: instructions for counties that received funding in the FY 2017-18 Pilot and counties and Tribes that have not applied for funds previously are different. Refer to Attachment Three for instructions on how to complete the assessment.
6. **Program Implementation Timeline:** Complete an implementation timeline that includes a high-level description of work that will be completed and the anticipated timeline associated with following components: establishing formal partnerships, including the Continuum of Care (CoC) and any contracted partners; program development activities, including hiring and training staff, establishing program policies and procedures, community marketing, and data collection activity development; program implementation, including outreach and identification of potentially eligible individuals, accepting referrals and beginning to provide housing

and disability benefit advocacy services. Programs that have been operating as part of the pilot year may indicate that in the timeline and complete applicable updates (e.g., timeline for updated program policies, etc.).

## **G. PROGRAM PLAN DESCRIPTION FOR NEW APPLICANTS**

New applicants and counties that were funded in the FY 2017-18 Pilot (but did not complete an application in FY 2019-20) are required to complete a full program description responding to the questions outlined below describing the services that will be delivered relative to outreach, case management, disability benefits advocacy and housing assistance to HDAP clients.

1. **Provide a statement of your community's need for HDAP funding.** Include relevant data to support the statement of need and a description of how you determined the level of funding needed to support your identified program goals. Examples of relevant data sources to support need may include but are not limited to: most recent Point in Time (PIT) homeless counts; data related to frequent users of emergency services; caseloads for existing HDAP or HDAP-like programs; and other funding sources available within the community that will be used to support HDAP participants.
2. **Describe how you plan to outreach to and engage with HDAP clients.** Include details on how clients will be referred for HDAP services and how the program will coordinate with existing systems and integrate services, as necessary. Include in your response how services will be delivered (via county or tribal staff or through a contracted partner, with the name of the contracted partner). Indicate the number of individuals you anticipate targeting for outreach and referral to HDAP.
3. **Describe how the program will provide care coordination case management services to support clients from the point of outreach and engagement through housing stability and disability benefits determination.** Include details on how case managers will actively integrate services to support activities of daily living (e.g., ensure transportation or other resources needed to attend required appointments are easily available or provided, that participants have access to other benefits they may be entitled to and are provided in a person-centered approach). Include how the services will be delivered (via staff of the grantee or a contracted partner and indicate the name of the partner agency if applicable). Confirm that the care coordination case management is a service component that is offered and provided to all HDAP clients.
4. **Describe how the program will provide disability benefits advocacy to HDAP clients and utilize quality assurance monitoring to ensure the greatest chance of a benefits application approval as early as possible, without the need for appeals.** Include pertinent details on processes related to screening, assessing, gathering required documentation, and preparing and filing disability applications. Explain how the program oversight staff will ensure all benefit

applications are submitted complete, that any necessary follow up is conducted and that overall application rates are adequate. Include how the services will be delivered (via staff of the grantee or a contracted partner and indicate the name of the partner agency if applicable) and if a particular program model will be used (e.g., SOAR or similar model). Confirm the program will offer and provide disability benefits advocacy services to all HDAP clients.

5. **Describe the housing assistance services that will be offered to HDAP clients. Include a completed Housing First assessment described above in Section F.** Include the types of financial assistance related to housing that will be provided, including interim housing when permanent housing options are not immediately available. If interim housing is not provided by HDAP, indicate the entity that will provide interim housing. The program must provide interim housing to participants. Explain how housing navigation and housing-related case management will be provided. Provide specific examples. For example, explain *how* the program will incorporate client preferences, *how* the program will offer housing without restrictions, and *how* the program will be tailored to the needs of each individual client. Include pertinent details regarding the standards for determining the amount and duration of permanent housing subsidies, the program's consideration of providing longer term assistance when affordable housing is not immediately available (including affordable housing vouchers), and how the program plans to transition clients off of HDAP (i.e., how the program will determine the client is stably housed in sustainable permanent housing). Complete the Housing First checklist assessment tool (Attachment Three) to demonstrate the program's efforts to align/better align with the Housing First philosophy over the coming year(s) and plans for program improvement, as applicable and identified within the checklist.
6. **Describe how the HDAP will collaborate with local agencies, including the local homeless, health and behavioral health care systems, criminal justice, or other relevant local systems, to ensure community members with the longest histories of homelessness and with the most serious service needs are prioritized for HDAP.** Include information on how the HDAP will coordinate with the homeless CoC (or other entity if a CoC is not in existence or is not accessible to the grantee) and how the program will be integrated with the Coordinated Entry system. For example, factors to consider include whether HDAP uses a coordinated prioritization approach to ensure persons with the longest histories of homelessness and with the most serious service needs are given first priority; accepts referrals from Coordinated Entry; refers to Coordinated Entry; or utilizes the Homeless Management Information System (HMIS), including entering clients and tracking data related to clients. Include any other system collaborations in place or planned, such as how the HDAP assists in connecting clients exiting hospitals or other institutions to benefits advocacy and housing. Indicate how these services will be delivered (via staff of the grantee or a contracted partner and indicate the name of the partner agency if applicable) and the name(s) of any partner agencies who are actively participating in this collaboration. To further illustrate active partnerships, applicants are required to include, at minimum, a

letter of support from the local CoC agency as described above, in Section E.

Applicants may also include additional letters of support to illustrate active partnerships or planned partnerships that the grantee intends to execute (this is optional but strongly recommended for all competitive funding applicants) for additional agencies within the community, beyond the CoC.

7. **Describe how you will ensure that HDAP meets the needs of underserved populations in your community and addresses disparities based on race, ethnicity, gender, sexual orientation, etc.**
8. **OPTIONAL QUESTION:** Answer only if the applicant grantee plans to include a workforce development component. Describe the services that will be delivered as part of a workforce development component of HDAP. Include why this component is necessary to include in HDAP and how the applicant grantee believes it will support HDAP in targeting the communities most vulnerable individuals experiencing homelessness. Use data to support the response, to the extent possible. Include in your response how services will be delivered (via county or tribal staff or through a contracted partner, with the name of the contracted partner). Indicate the number of individuals you anticipate targeting for workforce development.

#### H. FUNDING CONDITIONS AND PROGRAM ACKNOWLEDGEMENTS

Grantees, both continuing and new, in receipt of HDAP funding will be required to adhere to the funding conditions listed below. Funding will be contingent upon County Welfare Director and/or Tribal Administrator certifying that the grantee will adhere to these conditions and acknowledge the following:

1. Ensure program staff representation at all CDSS required HDAP trainings and meetings.
2. Operate an HDAP consistent with the Housing First Core Components enumerated in [WIC Sections 8255-8256](#) and guidance outlined in [ACL 19-104](#).
3. Ensure the HDAP is implemented according to the approved HDAP proposal; any changes to the program description, implementation timeline or budget narrative will be submitted to the CDSS for pre-approval.
4. Match state HDAP funds with allowable match source funds on a dollar-for-dollar basis and maintain the level of funding expended by the grantee for HDAP related services in the FY 2015-16, consistent with the match guidelines specified in [CFL No. 17/18-79](#) and [CFL No. 18/19-25](#).
5. Seek reimbursement of funds used for housing assistance, general assistance, or general relief from the federal Commissioner of Social Security pursuant to the Interim Assistance Reimbursement agreement (IAR) authorized by Section

1631(g) of the federal Social Security Act, as allowable by federal law.

6. Provide HDAP data elements listed in [WIC section 18999.6](#), in addition to data requested by CDSS, including a monthly and quarterly data report, and comply with requests from the CDSS regarding implementation updates and program outcomes and ensure HDAP participants are entered in HMIS, unless CDSS waives this requirement pursuant to the HDAP HMIS Waiver.
7. Target providing outreach, case management, disability benefits advocacy and housing assistance to the number of individuals experiencing homelessness and eligible for HDAP indicated in the program plan or determined by the CDSS, per the final HDAP allocation.
8. Ensure the HDAP will work with the local homeless Continuum of Care and Coordinated Entry systems and health systems to ensure chronically homeless individuals or individuals who are homeless and rely most heavily on government funded services are given the highest priority and have access to HDAP services. Prioritization will be based on criteria that ensures persons with the longest histories of homelessness and with the most severe service needs are given first priority.
9. Ensure the HDAP collaborates with other government departments, including those responsible for health, including behavioral health, and human or social services, at minimum. Collaboration includes sharing information necessary to pursue disability benefits (e.g., medical records, etc.).
10. HDAP staff will ensure clients understand client participation in housing assistance services is voluntary and not a required program component.
11. Acknowledge that the CDSS reserves the right to reallocate HDAP funds should the CDSS determine it is appropriate or necessary to maximize program impact throughout the state.

## **I. COUNTY SPECIFIC NEED ALLOCATION**

The chart below displays the county-specific need allocation that is available to counties that apply for HDAP funds and submit a satisfactory application, including the program application requirements specified above, as well as confirmation that the county will ensure a dollar-for-dollar match for all state funds allocated.

As specified in Section B, II above, \$3 million has been set aside for Tribes applying for HDAP funds and will be allocated to tribal applicants on the basis of need. Counties and Tribes have the opportunity to compete for funds in excess of the need allocation identified below and within the \$3 million tribal set-aside, as described in Section B, III.

<b>County</b>	<b>Need Allocation FY 2020-21</b>
Alameda	\$ 976,571
Alpine	\$ 50,000
Amador	\$ 50,000
Butte	\$ 161,116
Calaveras	\$ 50,000
Colusa	\$ 50,000
Contra Costa	\$ 414,188
Del Norte	\$ 50,000
El Dorado	\$ 81,158
Fresno	\$ 476,815
Glenn	\$ 50,000
Humboldt	\$ 162,596
Imperial	\$ 167,283
Inyo	\$ 50,000
Kern	\$ 373,088
Kings	\$ 61,296
Lake	\$ 53,683
Lassen	\$ 50,000
Los Angeles	\$ 7,338,851
Madera	\$ 68,575
Marin	\$ 123,905
Mariposa	\$ 50,000
Mendocino	\$ 84,271
Merced	\$ 129,375
Modoc	\$ 50,000
Mono	\$ 50,000
Monterey	\$ 265,883
Napa	\$ 50,340
Nevada	\$ 53,441
Orange	\$ 1,270,023
Placer	\$ 125,598
Plumas	\$ 50,000
Riverside	\$ 844,073
Sacramento	\$ 859,889
San Benito	\$ 50,000
San Bernardino	\$ 802,475
San Diego	\$ 1,414,902
San Francisco	\$ 817,388
San Joaquin	\$ 402,081
San Luis Obispo	\$ 168,970
San Mateo	\$ 254,785
Santa Barbara	\$ 226,195
Santa Clara	\$ 1,116,793

<b>County</b>	<b>Need Allocation FY 2020-21</b>
Santa Cruz	\$ 217,955
Shasta	\$ 118,122
Sierra	\$ 50,000
Siskiyou	\$ 50,000
Solano	\$ 193,798
Sonoma	\$ 314,131
Stanislaus	\$ 292,526
Sutter	\$ 50,000
Tehama	\$ 50,000
Trinity	\$ 50,000
Tulare	\$ 205,749
Tuolumne	\$ 50,000
Ventura	\$ 301,867
Yolo	\$ 103,921
Yuba	\$ 53,953

**HOUSING AND DISABILITY ADVOCACY  
PROGRAM (HDAP) CERTIFICATION, GOALS,  
AND CONFIRMATION OF MATCH: FISCAL  
YEAR 2020-21**

*This form must be completed by all applicants applying for HDAP funding for Fiscal Year (FY) 2020-21.*

**County Agency/Tribe Name:**

**I. PROGRAM APPLICATION PACKAGE CHECKLIST FOR NEW APPLICANTS**

*Complete program applications will include the following. Refer to Attachment One, Section (F) for detailed application packaging requirements.*

- ☐ Certification, Funding Request, and Confirmation of Match (Attachment Two)
- ☐ Housing First Assessment (Attachment Three)
- ☐ Program Description (See Attachment One for more information)
- ☐ Program Budget Narrative (Attachment Five)
- ☐ Letter(s) of Support (See Attachment One for more information)
- ☐ HMIS Waiver, if applicable (See Attachment One for more information)

**II. PROGRAM APPLICATION PACKAGE CHECKLIST FOR CONTINUING GRANTEES**

*Complete program applications will include the following. Refer to Attachment One, Section (E) for detailed application packaging requirements.*

- ☐ Certification, Funding Request, and Confirmation of Match (Attachment 2)
- ☐ Program Description (See Attachment One for more information)
- ☐ Program Budget Narrative (See Attachment Five)

**III. PROGRAM FUNDING REQUEST**

*All applicants must complete sections a, b, c, d, and e below. Continuing Grantees must also complete section f. Note: information below should match the detailed program budget narrative.*

- a. Amount of state HDAP funding the applicant is requesting in this application (i.e., total amount, without match, for FY 2020-21; do not include funds allocated in FY 2017 or FY 19/20);
- b. Match amount the applicant is proposing;

- c. Total amount of new program funding the applicant is proposing (i.e., state funds request (a), plus match (b), for FY 2020-21);
- d. Total amount of program funding the applicant is proposing, including total amount of funding available in FY 20-21, from Pilot FY 17-18 and/or 19-20 (including all available match dollars)
- e. Estimated number of individuals the HDAP will **newly house and serve** with all required program components, specific to this funding request in item d (refer to budget narrative for additional information); and
- f. (Continuing Grantees and HDAP Pilot Grantees Only) Number of individuals the HDAP will **continue to support** in HDAP during FY 2020-21 and associated with this funding request in item d (i.e., number of individuals served prior to FY 2020-21 who will continue to receive HDAP service components supported by this funding request).

#### IV. MATCH FUND DETAILS

*List each source of match funding below including the type, amount, and any additional description necessary. (See Attachment Four for more information on allowable match sources and refer to [CFL No. 17/18-79](#) for examples.)*

	Source (Name of entity and/or funding source)	Type (cash/direct expenditure, county in-kind, or third-party in- kind)	Description of match (how funds have been or will be used)	Amount
1.				
2.				
3.				
4.				
5.				
6.				

Total Amount of Match	
Total amount should be consistent with match amounts completed on page 1.	

**V. COUNTY WELFARE DIRECTOR AND/OR TRIBAL GOVERNMENT  
CERTIFICATION**

I certify that the County Welfare Department or Tribe will administer the HDAP 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.

Print Name:

Signature:

Date:

**VI. HDAP CONTACTS**

*The person(s) listed below will be the primary point of contact for questions or follow up for both the proposal and program. The contact's information will also be available to the public and stakeholders for direct questions, as indicated below. Changes to the information indicated below should sent to [housing@dss.ca.gov](mailto:housing@dss.ca.gov).*

**Primary County/Tribe HDAP Contact**

Contact Name and Title:

Address:

Email Address:

Phone Number:

Public Inquiry/Stakeholder Contact: Yes

No

**Secondary County/Tribe HDAP Contact**

Contact Name and Title:

Email Address:

Phone Number:

Public Inquiry/Stakeholder Contact: Yes

No

## Housing and Disability Advocacy Program Housing First Assessment

### Incorporating Housing First (Required for New Applicants)

Pursuant to Welfare and Institutions Code (WIC) section 8256, as of July 1, 2019, all state-funded housing programs must be operated in compliance with the core components of Housing First enumerated in [WIC section 8255](#). ([All County Letter \(ACL\) 19-114](#)). Therefore, funded Housing and Disability Advocacy Programs (HDAP) must be operated in compliance with the core components of Housing First. The California Department of Social Services (CDSS) will continue to provide technical assistance to help counties improve practices to accomplish this requirement.

CDSS has developed a Housing First Assessment to support applicants in assessing their adherence to and adoption of Housing First, as well as space to identify areas for development. This tool was developed using: the Housing First core components in [WIC section 8255](#), [the United States Interagency Council on Homelessness \(USICH\) Housing First checklist](#), the [United States Department of Housing and Urban Development \(HUD\) Housing First Assessment Tool](#), and the Corporation for Supportive Housing (CSH) checklist.

This assessment is intended to provide a baseline assessment of applicants' implementation of and alignment with Housing First principles. Responses will be used by the CDSS to provide guidance and support to programs as they continue to work toward aligning with Housing First core components and best practices. Strong responses do not necessarily reflect complete compliance and may include concrete plans for further alignment with Housing First.

Counties and tribes that applied for funds in FY 2019-20 are not required to complete a Housing First Assessment with their FY 2020-21 application. They may provide an updated assessment or updates on plans for improvement on an optional basis.

**Applicants funded in the Pilot (FY 2017-18) who did not apply for funding in FY 2019-20 and all new applicants must complete this assessment.** Complete Part 1 of the self-assessment by checking the box that best describes program alignment with each Housing First element. Include a description of improvement plans for the new funding cycle, as well as an anticipated implementation timeline. Counties that received funds in the FY 2017-18 Pilot who did not apply for funding in FY 2019-20, must also complete Part 2 by identifying the Housing First elements that they can further improve upon.

Refer to [ACL 19-104](#) for more information on Housing First and HDAP.

Part 1. Housing First Self-Assessment					
County or Tribe:					
Date Completed:					
Completed by:					
<b>1. Low barrier entry.</b> Program enrollment is <b>not</b> contingent on pre-requisites such as sobriety, treatment, or behavioral contingencies, disability status, income, credit or rental history, or any other behaviors that might be interpreted as indicating a lack of "housing readiness."	<input type="checkbox"/> Program enrollment <b>is</b> <b>not</b> contingent on pre-requisites		<input type="checkbox"/> Program enrollment <b>is</b> contingent on some pre-requisites		
<b>2. Intake process is expedited, client-centered, and flexible.</b> Case managers meet with participants quickly and clearly communicate program expectations and offerings upon enrollment and throughout program.	All the time <input type="checkbox"/>	Most of the time <input type="checkbox"/>	Some of the time <input type="checkbox"/>	Infrequently <input type="checkbox"/>	Never <input type="checkbox"/>
<b>3. Access to housing is without preconditions.</b> Program compliance and participation in services is not a condition of receiving or maintaining housing and participation is voluntary.	<input type="checkbox"/> Program compliance and participation <b>is not</b> a condition of receiving or maintaining housing and participation is voluntary.		<input type="checkbox"/> Program compliance and participation <b>is</b> a condition of receiving or maintaining housing and/or participation is not voluntary.		
<b>4. Individuals are connected to permanent housing as early as possible in case planning.</b> Participants are offered quick access to rapid re-housing assistance, including housing identification, rent and move-in assistance, and case management.	All the time <input type="checkbox"/>	Most of the time <input type="checkbox"/>	Some of the time <input type="checkbox"/>	Infrequently <input type="checkbox"/>	Never <input type="checkbox"/>
<b>5. Interim Housing Interventions are offered.</b> Interim Housing Interventions (e.g., temporary housing, bridge housing, motels) are offered if permanent housing is not immediately available. If interim housing interventions are used, there is a focus on safe and quick transitions to permanent housing.	All the time <input type="checkbox"/>	Most of the time <input type="checkbox"/>	Some of the time <input type="checkbox"/>	Infrequently <input type="checkbox"/>	Never <input type="checkbox"/>
<b>6. Participants are provided services that are evidence-based and client-centered.</b> When engaging clients, evidence-based models are used (e.g., motivational interviewing, client-centered counseling, harm-reduction,	All the time <input type="checkbox"/>	Most of the time <input type="checkbox"/>	Some of the time <input type="checkbox"/>	Infrequently <input type="checkbox"/>	Never <input type="checkbox"/>

trauma informed care). Clients' needs are continuously being assessed with the case plan being updated and communication is clear and ongoing.					
<b>7. Leases or contractual agreements are used and reflect the same rights and responsibilities as other tenants.</b> Participants receive education about their lease or occupancy agreement terms.	All the time <input type="checkbox"/>	Most of the time <input type="checkbox"/>	Some of the time <input type="checkbox"/>	Infrequently <input type="checkbox"/>	Never <input type="checkbox"/>
<b>8. Every effort is made to prevent a return to homelessness.</b> Every effort is made to prevent a return to homelessness, including but not limited to rehousing. The HDAP provider has protocols for how to work with individuals and landlords to prevent lease violations and preserve tenancy (e.g., tenant rights classes, landlord check-ins, home visits). Services are continued despite changes in housing status or placement.	All the time <input type="checkbox"/>	Most of the time <input type="checkbox"/>	Some of the time <input type="checkbox"/>	Infrequently <input type="checkbox"/>	Never <input type="checkbox"/>
<b>(For Pilot Programs Currently Operating)</b> In the space below, summarize areas in which the program has worked to better align with Housing First since implementation and any additional information to further explain the assessment above.					

**(For Counties and Tribes NOT operating an HDAP)** In the space below, describe how your program will align with Housing First and steps you will take to incorporate the components above into your program design.

**Part 2. Housing First Improvement Plan (Required for Pilot Programs that did not complete an application in FY 2019-20 Only)**

Select a minimum of two Housing First elements that you can further improve upon (e.g., removing barriers to entry, home visits) and complete the table providing details as necessary. The Result column should be left blank until further improvement and completion of the goal. Attach additional pages or documents as needed.

<b>Which Housing First element needs to be improved and why? (Refer to list above.)</b>	<b>What is your improvement plan? (What specific policies and practices do you plan to adopt within your HDAP to address the areas identified for improvement? What steps will you pursue to implement these policies and practices?)</b>	<b>Timeline (include progress and/or status updates when applicable)</b>	<b>Result (for programs to fill out upon completion of improvement plan)</b>

## **Housing and Disability Advocacy Program County Agency and Tribal Government Match Funding Requirements**

County agencies and Tribal Governments (Tribe) in receipt of Housing and Disability Advocacy Program (HDAP) funding are required to match the state HDAP funding on a dollar-for-dollar basis over the award period. The county or Tribe may meet their HDAP match requirement through an expenditure of county or Tribal funds and/or through a contribution of county/Tribal and/or third-party in-kind donations. *These match amounts must be spent on or contributed in direct support of the HDAP.*

For example, if a county or Tribe claims \$500,000 in HDAP state funds, the value of its entire HDAP outlays, including all expenditures and contributions made on the program's behalf, must be \$1,000,000. This document summarizes the county and Tribe match guidelines associated with HDAP, outlines the general match provisions, how in-kind funding may be used as a match, and defines the items prohibited from being used as a match.

In accordance with [Welfare and Institutions Code section 18999.1\(b\)\(3\)](#), county agencies and Tribal governments in receipt of funds provided for HDAP shall supplement and not supplant the level of county and Tribal funding spent on these purposes in Fiscal Year 2015-16. For additional match guidance and related claiming instructions for the HDAP, counties may refer to [County Fiscal Letter \(CFL\) No. 17/18-79](#) and [CFL No. 18/19-25](#).

### **Match Requirements**

Proper documentation should be kept on file at the county or Tribal that submits all HDAP match documentation and expenditure claims. This information must be available at the California Department of Social Services' request for review of compliance with statute and state guidance.

### **General Provisions**

County and Tribe's matching amounts must conform to the following general provisions:

- Verifiable from the County's or Tribe's records.
- Necessary and reasonable for accomplishment of HDAP objectives.
- Allowable under the cost principles outlined in [Subpart E of Title 2 Code of Federal Regulations Part 200](#) to the extent they consist of federal funds.
- Neither state funds nor any funds provided by the county/Tribe as a match to draw down state funds in another program.

### **Expenditure Matches (Cash Matches)**

A direct and exclusive expenditure of county/Tribal funds on the HDAP may be used to meet all or part of a county's/Tribe's match requirements for the HDAP.

The source of county or Tribe's funds used for these expenditures may be the county's or

Tribe's own public funds (including Local Revenue Funds [LRF]), cash donations from third parties (e.g., partner organizations), or independent grants. The use of cash donations and grants should adhere to the following guidelines:

- These funds should be transferred to and spent directly by the county agency or Tribal government exclusively on the HDAP to be considered a county or Tribal expenditure match. Funds spent by a third party on behalf of the HDAP are considered an in-kind donation and must follow the rules for in-kind contributions under this program.
- The third party may place a condition or restriction on the use of funds it donates to the county or Tribe requiring that they be used for the purpose of the HDAP.
- It is permissible for donated funds, if not completely expended by the county or Tribe, to revert to the donor, if this condition is part of the agreement between the donor and the county or Tribe.

It is important to note that an expenditure of funds by the county or Tribe on behalf of another program that is used as match for the HDAP is considered a county or Tribal in-kind match, not an expenditure match.

### **In-Kind Matches**

In-kind contributions/donations of goods, services, and other resources in support of the HDAP may be allowable to meet all or part of the HDAP county or Tribe match requirement. In order for in-kind donations to qualify as an allowable match, they must be substantiated with written documentation provided on the source entity's letterhead and signed and dated by an authorized representative of that entity. Documentation must include:

- Description and value of the donated goods or services.
- Specific date and fiscal year for which the goods or services will be contributed.
- The method used to determine the value of the donation.

### County and Tribe In-Kind Match

As explained above, state funds are not an eligible match source. County or Tribal funds that are used as a match to draw down state funds in another program also may not be used as a match. However, county and Tribal funds (including LRF) that **1) are not used as a match for state funds in another program and 2) are spent on other programs** may be used as an in-kind match, as long as those expenditures are in support of the HDAP. For the purposes of this guidance, "county in-kind match" refers to expenditures internal to the County Welfare Department; expenditures by other county departments in support of the HDAP would be considered a third-party in-kind match.

Likewise, any federal share of expenditures for county or Tribe, state, or federal programs also may be used as an in-kind match, as long as they support the HDAP. Any federal funds used as a match must be expended in a manner consistent with federal regulations and the federal award's terms and conditions.

Potential **federal** funds/grants/awards that may serve as a match for HDAP include, but are not limited to, the following sources:

- Emergency Solutions Grant
- Community Services Block Grant
- Community Development Block Grant
- Whole Person Care
- Continuum of Care
- Housing Choice Voucher
- Family Unification Program
- The Title XIX portions of Adult Protective Services (APS) program expenditures
- The Coronavirus Aid, Relief, and Economic Security (CARES) Act

#### *County and Tribe In-Kind Match Examples*

Assuming all other match requirements are met, examples of county and Tribe in-kind contributions that may be eligible as a match for the HDAP include, but are not limited to:

- County/Tribal-funded salaries and administrative costs of General Assistance/General Relief programs, such as caseworker or other staff time, provided to HDAP participants. Note: Other staff time, including the time of staff not solely dedicated to HDAP, such as time spent coordinating with local housing services, or other HDAP-related functions may also be used as match in an amount commensurate with the time spent for HDAP specific clients and activities.
- County or Tribal and federal funds expended under other programs on housing assistance for HDAP participants.

For example:

1. The county or Tribe establishes specific positions dedicated to providing HDAP case management for HDAP participants. The case worker time is funded by the county/Tribe. The value of the time can be used as match.
2. A county or Tribal social worker spends time coordinating with the local housing authority on program participants' case plans and providing information to support housing plan development. Both the LRF (2011 Realignment) and any federal portions of the costs associated with that time can be used as match.
3. An alternative county or Tribal program uses county or Tribal or federal funds on emergency or interim housing (e.g., shelter beds, motel vouchers) for clients served by the HDAP. The value of the housing can be used as a match.

#### Third Party In-Kind Match

If the source of the in-kind contribution is a third party, a memorandum of understanding

(MOU), or similar kind of agreement, between the county or Tribe and the third party must be in place prior to the provision of the goods and/or services. The MOU must contain the following elements:

- A commitment to provide the goods/service(s).
- A description of the specific goods/service(s) to be provided.
- The profession of any persons providing service(s) and fair market value of the goods/service(s).
- The timeframe in which the goods/service(s) will be provided.
- The review process or system that will be used to evaluate and document the nature and value of the goods/service(s) as actually provided.

Under an agreement with the county or Tribe, a third party may make an in-kind donation contingent upon the receipt of partial reimbursement for that donation from the county or Tribe. The county or Tribe may consider reimbursement of that amount to the donor as an expenditure under the HDAP, which the county or Tribe may use to draw down state HDAP funds. For example, if a third party were to request reimbursement of half the value of its donation, one half of the total value (the reimbursement) would count as a county/Tribal expenditure eligible to draw down state funds and the other half would count as the match for that expenditure.

#### *Third Party In-Kind Match Examples*

Assuming all other match requirements are met, examples of third-party in-kind contributions that may be eligible as a match for the HDAP include, but are not limited to:

- Use of third-party partner case worker (or other staff) time such as caseworker or other staff time, provided to HDAP participants. Note: Other staff time, including the time of staff not solely dedicated to HDAP, such as time spent coordinating with local housing services, or other HDAP related functions may also be used as match in an amount commensurate with the time spent for HDAP specific clients and activities.
- Third party funds expended on housing assistance for HDAP participants.

For example:

1. The county or Tribe works with a third party to establish specific positions dedicated to providing HDAP case management for HDAP participants. In this example, the case worker time is funded directly by the third party. The value of the time can be used as match.
2. A county or Tribe partners with a third party, and a staff person with the third party spends time coordinating with local housing partners on program participants' case plans and providing information to support housing plan development. The third party's time spent on HDAP participants for the specific purposes of HDAP can be used as match.

3. The county or Tribe secures (or plans to secure) third party in-kind funds for emergency or interim housing (i.e., shelter beds, motel vouchers) for clients served by the HDAP. The value of the housing can be used as a match.

**Directions:** The purpose of the Budget Narrative is to support the amount of funding requested in the application and provide details on how those funds are tied to the program plan being submitted. Provide the information listed under each line item below with a narrative describing how the specified funding will address the needs of operating each aspect of the program. Continuing counties should note any significant changes from the FY 2019-20 application, if applicable. For the expense category items 2 through 6 below, provide the total amount of funds budgeted for that service type for the fiscal year inclusive of any unspent Pilot FY 2017-18 and FY 2019-20 funds, if applicable, as well as the amount being requested for FY 2020-21. The narrative provided should be no longer than 5 paragraphs per item. If the response does not fit in the space provided, please complete on a separate sheet of paper. **Grantees can use this budget narrative document or may provide their own budget narrative document.**

**All budget narratives submitted need to meet the budget requirements outlined in the Attachment One Application Guidelines Section D, III: Program Budgeting Guidelines and consistent with All County Letter (ACL) 19-104.**

- 1. Total HDAP Program Funds:** Funding that remains available from all previous years in which the applicant received program funding. Applicants will also include the total amount of funding being requested for FY 2020-21. Finally, applicants will provide the total amount of funding that will be available as match for all state funds (requested and received).
  - a. **Unspent State Funds Available as of June 30, 2020 (Pilot FY 2017-18 and FY 2019-20 if applicable): \$**
  - b. **FY 2020-21 State Funds Requested: \$**
  - c. **Total State Funds (A and B): \$**
  - d. **Total Match Funds (A and B): \$**
  - e. **Target number of individuals to newly house and serve in FY 2020-21:**
  - f. **Number of individuals HDAP will continue to support from previous fiscal year:**
  
- 2. Administration:** Activities include, but are not limited to, data tracking, program management, overhead, and program development activities.
  - a. **State Funds: \$**
  - b. **Match Funds: \$**
  - c. **Narrative Detail:**

3. **Outreach:** Outreach activities conducted by HDAP staff or provided in collaboration with community-based organizations including screening and assessment activities, as applicable.
  - a. **State Funds:** \$
  - b. **Match Funds:** \$
  - c. **Narrative Detail:**
  
4. **Care Coordination:** These activities include the provision of case management and disability advocacy services to clients. Note: these services are separate from Housing Case Management activities.
  - a. **State Funds:** \$
  - b. **Match Funds:** \$
  - c. **Narrative Detail:**
  
5. **Housing Related Case Management and Navigation:** Activities include, but are not limited to, landlord mediation, landlord outreach and housing identification and search activities.
  - a. **State Funds:** \$
  - b. **Match Funds:** \$
  - c. **Narrative Detail:**
  
6. **Financial Assistance:** All costs paid out on behalf of the participant. Include costs associated with housing assistance, landlord incentives, move-in costs, structure purchases, etc.
  - a. **State Funds:** \$
  - b. **Match Funds:** \$
  - c. **Narrative Detail:**

**7. Other:** Items not capture in other budget categories (provide detail as necessary to illustrate these costs).

a. **State Funds:** \$

b. **Match Funds:** \$

c. **Narrative Detail:**