

November 6, 2023

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

**EXECUTIVE SUMMARY**

**ALL COUNTY WELFARE DIRECTORS LETTER**

The purpose of this letter is to notify All County Welfare Directors and current participating Tribal Grantees in California of funds available for counties and tribal entities to establish, continue and expand housing and homelessness assistance through the Housing and Disability Advocacy Program (HDAP). The Budget Act of 2023 (Senate Bill 101, Chapter 12, Statutes of 2023) appropriated an ongoing total of \$25.0 million for HDAP in Fiscal Year (FY) 2023-24. This letter announces a noncompetitive, match-required Planning Allocation for all fifty-eight (58) counties and funding reserved for seventeen (17) current participating Tribal Grantees.



KIM JOHNSON  
DIRECTOR

CALIFORNIA HEALTH & HUMAN SERVICES AGENCY  
**DEPARTMENT OF SOCIAL SERVICES**  
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GAVIN NEWSOM  
GOVERNOR

November 6, 2023

ALL COUNTY WELFARE DIRECTORS LETTER

TO: ALL COUNTY WELFARE DIRECTORS  
ALL COUNTY HDAP COORDINATORS  
CURRENT PARTICIPATING TRIBAL GRANTEEES

FROM: HANNA AZEMATI, DEPUTY DIRECTOR  
HOUSING AND HOMELESSNESS DIVISION

SUBJECT: **HOUSING AND DISABILITY ADVOCACY PROGRAM NOTICE  
OF FUNDING FOR FISCAL YEAR 2023-24**

REFERENCE: [SENATE BILL \(SB 101\); SB 129; SB 80; ASSEMBLY BILL \(AB\) 135; AB 977; WELFARE AND INSTITUTIONS CODE \(WIC\) SECTIONS 8255, 8256, 18999, 18999.1, 18999.2, 18999.4, 18999.6; ALL COUNTY LETTER \(ACL\) 19-104; ACL 19-114; COUNTY FISCAL LETTER \(CFL\) NO. 22/23-43; ALL COUNTY WELFARE DIRECTOR LETTER \(ACWDL\) DATED SEPTEMBER 21, 2022; CFL NO. 21/22-75; ACWDL DATED SEPTEMBER 13, 2021; ACWDL DATED AUGUST 10, 2020; ACWDL DATED NOVEMBER 1, 2018; ACWDL DATED JANUARY 14, 2021; CFL NO. 17/18-74](#)

The purpose of this letter is to notify All County Welfare Directors and current participating HDAP Tribal Grantees of funds available to establish, continue, and expand housing and homelessness assistance through the Housing and Disability Advocacy Program (HDAP).

The Budget Act of 2023 ([SB 101, Chapter 12, Statutes of 2023](#)) approved the annual, ongoing appropriation of \$25.0 million HDAP funds available for expenditure July 1, 2023, through June 30, 2025, which require a dollar-for-dollar match. This letter announces the availability of Fiscal Year (FY) 2023-24 planning allocations for all fifty-eight (58) counties and the seventeen (17) currently participating HDAP Tribal Grantees. These match required allocations include non-competitive allocations

**separate** from the multi-year FY 2021-22 and FY 2022-23 allocations as described in [County Fiscal Letter \(CFL\) 21/22-75](#) and [CFL 22/23-43](#). Eligible Tribal Grantees are listed in Attachment One.

## **I. PROGRAM BACKGROUND**

HDAP provides housing supports and disability benefit advocacy to people experiencing homelessness or at risk of homelessness and who are likely eligible for disability benefits. HDAP was created in 2016 with an initial one-time appropriation. In 2019, HDAP was made an ongoing program and [SB 80 \(Chapter 27, Statutes of 2019\)](#) made Tribal Grantees eligible to receive HDAP funds. Historically, HDAP funding has required a dollar-for-dollar local match. The Budget Acts of 2021 ([SB 129, Chapter 69, Statutes of 2021](#)) and 2022 ([SB 154 Chapter 43, Statutes of 2022](#)) each provided \$25.0 million in annual ongoing HDAP funds in addition to \$150.0 million in one-time funding. In both FY 2021-22 and FY 2022-23, a total of \$175.0 million was made for use over multiple years. The annual \$25.0 million, match required HDAP appropriations were provided as Targeted Strategic Investment (TSI) grants in each of these two fiscal years. The local match requirement was waived for the one-time funds described above, but was maintained, and will continue to be maintained, for the \$25.0 million annual appropriation. The Interim Assistance Reimbursement (IAR) requirement is waived for all HDAP funding through June 30, 2025.

Counties and eligible Tribal Grantees wishing to accept these funds must review [ACWDL dated September 13, 2021](#), for a complete overview of HDAP program eligibility, definitions, services, rules, and requirements. Refer to the table below for a summary of available HDAP funding, expenditure periods and match requirements including the FY 2023-24 annual, ongoing appropriation. **Please note: a dollar-for-dollar match is required of all grantees accepting funds for the FY 2023-24 appropriation.**

**Table 1. Summary of FY 2021-22, FY 2022-23, and FY 2023-24 Funds**

	<b>Funding Amount</b>	<b>Expenditure Period</b>	<b>Match Requirement</b>
<b>FY 2021-22</b>	\$150,000,000 Noncompetitive allocations <a href="#">CFL 21/22-75</a>	Noncompetitive allocations available through June 30, 2024	Noncompetitive: Match Exempt
	\$25,000,000 Targeted Strategic Investment (TSI) <a href="#">CFL 21/22-75</a>	TSI allocations available through June 30, 2023	TSIs: Dollar-for-dollar match requirement

<b>FY 2022-23</b>	\$150,000,000 Noncompetitive allocations CFL 22/23-43  \$25,000,000 TSI <a href="#">CFL 22/23-84</a>	Noncompetitive allocations available through June 30, 2025  TSI allocations available through June 30, 2024	Noncompetitive: Match Exempt  TSIs: Dollar-for-dollar match requirement
<b>FY 2023-24</b>	\$25,000,000 Noncompetitive allocations  No TSI allocations	Noncompetitive allocations available through June 30, 2025	Dollar-for-dollar match requirement

## **II. FY 2023-24 ALLOCATIONS, BUDGET AND USE OF FUNDS**

CDSS is making \$22.0 million available via statewide noncompetitive planning allocations to all fifty-eight (58) counties based on the methodology described below. An additional \$3.0 million is available to seventeen (17) Tribal Grantees that accepted HDAP funding via the [All Tribal Leaders Letter dated July 26, 2022](#). A minimum funding floor equal to \$100,000 was applied to all counties and Tribal Grantees. Grantees accepting HDAP FY 2023-24 allocations will be required to provide a dollar-for-dollar match. Refer to Attachment Four of [ACWDL dated August 10, 2020](#), for HDAP match requirements. Refer to Attachment One for the list of FY 2023-24 planning allocations available to counties and eligible Tribal Grantees.

### **1. FY 2023-24 Allocation Methodology**

#### **A. County Allocations**

CDSS utilized the [HDAP planning allocations established in August 2020](#) prior to the significant one-time funding augmentations made in FY 2021-22 and FY 2022-23. The planning allocation amounts were then adjusted to provide all 58 counties with a minimum floor of \$100,000 (increasing from the previous \$50,000 minimum floor used in 2020). Maintaining these August 2020 historical allocation levels for the FY 2023-24 non-competitive allocations will help ensure grantees can continue to operate at the level of programming prior to significant one-time funding augmentations in FY 2021-22 and FY 2022-23. Note: CDSS did not recalculate the allocations based on the need-based criteria used to calculate allocations in August 2020. Refer to the [HDAP funding letter dated August 10, 2020](#) for additional information related to how the August 2020 planning allocations were established.

## B. Eligible Tribal Grantee Allocations

Consistent with previous funding cycles, CDSS set aside \$3.0 million for eligible Tribal Grantees wishing to continue or expand HDAP, including a \$100,000 minimum floor allocation for the 17 Tribal Grantees currently participating in HDAP. Eligible Tribal Grantees may accept the \$100,000 minimum floor allocation and request additional funding. CDSS will review and grant the funding requests up to a statewide total of \$3.0 million to eligible Tribal Grantees requesting funds. If the total amount accepted or requested across eligible Tribal Grantees is less than \$3.0 million, CDSS will distribute any remaining funds to counties wishing to accept additional funds, in accordance with the distribution of funds reflected in Attachment One. If the total amount requested from eligible Tribal Grantees exceeds a statewide total of \$3.0 million, CDSS will distribute funding proportionate to award amounts issued via the [HDAP tribal set aside for FY 2021-22 and FY 2022-23](#).

Refer to Section Two below for instructions on accepting funds. **Please note:** the development and execution of Memorandums of Understanding (MOUs) for Tribal Grantees listed in Attachment One is currently in process. Once funds are accepted via the steps in Section Two below, and MOUs are executed, additional funding made available in Attachment One will be added to existing awards.

### 2. Instructions for Accepting & Declining Funds

Grantees wishing to accept all, or a portion of the FY 2023-24 match-required noncompetitive allocation amount listed in Attachment One shall follow the instructions outlined below. CDSS encourages review and acceptance of funds as soon as possible. To accept funds grantees must submit the following **electronically to [housing@dss.ca.gov](mailto:housing@dss.ca.gov) by Friday, December 15, 2023:**

1. Completed County Welfare Director or Tribal Administrator's Certification as described in Attachment Two;
2. Budget Template and Match Certification as described in Attachment Three; and
3. If applicable per the instructions below, completed Expenditure Explanation as described in Attachment Four.

If declining a planning allocation, a County Welfare Director or Tribal Administrator's Certification must still be submitted indicating that funds are being declined. A lack of response to the Certification will be considered the same as declining funds. Funds that are declined or are not accepted by grantees will be made available to grantees that indicate in the County Welfare Director or Tribal Administrator's Certification that they can accept additional funds beyond the amounts listed in Attachment One, consistent with the county and tribal methodologies described above.

### 3. Budget Template and Match Certification

The purpose of the budget template in Attachment Three is to support grantees in planning to serve all eligible participants utilizing the total HDAP funding available during FY 2023-24. CDSS will accept an alternative format of the budget template as long as the submission contains the same information requested in the CDSS HDAP budget template reflected in Attachment Three. Information provided in the budget template will not be used to determine final FY 2023-24 allocations; these allocations are made on a non-competitive basis, as described within this letter. Refer to Attachment Three for additional information and instructions related to completing the budget template.

The match certification should be completed in accordance with Attachment Four of [ACWDL dated August 10, 2020](#). Please only provide match details for the amount of funds being requested via the County Welfare Director or Tribal Administrator's Certification in Attachment Two.

### 4. Expenditure Explanation

New for FY 2023-24 funding acceptance, CDSS is requiring grantees to provide an explanation of HDAP expenditures if the percent of the grantees' HDAP expenditures for the total combined FY 2021-22 and FY 2022-23 allocations, as reported to CDSS, is below the statewide average of 41 percent of total expenditures. The Expenditure Explanation reflected in Attachment Four asks grantees to explain their ability to expend all funds awarded and available to the grantee from FY 2021-22 and FY 2022-23 as reflected in County Fiscal Letters [CFL 21/22-75](#) and [CFL 22/23-43](#). Tribal Grantees that accepted funds for the first time via the [All Tribal Leaders Letter dated July 26, 2022](#), are not required to complete the Expenditure Explanation.

The percent of statewide expenditures was calculated by dividing the total statewide expenditures reported to CDSS as of June 2023 by the FY 2021-22 and FY 2022-23 statewide HDAP allocations. Each grantee's percent claimed was calculated by dividing their total expenditures reported to CDSS for FY 2021-22 and FY 2022-23, through June 2023 by their total allocations for FY 2021-22 and FY 2022-23 as reflected in [CFL 21/22-75](#) and [CFL 22/23-43](#). The percentage does not include supplemental claims. Grantees with expenditures reported to CDSS that fall below 41 percent of their FY 2021-22 and FY 2022-23 allocations for HDAP are required to complete the Expenditure Explanation, as described in Attachment Four. These thirty-seven (37) counties and two (2) Tribal Grantees are notated in Attachment One with an asterisk (\*). Information provided in the Expenditure Explanation will not be used to determine final FY 2023-24 allocations; these allocations are made on a non-competitive basis, as described within this letter.

## 5. Allocation and Claiming Information

A County Fiscal Letter (CFL) providing FY 2023-24 final allocations will be released after the deadline to accept funds for FY 2023-24. Tribal Grantees accepting funds will receive written notice of their award. Additionally, a CFL with revised claiming instructions for counties who accept FY 2023-24 HDAP match required funding will be issued in the coming weeks. For more information on the current claiming instructions, please see [CFL No.17/18-79](#), [CFL No. 18/19-25](#), and [CFL No. 22/23-44](#)."

Invoicing and grant reimbursement instructions will be included in the executed MOUs for all Tribal Grantees that are allocated funds. Tribal invoicing instructions are available for review in the materials shared with Tribal Grantees on May 22, 2023. For additional county and tribal match guidance, please see Attachment Four of [ACWDL dated August 10, 2020](#).

## **Data Reporting**

Data collection, progress monitoring, and outcome reporting are essential and mandatory elements of the HDAP. Data needs should be considered when deciding on staffing, training, and program design. Successful data integration goes beyond completing program data reports, and may require building relationships with [Homeless Management Information System \(HMIS\)](#) administrators, service providers, and other grantees that are part of the data integration process.

Grantees are required to report individual level and aggregate data on a quarterly basis via the [HDAP PII 21 report](#) which is to be submitted via the [Secure Automated File Exchange \(SAFE\) website](#). Grantees may be required to complete and submit additional data as specified by CDSS. Any additional data requirements will be introduced by CDSS after discussions with the County Welfare Directors Association (CWDA), Tribal Grantees, and advocates for clients. Applicants may request additional information about HDAP data reporting requirements by emailing [housing@dss.ca.gov](mailto:housing@dss.ca.gov).

All counties operating an HDAP are required to ensure participants served by HDAP are entered into their local [HMIS](#) per [WIC section 8256\(d\)](#). The State of California requires grantees of state-funded homelessness programs (including HDAP) to enter specific data elements related to individuals and families into their local HMIS. The data made available by these reporting standards will create a more accurate account of the individuals and families served by the homelessness response system. This data will result in a more comprehensive understanding of the effects of state funded homelessness programs and allow for better informed policy decisions. If grantees need assistance connecting with their local HMIS leads or have questions about entering data into HMIS, they may contact HMIS technical assistance providers Abt Associates at [AB977\\_TA@abtassoc.com](mailto:AB977_TA@abtassoc.com) and [housing@dss.ca.gov](mailto:housing@dss.ca.gov).



Grantees must also participate in activities related to any formal HDAP evaluation, such as submitting data, conducting data reviews and cleaning, or participating in interviews and focus groups. Grantees are reminded that they may use HDAP funds to support data reporting and evaluation requirements, including HMIS data entry.

### **Technical Assistance**

Technical assistance (TA) opportunities are available for all HDAP grantees, including county and tribal leaders overseeing housing and social service systems, county and tribal staff, and front-line staff delivering services to clients. TA is also available for any contracted service providers performing these duties. CDSS and CDSS's TA partner [Change Well Project](#) will offer ongoing training and targeted TA, at no cost to grantees, to help meet program requirements, identify best practices for program operation within communities, help grantees scale their program, and facilitate information-sharing across grantees, among other topics.

TA is available to assist with all aspects of program planning, development, operation, and evaluation. Grantees may be required to utilize TA to expand and improve their funded programs, including as part of CDSS-identified program improvement needs, at CDSS discretion. Grantees may utilize program funds to provide program-specific training in areas identified by the grantee or by CDSS to support continuous quality improvement. Grantees interested in requesting TA may contact CDSS by email at [housing@dss.ca.gov](mailto:housing@dss.ca.gov) with a description of the issue and other helpful background information or supporting documentation, as appropriate. Grantees interested in TA from CDSS's TA partner, Change Well Project, should complete the [Change Well Project technical assistance request form](#).

Contact the CDSS Housing and Homelessness Division (HHD) [housing@dss.ca.gov](mailto:housing@dss.ca.gov) with questions regarding this letter or HDAP.

### **Attachments:**

- Attachment One: FY 2023-24 HDAP County and Tribal Grantee Noncompetitive Allocation Amounts
- Attachment Two: FY 2023-24 HDAP County Welfare Director or Tribal Administrator's Certification, Instructions and Funding Conditions
- Attachment Three: FY 2023-24 Budget Template and Match Detail Template
- Attachment Four: FY 2023-24 HDAP Expenditure Explanation



## ATTACHMENT ONE: FY 2023-24 HDAP COUNTY AND TRIBAL GRANTEE NONCOMPETITIVE ALLOCATION AMOUNTS

The tables below contain the noncompetitive planning allocation amounts for all 58 counties and 17 eligible Tribal Grantees. To accept the allocations, all grantees must sign and return the County Welfare Director or Tribal Administrator's Certification in Attachment Two, complete the budget template and match certification described in Attachment Three, and provide the expenditure explanation reflected in Attachment Four, as applicable, **by December 15, 2023**.

**Please note: The allocations below are separate and in addition to any unspent funding from FY 2021-22 allocated through [CFL 21/22-75](#) and any unspent funding from FY 22-23 allocated through [CFL 22/23-43](#).**

### COUNTY ALLOCATIONS

County	Total Noncompetitive Planning Allocation FY 2023-24
Alameda*	\$912,811
Alpine*	\$100,000
Amador*	\$100,000
Butte*	\$150,596
Calaveras*	\$100,000
Colusa	\$100,000
Contra Costa*	\$387,146
Del Norte	\$100,000
El Dorado*	\$100,000
Fresno*	\$445,684
Glenn	\$100,000
Humboldt	\$151,981
Imperial*	\$156,361
Inyo	\$100,000
Kern*	\$348,729
Kings*	\$100,000
Lake	\$100,000
Lassen	\$100,000
Los Angeles	\$6,859,687
Madera	\$100,000
Marin*	\$115,815
Mariposa*	\$100,000
Mendocino	\$100,000
Merced	\$120,928
Modoc*	\$100,000

<b>County</b>	<b>Total Noncompetitive Planning Allocation FY 2023-24</b>
Mono*	\$100,000
Monterey	\$248,524
Napa*	\$100,000
Nevada	\$100,000
Orange*	\$1,187,103
Placer*	\$117,398
Plumas	\$100,000
Riverside*	\$788,963
Sacramento*	\$803,747
San Benito*	\$100,000
San Bernardino*	\$750,081
San Diego*	\$1,322,522
San Francisco	\$764,021
San Joaquin*	\$375,829
San Luis Obispo*	\$157,938
San Mateo*	\$238,150
Santa Barbara*	\$211,426
Santa Clara*	\$1,043,877
Santa Cruz*	\$203,725
Shasta	\$110,409
Sierra	\$100,000
Siskiyou	\$100,000
Solano*	\$181,145
Sonoma*	\$293,621
Stanislaus*	\$273,427
Sutter*	\$100,000
Tehama*	\$100,000
Trinity*	\$100,000
Tulare*	\$192,316
Tuolumne	\$100,000
Ventura	\$282,157
Yolo*	\$103,885
Yuba	\$100,000
<b>COUNTY TOTAL</b>	<b>\$22,000,000</b>

\*Counties with expenditures reported to CDSS that fall below 41 percent of their FY 2021-22 and FY 2022-23 allocations for HDAP are required to complete the Expenditure Explanation, as described in Attachment Four.

## TRIBAL GRANTEE ALLOCATIONS

<b>Tribal Grantee</b>	<b>Total Noncompetitive Planning Allocation</b>
Big Valley Band of Pomo Indians	\$100,000
Bishop Paiute Tribe	\$100,000
Cahto Tribe of the Laytonville Rancheria	\$100,000
Campo Band of Mission Indians	\$100,000
Dry Creek Rancheria Band of Pomo Indians*	\$100,000
Fresno American Indian Health Project	\$100,000
Greenville Rancheria	\$100,000
Hoop Valley Tribe	\$100,000
Manchester Band of Pomo Indians	\$100,000
Northern Circle Indian Housing Authority*	\$100,000
Picayune Rancheria of the Chukchansi Indians	\$100,000
Pit River Tribe	\$100,000
Susanville Indian Rancheria	\$100,000
Tolowa Dee-ni' Nation (Community and Family Wellness Dept. of Tolowa Dee-ni' Nation)	\$100,000
Torres Martinez Desert Cahuilla Indians	\$100,000
United American Indian Involvement	\$100,000
Yurok Tribe	\$100,000
<b>TOTAL:</b>	<b>\$1,700,000</b>

\* Tribal Grantees operating programs prior to FY 2021-22 with expenditures reported to CDSS that fall below 41 percent of their FY 2021-22 and FY 2022-23 noncompetitive allocations awarded via [CFL 21/22-75](#) and [CFL 22/23-43](#) for HDAP are required to complete the Expenditure Explanation, as described in Attachment Four.

## **ATTACHMENT TWO: FY 2023-24 HDAP COUNTY WELFARE DIRECTOR OR TRIBAL ADMINISTRATOR'S CERTIFICATION, INSTRUCTIONS, AND FUNDING CONDITIONS**

County Welfare Directors or Tribal Administrators shall complete and return this County Welfare Director or Tribal Administrator's Certification, along with the Budget Template and Match Certification (Attachment Three) and, if applicable, Expenditure Explanation (Attachment Four) to [housing@dss.ca.gov](mailto:housing@dss.ca.gov) no later than December 15, 2023.

Grantees accepting all, accepting a portion, or accepting more than the funds available to the grantee as listed in Attachment One shall complete Sections One through Three below. Grantees declining all funding for FY 2023-24 shall complete only Sections One and Four below.

By accepting these funds and signing the Certification below, the County Welfare Director or Tribal Administrator agrees to the funding terms and conditions outlined in this letter.

### **SECTION ONE: CONTACT INFORMATION (All grantees must complete sections a) through c) below):**

- a. Name of County/Tribal Grantee: \_\_\_\_\_
- b. Name and Title of Contact Person: \_\_\_\_\_
- c. Contact Information (phone and email): \_\_\_\_\_

### **SECTION TWO: FUNDING AMOUNT AND PROGRAM TARGETS**

#### **A. FY 2023-24 NONCOMPETITIVE PLANNING ALLOCATION**

A grantee may accept the full amount identified in Attachment One, a portion of these funds or additional funds with or without a limit. Note: the development and execution of Memorandums of Understanding (MOUs) for Tribal Grantees listed in Attachment One is currently in process. Once funds are accepted, and MOUs are executed, additional funding made available in Attachment One will be added to existing awards.

**Attachment One planning allocations are additive to any unspent funding from FY 2021-22 and FY 2022-23 allocated through [CFL 21/22-75](#), and [CFL 22/23-43](#).**

Complete the information below to accept or request beyond the Attachment One allocation amounts and select one of the following acceptance options:

**The Grantee hereby acknowledges the total FY 2023-24 HDAP noncompetitive allocation in Attachment One is \$\_\_\_\_\_ and acknowledges this amount is additive to any unspent funding from FY 2021-22 and FY 2022-23.**

**The Grantee hereby:**

\_\_\_ Accepts the **total** planning allocation amount as listed in Attachment One and indicated above

\_\_\_ Accepts the total planning allocation amount as listed in Attachment One AND accepts additional funds, if available, beyond current allocation level **with no limit**

\_\_\_ Accepts the total planning allocation amount as listed in Attachment One AND accepts additional funds, if available, beyond current allocation level **up to a limit**

- Specify the total FY 2023-24 allocation the grantee is able to accept: \$ \_\_\_\_\_

\_\_\_ Accepts **only a portion** of the planning allocation amount as listed in Attachment One.

- Specify the total FY 2023-24 allocation the grantee is able to accept: \$ \_\_\_\_\_

**B. EXPECTED INDIVIDUALS TO SERVE**

Grantees should assess community need, program capacity, and available resources to estimate the total unduplicated number of new and continuing HDAP individuals expected to be served utilizing all available HDAP funding as displayed in Table 1 above, and the FY 2023-24 allocations as displayed in Attachment One. These targets should not include any additional individuals that may be served as a result of HDAP TSIs. Grantees should estimate the expected number of individuals served to the best of their ability.

Complete all of the following (reference the table in Attachment Two of the [ACWDL dated September 13, 2021](#), for definitions and examples of homeless versus prevention assistance):

a. New Individuals to be Served

1. Estimated number of new individuals **experiencing homelessness** to receive HDAP services in FY 2023-24;
2. Estimated number of new individuals **at risk of homelessness** to receive HDAP homelessness prevention services in FY 2023-24;
3. Estimated **TOTAL** number of new individuals to serve in HDAP (i. and ii. combined) in FY 2023-24;

b. Continuing Individuals (from Prior Fiscal Years) to be Served

**\*Note: newly implementing Tribal Grantees may skip this section.**

1. Number of individuals the county will continue serving who were or are **experiencing homelessness** and enrolled in HDAP prior to July 1, 2023, and will receive HDAP services in FY 2023-24;
2. Number of individuals the county will continue serving who were or are **at risk of homelessness** and enrolled in HDAP prior to July 1, 2023, and will receive HDAP homelessness prevention services in FY 2023-24;
3. Estimated **TOTAL** number of individuals the county will continue to serve in HDAP (iv. and v. combined) who were enrolled in HDAP prior to July 1, 2023, and will be served in FY 2023-24.

### **SECTION THREE: COLLABORATION AND COUNTY WELFARE DIRECTOR/ TRIBAL ADMINISTRATOR'S CERTIFICATION OF FUNDING TERMS**

#### **A. COLLABORATION**

HDAP grantees must inform the local housing, homelessness, health, benefits advocacy, and social service networks of the following information upon release of the final County Fiscal Letter:

- Total allocation available to the Grantee
- Total allocation accepted by Grantee
- HDAP program benefits and eligibility criteria (e.g., Attachment One of the [ACWDL dated September 13, 2021](#))
- HDAP program requirements as it relates to collaboration with the Continuum of Care (CoC), Coordinated Entry System (CES), and Homeless Management Information System (HMIS) (e.g., Attachment One of the [ACWDL dated September 13, 2021](#))

Examples of partner outreach and communications include but are not limited to sharing information with partners via an email, sharing at advisory or collaborative meetings, and providing roadshows or presentations to partners.

Additional ongoing partner collaboration may include but is not limited to ongoing planning processes, aligning program targets and goals, coordinating assessment practices, regular check-in meetings, creating protocols for client referrals and warm hand-offs, etc.

Relevant agencies and organizations may include the CoCs, Public Housing Authority (PHA), housing agencies of incorporated cities, health services, behavioral health agencies, tribal agencies, advocates for clients, emergency response, legal aid, family resource networks, and any other local partners that will be key to local collaboration.

For additional information on collaboration requirements and best practices refer to [ACWDL dated September 13, 2021](#).

- ☐ A copy of the letter(s) sent to relevant partner agencies within the community and list of recipients is attached. The grantee understands that this is a requirement to accept the FY 2023-24 noncompetitive allocation.

**B. CONDITIONS OF FUNDING**

I, County Welfare Director or Tribal Administrator of \_\_\_\_\_, certify that I will:

1. Operate an HDAP consistent with relevant laws, regulations, program guidance, and evidence-based practices, including but not limited to:
  - a. [Welfare and Institutions Code \(WIC\) sections 18999 through 18999.6](#)
  - b. All County Letters (ACL) or similar instruction, including [ACL 19-104](#), the [ACWDL dated August 10, 2020](#), and [ACWDL dated September 13, 2021](#)
  - c. Housing First requirements as enumerated in [WIC section 8255](#) and further outlined in [ACL 19-114](#)
  - d. Evidence-based practices in homelessness assistance and [prevention services](#)
  - e. Benefits advocacy guidelines issued by HDAP program guidance, and the duties of Authorized Representatives specified by the Social Security regulations at Title 20 [of the Code of Federal Regulations \(CFR\) sections 404.1740 and 416.1540](#)
2. Actively collaborate with local, state, and federal housing, homelessness, and health systems in order to make best use of available funding and link participants to necessary services. I understand that information on these collaborations will be requested within program updates. These collaborating grantees may include but are not limited to:
  - a. CoC and CES
  - b. Behavioral health systems
  - c. Medical institutions and emergency response systems
  - d. Housing authorities
  - e. Public benefit agencies
  - f. Legal aid and benefit advocacy providers
3. Collect, track, report and measure relevant program outcomes and engage in continuous data quality improvement, such as:
  - a. Enter participants into HMIS in accordance with requirements of Assembly Bill ([AB 977, Chapter 397, Statutes of 2021](#)). **\*County grantees only**



- b. Submit HDAP-related program reports, including but not limited to the HDAP PII, as specified by CDSS through an ACL or similar instruction
  - c. Participate in formal evaluation efforts which may include executing data sharing agreements with the HMIS administrator
  - d. Set program targets and milestones and report to CDSS on progress at least annually or upon request from CDSS
- 4. Engage in training, technical assistance, and continuous quality improvement, including but not limited to:
  - a. Program leads attend meetings and trainings required by CDSS
  - b. Respond to requests for program amendments to ensure consistent compliance with applicable laws and guidance, as determined by CDSS
  - c. Actively engage with technical assistance providers, including those contracted by CDSS, to support program growth, expansion, and improvement by attending meetings and trainings and contributing to technical assistance efforts, such as process mapping, program design, and case conferencing exercises
- 5. Respond to requests for program progress reports, updates, expenditure information, including amount spent on prevention services, administrative costs, direct services and financial assistance, or program assessments as requested by CDSS, including but not limited to:
  - a. For new grantees, implementation updates related to program ramp up at least every six months and then annually after program implementation and until awarded amount is fully spent
  - b. For existing grantees, annual implementation updates in accordance with a schedule as determined by CDSS
  - c. For new and existing grantees, submit more frequent program updates if determined necessary by CDSS due to program performance
- 6. Maximize spending on direct financial assistance and minimize administrative costs in order to ensure that all HDAP participants are provided housing assistance including housing navigation, housing-related financial assistance, case management and benefits advocacy.
- 7. 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 consistent with the match guidelines specified in [CFL No. 17/18-79](#), [CFL No. 18/19-25](#), and Attachment Four of [ACWDL dated August 10, 2020](#). As a reminder, reimbursement of state HDAP funds is dependent on a grantees' appropriate match documentation. Grantee match funds must be verifiable, and grantees are responsible for ensuring that adequate documentation of HDAP match amounts and sources is maintained and provided upon CDSS' request. Grantees must still maintain records to document the use of these funds for purposes of audit or review, consistent with the guidance provided in [ACL No. 15-26](#).

8. Notify CDSS in writing at least 30 days in advance of any temporary or permanent interruption or end to HDAP services and operations for any reason, including fully spending the given allocation.
9. CDSS, in agreement with CWDA, reserves the right to reallocate HDAP funds should a grantee be out of compliance with applicable laws or guidance issued by CDSS and if CDSS determines it is appropriate or necessary to maximize program impact throughout the state.

I, \_\_\_\_\_ (insert County Welfare Director or Tribal Administrator's name), certify that \_\_\_\_\_ (insert County or Tribal name) will administer the HDAP pursuant to the terms outlined above and understand this is a condition of receiving HDAP funds. The information completed within the form and attached is true and correct.

\_\_\_\_\_  
County Welfare Director Signature/  
Tribal Administrator Signature

\_\_\_\_\_  
Date

**SECTION FOUR: DECLINING FUNDS (Only complete if the grantee declines ALL of the FY 2023-24 Noncompetitive Planning Allocation outlined in Attachment One.)**

Grantees declining all FY 2023-24 HDAP funding outlined in Attachment One are asked to notify CDSS by completing and signing below and returning this section to [housing@dss.ca.gov](mailto:housing@dss.ca.gov) as soon as possible but no later than December 15, 2023. CDSS will consider the funds declined if no response is provided to CDSS by the grantee by December 15, 2023.

**To decline the funds, check the box below and complete the name and signature of the County Welfare Director or Tribal Administrator. Note: grantees requesting or accepting funds should not complete this section.**

☐ Decline the entire FY 2023-24 HDAP noncompetitive planning allocation available to county/tribal grantee (and acknowledge this is additive to any unspent rollover funding from FY 2021-22 and FY 2022-23).

\_\_\_\_\_  
County Welfare Director Signature/  
Tribal Administrator Signature

\_\_\_\_\_  
Date

### **ATTACHMENT THREE: FY 2023-24 BUDGET TEMPLATE AND MATCH DETAIL TEMPLATE**

All grantees accepting FY 2023-24 funds must complete the budget template and match certification below. CDSS will accept an alternative format of the budget template as long as the submission contains the same information requested within this document, as described below. Information provided in the budget template will not be used to determine final FY 2023-24 allocations; these allocations are made on a noncompetitive basis, as described within this letter.

The purpose of the Budget Template is to support grantees in developing an HDAP budget to aid planning across multiple funding allocations and complement the amount of funding accepted or requested in the FY 2023-24 County Welfare Director or Tribal Administrator's Certification. The budget should be reflective of the number of individuals HDAP will continue to support from prior fiscal years as well as any newly enrolled individuals in FY 2023-24, as reflected in Section B of the Certification. For more details on budget categories please refer to [ACWDL dated September 13, 2021](#).

#### **Budget Template Instructions:**

1. In Section A, please enter the total amount of funds available for expenditure through June 30, 2025, that the grantee plans to utilize for HDAP programming in FY 2023-24. Note: This total should include the amount allocated in Attachment One that the grantee is accepting and any remaining available funds allocated in FY 2021-22 and/or 2022-2023 as of June 30, 2023, that the grantee plans to use in FY 2023-24 programming. This includes Tribal Grantees who received a conditional award letter released on March 30, 2023, for the FY 2021-22 Tribal Set-Aside. This total should not include any funds awarded to the grantee via Targeted Strategic Investment (TSI) funds.
2. In the Total Projected Cost column, please enter the total unduplicated amount that you intend to allocate for each Budget category in Sections B, C and D. Note: You may use the [HUD Fair Rental Market Calculator](#) to project the cost of rental subsidies.
3. If there are budget categories or expenditures that are not captured below, please include them in the "other" category, where indicated, and include a description of the "other" costs.

**Total HDAP Funds Budget Template**  
**Grantee Name:**

<b>A. Total funds available for expenditure for FY 2023-24</b>	<i>Enter dollar amount here</i>
<b>BUDGET CATEGORIES</b>	
<b>B. Administration</b> (management staff, data tracking, overhead, etc.)	<b>Total Projected Cost</b>
a. Administrative Staff (wages and benefits)	
b. Overhead	
c. Other Administrative Costs: (please describe, if applicable)	
<b>C. Direct Program Service Costs</b>	<b>Total Projected Cost</b>
a. Case management staff (wages and benefits)	
b. Housing navigation staff (wages and benefits)	
c. Disability advocacy staff (wages and benefits)	
d. Other Direct Program Service Costs: (please describe, if applicable)	
<b>D. Direct Financial Assistance</b>	<b>Total Projected Cost</b>
a. Continued Rental Subsidies (Continued housing from the prior fiscal year)	
b. Rental subsidies for newly housed	
c. Security deposits	
d. Landlord Incentives	
e. Utility payments	
f. Temporary Housing (e.g., motels, bridge, or interim housing)	
g. Move-in costs (e.g., furniture, storage, relocation assistance)	
h. Costs associated with making a home habitable/accessible (e.g., repairs, modifications, rehabilitation, damages)	
i. Other Direct Financial Assistance: (please describe, if applicable)	

\* The total projected cost entered on this section should not be duplicative of the information entered under section C, Case management staff costs (wages and benefits)

## MATCH CERTIFICATION:

All FY 2023-24 planning allocations as displayed in Attachment One require a dollar-for-dollar match, consistent with County and Tribal Match Guidance published in Attachment Four of [ACWDL dated August 10, 2020](#). Please use the instructions below to complete the match certification. Grantees are responsible for ensuring that adequate documentation of HDAP match funding is provided and maintained for the purposes of utilizing FY 2023-24 funds. Additionally, match funds must be verifiable, and grantees are responsible for ensuring adequate documentation of HDAP match amounts and sources is maintained and provided upon CDSS' request. Grantees must maintain records to document the use of these funds for purposes of audit or review, consistent with the guidance provided in [ACL 15-26](#). Match funds must be provided to the program in full, on a dollar-for-dollar basis. Refer to Attachment Four of [ACWDL dated August 10, 2020](#), for additional information on match requirements. A CFL with revised claiming instructions for counties who accept FY 2023-24 HDAP match required funding will be issued in the coming weeks.

Note: If you require additional match detail space, please feel free to submit a separate page and make sure to include your community's name. If utilizing a source outside of the designated list in the ACWDL linked above, additional levels of approval may be required. Please contact [Housing@dss.ca.gov](mailto:Housing@dss.ca.gov).

## 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 grantee and/or funding source)	Type (i.e., cash/direct expenditure, county in-kind, third-party in- kind)	Description of match (how funds will be used)	Amount of match value
Ex.	Housing Choice Vouchers (HCV)	Third-party in-kind	Permanent housing for participants	\$100,000
1.				
2.				
3.				

<b>4.</b>				
<b>5.</b>				
<b>6.</b>				
<b>Total Amount of Match</b>				
Total amount should equal the amount being accepted via County Welfare Director or Tribal Administrator Certification				

☐ By signing and submitting the County Welfare Director or Tribal Administrator's Certification per the instructions in the main body of this letter, I certify that the information completed in the above Match Certification is true and correct and has been authorized by the County Welfare Director, Tribal Chairperson or Tribal Director.

## **ATTACHMENT FOUR: FY 2023-24 HDAP EXPENDITURE EXPLANATION**

Grantees with expenditures reported to CDSS that fall below 41 percent of their FY 2021-22 and FY 2022-23 combined allocations for HDAP are required to complete the Expenditure Explanation, as described below. These grantees are notated in Attachment One with an asterisk (\*). If your community claimed within the average range or above, an explanation is not required to be submitted and you may skip this section. Newly implementing Tribal Grantees are not required to complete this exercise.

The Expenditure Explanation asks grantees to explain their ability to expend all funds awarded and available to the grantee as reflected in County Fiscal Letters [CFL 21/22-75](#) and [CFL 22/23-43](#). Information provided in the Expenditure Explanation will not be used to determine final FY 2023-24 allocations; these allocations are made on a noncompetitive basis, as described within this letter.

Please use the box below or submit the explanation on a separate Word Document. CDSS recommends responses be limited to no more than three pages. If submitting your explanation on a separate Word document, please ensure the document contains your grantee's name.

Please describe how your community plans to utilize the full amount of HDAP funds accepted by and allocated to your community in FY 2021-22 and FY 2022-23, in addition to the funds your community wishes to accept in FY 2023-24 by the relevant expenditure deadlines, as described in [CFL 21/22-75](#), and [CFL 22/23-43](#). If your claiming data reported to CDSS is not reflective of the amount of funds your program has obligated and/or expended as of June 2023, please include these details in your explanation below. If your program implementation has taken longer than anticipated, please explain when you expect your program to be implemented and to begin reporting your expenditures to CDSS.



**GRANTEE NAME:**