

June 28, 2024

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

EXECUTIVE SUMMARY

ALL COUNTY WELFARE DIRECTORS LETTER

The purpose of this letter is to notify All County Welfare Directors of available planning allocations for counties to establish, continue, and expand housing and homelessness assistance through the California Work Opportunity and Responsibility to Kids (CalWORKs) Housing Support Program (HSP) for FY 2024-25 pending Budget Act appropriation. Additionally, this letter provides information about the redistribution of FY 2021-22, FY 2022-23 and FY 2023-24 allocations.



KIM JOHNSON
DIRECTOR

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

June 28, 2024

ALL COUNTY WELFARE DIRECTORS LETTER

TO: ALL COUNTY WELFARE DIRECTORS

FROM: HANNA AZEMATI, DEPUTY DIRECTOR
HOUSING AND HOMELESSNESS DIVISION

SUBJECT: **CALIFORNIA WORK OPPORTUNITY AND RESPONSIBILITY TO
KIDS HOUSING SUPPORT PROGRAM PLANNING
ALLOCATION NOTICE FOR FISCAL YEAR 2024-25 FUNDING
AND REDISTRIBUTION OF FY 2021-22, FY 2022-23, AND FY
2023-24 FUNDS**

REFERENCE: [SENATE BILL \(SB\) 80 \(CHAPTER 27, STATUTES OF 2019\);](#)
[ASSEMBLY BILL \(AB\) 135, AB 977 \(CHAPTER 397, STATUTES](#)
[OF 2021\); WELFARE AND INSTITUTIONS CODE \(WIC\)](#)
[SECTIONS 11330, 11330.5, 8255, 8256; GOVERNMENT CODE](#)
[\(GOV\) SECTION 8899.50; ALL COUNTY WELFARE DIRECTORS](#)
[LETTER \(ACWDL\) DATED SEPTEMBER 21, 2022, ACWDL](#)
[DATED JULY 19, 2021, ACWDL DATED MAY 13, 2021, ACWDL](#)
[DATED AUGUST 2, 2018, ACWDL DATED MAY 26, 2016; ALL](#)
[COUNTY LETTER \(ACL\) 19-114; COUNTY FISCAL LETTER](#)
[\(CFL\) 21/22-26, CFL 21/22-05, CFL 20/21-34, CFL 21/22-90, CFL](#)
[22/23-43, AND CFL 23/24-35](#)

I. PURPOSE

The purpose of this All County Welfare Directors Letter (ACWDL) is to notify All County Welfare Directors of the availability of Fiscal Year (FY) 2024-25 planning allocations for all fifty-eight (58) counties to establish and continue the housing and homelessness assistance through the California Work Opportunity and Responsibility to Kids (CalWORKs) Housing Support Program (HSP). The planning allocations are pending Budget Act appropriation. Additionally, this letter reflects a redistribution of \$79.3 million associated with FY 2021-22, FY 2022-23, and FY 2023-24 funds previously allocated

and displayed in [County Fiscal Letters \(CFL\) 21/22-90](#), [CFL 22/23-43](#), and [CFL 23/24-35](#).

The redistribution will maximize statewide impact of the significant and historic one-time funds appropriated in FY 2021-22 and FY 2022-23 and is necessary to ensure that counties that have demonstrated the ability to utilize funds allocated within the expenditure deadlines can continue to serve families in receipt of CalWORKs who are experiencing housing instability or homelessness. Note: the FY 2024-25 planning allocations are pending approval of the final Budget Act of 2024.

II. PROGRAM BACKGROUND

HSP was established by [SB 855 \(Chapter 29, Statutes of 2014\)](#) and is intended to foster housing stability for families experiencing or at risk of homelessness in the CalWORKs program. Per [Welfare and Institutions Code \(WIC\) Section 11330.5\(c\)](#), the HSP funding must be used to support projects that follow evidence-based housing interventions, including [homelessness prevention services](#) and/or the [core components of rapid rehousing](#). As of 2019, HSP became an ongoing program with an annual appropriation of \$95 million. Further, [WIC Section 8256](#) requires that all state-funded housing programs, including HSP, operate in accordance with the core components of Housing First as enumerated in [WIC Section 8255](#) and further outlined in [All County Letter \(ACL\) 19-114](#).

Current and prospective grantees must review the [All County Welfare Director Letter \(ACWDL\) dated December 13, 2021](#), for a complete overview of HSP program eligibility, definitions, services, rules, and requirements.

III. FY 2024-25 PLANNING ALLOCATIONS

This letter announces the statewide availability of the annual, ongoing \$95 million in FY 2024-25 planning allocations, for all fifty-eight (58) counties based on the funding methodology described below. **These funds are available for use July 1, 2024, through June 30, 2025.** Note: In prior years, the expenditure timelines have been longer than one fiscal year – however this has been altered to a proposal of a one-year expenditure timeline for funds appropriated in FY 2024-25 and beyond. Refer to Attachment One for FY 2024-25 funding available to each county.

FY 2024-25 Allocation Methodology for the Annual, Ongoing \$95 Million

Consistent with planning allocations announced in [ACWDL dated September 27, 2023](#), CDSS utilized a base allocation equal to HSP planning allocations established by CDSS in May 2021, as well as a minimum floor of \$250,000 for any county with a base allocation below that amount, including any non-participating counties. The base funding established by CDSS takes into account historical county HSP participation and performance; maintaining these allocation levels will help ensure counties can continue

to operate at the level of programming prior to significant one-time funding augmentations in FY 2021-22 and FY 2022-23.

In addition to the base funding and minimum floor described above, CDSS allocated the remaining FY 2024-25 funds according to a noncompetitive needs-based allocation, utilizing the following criteria, in order of weighted importance:

- Each county's percent of the total statewide families experiencing homelessness (2023 Homelessness Point in Time Count);
- Each county's percent of the total statewide CalWORKs caseload (CA 237 CW January through December 2023); and
- Each county's percent of the total statewide households with severe rent/mortgage cost burden (i.e., household income less than 50 percent of the area median income and paying more than 50 percent of income toward rent or mortgage).

IV. FY 2021-22, FY 2022-23 AND FY 2023-24 REDISTRIBUTION

This letter also announces the redistribution of the significant and historic funds appropriated in FY 2021-22 ([CFL 21/22-90](#)) and FY 2022-23 ([CFL 22/23-43](#)) as well as the FY 2023-24 annual appropriation ([CFL 23/24-35](#)) based on the redistribution funding methodology described below. This redistribution will not be considered as part of counties' bases for distribution of the FY 2024-25 allocation. The revised allocation amounts are comprised of a portion of unspent funding previously allocated to counties. Note: CDSS has the authority to redistribute funds pursuant to Section Three of the Director's Certification within [ACWDL dated September 21, 2022](#).

Redistribution Methodology

In coordination with the County Welfare Director's Association (CWDA), CDSS determined the redistribution by utilizing actual expenditure claims and projected expenditures from July 1, 2021, through June 30, 2025. Counties with projected positive unspent balances contribute funds toward a redistribution to counties with projected overspent balances as of June 30, 2025. Refer to Attachment One for each county's allocation as a result of this statewide redistribution.

Counties are strongly encouraged to immediately plan and execute any necessary program modifications as a result of the revised allocations described within this letter. **The FY 2021-22, FY 2022-23, FY 2023-24, and FY 2024-25 funds all have an expenditure deadline of June 30, 2025. Counties must claim all expenditures for these funds by the June 2025 quarterly claim.** It is imperative that counties are accurately tracking expenditure deadlines.

V. ACCEPTANCE OF FUNDS

To accept funds, counties must submit the following documentation electronically via automated survey using [the state provided link](#). One submission per county will be accepted. The Director's Certification survey is password protected and CDSS will share the password with HSP designated program contacts via email. If your HSP designated contact has not received an email from CDSS with the survey link and survey password by **July 3, 2024**, please email housing@dss.ca.gov. The HSP Director's Certification survey is due no later than 5:00 p.m. on **July 19, 2024**. **Note: All attachments are included in this letter for planning purposes. Counties must submit all documentation via [the survey link provided](#).**

CDSS encourages review and acceptance of funds as soon as possible to allow the Department to issue final allocations to all counties wishing to participate.

- I. Signed Director's Certification (Refer to Attachment Two);
- II. Complete Budget Template (Refer to Attachment Three); and
- III. Expenditure Explanation, if applicable (refer to Attachment Four).

Director's Certification

Counties wishing to accept all or a portion of funds available, as outlined in Attachment One, shall complete the enclosed Director's Certification. As a reminder, the FY 2024--25 planning allocations are pending Budget Act appropriation. The Director's Certification outlines the funding terms and conditions counties must follow should they accept HSP funds. CDSS included the requirement that counties develop written policies and procedures that ensure the administration and operation of HSP is consistent with relevant laws, regulations and program guidance (including this ACWDL) issued by CDSS.

If a county is declining the planning allocation, CDSS requests that counties submit the signed Director's Certification reflecting the county is declining the funds. Failure to submit the Director's Certification will be considered the same as declining funds. Funds that are declined or not accepted by counties will be made available to counties that indicate in the Director's Certification that they can accept additional funds beyond the amounts listed in Attachment One, consistent with the methodologies described above.

Budget Template

Counties accepting HSP funds must complete the enclosed Budget Template. The purpose of the Budget Template is to support counties in developing an annual budget that corresponds to the amount of funding accepted or requested in the enclosed Director's Certification. Refer to Attachment Three for additional information and instructions related to completing the Budget Template.

Expenditure Explanation

Counties are required to provide an explanation of their ability to spend funds accepted if the percent of the county's historical HSP expenditures claimed to CDSS is below 62 percent, which is the average amount of funds claimed by counties statewide as of March 2024.

The Expenditure Explanation should be consistent with the amount of funding accepted as reflected in the Director's Certification and corresponding Budget Template, and address how counties will fully utilize and claim the funds accepted through this funding notice. Counties required to complete an Expenditure Explanation are notated in Attachment One with an asterisk (*). If the county claimed at or above 62 percent of funds allocated, this explanation is not required. Refer to Attachment Four for additional information.

VI. ALLOCATION CLAIMING AND FISCAL INFORMATION

A County Fiscal Letter (CFL) providing final FY 2024-25 allocations as well as the final Total Allocation, inclusive of the revised allocations based on the redistribution of funds reflected in Attachment One, will be released after the deadline to accept funds for FY 2024-25. Refer to Attachment Three in [ACWDL dated December 13, 2021](#) for claiming instructions for HSP funds. It is important to note that redistributed and planning allocations described in this letter **must be expended by June 30, 2025, consistent with the claiming guidance outlined in [CFL No. 16/17-08](#) and [CFL No. 21/22-26](#).**

CONTACT INFORMATION

Please contact the CDSS Housing and Homelessness Division via email at housing@dss.ca.gov with any questions regarding the content of this letter or otherwise relating to the CalWORKs Housing Support Program.

Attachments

- i. Attachment One: Redistribution and FY 2024-25 Planning Allocation
- ii. Attachment Two: FY 2024-25 HSP Director's Certification
- iii. Attachment Three: FY 2024-25 Budget Template
- iv. Attachment Four: Expenditure Explanation

ATTACHMENT ONE: HSP ALLOCATION TABLE

COUNTIES	REDISTRIBUTED CALWORKS HSP ALLOCATION (FY 2021-22, FY 2022- 23 & FY 2023-24)	FY 2024- 25 CALWORKS HSP PLANNING ALLOCATION	TOTAL
ALAMEDA *	\$9,988,468	\$2,564,640	\$12,553,108
ALPINE	\$0	\$250,000	\$250,000
AMADOR*	\$1,199,077	\$250,000	\$1,449,077
BUTTE	\$12,604,745	\$2,463,578	\$15,068,323
CALAVERAS	\$1,679,463	\$250,000	\$1,929,463
COLUSA	\$1,059,946	\$250,000	\$1,309,946
CONTRA COSTA*	\$9,132,852	\$2,824,399	\$11,957,251
DEL NORTE*	\$1,168,653	\$250,000	\$1,418,653
EL DORADO	\$5,577,530	\$1,095,154	\$6,672,684
FRESNO*	\$10,120,273	\$1,555,012	\$11,675,285
GLENN	\$4,745,686	\$815,342	\$5,561,028
HUMBOLDT*	\$4,776,348	\$810,348	\$5,586,696
IMPERIAL*	\$4,449,493	\$1,095,432	\$5,544,925
INYO*	\$438,944	\$250,000	\$688,944
KERN*	\$12,532,240	\$1,411,235	\$13,943,475
KINGS	\$4,782,557	\$863,716	\$5,646,273
LAKE	\$2,787,915	\$357,335	\$3,145,250
LASSEN	\$1,362,285	\$250,000	\$1,612,285
LOS ANGELES*	\$138,361,745	\$11,761,492	\$150,123,237
MADERA	\$4,669,394	\$523,869	\$5,193,263
MARIN	\$6,172,249	\$1,020,510	\$7,192,759
MARIPOSA*	\$989,418	\$250,000	\$1,239,418
MENDOCINO	\$3,598,156	\$422,956	\$4,021,112
MERCED	\$15,994,987	\$2,796,814	\$18,791,801
MODOC*	\$515,875	\$250,000	\$765,875

COUNTIES	REDISTRIBUTED CALWORKS HSP ALLOCATION (FY 2021-22, FY 2022- 23 & FY 2023-24)	FY 2024- 25 CALWORKS HSP PLANNING ALLOCATION	TOTAL
MONO	\$0	\$250,000	\$250,000
MONTEREY*	\$7,581,574	\$1,246,685	\$8,828,259
NAPA	\$2,046,100	\$278,603	\$2,324,703
NEVADA	\$3,920,772	\$541,136	\$4,461,908
ORANGE*	\$14,867,734	\$1,712,663	\$16,580,397
PLACER	\$6,872,612	\$794,542	\$7,667,154
PLUMAS	\$1,112,441	\$250,000	\$1,362,441
RIVERSIDE*	\$22,044,199	\$3,686,312	\$25,730,511
SACRAMENTO*	\$12,519,865	\$4,193,224	\$16,713,089
SAN BENITO	\$2,515,069	\$250,000	\$2,765,069
SAN BERNARDINO	\$36,752,092	\$5,244,920	\$41,997,012
SAN DIEGO	\$56,241,789	\$5,354,998	\$61,596,787
SAN FRANCISCO	\$34,220,621	\$5,644,416	\$39,865,037
SAN JOAQUIN*	\$5,571,621	\$1,119,723	\$6,691,344
SAN LUIS OBISPO	\$12,747,389	\$3,074,648	\$15,822,037
SAN MATEO*	\$5,614,875	\$2,309,064	\$7,923,939
SANTA BARBARA	\$7,387,528	\$1,018,608	\$8,406,136
SANTA CLARA	\$41,133,794	\$5,342,397	\$46,476,191
SANTA CRUZ*	\$9,480,552	\$2,325,848	\$11,806,400
SHASTA	\$6,047,228	\$1,215,039	\$7,262,267
SIERRA	\$0	\$250,000	\$250,000
SISKIYOU	\$3,175,024	\$452,356	\$3,627,380
SOLANO	\$20,799,999	\$2,782,674	\$23,582,673
SONOMA	\$11,193,190	\$1,621,141	\$12,814,331
STANISLAUS*	\$9,375,435	\$1,815,381	\$11,190,816
SUTTER	\$7,191,578	\$1,052,449	\$8,244,027

COUNTIES	REDISTRIBUTED CALWORKS HSP ALLOCATION (FY 2021-22, FY 2022- 23 & FY 2023-24)	FY 2024- 25 CALWORKS HSP PLANNING ALLOCATION	TOTAL
TEHAMA	\$1,595,675	\$250,000	\$1,845,675
TRINITY	\$1,249,001	\$250,000	\$1,499,001
TULARE*	\$4,752,584	\$648,604	\$5,401,188
TUOLUMNE*	\$1,755,683	\$289,812	\$2,045,495
VENTURA	\$7,607,098	\$1,422,463	\$9,029,561
YOLO	\$13,918,509	\$2,290,269	\$16,208,778
YUBA	\$6,500,070	\$1,390,193	\$7,890,263
TOTAL	\$636,500,000	\$95,000,000	\$731,500,000

* Counties with expenditures reported to CDSS that fall below average, or 62 percent claimed, are required to complete the Expenditure Explanation, as described in Attachment Four. The percent of statewide expenditures was calculated by dividing the total statewide expenditures reported to CDSS as of March 2024 by the total statewide FY 2021-22, FY 2022-23, and FY 2023-24 HSP allocations. Each county's percent claimed was calculated by dividing their total expenditures by their total allocations for the same periods. The percent of county claims includes supplemental claims through March 2024.

ATTACHMENT TWO: FY 2024-25 DIRECTOR'S CERTIFICATION, INSTRUCTIONS, AND FUNDING CONDITIONS

Counties wishing to accept funds displayed in Attachment One shall complete and return this Director's Certification, along with the Budget Template (Attachment Three) and, if applicable, the Expenditure Explanation (Attachment Four) no later than 5:00 p.m. on **July 19, 2024**. All attachments will be made available via automated survey using [this state provided link](#). One submission per county will be accepted. The Director's Certification Response survey is password protected and CDSS will share the password with HSP designated program contacts via email. If your HSP designated contact has not received an email from CDSS with [the survey link](#) and survey password by **July 3, 2024**, please email housing@dss.ca.gov. **Note: Attachments Two, Three and Four are included in this letter for planning purposes. Counties must submit these attachments via the survey link provided.**

Counties accepting all or a portion of the FY 2024-25 and/or revised prior year allocations due to the redistribution made available to their county as listed in Attachment One shall complete Section One through Section Three below. Counties declining all funding made available through this notice shall complete only Section One and Section Four below.

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

SECTION ONE: CONTACT INFORMATION

a) Name of County:

b) Name and title of contact:

c) Contact information (phone and email):

SECTION TWO: FUNDING AMOUNT AND PROGRAM TARGETS

A. FY 2024-25 NONCOMPETITIVE ALLOCATION

A county may accept the full amount or a portion of the FY 2024-25 planning allocations and/or the final revised prior year allocations reflected in Attachment One. **Counties should consider their ability to fully utilize the funds by the expenditure deadline**

of June 30, 2025, and may indicate their ability to accept additional funds, in excess of the amounts reflected in Attachment One, as appropriate.

Complete the information below to confirm acknowledgment of allocation amounts reflected in Attachment One and select one of the following acceptance options:

The county hereby acknowledges the total funding available (final revised allocation + FY 2024-25 planning allocation) as reflected in Attachment One is \$_____.

Please select only one of the following. The county hereby:

- ☐ Accepts the **total** allocation available as listed in Attachment One and indicated above.
- ☐ Accepts the **total** allocation as listed under "Total" in Attachment One and indicated above AND can accept additional funds, if available, **with no limit**.
- ☐ Accepts the **total** allocation as listed under "Total" in Attachment One and indicated above AND can accept additional funds, if available, **up to a limit**.
 - Specify the total additional amount of funds the county is able to accept:
\$_____
- ☐ Accepts **only a portion** of the total allocation amount that is listed under "Total" in Attachment One and indicated above.
 - Specify the total amount of funding the county is able to accept:
\$_____

B. EXPECTED FAMILIES TO SERVE

Complete the following by estimating the total unduplicated number of new and continuing HSP families expected to be served with funds the county is accepting. Counties should consider community need, program capacity, and available resources (including the allocation amount requested or accepted under Section One). Counties must also consider any funds they may have encumbered but have not yet claimed to CDSS in order to accurately plan and budget the revised total allocation. CDSS acknowledges these are estimates and may be subject to change.

Refer to Attachment One of [ACWDL dated December 13, 2021](#) for resources on how to define 'homeless assistance' versus 'prevention assistance.'

1. New Families to be Served

- i. Estimated number of new families **experiencing homelessness** to receive HSP homelessness assistance services in FY 2024-25:

- ii. Estimated number of new families **at-risk of homelessness** to receive HSP homelessness prevention services in FY 2024-25:
- iii. Estimated **TOTAL** number of new families to serve in HSP (i. and ii. Combined) in FY 2024-25:

2. Continuing Families (from Prior Fiscal Years) to be Served

- iv. Estimated number of families the county will continue serving who were or are **experiencing homelessness** and enrolled in HSP prior to July 1, 2024, and will continue to receive HSP services in FY 2024-25:
- v. Estimated number of families the county will continue serving who were or are **at-risk of homelessness** and enrolled in HSP prior to July 1, 2024, and will continue to receive HSP homelessness prevention services in FY 2024-25:
- vi. Estimated **TOTAL** number of families the county will continue to serve in HSP (iv. and v. combined) who were enrolled in HSP prior to July 1, 2024, and will continue to receive services in FY 2024-25:

SECTION THREE: COLLABORATION AND DIRECTOR'S CERTIFICATION OF FUNDING TERMS

A. COLLABORATION

HSP grantees must inform the local homelessness and family services systems of the following information upon release of the final allocation County Fiscal Letter:

- Total allocation available to the county
- Total allocation accepted by the county
- HSP program benefits and eligibility criteria (outlined in Attachment One of [ACWDL dated December 13, 2021](#))
- HSP program requirements as it relates to collaboration with the Continuum of Care (CoC), Coordinated Entry System (CES), and Homeless Management Information System (HMIS) (outlined in Attachment One of [ACWDL dated December 13, 2021](#))

Examples of partner outreach and communications include but are not limited to sharing the 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 CoC, Public Housing Authorities (PHA), housing agencies of incorporated cities, educational and family resource networks, behavioral health and child welfare agencies, and other partners critical to local outreach and collaboration. For additional information on collaboration requirements and best practices refer to [ACWDL dated December 13, 2021](#).

- ☐ A copy of the draft letter(s) or comparable material that will be sent to relevant partner agencies within the community and list of recipients is attached. The county understands that sending final collaboration letters is a requirement to accept the FY 2024-25 allocations.

B. CONDITIONS OF FUNDING

I, County Welfare Director of [insert name of county], certify that I will:

- 1) Operate an HSP consistent with relevant laws, regulations, program guidance, and evidence-based practices, including but not limited to:
 - a) [Welfare and Institutions Code \(WIC\) Sections 11330-11330.5](#);
 - b) All County Letters or similar instruction, including [ACWDL dated May 26, 2016](#); Rapid Rehousing Benchmarks and Program Standards, and [ACWDL dated December 13, 2021](#);
 - c) Housing First requirements as enumerated in WIC Section 8255 and further outlined in [ACL 19-114](#);
 - d) [Homelessness prevention services](#) and/or the core components of rapid rehousing.
- 2) Develop and implement written policies and procedures that ensure the administration and operation of HSP is consistent with relevant laws and program guidance issued by CDSS. CDSS reserves the right to access a county's written program policies and procedures for the purpose of performing audits, examinations, and/or to review for compliance with these conditions of funding or for the purposes of technical assistance. Counties are encouraged to make written policies available to the public.

- 3) 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 entities may include, but are not limited to:
 - a) CoC and CES
 - b) Behavioral health systems
 - c) PHA
 - d) Educational and family resource networks
- 4) Collect, track, report and measure relevant program outcomes and engage in continuous data quality improvement, such as:
 - a) Enter participants into HMIS consistent with [WIC Section 8256](#).
 - b) Submit HSP related program reports, including but not limited to the HSP-14, 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.
- 5) 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 in order to comply with applicable laws and guidance, as determined by CDSS.
- 6) 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.
- 7) Respond to requests for program progress reports, updates, expenditure information, including amount spent on homelessness prevention services,

administrative costs, direct services and financial assistance, or program assessments as requested by CDSS, including but not limited to:

- a) For new counties, 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 counties, annual implementation updates in accordance with a schedule as determined by CDSS.
 - c) For new and existing counties, submit more frequent program updates if determined necessary by CDSS due to program performance.
- 8) Maximize spending on direct financial assistance and minimize administrative costs in order to ensure that all HSP participants are provided housing navigation, housing-related financial assistance, and case management.
- 9) Notify CDSS in writing at least 30 days in advance of any temporary or permanent interruption or end to HSP services and operations for any reason, including fully spending the given allocation.
- 10) CDSS reserves the right to reallocate HSP funds should a county be out of compliance with applicable laws or guidance issued by CDSS or if CDSS determines such action is appropriate or necessary to maximize program impact throughout the state.

I _____ certify that _____ County will administer the HSP program pursuant to the terms outlined about and understand this is a condition of receiving HSP funds. The information completed within the form and attached are true and correct.

County Welfare Director Signature

Date

**SECTION FOUR: DECLINING FUNDS (ONLY COMPLETE IF THE COUNTY
DECLINES TOTAL FUNDING REFLECTED IN ATTACHMENT ONE.)**

Counties declining all funding reflected under “Total” in Attachment One are asked to notify CDSS by completing and electronically signing the section below via automated survey using [this state provided link](#). Please see the instructions at the beginning of Attachment Two. Counties are encouraged to submit their responses as soon as possible but no later than **July 19, 2024**. CDSS will consider the funds declined if the county does not provide a response by the deadline specified above.

To decline the funds, check the box below and complete the name and signature of the County Welfare Director.

☐

County declines the total funds available to the county as reflected in Attachment One.

County Welfare Director Signature

Date

ATTACHMENT THREE: FY 2024-25 BUDGET TEMPLATE

All counties accepting funding in FY 2024-25 must complete the budget template. The purpose of the Budget Template is to support counties in developing an annual HSP budget. The budget should be reflective of the number of families the county will continue to support from prior fiscal years as well as any newly enrolled families in FY 2024-25, consistent with the Director's Certification. For more details on budget categories please refer to [ACWDL December 13, 2021, Attachment Three](#).

Budget Template Instructions:

1. In Section A, please enter the total amount of funds the county plans to utilize for HSP programming in FY 2024-25. This should match the amount of funds accepted in the Director Certification.
2. In the Total Projected Cost column, please enter the total unduplicated amounts 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 appropriate "other" category and include a description of the "other" costs.

Total HSP Program Funds Budget Template for FY 2024-25

County Name: _____

A. Total funds available for expenditure for FY 2024-25	<i>Enter dollar amount here</i>
BUDGET CATEGORIES	
B. Administration (management staff, data tracking, overhead, etc.)	Total Projected Cost
a. Administration Staff (wages and benefits)*	
b. Overhead	
c. Other Administrative Costs: (please describe, if applicable)	
C. Direct Program Service Costs	Total Projected Cost
a. Case management staff costs (wages and benefits)	
b. Housing navigation staff (wages and benefits)	
c. Other Direct Program Service Costs: (please describe, if applicable)	
D. Direct Financial Assistance	Total Projected Cost
a. Continued Rental Subsidies (continued housing from the prior fiscal year)	
b. Rental subsidies for the 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 in this section should not be duplicative of the information entered under Section C.a., Case management staff costs (wages and benefits)

ATTACHMENT FOUR: EXPENDITURE EXPLANATION

Use the space below to describe and **address how all funds the county is accepting will be fully utilized and claimed by June 30, 2025.** Counties reporting expenditures below 62 percent must complete this document, as notated in Attachment One with an asterisk (*). If the county claimed at or above 62 percent of the funds allocated, this explanation is not required.

If the county's claiming data reported to CDSS is not reflective of the amount of funds the program has expended as of March 31, 2024, please include these details in the explanation. If program implementation has taken longer than anticipated, please explain when program implementation is expected to begin or expected to ramp up, including when the county will begin claiming expenditures to CDSS.

County Name: _____