

October 4, 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 and current participating Tribal Grantees in California of available Fiscal Year (FY) 2024-25 planning allocations for counties and tribal grantees to establish, continue and expand housing and homelessness assistance through the Housing and Disability Advocacy Program (HDAP). This letter announces a noncompetitive, planning allocation for all fifty-eight (58) counties and funding reserved for seventeen (17) currently participating Tribal Grantees. Additionally, this letter provides information about the redistribution of unspent FY 2021-22 county allocations as of July 1, 2024, as well as the reduction of \$50 million for FY 2022-23 funds from one-time funding appropriated in the Budget Act of 2022.



CALIFORNIA HEALTH & HUMAN SERVICES AGENCY
DEPARTMENT OF SOCIAL SERVICES
744 P Street • Sacramento, CA 95814 • www.cdss.ca.gov



October 4, 2024

ALL COUNTY WELFARE DIRECTORS LETTER

TO: ALL COUNTY WELFARE DIRECTORS
ALL COUNTY HDAP COORDINATORS
CURRENT PARTICIPATING TRIBAL GRANTEES
ALL FEDERALLY RECOGNIZED TRIBES IN CALIFORNIA

FROM: HANNA AZEMATI, DEPUTY DIRECTOR
HOUSING AND HOMELESSNESS DIVISION

SUBJECT: **HOUSING AND DISABILITY ADVOCACY PROGRAM PLANNING
ALLOCATION NOTICE FOR FISCAL YEAR (FY) 2024-25
FUNDING, REDISTRIBUTION OF \$7 MILLION FROM FY 2021-22
ALLOCATIONS TO COUNTIES, AND \$50 MILLION REDUCTION
OF ONE TIME FUNDS FROM FY 2022-23 APPROPRIATED IN
THE BUDGET ACT OF 2022**

REFERENCE: [ASSEMBLY BILL \(AB\) 107](#); [AB 108](#); [AB 161](#); [SENATE BILL \(SB\) 80](#); [SB 129](#); [SB 154](#); [ALL COUNTY WELFARE DIRECTORS LETTER \(ACWDL\) DATED NOVEMBER 6, 2023](#); [ACWDL DATED SEPTEMBER 13, 2021](#); [ACWDL DATED AUGUST 10, 2020](#); [COUNTY FISCAL LETTER \(CFL\) 23/24-57](#); [CFL 23/24-41](#); [CFL 22/23-84](#); [CFL 22/23-43](#); [CFL 21/22-75](#); [CFL 18/19-25](#); [CFL 17/18-79](#); [ALL COUNTY LETTER \(ACL\) 24-13](#); [ACL 19-104](#); [ACL 19-114](#); [ACL 15-26](#); [ALL TRIBAL LEADERS LETTER DATED JULY 26, 2022](#); [WELFARE AND INSTITUTIONS CODE \(WIC\) SECTION 8256\(D\)](#); [WIC SECTION 8255](#); [WIC SECTIONS 18999-18999.6](#); [TITLE 20 OF THE CODE OF FEDERAL REGULATIONS SECTIONS 404.1740](#); [416.1540](#); [AB 977 \(CHAPTER 397, STATUTES OF 2021\)](#)

The purpose of this letter is to notify All County Welfare Directors and currently participating Tribal Grantees of \$25 million in Housing and Disability Advocacy Program (HDAP) planning allocations for FY 2024-25 as well as a redistribution of \$7 million in unspent one-time funds from FY 2021-22 as of July 1, 2024, and the reduction of \$50 million of one-time funds from FY 2022-23 appropriated in the Budget Act of 2022. The attached allocation tables reflect the revised final allocations from FY 2021-22 due to the redistribution of FY 2021-22 funds, the final FY 2022-23 allocations due to the \$50 million reduction, and the planning allocations for FY 2024-25. Additional details related to the methodology associated with the revised allocations and planning allocation is outlined in this letter.

This letter also announces the elimination of the dollar-for-dollar match requirement for ongoing annual HDAP allocations effective July 1, 2024, and the reappropriation of the one-time multi-year funds allocated in FY 2021-22 and FY 2022-23.

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. Please refer to [All County Welfare Directors Letter \(ACWDL\) dated September 13, 2021](#), for detailed program guidance as well as information and background related to the implementation of HDAP since inception. For additional information on statutory changes impacting county grantees, please see [All County Letter \(ACL\) No. 24-13](#). Information regarding statutory changes impacting Tribal Grantees can be viewed in [All Tribal Leader Letter \(ATLL\) No. 24-01](#).

II. FY 2024-25 PROGRAM BUDGET AND TRAILER BILL LANGUAGE

The following changes are a result of [AB 107 \(Chapter 22, Statutes of 2024\)](#) and [AB 161 \(Chapter 46, Statutes of 2024\)](#), which makes modifications to the [HDAP WIC Sections 18999-18999.6](#).

A. Annual Appropriation and Expenditure Period

The [Budget Act of 2024](#) approved the annual, ongoing appropriation of \$25 million HDAP funds available for expenditure July 1, 2024, through June 30, 2025. These funds are being made available to all counties and currently participating Tribal Grantees as described below. **Please note, this year's appropriation has a one-year expenditure period.** Counties are required to expend funds by the June 2025 quarterly reporting period. Tribal Grantees are required to encumber funds by June 30, 2025.

B. Repeal of Match Requirement

Commencing July 1, 2024, HDAP appropriations will no longer require a dollar-for-dollar match previously required under [WIC Section 18999.1\(b\)](#). Grantees will no longer be

required to certify match funding for HDAP as outlined in [CFL 23/24-41](#) for any funds appropriated on or after July 1, 2024, and annually ongoing. Please note that the removal of the match requirement does not apply retroactively. The funds allocated in FY 2023-24 via [CFL 23/24-57](#) and available through June 30, 2025 still require grantees to provide and certify a dollar-for-dollar match. One-time augmented funds appropriated in FY 2021-22 and FY 2022-23 were exempt from the match requirement and continue to not have a match requirement.

C. Reappropriation of Funds Appropriated in FY 2021-22 and FY 2022-23

The Budget Act of 2024 also extended the multi-year spending authority for FY 2021-22 and FY 2022-23 funds. Specifically, HDAP funds provided in the Budget Act of 2021 ([SB 129](#)) have been reappropriated and are now available for expenditure through June 30, 2025 (previously June 30, 2024) and funds provided in the Budget Act of 2022 ([SB 154](#)) have been reappropriated and are now available for expenditure through June 30, 2026 (previously June 30, 2025).

Additionally, the extended encumbrance deadline will extend the invoicing due date for HDAP Tribal Grantees. Further information regarding this extended deadline will be released under a separate All Tribal Leader Letter (ATLL) to participating Tribal Grantees.

III. FY 2021-22 REDISTRIBUTION

A total of \$7 million of unspent FY 2021-22 funds remaining as of July 1, 2024, has been redistributed to counties demonstrating the ability to utilize funds within the expenditure period from July 1, 2021, through June 30, 2024. This redistribution is necessary to maximize statewide impact of the significant and historic one-time funds appropriated in FY 2021-22 and will ensure grantees that have demonstrated the ability to utilize funds allocated within the expenditure deadlines can continue to serve individuals eligible for HDAP who are experiencing homelessness or at risk of homelessness.

This redistribution was effective as of July 1, 2024, and applies retroactively to the total county specific FY 2021-22 allocation amount. Counties that had unspent funds as of the unaudited June 2024 quarter will now have a decreased allocation due to the redistribution, and should review this information carefully to determine if any program adjustments are necessary.

This redistribution does not impact the county's base planning allocations for FY 2024-25. Note: CDSS has the authority to redistribute funds pursuant to Section Three of the County Welfare Director's or Tribe's Authorized Signatory's Certification within [ACWDL dated September 21, 2022](#).

Redistribution Methodology

The redistribution methodology utilizes the actual expenditures claimed by counties from July 1, 2021 through the unaudited June 2024 claims from the FY 2021-22 allocation. Counties with positive unspent balances contribute funds toward a redistribution to counties with overspent balances and counties demonstrating full expenditure of FY 2021-22 allocations as of the unaudited June 2024 claim. Refer to Attachment One for each county's revised FY 2021-22 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. **Counties receiving and accepting funds from the redistribution must claim all expenditures for these funds by the June 2025 quarterly reporting period.**

IV. FY 2022-23 BUDGET REDUCTION

As indicated above, the Budget Act of 2024 reduced the FY 2022-23 \$150 million one-time funding by \$50 million for a total statewide revised appropriation of \$100 million. CDSS has reduced FY 2022-23 county allocations based on each county's share of the remaining statewide funding from FY 2022-23 as of July 1, 2024, and takes into account claims submitted through the unaudited June 2024 quarter claiming period. There was no share of the reduction for counties that had already exhausted their FY 2022-23 allocation. This reduction is effective immediately and applies retroactively to the total county specific FY 2022-23 allocation amount. Refer to Attachment Two which displays the revised FY 2022-23 allocations. Note: there is no impact to tribal award amounts as a result of the budget reduction. Note: there is no impact to tribal award amounts as a result of the budget reduction.

V. FY 2024-25 PLANNING ALLOCATIONS

This letter announces the statewide availability of \$22 million noncompetitive planning allocations to all fifty-eight (58) counties based on the funding methodology described below. A minimum funding floor equal to \$100,000 was applied to all counties. An additional \$3 million is available to seventeen (17) Tribal Grantees that accepted HDAP funding via the [All Tribal Leaders Letter \(ATLL\) dated July 26, 2022](#). Tribal award amounts were determined in alignment with the awards allocated via the tribal set-aside. **These funds are available for use July 1, 2024, through June 30, 2025, and are not subject to a dollar-for-dollar match requirement.** Refer to Attachment Three for FY 2024-25 funding available to counties and eligible Tribal Grantees.

For information regarding match required FY 2023-24 allocations, please see [CFL No. 23/24-57](#). These funds remain available for expenditure through June 30, 2025.

Allocation Methodology

A. County Allocations

Consistent with planning allocations made available in FY 2023-24, CDSS utilized the planning allocations established in the [ACWDL dated August 10, 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. Maintaining these August 2020 historical allocation levels for the FY 2024-25 non-competitive allocations, in addition to the one-time allocation balances currently available from FY 2021-22 and FY 2022-23, will allow grantees to continue operating at the level of programming prior to significant 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 [ACWDL dated August 10, 2020](#), for additional information related to how the August planning allocations were established.

B. Eligible Tribal Grantee Allocations

Consistent with previous funding cycles, CDSS set aside \$3 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 amount displayed in Attachment Three and/or request additional funding. CDSS will review and grant the funding requests up to a statewide total of \$3 million to eligible Tribal Grantees requesting funds. If the total amount accepted or requested across eligible Tribal Grantees is less than \$3 million, CDSS will distribute any remaining funds to counties wishing to accept additional funds, in accordance with the distribution of funds reflected in Attachment Three. If the total amount requested from eligible Tribal Grantees exceeds a statewide total of \$3 million, CDSS will distribute funding proportionate to award amounts issued via the HDAP tribal set-aside for FY 2021-22 and FY 2022-23 (see the [All Tribal Leader Letter dated July 26, 2022](#), for more information).

Prospective Tribal Grantees not already participating in HDAP may demonstrate their interest in participating in HDAP by submitting a Letter of Interest to CDSS. A suggested template for the Letter of Interest can be requested by emailing Housing@dss.ca.gov. The Letter of Interest will be reviewed and responded to within ten (10) business days and a meeting will be requested to discuss further, including the appropriate timing of potential program implementation and the process of executing an HDAP tribal MOU, invoicing, etc. New HDAP tribal grantees are strongly encouraged to request a one-on-one Technical Assistance (TA) meeting with CDSS's technical assistance partner, the Change Well Project, through their [TA Request Form](#). This technical assistance is available at no cost to the interested tribal grantee.

VI. ACCEPTANCE OF FUNDS

To accept additional funding from the FY 2021-22 redistribution (if applicable) and new funds from the FY 2024-25 planning allocation, grantees must complete and submit all of the following documentation electronically via an automated form using the [state provided link](#). One submission per grantee will be accepted. **Note: All attachments included in this letter are for planning purposes. Grantees must submit all documentation via the link provided.**

- I. County Welfare Director's or Tribe's Authorized Signatory's Certification (Refer to Attachment Five);
- II. Budget Template (Refer to Attachment Six); and
- III. Expenditure Explanation, if applicable (Refer to Attachment Seven).

Additional guidance on the required documents is provided below.

All reductions to county-specific allocations resulting from the redistribution of FY 2021-22 funds are considered final and counties cannot accept additional FY 2021-22 funds; refer to FY 2021-22 HDAP Funding Redistribution table (Attachment One) for each county's revised FY 2021-22 allocation as a result of this statewide redistribution. However, any county has the opportunity to note their ability to accept new funds from the FY 2024-25 planning allocation.

CDSS encourages counties and tribal grantees to review and accept funds as soon as possible to allow CDSS to issue final allocations to all grantees wishing to participate.

County Welfare Director's or Tribe's Authorized Signatory's Certification

Grantees wishing to accept all or a portion of funds available as outlined in Attachment Three shall complete the County Welfare Director's or Tribe's Authorized Signatory's Certification (Director's or Signatory's Certification). The Director's or Signatory's Certification is password protected and CDSS will share the password with HDAP designated program contacts via email. **If your HDAP designated contact has not received an email from CDSS with [the link](#) and password by October 9, 2024, please email housing@dss.ca.gov. The Director's or Signatory's Certification is due no later than 5:00 p.m. on October 25, 2024.**

The Director's or Signatory's Certification outlines the funding terms and conditions grantees must follow should they accept HDAP funds. CDSS has included an additional requirement that grantees develop written policies and procedures that ensure the administration and operation of HDAP is consistent with relevant laws, regulations, and program guidance issued by CDSS (including this ACWDL).

If a grantee is declining the FY 2024-25 planning allocation, or any applicable redistributed FY 2021-22 funds, CDSS requests that grantees submit the signed Director's or Signatory's Certification reflecting that the grantee is declining the funds. Failure to submit the Director's or Signatory's Certification will be considered the same

as declining funds. Funds that are declined or not accepted by grantees, will be made available to grantees that indicate in the Director's or Signatory's Certification that they can accept additional funds beyond the amounts listed in Attachment Three, consistent with the methodologies described above.

Budget Template

The purpose of the Budget Template is to support grantees in developing an annual budget that corresponds to the total funding available in FY 2024-25 (including the balance of FY 2022-23 and FY 2023-24 allocations as well as the amount of funding accepted or requested in the enclosed Director's or Signatory's Certification). Refer to Attachment Six for additional information and instructions related to completing the Budget Template.

Expenditure Explanation

Grantees are required to provide an explanation of their ability to spend funds accepted if the percent of the grantee's historical HDAP expenditures claimed to CDSS is below 61 percent, which is the average amount of funds claimed by grantees statewide across FYs 2021-22, 2022-23, and 2023-24.

The Expenditure Explanation should be consistent with the total amount of funding accepted as reflected in the Director's or Signatory's Certification and corresponding Budget Template, and address how grantees will fully utilize and claim the funds accepted through this funding notice. Grantees required to complete an Expenditure Explanation are notated in Attachment Three with an asterisk (*). If the grantee claimed at or above 61 percent of funds allocated, this explanation is not required. Refer to Attachment Seven for additional information.

VII. ALLOCATION CLAIMING AND FISCAL INFORMATION

A County Fiscal Letter (CFL) and tribal allocation letters providing final FY 2024-25 allocations will be released after the deadline to accept funds for FY 2024-25. Effective July 1, 2024 and commencing with the FY 2024-25 HDAP appropriation, these allocations no longer require a dollar for dollar match and therefore grantees should use the PC 0956 (HDAP – MATCH EXEMPT) claiming code. Expenditures for PC 0956 (HDAP – MATCH EXEMPT) are applied to Ledger 172.

As mentioned earlier in this letter, the FY 2023-24 HDAP funding allocated via [CFL 23/24-57](#) continues to require a dollar-for-dollar match. The county must claim in accordance to their eligible match expenditures and submit the Match Certification to certify that the match requirements were met at the end of the expenditure period (refer to [CFL 23/24-41](#) for additional details). Expenditures for this allocation must be claimed to PC 1108 (HDAP – MATCH REQUIRED), which are applied to Ledger 214.

Invoicing and grant reimbursement instructions are included in the executed MOUs for all Tribal Grantees that are allocated funds.

Technical Assistance and Data Reporting

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 grantees meet program requirements, identify best practices for program operation within communities, scale their programs, 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 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](#).

For the most up-to-date information about data reporting, including the [Homeless Management Information System \(HMIS\)](#) and the [HDAP PII 21 quarterly report](#), please refer to [ACWDL dated November 6, 2023](#).

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

ATTACHMENTS:

- I. Attachment One: FY 2021-22 HDAP Funding Redistribution
- II. Attachment Two: FY 2022-23 HDAP Funding Reduction
- III. Attachment Three: FY 2024-25 Planning Allocations and Total Funds Available
- IV. Attachment Four: FY 2024-25 Projected Balances Available
- V. Attachment Five: FY 2024-25 HDAP County Welfare Director's or Tribe's Authorized Signatory's Certification
- VI. Attachment Six: FY 2024-25 Budget Template
- VII. Attachment Seven: Expenditure Explanation

ATTACHMENT ONE: FY 2021-22 HDAP FUNDING REDISTRIBUTION

NOTE: Reflects the total revised FY 2021-22 Allocation. Only funding added from redistribution is available in FY 2024-25. Funds are available through June 30, 2025.

County	HDAP Match Exempt FY 2021-22 Allocation	HDAP FY 2021-22 Funds Added or Removed	Revised FY 21-22 Allocation
Alameda	\$6,070,869	\$238,753	\$6,309,622
Alpine	\$250,000	-\$193,974	\$56,026
Amador	\$250,000	-\$115,169	\$134,831
Butte	\$992,922	\$39,234	\$1,032,156
Calaveras	\$250,000	\$14,846	\$264,846
Colusa	\$250,000	\$71,976	\$321,976
Contra Costa	\$2,649,735	\$98,472	\$2,748,207
Del Norte	\$250,000	\$15,849	\$265,849
El Dorado	\$625,238	\$24,472	\$649,710
Fresno	\$2,676,598	-\$655,146	\$2,021,452
Glenn	\$250,000	\$49,026	\$299,026
Humboldt	\$1,047,703	\$53,314	\$1,101,017
Imperial	\$947,684	-\$344,267	\$603,417
Inyo	\$250,000	\$15,126	\$265,126
Kern	\$1,691,199	\$83,375	\$1,774,574
Kings	\$288,204	-\$95,051	\$193,153
Lake	\$296,671	\$35,841	\$332,512
Lassen	\$250,000	\$113,667	\$363,667
Los Angeles	\$46,504,194	\$2,629,465	\$49,133,659
Madera	\$447,942	\$683,114	\$1,131,056
Marin	\$981,273	-\$296,706	\$684,567
Mariposa	\$250,000	-\$162,378	\$87,622
Mendocino	\$525,331	\$23,887	\$549,218
Merced	\$595,539	\$34,164	\$629,703
Modoc	\$250,000	\$9,848	\$259,848
Mono	\$250,000	-\$75,577	\$174,423
Monterey	\$1,665,696	\$107,218	\$1,772,914
Napa	\$435,866	-\$174,820	\$261,046
Nevada	\$393,011	\$131,587	\$524,598
Orange	\$7,659,238	-\$879,076	\$6,780,162
Placer	\$946,302	-\$130,776	\$815,526
Plumas	\$250,000	\$795,392	\$1,045,392
Riverside	\$4,375,583	\$205,146	\$4,580,729
Sacramento	\$4,725,004	-\$2,879,264	\$1,845,740

County	HDAP Match Exempt FY 2021-22 Allocation	HDAP FY 2021-22 Funds Added or Removed	Revised FY 21-22 Allocation
San Benito	\$250,000	\$10,322	\$260,322
San Bernardino	\$3,857,169	-\$28,417	\$3,828,752
San Diego	\$8,031,213	\$392,853	\$8,424,066
San Francisco	\$5,235,053	\$276,881	\$5,511,934
San Joaquin	\$2,167,757	\$83,070	\$2,250,827
San Luis Obispo	\$1,157,846	-\$427,814	\$730,032
San Mateo	\$1,829,232	\$65,777	\$1,895,009
Santa Barbara	\$1,526,720	-\$283,870	\$1,242,850
Santa Clara	\$6,985,461	\$304,949	\$7,290,410
Santa Cruz	\$1,502,142	-\$43,518	\$1,458,624
Shasta	\$827,309	-\$58,558	\$768,751
Sierra	\$0	\$210	\$210
Siskiyou	\$250,000	\$51,204	\$301,204
Solano	\$1,151,198	\$64,233	\$1,215,431
Sonoma	\$2,132,523	\$106,786	\$2,239,309
Stanislaus	\$1,670,853	-\$6,489	\$1,664,364
Sutter	\$262,966	\$10,264	\$273,230
Tehama	\$250,000	\$10,989	\$260,989
Trinity	\$250,000	\$9,977	\$259,977
Tulare	\$998,707	-\$440,059	\$558,648
Tuolumne	\$291,666	\$19,643	\$311,309
Ventura	\$1,969,847	\$186,185	\$2,156,032
Yolo	\$584,731	-\$73,873	\$510,858
Yuba	\$292,042	\$297,687	\$589,729
COUNTY TOTAL	\$133,016,237	\$0	\$133,016,237

ATTACHMENT TWO: FY 2022-23 HDAP FUNDING REDUCTION

NOTE: Reflects the total revised FY 2022-23 Allocation. Projected balance provided in Attachment Four. Funds are available through June 30, 2026.

County	HDAP Match Exempt FY 2022-23 Allocation	HDAP FY 2022-23 Funds Reduction	Revised FY 2022-23 Allocation
Alameda	\$6,092,266	-\$3,164,761	\$2,927,505
Alpine	\$250,000	-\$144,515	\$105,485
Amador	\$250,000	-\$144,515	\$105,485
Butte	\$992,922	-\$512,603	\$480,319
Calaveras	\$250,881	-\$49,137	\$201,744
Colusa	\$250,000	\$0	\$250,000
Contra Costa	\$2,659,074	-\$1,474,204	\$1,184,870
Del Norte	\$250,000	-\$32,377	\$217,623
El Dorado	\$625,238	-\$326,569	\$298,669
Fresno	\$2,686,032	-\$1,552,687	\$1,133,345
Glenn	\$250,881	\$0	\$250,881
Humboldt	\$1,051,396	-\$350,068	\$701,328
Imperial	\$947,684	-\$547,818	\$399,866
Inyo	\$250,000	-\$44,082	\$205,918
Kern	\$1,691,199	-\$605,092	\$1,086,107
Kings	\$289,220	-\$167,186	\$122,034
Lake	\$297,717	\$0	\$297,717
Lassen	\$250,000	\$0	\$250,000
Los Angeles	\$46,668,096	-\$11,278,861	\$35,389,235
Madera	\$449,521	\$0	\$449,521
Marin	\$981,273	-\$567,235	\$414,038
Mariposa	\$250,000	-\$144,515	\$105,485
Mendocino	\$525,331	-\$220,532	\$304,799
Merced	\$597,638	-\$136,500	\$461,138
Modoc	\$250,000	-\$129,552	\$120,448
Mono	\$250,881	-\$145,024	\$105,857
Monterey	\$1,671,567	-\$192,900	\$1,478,667
Napa	\$435,866	-\$251,957	\$183,909
Nevada	\$394,396	\$0	\$394,396
Orange	\$7,659,238	-\$4,427,499	\$3,231,739
Placer	\$946,302	-\$547,019	\$399,283
Plumas	\$250,000	\$0	\$250,000
Riverside	\$4,391,005	-\$1,745,573	\$2,645,432
Sacramento	\$4,725,004	-\$2,731,335	\$1,993,669
San Benito	\$250,000	-\$121,879	\$128,121
San Bernardino	\$3,857,169	-\$2,229,675	\$1,627,494

County	HDAP Match Exempt FY 2022-23 Allocation	HDAP FY 2022-23 Funds Reduction	Revised FY 2022-23 Allocation
San Diego	\$8,031,213	-\$2,923,368	\$5,107,845
San Francisco	\$5,235,053	-\$1,568,661	\$3,666,392
San Joaquin	\$2,167,757	-\$1,160,988	\$1,006,769
San Luis Obispo	\$1,157,846	-\$669,304	\$488,542
San Mateo	\$1,829,232	-\$1,049,650	\$779,582
Santa Barbara	\$1,526,720	-\$882,536	\$644,184
Santa Clara	\$6,985,461	-\$3,137,826	\$3,847,635
Santa Cruz	\$1,507,436	-\$871,388	\$636,048
Shasta	\$769,309	-\$444,707	\$324,602
Sierra	\$0	\$0	\$0
Siskiyou	\$250,000	\$0	\$250,000
Solano	\$1,151,198	-\$290,764	\$860,434
Sonoma	\$2,132,523	-\$736,209	\$1,396,314
Stanislaus	\$1,670,853	-\$965,853	\$705,000
Sutter	\$262,966	-\$137,807	\$125,159
Tehama	\$250,881	-\$111,589	\$139,292
Trinity	\$250,000	-\$127,467	\$122,533
Tulare	\$998,707	-\$577,312	\$421,395
Tuolumne	\$292,694	-\$19,700	\$272,994
Ventura	\$1,969,847	\$0	\$1,969,847
Yolo	\$586,792	-\$339,201	\$247,591
Yuba	\$293,071	\$0	\$293,071
COUNTY TOTAL	\$133,207,356	-\$50,000,000	\$83,207,356

ATTACHMENT THREE: FY 2024-25 PLANNING ALLOCATIONS AND TOTAL FUNDS AVAILABLE

Funds are available through June 30, 2025

County	Total Noncompetitive Planning Allocation FY 2024-25	Additional FY 21- 22 Funds Added (from Redistribution in Attachment One)	Total New Funds Available
Alameda*	\$912,811	\$238,753	\$1,151,564
Alpine*	\$100,000	\$0	\$100,000
Amador*	\$100,000	\$0	\$100,000
Butte*	\$150,596	\$39,234	\$189,830
Calaveras	\$100,000	\$14,846	\$114,846
Colusa	\$100,000	\$71,976	\$171,976
Contra Costa*	\$387,146	\$98,472	\$485,618
Del Norte	\$100,000	\$15,849	\$115,849
El Dorado*	\$100,000	\$24,472	\$124,472
Fresno*	\$445,684	\$0	\$445,684
Glenn	\$100,000	\$49,026	\$149,026
Humboldt	\$151,981	\$53,314	\$205,295
Imperial*	\$156,361	\$0	\$156,361
Inyo	\$100,000	\$15,126	\$115,126
Kern	\$348,729	\$83,375	\$432,104
Kings*	\$100,000	\$0	\$100,000
Lake	\$100,000	\$35,841	\$135,841
Lassen	\$100,000	\$113,667	\$213,667
Los Angeles	\$6,859,685	\$2,629,465	\$9,489,150
Madera	\$100,000	\$683,114	\$783,114
Marin*	\$115,815	\$0	\$115,815
Mariposa*	\$100,000	\$0	\$100,000
Mendocino	\$100,000	\$23,887	\$123,887
Merced	\$120,928	\$34,164	\$155,092
Modoc*	\$100,000	\$9,848	\$109,848
Mono*	\$100,000	\$0	\$100,000
Monterey	\$248,524	\$107,218	\$355,742
Napa*	\$100,000	\$0	\$100,000
Nevada	\$100,000	\$131,587	\$231,587
Orange*	\$1,187,103	\$0	\$1,187,103
Placer*	\$117,398	\$0	\$117,398
Plumas	\$100,000	\$795,392	\$895,392
Riverside*	\$788,963	\$205,146	\$994,109
Sacramento*	\$803,747	\$0	\$803,747

County	Total Noncompetitive Planning Allocation FY 2024-25	Additional FY 21- 22 Funds Added (from Redistribution in Attachment One)	Total New Funds Available
San Benito*	\$100,000	\$10,322	\$110,322
San Bernardino*	\$750,081	\$0	\$750,081
San Diego	\$1,322,522	\$392,853	\$1,715,375
San Francisco	\$764,021	\$276,881	\$1,040,902
San Joaquin*	\$375,829	\$83,070	\$458,899
San Luis Obispo*	\$157,938	\$0	\$157,938
San Mateo*	\$238,150	\$65,777	\$303,927
Santa Barbara*	\$211,426	\$0	\$211,426
Santa Clara*	\$1,043,877	\$304,949	\$1,348,826
Santa Cruz*	\$203,725	\$0	\$203,725
Shasta*	\$110,409	\$0	\$110,409
Sierra	\$100,000	\$210	\$100,210
Siskiyou	\$100,000	\$51,204	\$151,204
Solano	\$181,145	\$64,233	\$245,378
Sonoma	\$293,621	\$106,786	\$400,407
Stanislaus*	\$273,427	\$0	\$273,427
Sutter*	\$100,000	\$10,264	\$110,264
Tehama	\$100,000	\$10,989	\$110,989
Trinity*	\$100,000	\$9,977	\$109,977
Tulare*	\$192,316	\$0	\$192,316
Tuolumne	\$100,000	\$19,643	\$119,643
Ventura	\$282,157	\$186,185	\$468,342
Yolo*	\$103,885	\$0	\$103,885
Yuba	\$100,000	\$297,687	\$397,687
COUNTY TOTAL	\$22,000,000	\$7,364,802	\$29,364,802

TRIBAL GRANTEE PLANNING ALLOCATIONS

Tribal Grantee	Total Noncompetitive Planning Allocation
Big Valley Band of Pomo Indians	\$100,000
Bishop Paiute Tribe	\$138,669
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	\$189,474
Manchester Band of Pomo Indians	\$298,746
Northern Circle Indian Housing Authority	\$100,000
Picayune Rancheria of the Chukchansi Indians	\$325,650
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	\$847,461
TOTAL:	\$3,000,000

ATTACHMENT FOUR: FY 2024-25 PROJECTED BALANCES AVAILABLE

NOTE: County expenditure claims used to determine the balances are not final and subject to supplemental claim and fiscal closeout adjustments. The expenditure deadlines for these funds are applicable to the year funds were appropriated; funds appropriated in FY 2021-22 are available through June 30, 2025; funds appropriated in FY 2022-23 are available through June 30, 2026; funds appropriated in FY 2023-24 are available through June 30, 2025; funds appropriated in FY 2024-25 are available through June 30, 2025.

The amount in 'Total Projected Funding Available in FY 24-25' is subject to change depending on whether counties accept or decline the amounts in the 'Total New Funds Available (Attachment Three)' column.

County	Total New Funds Available (Attachment Three)	Revised FY 2022-23 Allocation Projected Balance	FY 2023-24 Allocation Projected Balance	TOTAL PROJECTED BALANCE AVAILABLE IN FY 2024-25
Alameda	\$1,151,564	\$2,310,037	\$1,051,487	\$4,513,088
Alpine	\$100,000	\$105,485	\$0	\$205,485
Amador	\$100,000	\$105,485	\$0	\$205,485
Butte	\$189,830	\$374,162	\$173,475	\$737,467
Calaveras	\$114,846	\$35,867	\$0	\$150,713
Colusa	\$171,976	\$0	\$115,192	\$287,168
Contra Costa	\$485,618	\$1,076,058	\$445,962	\$2,007,638
Del Norte	\$115,849	\$23,633	\$0	\$139,482
El Dorado	\$124,472	\$238,370	\$100,000	\$462,842
Fresno	\$445,684	\$1,133,345	\$445,684	\$2,024,713
Glenn	\$149,026	\$0	\$115,192	\$264,218
Humboldt	\$205,295	\$255,524	\$175,070	\$635,889
Imperial	\$156,361	\$399,866	\$0	\$556,227
Inyo	\$115,126	\$32,176	\$100,000	\$247,302
Kern	\$432,104	\$441,671	\$348,729	\$1,222,504
Kings	\$100,000	\$122,034	\$0	\$222,034
Lake	\$135,841	\$0	\$0	\$135,841
Lassen	\$213,667	\$0	\$115,192	\$328,859
Los Angeles	\$9,489,150	\$8,232,712	\$7,901,827	\$25,623,689
Madera	\$783,114	\$0	\$100,000	\$883,114
Marin	\$115,815	\$414,038	\$0	\$529,853
Mariposa	\$100,000	\$105,485	\$0	\$205,485
Mendocino	\$123,887	\$160,972	\$25,287	\$310,146
Merced	\$155,092	\$99,634	\$139,300	\$394,026
Modoc	\$109,848	\$94,563	\$0	\$204,411
Mono	\$100,000	\$105,857	\$0	\$205,857
Monterey	\$355,742	\$140,803	\$286,280	\$782,825
Napa	\$100,000	\$183,909	\$0	\$283,909

County	Total New Funds Available (Attachment Three)	Revised FY 2022-23 Allocation Projected Balance	FY 2023-24 Allocation Projected Balance	TOTAL PROJECTED BALANCE AVAILABLE IN FY 2024-25
Nevada	\$231,587	\$0	\$115,192	\$346,779
Orange	\$1,187,103	\$3,231,739	\$1,187,103	\$5,605,945
Placer	\$117,398	\$399,283	\$135,233	\$651,914
Plumas	\$895,392	\$0	\$100,000	\$995,392
Riverside	\$994,109	\$1,274,136	\$908,824	\$3,177,069
Sacramento	\$803,747	\$1,993,669	\$803,747	\$3,601,163
San Benito	\$110,322	\$88,963	\$0	\$199,285
San Bernardino	\$750,081	\$1,627,494	\$864,035	\$3,241,610
San Diego	\$1,715,375	\$2,133,838	\$1,322,522	\$5,171,735
San Francisco	\$1,040,902	\$1,145,004	\$0	\$2,185,906
San Joaquin	\$458,899	\$847,434	\$375,829	\$1,682,162
San Luis Obispo	\$157,938	\$488,542	\$181,932	\$828,412
San Mateo	\$303,927	\$766,165	\$238,150	\$1,308,242
Santa Barbara	\$211,426	\$644,184	\$243,546	\$1,099,156
Santa Clara	\$1,348,826	\$2,290,376	\$1,043,877	\$4,683,079
Santa Cruz	\$203,725	\$636,048	\$203,725	\$1,043,498
Shasta	\$110,409	\$324,602	\$127,183	\$562,194
Sierra	\$100,210	\$0	\$0	\$100,210
Siskiyou	\$151,204	\$0	\$100,000	\$251,204
Solano	\$245,378	\$212,236	\$0	\$457,614
Sonoma	\$400,407	\$537,377	\$324,684	\$1,262,468
Stanislaus	\$273,427	\$705,000	\$0	\$978,427
Sutter	\$110,264	\$100,588	\$100,000	\$310,852
Tehama	\$110,989	\$81,451	\$0	\$192,440
Trinity	\$109,977	\$93,042	\$50,000	\$253,019
Tulare	\$192,316	\$421,395	\$192,316	\$806,027
Tuolumne	\$119,643	\$14,380	\$115,192	\$249,215
Ventura	\$468,342	\$0	\$325,023	\$793,365
Yolo	\$103,885	\$247,591	\$119,667	\$471,143
Yuba	\$397,687	\$0	\$23,639	\$421,326
COUNTY TOTAL	\$29,364,802	\$36,496,223	\$20,840,096	\$86,701,121

ATTACHMENT FIVE: FY 2024-25 HDAP COUNTY WELFARE DIRECTOR'S OR TRIBE'S AUTHORIZED SIGNATORY'S CERTIFICATION, INSTRUCTIONS, AND FUNDING CONDITIONS

Grantees wishing to accept funds displayed in Attachment Three shall complete and return this County Welfare Director's or Tribe's Authorized Signatory's Certification (Director's or Signatory's Certification), along with the Budget Template (Attachment Six) and, if applicable, Expenditure Explanation (Attachment Seven), no later than 5:00 p.m. on October 25, 2024. All attachments will be made available electronically using this [state provided link](#). One submission per grantee will be accepted. The Director's or Signatory's Certification is password-protected and CDSS will share the password with HDAP designated contact via email. If your HDAP designated contact has not received an email from CDSS with [the link](#) and password by **October 9, 2024**, please email housing@dss.ca.gov. The HDAP Director or Signatory Certification survey is due no later than 5:00 p.m. on October 25, 2024. Note: Attachments, Five, Six and Seven are included in this letter for planning purposes. Grantees must submit these attachments via the survey link provided.

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

By accepting these funds and signing the Director's or Signatory's Certification below, the County Welfare Director or Tribe's Authorized Signatory 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 2024-25 NONCOMPETITIVE PLANNING ALLOCATION AND FY 2021-22 REDISTRIBUTION

A grantee may accept the full amount, or a portion of the FY 2024-25 planning allocations and FY 2021-22 redistribution reflected in Attachment Three. **Grantees 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 amount reflected in Attachment Three, as appropriate.**

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

The Grantee hereby acknowledges the total funding available as reflected in Attachment Three is (provide dollar amount here)

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

- Accepts the **total** allocation available as listed in Attachment Three as indicated above
- Accepts the **total** allocation as listed under “Total New Funds Available” in Attachment Three as indicated above, AND accepts additional funds, if available **with no limit**
- Accepts the **total** allocation as listed under “Total New Funds Available” in Attachment Three as indicated above AND accepts additional funds up to **a limit**
 - Specify only the total additional amount of funds the grantee is able to accept (provide dollar amount here)
- Accepts **only a portion** of the total allocation amount that is listed under “Total New Funds Available” in Attachment Three indicated above
 - Specify the total FY 2024-25 allocation the grantee is able to accept (provide dollar amount here)

B. EXPECTED INDIVIDUALS TO SERVE

Complete the following by estimating the total unduplicated number of new HDAP individuals expected to be served with funds the grantee is accepting. These targets should not include any additional individuals that may be served as a result of HDAP Targeted Strategic Investment (TSI) funds. Grantees should consider community need, program capacity, and available resources (including the allocation amount requested or accepted under Section One). Grantees must also consider any funds they may have encumbered but have not yet claimed to CDSS in order to accurately plan and budget for the revised total allocation. CDSS acknowledges these are estimates and may be subject to change.

Refer to Attachment Two of [ACWDL dated September 13, 2021](#), for resources on how to define ‘homeless’ versus ‘at risk of homelessness’.

A. New Individuals to be Served

1. Estimated number of new individuals **experiencing homelessness** to receive HDAP services in FY 2024-25:
2. Estimated number of new individuals **at risk of homelessness** to receive HDAP homelessness prevention services in FY 2024-25:

3. Estimated **TOTAL** number of new individuals to serve in HDAP (1 and 2 combined) in FY 2024-25:

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

4. Estimated number of individuals the grantee will continue serving who were or are **experiencing homelessness** and enrolled in HDAP prior to July 1, 2024, and will receive HDAP services in FY 2024-25:
5. Estimated number of individuals the grantee will continue serving who were or are **at-risk of homelessness** and enrolled in HDAP prior to July 1, 2024, and will continue to receive HDAP homelessness prevention services in FY 2024-25:
6. Estimated **TOTAL** number of individuals the grantee will continue to serve in HDAP (4 and 5 combined) who were enrolled in HDAP prior to July 1, 2024, and will continue to receive services in FY 2024-25:

**SECTION THREE: COLLABORATION AND COUNTY WELFARE DIRECTOR'S/
TRIBE'S AUTHORIZED SIGNATORY'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 the Grantee
- HDAP program benefits and eligibility criteria (outlined in 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) (outlined in 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, managed care organizations, 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 draft letter(s) or comparable material that will be sent to relevant partner agencies within the community and list of recipients is attached. The grantee understands that sending final collaboration letters is a requirement to accept the FY 2024-25 noncompetitive allocation.

B. CONDITIONS OF FUNDING

I, County Welfare Director or Tribes Authorized Signatory of (insert County or Tribal Grantee) 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 Representative specified by the Social Security regulations at [Title 20 of the Code of Federal Regulations \(CFR\) sections 404.1740](#) and [416.1540](#)
2. Develop and implement written policies and procedures that ensure the administration and operation of HDAP is consistent with relevant laws and program guidance issued by CDSS. CDSS reserves the right to access a grantee'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. Grantees 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. Medical institutions and emergency response systems
 - d. Managed Care Organizations
 - d. Housing authorities
 - e. Public benefit agencies
 - f. Legal aid and benefit advocacy providers
4. 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
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 to ensure consistent compliance 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 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 Targeted Strategic Investment (TSI) recipients, grantees should be prepared to share regular progress updates on their approved projects. This can include providing a log of invoice claims, number

- c. of clients served by the project, project changes and proposals, and identifying collaborative partners and contractors. Additional information may be requested at the discretion of CDSS.
 - c. For existing grantees, annual implementation updates in accordance with a schedule as determined by CDSS
 - d. For new and existing grantees, 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 HDAP participants are provided housing assistance including housing navigation, housing-related financial assistance, case management, and benefits advocacy.
9. For previously awarded funds with a match requirement, including funds appropriated by the Budget Act of 2023 ([SB 101](#)) and allocated via [CFL 23/24-57](#), grantees must 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, Attachment Four of [ACWDL dated August 10, 2020](#), and [CFL 23/24-41](#). 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](#).
10. 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.
11. CDSS reserves the right to reallocate HDAP funds should a grantee be out of compliance with applicable laws or guidance issued by CDSS or if CDSS determines it is appropriate or necessary to maximize program impact throughout the state.

I (insert County Welfare Director's or Tribe's Authorized Signatory'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.

Insert County Welfare Director Signature/ Tribes Authorized Signatory Signature

Insert Date

SECTION FOUR: DECLINING FUNDS (Only complete if the grantee declines Total Funding reflected in Attachment Three).

Grantees declining all funding outlined in Attachment Three are asked to notify CDSS by completing and electronically signing the section below via automated form using this [state provided link](#). Please see instructions at the beginning of Attachment Five. Grantees are encouraged to submit their responses as soon as possible but no later than October 25, 2024. CDSS will consider the funds declined if the county does not provide a response by this deadline.

To decline the funds, check the box below and complete the name and signature of the County Welfare Director or Tribe's Authorized Signatory.

- The grantee declines the entire amount of Total New Funds Available to the grantee as shown in Attachment Three.

Insert County Welfare Director's Signature/ Tribe's Authorized Signatory's Signature

ATTACHMENT SIX: FY 2024-25 BUDGET TEMPLATE

All grantees accepting funding in FY 2024-25 must complete the Budget Template. The purpose of the Budget Template is to support grantees in developing an HDAP budget. 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 2024-25, as reflected in Section B of the County Welfare Director's or Tribe's Authorized Signatory's 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 projected amount of funds the grantee has available to spend in FY 2024-25 (Attachment 4) adjusted for the acceptance or declination of the new funding made available through this letter (Attachment Three) and plans to utilize for HDAP programming in FY 2024-25. 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 and include a description of the "other" costs.

Total HDAP Program Funds Budget Template for FY 2024-25

- A. **Total Projected Funding Available in FY 2024-25** (Attachment Four) (*dollar amount*)
- B. **Administration (management staff, data tracking, overhead, etc.)** *Please enter total projected cost*
 - a. Administration Staff (wages and benefits)
 - b. Overhead
 - c. Other Administrative Costs: (please describe in the comment box below, if applicable)
- C. **Direct Program Service Costs** *Please enter total projected cost.*
 - a. Case management staff costs (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 in the comment box below, if applicable)
- D. **Direct Financial Assistance** *Please enter total projected cost.*

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

- 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. storage, relocation assistance such as movers or rental trucks)
- h. Costs associated with making a home habitable/accessible (e.g., furniture, repairs, modifications, rehabilitation, damages)
- i. Other Direct Financial Assistance: (please describe in the comment box below, if applicable)

ATTACHMENT SEVEN: EXPENDITURE EXPLANATION

Use the space below to describe and address how all funds the grantee is accepting will be fully utilized and claimed by the June 2025 reporting period. Grantees reporting expenditures below 61 percent must complete this document, as notated in Attachment Three with an asterisk (*). If the grantee claimed at or above 61 percent of the funds allocated, this explanation is not required.

If you believe your claiming data reported to CDSS is not reflective of the amount of funds your program has expended, 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 grantee will begin claiming expenditures to CDSS.

Note: Blank text box will be provided in the online form