



CDSS

WILL LIGHTBOURNE  
DIRECTOR

STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY  
**DEPARTMENT OF SOCIAL SERVICES**

744 P Street • Sacramento, CA 95814 • [www.cdss.ca.gov](http://www.cdss.ca.gov)



EDMUND G. BROWN JR.  
GOVERNOR

May 9, 2017

ALL COUNTY WELFARE DIRECTORS LETTER

TO: ALL COUNTY WELFARE DIRECTORS

FROM: TODD R. BLAND  
Deputy Director  
Welfare to Work Division

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

REASON FOR THIS TRANSMITTAL

- ☐ State Law Change
- ☐ Federal Law or Regulation Change
- ☐ Court Order
- ☐ Clarification Requested by One or More Counties
- ☒ Initiated by CDSS

The California Department of Social Services (CDSS) is seeking proposals from County Welfare Departments (CWDs) interested in implementing a new California Work Opportunity and Responsibility to Kids (CalWORKs) Housing Support Program (HSP) or continuing an existing CalWORKs HSP in your county through FY 2017-18.

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

Training and technical assistance will continue to be offered to help counties strengthen and enhance their delivery of housing supports at the local level. During the 2017-18 fiscal year the CDSS will provide targeted technical assistance with the expectation that counties begin or continue implementing specific recommended best practices over the coming fiscal year.

Targeted training areas may include, but are not limited to, the following:

- Housing First requirements, per W&I Code section 8255, and rapid rehousing best practices, including ensuring program eligibility requirements are consistent with Housing First core components and recommended best practices
- Data collection and utilization of or access to the Homeless Management Information System (HMIS)
- Integrating HSP into a community's Coordinated Entry System
- Progressive engagement, including outreach within the local Continuum of Care (CoC), to ensure appropriate and adequate levels of intervention are provided

We look forward to working with counties on the continuous improvement of HSP and ensuring the elements noted above are integrated into county programs in the years to come.

In an effort to promote collaboration amongst human services providers, CDSS requires CWDs applying for new or continued HSP funding to work in collaboration with their local Continuum of Care (CoC). CDSS encourages CWDs to participate in the development of the Coordinated Entry (CE) system within the CoC, to ensure HSP is included in CE. Finally, CWDs are strongly encouraged to partner with other local community-based organizations that are experienced in providing housing services to ensure the HSP provides the greatest impact to families in need and to avoid duplication of services in the community.

#### Process for New HSP Funding Requests

Counties requesting new funding should refer to the attached application guidelines (attachment one, section D) and the *Program Scope Certification and Request for New Funding* document (attachment three). The proposal and certification is due no later than June 20, 2017. Allocation letters for new funding requests will be issued by the CDSS by September.

#### Process for HSP Funded Counties to Request Continued Funding

Counties requesting funding to continue an existing HSP should refer to the attached application guidelines (attachment one, section E) and the *Updated Program Scope Certification and Request for Continued Funding* document (attachment two). This information is due no later than June 5, 2017. Allocation letters for continued funding requests will be issued by the CDSS in early July.

Please note the following timelines:

- |  |               |
|--|---------------|
| • Updated program scope for current HSP CWDs due:  | June 5, 2017  |
| • Allocation letters for current HSP CWDs:         | Early July    |
| • Program scope and proposal for new HSP CWDs due: | June 20, 2017 |
| • Allocation letters for new HSP CWDs:             | September     |

Funding requests for FY 2017-18 shall be sent electronically to [housing@dss.ca.gov](mailto:housing@dss.ca.gov) no later than 5:00 p.m. on the due date indicated above. Late applications will not be accepted. HSP funding is an augmentation to the county allocation. This is not a grant.

If you have any questions regarding the **CalWORKs Housing Support Program** or the application process, please contact the Housing Branch at (916) 654-1450 or at [housing@dss.ca.gov](mailto:housing@dss.ca.gov).

#### Attachments

- One: Fiscal Year 2017-18 Application Guidelines  
Two: Program Scope Certification and Request for Continued Funding  
Three: Program Scope Certification and Request for New Funding

## **ATTACHMENT ONE**

### **2017-18 APPLICATION GUIDELINES: REQUESTS FOR NEW AND CONTINUED FUNDING FOR THE CALWORKS HOUSING SUPPORT PROGRAM**

#### **A. PURPOSE**

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

#### **B. CRITERIA FOR EVALUATION**

The nature of this application is a competitive process. It is possible that CWDs may not receive funding or may not receive the full amount of their request. In evaluating CWD requests, the CDSS will give priority to those CWDs that:

1. Demonstrate local need, including the extent to which families in their CalWORKs program experience homelessness.
2. Demonstrate the capacity to utilize a progressive engagement model of rapid rehousing or other evidence based approach that is cost effective and impactful to the identified need.
3. Maximize the use of HSP funds for direct services and minimize the use of HSP funds on administrative costs.
4. Demonstrate the ability to maintain records, collect data and track both qualitative and quantitative outcomes.
5. Are seeking to begin a new CalWORKs HSP. New funding will be prioritized for CWDs wishing to begin a new program in an effort to promote program implementation throughout the state.

#### **C. ELIGIBLE POPULATION**

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

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

## ATTACHMENT ONE

### D. REQUIRED ELEMENTS FOR NEW FUNDING REQUESTS

To be considered for HSP funding to begin a new HSP, please respond to the following items:

1. Describe the problem of homelessness in your CalWORKs program. Include applicable data as appropriate (e.g. data from the most recent Point in Time (PIT) count, requests for CalWORKs Homeless Assistance or Family Stabilization relevant to housing, or data from your Online CalWORKs Assessment Tool (OCAT) reflecting housing instability or homelessness). Include additional information if the PIT count or other CalWORKs data is not reflective of the population of families experiencing homelessness in your community.
2. Describe how you plan to prioritize families requesting assistance. Include the following:
  - Target population and description of your selection criteria;
  - How participants will be identified, referred and approved for services;
  - How you plan to identify family needs and barriers to obtaining or retaining housing; and
  - The housing assessment tool you plan to use and if this tool is also the tool utilized by your Continuum of Care
3. Describe your county's strategy for providing the components listed below. Include whether the functions will be contracted out or completed in-house. For contracted functions, include the entity with whom the CWD will contract and include documentation of the entity's interest.
  - *Housing Identification* - Include how you propose managing landlord recruitment and engagement and with whom you will work to identify potential housing units to ensure participants are accessing housing that meets habitability and safety standards.
  - *Case Management and Services* - Include what services will be delivered, how you plan to coordinate and deliver the services and how you will determine the appropriate length and depth of services needed for each family.
  - *Rent and Move-In Assistance (Financial)* - Include the types of financial assistance you will include in your program, including but not limited to move-in costs, rental subsidies or other types of assistance. Describe the criteria you will employ to evaluate continued participation in, or renewal of, financial assistance.
4. Describe your capacity to collect data, track progress and outcomes related to housing stability, including your ability to complete and submit the [HSP 14](#) report timely and accurately. Include information on your access to the Homeless Management Information System (HMIS) in your community.
5. Describe strategies you will use to maximize direct services and minimize administrative expenses.
6. Include a detailed anticipated timetable for implementing the program. Include the anticipated Board approval date and what contracts shall be executed, if applicable, prior to program implementation.

## ATTACHMENT ONE

7. Indicate the name of the individual you consulted within your local Continuum of Care (CoC) and describe your involvement with the CoC.

### E. REQUIRED ELEMENTS FOR CONTINUED FUNDING REQUESTS

To be considered for HSP funding to **continue an existing HSP**, please respond to the following items (new programs shall refer to section D, above). Note: questions 3 and 4 will be used to assess the technical assistance needs in those areas.

1. Provide a brief update on any changes you implemented in FY 2016-17 and those that you plan to incorporate in FY 2017-18. Describe any program goals for FY 2017-18 and how you plan to achieve those goals. Include how you may have used relevant data to support the development of your program goals. For example, you may include HSP 14 data, requests for CalWORKs Homeless Assistance, Family Stabilization, or information obtained from the Online CalWORKs Appraisal Tool (OCAT), etc.
2. Describe strategies the county will use during the 2017-18 fiscal year to continue to maximize direct services and minimize administrative expenses. Include the projected program budget.
3. Describe how the HSP has impacted the level of need in your CalWORKs program thus far and how you see it impacting the program over the next year (e.g. the number of families experiencing homelessness has gone down, more families are contacting the county/CoC for assistance, the county has seen less returns to homelessness, families served by HSP are able to secure employment, access education, etc.). Include relevant data to support your stated program impact (e.g. data from HMIS or SAWS, HSP 14 data, information from OCAT, etc.).
4. Describe how the county is (or plans to be) part of the development of Coordinated Entry (CE) in conjunction with the local Continuum of Care (CoC). Include a description of how the HSP has been involved with the CoC over the past year and plans for continued collaboration for the upcoming year. Note: for counties not already incorporated into the CE, the county does not need to establish integration prior to submitting the request for continued funding. The county can describe plans for how the HSP may be incorporated over the coming year.

## ATTACHMENT TWO

### CalWORKs Housing Support Program Program Scope Certification and Request for Continued Funding (2017-18)

*This form is to be completed by CWDs in receipt of CalWORKs HSP funding for 2016-17 and who are requesting HSP funding to continue for 2017-18.*

**County Name:** \_\_\_\_\_

Indicate the primary CWD contact regarding the HSP request for continued funding.

Contact Name and Title: \_\_\_\_\_

Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

#### I. PROGRAM SCOPE CERTIFICATION

Attach CWD's HSP Update (in five pages or less) pursuant to the criteria outlined within the attached Application Guidelines, Section E: Required Elements for Continued Funding Requests.

#### II. BUDGET DETAIL

Attach a detailed program budget for FY 2017-18 and complete the following:

- a. Total amount of funding the county is requesting: \_\_\_\_\_
- b. Number of families the CWD will **newly** house in permanent housing during FY 2017-18: \_\_\_\_\_
- c. Number of families the CWD will **continue to support** in permanent housing during FY 2017-18: \_\_\_\_\_

#### III. DIRECTOR'S CERTIFICATION

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

Director's Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## ATTACHMENT THREE

### CalWORKs Housing Support Program Program Scope Certification and Request for New Funding (2017-18)

*This form is to be completed by CWDs not currently operating a HSP, but who are requesting HSP funding for 2017-18.*

**County Name:** \_\_\_\_\_

Indicate the primary CWD contact regarding the HSP request for new funding.

Contact Name and Title: \_\_\_\_\_

Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

#### I. PROPOSAL

Attach your CWD's HSP proposal for FY 2017-18. Proposals must meet the criteria outlined within the attached Application Guidelines, Section D: Required Elements for New Funding Requests.

#### II. BUDGET DETAIL

Attach a detailed program budget for FY 2017-18 and complete the following:

- a. Total amount of funding the county is requesting: \_\_\_\_\_
- b. Number of families the CWD will house in permanent housing during FY 2017-18: \_\_\_\_\_

#### III. DIRECTOR'S CERTIFICATION

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

Director's Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_