CDSS

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ALL COUNTY WELFARE DIRECTORS LETTER

TO: ALL COUNTY WELFARE DIRECTORS

FROM: KIM JOHNSON, Deputy Director
                Family Engagement and Empowerment Division

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

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 the county through FY 2019-20.

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 be operated in a manner consistent with SB 1380 and the core components of Housing First enumerated in W&I Code section 8255.

Counties seeking funds to continue operating an existing HSP for FY 2019-20 are required to submit an update, as described within this letter. Any counties seeking funds to implement a new housing program for FY 2019-20 are required to submit a full application, as described within this letter. Program applications will be funded for FY 2019-20 as described below and within the attached documents.

Counties that are continuing an HSP and submit an update will receive a base allocation equal to their FY 2018-19 allocation, as specified in County Fiscal Letter (CFL) No. 18/19-26. Counties continuing HSP may request more than their base allocation; funds in excess of the base allocation will be competitively allocated based on the evaluation criteria described below and in Attachment One.

Counties are encouraged to request the annual total funding they would require in order to meet as much of the need as possible, while making sure they have the capacity to utilize the funds during the upcoming fiscal year. HSP funds will be allocated to counties up to, but not to exceed, the total amount requested by the county. The amount allocated to the county will be determined based on the strength of the county's application and the total amount of funds requested by all counties. Counties continuing an existing HSP will receive the base allocation, as described above, but may not receive their full request of funds in excess of the base allocation.

Funding for FY 2019-20 for counties seeking to *continue operating an existing* HSP will be allocated in the following manner:

(1) Base allocation equal to the FY 2018-19 allocation, as specified in [CFL No. 18/19-26](#)); (2) competitive funding allocated in accordance with the evaluation criteria for FY 2019-20 (evaluations will be based on responses provided within the program update template and associated attachments); and, (3) performance evaluation, as described in Attachment One (counties meeting strong performance benchmarks will receive additional funds).

Funding for FY 2019-20 for counties seeking to *implement a new* HSP will be allocated based on the county's HSP plan as described within their new program description template, and associated attachments, in accordance with the evaluation criteria described in Attachment One. There will not be a base allocation or funding or performance evaluation funding for new county applicants.

Similar to last year's [All County Welfare Directors Letter dated June 28, 2018](#), this year's All County Welfare Directors Letter includes specific performance benchmarks that counties should aim to meet. This has been included in an effort to promote continuous quality improvement and strategic utilization of program funding. The program benchmarks established by the CDSS are intended to further specify criteria to evaluate program performance and determine program allocations for FY 2019-20. CDSS will continue to engage stakeholders to review the established performance benchmarks to ensure they are both consistent with housing best practices and applicable to the CalWORKs HSP. Refer to Attachments One and Two for application requirements, resources, and established performance benchmarks for FY 2019-20.

Additional Information

In addition to the requirements outlined in this letter and in subsequent attachments, counties operating HSP will be required to enter HSP data into the [Homeless Management Information System (HMIS)](#) by July 1, 2020. As a reminder, purchase of relevant technology/ permissions, training, and staff time dedicated to HMIS may be paid for with HSP funds. If a county is unable to comply with this HMIS requirement by July 1, 2020, they may apply for a waiver (see Attachment Eight).

Completed HSP updates and applications will be published on the CDSS website in FY 2019-20. In the early autumn of 2019, counties will be asked to submit a program summary and a description of how to access HSP services that will accompany the application posting. Additional information about the summary and description will be forthcoming.

Consistent with FY 2018-19, counties interested in requesting HSP funding for purchasing structures should submit these requests outside of the general HSP funding application process

described within this letter. Due to specific criteria, structure proposals can be submitted and reviewed on a rolling basis. For more information on purchasing structures with HSP funding, refer to ACIN I-85-18.

Process for HSP Funding Requests

Counties with established HSPs that are applying for continued funding shall include the following in their application package and submit the information no later than July 23, 2019.
- Request for Funding and Certification (Attachment Three);
- Program Update (Attachment Four);
- Detailed Program Budget (Attachment Six);
- Housing First Assessment (Attachment Seven); and
- HMIS Waiver (if applicable) (Attachment Eight)

Counties wishing to implement a new HSP shall include the following in their application package and submit the information no later than August 6, 2019.
- Request for Funding and Certification (Attachment Three);
- New Program Description (Attachment Five);
- Detailed Program Budget (Attachment Six);
- Housing First Assessment (Attachment Seven); and
- HMIS Waiver (if applicable) (Attachment Eight)

Application packages for FY 2019-20 shall be sent electronically to 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.

The CDSS will issue a County Fiscal Letter (CFL) confirming base funding planning allocations in July 2019 for counties with an existing HSP. Final FY 2019-20 allocations reflecting the total allocation for the FY 2019-20 (base funds plus any funding increases for FY 2019-20) and any new counties will be announced by the CDSS in the Fall of 2019.

If you have any questions regarding the CalWORKs Housing Support Program or the application process, please contact the Housing and Homelessness Bureau at (916) 651-5155 or at housing@dss.ca.gov.

Attachments

One: Fiscal Year 2019-20 Application Guidelines
Two: HSP Performance Guide Resource Tool
Three: Request for Funding and Certification
Four: Program Update Template
Five: New Program Description Template
Six: Detailed Program Budget Template
Seven: Housing First Assessment
Eight: HMIS Waiver

2019-20 APPLICATION GUIDELINES:
CALWORKS HOUSING SUPPORT PROGRAM

A. PURPOSE, ELIGIBLE POPULATION, AND FUNDING COMPONENTS

The California Department of Social Services (CDSS) is seeking requests from County Welfare Departments (CWDs) to implement new or continue existing local CalWORKs Housing Support Programs (HSP). The goal of the program is to foster housing stability for families experiencing homelessness in the CalWORKs program through the use of evidence- based housing models that are consistent with Housing First core components.

I. Program Eligibility

Consistent with prior years, the CalWORKs HSP funding may be used to assist CalWORKs families who are experiencing homelessness, 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 publicly 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.

II. Usage of HMIS

By July 1, 2020, counties operating an HSP will be required to enter HSP participants into the local Homeless Management Information System (HMIS), unless they submit a waiver as described below. CDSS has strongly encouraged this practice in prior years to better align HSP with the broader homelessness field and to build for future data collection efficiencies in HSP. Entering HSP participants into HMIS will help support and ensure:
    1) HSP is appropriately integrated into the broader homelessness system.
    2) HSP participants can more effectively access alternative housing resources if no longer served by HSP or in tandem with HSP services.
    3) HSP providers can evaluate returns to homelessness after participants exit HSP.

Counties may request an HMIS waiver, waiving the requirement for counties to enter HSP families into HMIS during FY 2019-20, if a county is unable to meet the requirement outlined above.

Counties requesting a waiver are required to complete the HMIS Waiver Request Template (Attachment Eight), which will be used by the CDSS to understand the county's status with HMIS and to target further technical assistance. Within the HMIS Waiver Request Template, counties are required to describe the current status of HMIS use in their HSP and explain why the county's HSP is unable to enter HSP participants into HMIS during the 2019-20 fiscal year to move toward use of HMIS. Counties will also describe the steps that must be taken during FY 2019-20 in order for the county's HSP to meet the HMIS requirement in the future, the associated timeline, and specific barriers to meeting the HMIS requirement. Finally, counties

are asked to identify how CDSS can support counties in meeting the HMIS requirement, including any technical assistance needs. CDSS will review the information completed by the county on the HMIS Waiver Request Template to assess the county's HMIS status and provide technical assistance in order for the county to meet the HMIS requirement in the future. As a reminder, counties may use HSP funds to support counties in meeting this requirement, including purchasing relevant technology/permissions, training, and staff time dedicated to HMIS.

Counties must obtain prior written approval for Electronic Data Processing (computing) expenditures that constitute equipment (per unit acquisition prices at above the $25,000 threshold), and any such equipment acquisition costs may only be recoverable indirectly through depreciation (refer to the threshold for capital expenditures in the California County Welfare Department Cost Allocation Plan for 2016-17). This approval is obtained through the submission of an Advance Planning Document form to CDSS

B. APPLICATION REQUIREMENTS AND EVAULATION CRITERIA FOR EXISTING PROGRAMS REQUESTING FUNDING FOR FY 2019-20

As outlined in the All County Welfare Directors Letter dated June 28, 2018, counties wishing to continue an existing HSP in FY 2019-20 are required to submit a program update for FY2019-20. The program update will be used to confirm the continuation of flat funding (i.e., the base allocation will be the same amount as initially allocated per County Fiscal Letter No. 18/19-26), and allow the CDSS to better target technical assistance.

Counties requesting allocations that are more than their base allocation will be allocated additional funds on a competitive basis. Counties may not receive additional funds depending on the cumulative request statewide and the competitiveness of their program update. These competitive proposals will be evaluated using criteria developed by the CDSS and consistent with evaluation criteria used in previous years. These criteria primarily focus on a program's alignment with evidence-based programs, housing best practices, and state law requirements, such as Housing First (WIC 8255). These criteria are all embedded within the program update template (Attachment Four) and outlined below.

Additionally, existing counties will be eligible to receive additional funding based on the county's program performance, which is based on the evaluation of performance metrics that were established in the summer of 2018 and used to determine allocations for FY 2018-19. These performance metrics are the same three metrics used in FY 2018-19 and are outlined in All County Welfare Directors Letter dated June 28, 2018. Counties were provided individual county performance evaluations in May 2019; counties demonstrating strong performance are eligible to receive additional funds based on performance.

Additional information regarding the funding methodology is outlined below under the subsection entitled "Funding Allocation Components."

I. Application Packaging Requirements for Existing Programs

    a. Funding Request and Director Certification (Attachment Three)

Consistent with prior years, the county must submit a completed Director Certification (Attachment Three), which includes the funding request and outlines the program goals.

b. Program Update Template (Attachment Four)

As specified above, counties applying for funding to continue an existing HSP shall complete the Program Update Template provided in Attachment Four. All questions marked "required" must include a response; applications with missing or unanswered questions for required items will be considered incomplete. In the performance evaluation section, counties have the opportunity to dispute CDSS analysis of the county's performance. These sections are optional and should only be completed if the county disagrees with the CDSS' assessment of the county performance. The CDSS recommends that counties limit the update to concise responses using the space provided in the template; if needed, counties may attach additional sheets if the response does not fit within the text box provided.

c. Detailed Program Budget Template (Attachment Six)

Counties shall use the provided Detailed Program Budget Template (Attachment Six). Consistent with prior years, the program budget will be evaluated to determine how counties plan to utilize funds and determine the annual goals. The program budget will be reviewed to confirm consistency with housing best practice and the county's plan description. Note: Applications with missing or incomplete budgets will be considered incomplete.

d. Housing First Assessment (Attachment Seven)

CDSS has developed a Housing First Assessment (Attachment Seven) to support counties in meeting the requirement to operate an HSP consistent with Housing First, per WIC 8255, on or before July 1, 2019. All counties are required to submit a completed Housing First assessment.

e. HMIS Waiver Request Template (Attachment Eight)

As stated above, HSPs are required to utilize HMIS on or before July 1, 2020. Counties that are unable to meet this requirement must submit a completed HMIS Waiver Request Template (Attachment Eight).

In summary, a complete application for continuing HSPs includes the following components:
1. Funding Request and Director Certification (Attachment Three)
2. Program Update Template (Attachment Four)
3. Detailed Program Budget Template (Attachment Six)
4. Housing First Assessment (Attachment Seven)
5. HMIS Waiver Request Template (Attachment Eight) – only if county is requesting a waiver (see Section A, II above for waiver requirement information)

II. Allocation Funding Components

Consistent with prior years, HSP funding will be allocated on a competitive basis. Counties should request funding based on their identified need (i.e., the number of families that experience homelessness in their CalWORKs program or homeless families in the community who may not be receiving CalWORKs but are likely eligible) in conjunction with the county's capacity to utilize the funding effectively.

Note: All counties requesting funding are required to submit a complete application, as described in this letter, regardless of the funding amount requested. Counties will not be allocated funds in excess of their total funding request. If the amount of funding requested by a

county is less than the prior year's allocation (not including any mid-year adjustments), the CDSS will fund the county up to, but not to exceed, the county's requested amount. Counties requesting funds in excess of their base allocation (i.e., their allocation from FY 2018-19 prior to mid-year adjustments) may not receive the full amount of their request due to the total amount requested statewide and the competitiveness of their proposal.

For FY 2019-20, the CDSS will allocate funds to counties with an existing HSP according to the following methodology:

1. Base Allocation – As a continuation of the FY 2018-19 application process, a base allocation will be established for all counties. The base allocation is equal to 100% of the FY 2018-19 allocation, as reflected in [CFL No. 18/19-26;](#)

2. Funding based on FY 2019-20 Evaluation Criteria – Counties demonstrating alignment with evidence-based programs and established housing best practices in the areas listed below (under the heading III. Criteria for Evaluation for Increased Funding) are eligible to receive additional funding above the base allocation. Counties may also identify areas in which they plan to improve or strengthen their program, and may be eligible for additional funding if the county includes a detailed description of program improvement activities, including a timeline and how progress will be measured. The county's budget will also be evaluated to confirm the program budgeting aligns with established goals, program design, and housing best practices; and

3. Funding based on Performance Evaluation – Counties meeting strong performance benchmarks (as reviewed below in section IV. Performance Evaluation) are eligible to receive additional funds.

III.   Criteria for Evaluation for Increased Funding

Within the Program Update Template (Attachment Four), counties will respond to questions to provide an update on the status of various components of their HSP. Counties have the opportunity to illustrate how the HSP employs continuous quality improvement plans and aligns with established housing best practices. Information on national best practices for evidence-based interventions are further outlined in Attachment Two; counties are encouraged to use this as a resource as they complete program updates. Competitive responses will provide a detailed and thorough analysis on how the program is currently aligned with best practice or steps the county has identified in order to become better aligned with best practice over the coming year. The information and descriptions provided within the template as well as the Housing First Assessment (Attachment Seven), Detailed Program Budget Template (Attachment Six) and HMIS Waiver Request Template (Attachment Eight), if applicable, will be evaluated by the CDSS to determine funding increases for counties requesting funding above the base allocation. It is possible that counties may not receive increased funding or may not receive the full amount of their request.

In evaluating county requests, the CDSS will give priority to those counties that:

1. Demonstrate need and an understanding of how to address need;
2. Demonstrate an ability to prioritize and work with partners (including working with new state funding sources);
3. Demonstrate an understanding and adherence to Housing First;

4. Demonstrate operationalization of an effective Rapid Rehousing program model;
5. Demonstrate the use of data and/or integration into local homeless systems for program improvement or a commitment to pursue the use of data and integration into the local homeless system, and identification of specific steps necessary to achieve integration and program improvement;
6. Demonstrate how the program incorporates a continuous quality improvement model, incorporating changes and innovations that align with housing best practices; and,
7. Budget program funds consistent with the program plan and in alignment with housing best practices and CDSS recommendations.

IV. Performance Evaluation

As noted above, the CDSS will evaluate county performance using the performance benchmarks established and used for FY 2018-19 allocations. The goal of the performance evaluation component is to encourage stronger program processes, better alignment with nationally recognized best practices, continuous quality improvement, and the maximization of available program funding throughout the state. The CDSS recognizes these benchmarks should be expanded upon in order to measure program outcomes (rather than processes). In an effort to continuously improve the HSP, CDSS will continue to engage in technical assistance opportunities and work with stakeholders to continue to strategize and develop program outcome measures consistent with the operation of the CalWORKs HSP and align with housing best practices. To that end, these benchmarks may change in years to come.

The Performance Evaluation will allow the CDSS to evaluate the county's ability to:

1. **Set and meet appropriate goals.**
2. **Utilize the HSP funds allocated to the county in a manner that is cost effective and impactful to the identified need.**
3. **Maximize the use of HSP funds for direct financial assistance and minimize the use of HSP funds on administrative costs.**

The CDSS measured county performance in the areas identified above using the following data sources: HSP 14 reports for FY 2017-18; FY 2017-18 Housing Support Program County Expense Claims; and FY 2017-18 HSP Directors Certification confirming the target number of families to newly house. **Counties may reference their individual HSP 14 Dashboards which were emailed to county directors and HSP program contact(s) in June of 2019. Counties meeting strong performance benchmarks, as described in Attachment Two, will be eligible for additional funds.**

Counties have the opportunity to dispute the CDSS assessment of county performance within the program update template (Attachment Four). Counties wishing to dispute will have an opportunity to provide additional information which should be supported by data to the extent possible. Any alternative information and data will be considered in the evaluation of performance for that criteria. **If the county agrees with the CDSS assessment of the performance for that criteria, the county does not need to complete a response for the alternative assessment.** Refer to Attachment Two for examples of evidence or acceptable explanations that may be submitted if the county would like to dispute the CDSS assessment.

For counties newly operating HSP in FY 2018-19, and therefore do not have HSP FY 2017-18 data, the CDSS will utilize mid-year FY 2018-19 data to measure performance and encourage

said counties to provide additional information in the dispute categories to describe performance in these process measures.

C. APPLICATION REQUIREMENTS AND EVAULATION CRITERIA FOR NEW PROGRAMS REQUESTING FUNDING FOR FY 2019-20

Counties wishing to begin a new HSP in FY 2019-20 are required to submit a full program application, using the New Program Description Template (Attachment Five). New county applications will be evaluated based on the program proposal and detailed program budget; there will not be a base allocation or funding based on prior performance allocated to new county applicants. It is possible that counties may not receive funding or may not receive the full amount of their request.

I. Application Packaging Requirements

   a. Funding Request and Director Certification (Attachment Three)

The county must submit a completed director certification, which includes the funding request and outlines the program goals.

   b. New Program Description Template (Attachment Five)

Counties applying for funding to begin a new HSP shall complete the New Program Description Template provided in Attachment Five. All questions must include a response; applications with missing or unanswered questions for required items will be considered incomplete. The CDSS recommends that counties limit responses using the space provided in the template; if needed, counties may attach additional sheets if the response does not fit within the text box provided.

   c. Detailed Program Budget Template (Attachment Six)

Counties shall use the provided Detailed Program Budget Template (Attachment Six). The program budget will be evaluated to determine how counties plan to utilize funds and determine the annual goals. The program budget will be reviewed to confirm consistency with housing best practice and the county's plan description. Note: Applications with missing or incomplete program budgets will be considered incomplete.

   d. Housing First Assessment (Attachment Seven)

CDSS has developed a Housing First Assessment (Attachment Seven) to support counties in meeting the requirement to operate an HSP consistent with Housing First, per WIC 8255, on or before July 1, 2019. All counties are required to submit a completed Housing First Assessment.

   e. HMIS Waiver Request Template (Attachment Eight) – If applicable

As stated above, HSPs are required to utilize HMIS on or before July 1, 2020. Counties that are unable to meet this requirement must submit a completed HMIS Waiver Request Template (Attachment Eight).

In summary, a complete application includes the following components:

1. Funding Request and Director Certification (Attachment Three)
2. New Program Description Template (Attachment Five)
3. Detailed Program Budget Template (Attachment Six)
4. Housing First Assessment (Attachment Seven)
5. HMIS Waiver Request Template (Attachment Eight) – only if county is requesting a waiver

II. Criteria for Evaluation for New Programs

Within the New Program Description Template (Attachment Five), counties will respond to questions to describe their HSP plan. Counties have the opportunity to illustrate how the HSP will employ a continuous quality improvement plan and align with established housing best practices. Information on national best practice for evidence-based interventions are further outlined in Attachment Two; counties are encouraged to use this information as a resource as they develop their HSP plan. The information and descriptions provided within the template as well as the Housing First Assessment (Attachment Seven), Detailed Program Budget Template (Attachment Six) and HMIS Waiver Request Template (Attachment Eight), if applicable, will be evaluated by the CDSS to determine funding allocations. It is possible that counties may not receive funding or may not receive the full amount of their request.

In evaluating county requests, the CDSS will give priority to those counties that:

1. Demonstrate need and an understanding of how to address need;
2. Demonstrate an ability to prioritize and work with partners (including working with new state funding sources);
3. Demonstrate an understanding of Housing First and a plan to implement it;
4. Demonstrate an understanding of the Rapid Rehousing program model;
5. Demonstrate the ability and/or commitment to use data and integrate into local homelessness systems;
6. Present a clear implementation plan and timeline;
7. Present goals and innovations the county plans to incorporate in the upcoming fiscal year; and
8. Budget program funds consistent with the program plan and in alignment with housing best practices and CDSS recommendations

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Performance Guide Resource Tool
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Performance Guide Resource Tool

The following information has been developed by the CDSS as a resource tool for counties operating a CalWORKs Housing Support Program (HSP) or are applying to implement a new HSP. It includes reference lists, data sources, and questions to consider when completing the HSP application package. Refer to Attachment One for details about the requirements for application packages for continuing and new HSPs.

I.   County Program Update (Continuing HSP)

The following information has been developed by the CDSS as a resource tool for counties operating a CalWORKs Housing Support Program (HSP). The resources in this document are intended to help the counties deepen their knowledge about aspects of HSP, review best practices, and provide general guidance in completing the Program Update Template (Attachment Four).

Part I. Program Update
A. County Need
1. Identifying and Demonstrating Need

Strong responses will include complete data using the suggested data sources; if a suggested data source is not available, a strong response will describe why that source is not available and means for the county to obtain that data in future years, if applicable.

For example, if the county's HSP does not have a partnership in place to easily obtain the CoC data, the county may provide data from an alternative source and explain steps the county may take in the coming year to access that data in the future.

2. Meeting the County's Need

Strong responses will demonstrate the level of need for HSP in the community (beyond the CalWORKs program) and may include the following information:
- A description of the unmet housing need of likely HSP-eligible families (including homeless families in the community who may not be receiving CalWORKs but are likely eligible) as well as outreach strategies the county utilizes or will implement to further identify this unmet need;
- A description of other resources in the community (e.g., shelters, housing programs, housing authority/voucher availability, low income housing, California Emergency Solutions and Housing (CESH) and Homeless Emergency Aid Program (HEAP); and
- Families' ability to access these resources (e.g., who are these services for, are there barriers to accessing these resources, vacancy rate).

Note: If a community has few or no additional housing/homeless resources, a strong response will include an analysis on how that impacts the families they serve and what steps they've taken to address any gaps.

Counties may consider addressing the following additional topics below as applicable (these are not required, just suggestions for counties to consider):
- Trends of homelessness amongst CalWORKs families in the community

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- Historical and current HSP ability to meet this need
- Scope of data provided and changes over time
- Average number of families on the county's waitlist for HSP
- Number of families the county housed in FY 18-19 and what plans (if any) the county has to increase capacity or decrease the amount of time from entry to housed
- A description of how communitywide homelessness resources are organized (i.e., are they accessible via the local Continuum of Care [CoC] and/or Coordinated Entry System)
- Other community resources that serve the same population as HSP and how the county can collaborate with these agencies to improve outreach and services to families likely eligible for HSP
- Description of CalWORKs Outcomes and Accountability Review **(Cal-OAR)** efforts and plans to improve housing access, including HSP, and outcomes.

B. Housing First (Attachment 7)

Strong responses will demonstrate a commitment to adopting the Housing First philosophy and will also describe specific programmatic areas for improvement and plans for accomplishing this improvement where necessary.

For additional resources on Housing First refer to the following statutory requirements for California and best practice resources:
- Housing First statute: Welfare and Institution Code (WIC 8255)
- Housing First Fact Sheet from National Alliance to End Homelessness
- United States Interagency Council on Homelessness (USICH) Housing First checklist.
- The United States Department of Housing and Urban Development (HUD) Housing First Assessment Tool, which builds on the work of the USICH Housing First checklist. The HUD tool aims to asses and document project and program alignment with the Housing First model and can be used as an iterative tool to track progress on implementing Housing First over time.
- HUD and USICH: Core Principles of Housing First and Rapid Re-Housing PowerPoint
- CDSS Hosted Housing First Webinar I
  - o Housing First Webinar I Recording
  - o Housing First I PowerPoint
- CDSS Hosted Housing First Webinar II
  - o Housing First Webinar II Recording
  - o Housing First II PowerPoint

C. Prioritization and Coordinated Entry
1.   HSP Integration into Coordinated Entry

Strong responses will indicate the use of Coordinated Entry (CE) for HSP referrals or a strong commitment to integrate into their community's CE system. In cases where the county is not yet integrated into CE, a strong response will provide an explanation as to why the HSP has not been able to integrate and steps the county will need to take in order to integrate into the CE, with the associated timeline.

Resources for Coordinated Entry information:
- HUD Notice Establishing Additional Requirements for a Continuum of Care Centralized or Coordinated Assessment System

- [VA Coordinated Entry Fact Sheet](#)

3. Prioritization

Strong responses will describe prioritization approaches in HSP that are consistent with housing best practices that will help HSP identify and serve the most vulnerable families; this is a key aspect of both CE and Housing First. Strong responses will include tools (e.g., [VI-SPDAT](#)) or systems to assist counties in objectively evaluating families' vulnerability and will explain the relationship between their prioritization approach and their community's CE (for example, the HSP using the same assessment tool used by coordinated entry in their community).

Resources for prioritization:
- [VI-SPDAT (Vulnerability index Service Prioritization Decision Assistance Tool)](#)
- [RRH and Prioritization](#)
- Prioritization is to be done in accordance with Housing First and in tandem with Coordinated Entry, refer to these sections for more resources and information.

4. CalWORKs Population

Strong responses will demonstrate HSP practices that limit preconditions on program entry and access to housing. For example, strong responses will describe minimal or no additional county specific eligibility requirements beyond the CalWORKs HSP homelessness definition and requirement of a CalWORKs recipient in the Assistance Unit.

Counties that place additional eligibility requirements are likely inconsistent with best practice. The following are examples that would render a *weak response*: income threshold requirements (i.e., rent not to exceed 80% of the household income); residency requirements (i.e., must be a resident in the county for at least 12 months in order to be eligible); requiring participation in Welfare to Work; ineligibility if the adult is sanctioned, etc. are inconsistent with best practice and Housing First.

Additional Resources:
- For expanded definitions of CalWORKs subpopulations referenced in Attachment Four, CalWORKs Population, refer to the [CalWORKs Annual Summary 2019](#)
- Refer to the Housing First section above for additional information pertaining to Housing First

D. Rapid Rehousing
1. Rapid Rehousing (RRH) Core Components

Strong responses will describe program changes that incorporate RRH best practices, as described in the links below, and will be supported by data when applicable. For example, if a county indicated in the previous year that they would improve landlord engagement practices, a strong response would provide an update on the results of those activities supported by data (e.g., the county was able to secure ten new landlords in the fiscal year by using the landlord bonus described in the prior year proposal). Strong responses may also include areas for improvement plans. For example, if the county indicates the case manager to client ratio was too high in the prior year, resulting in longer wait times from program referral to permanent housing, the county may describe how additional case managers will lead to higher client engagement. Data to support the program plan changes and goals should be included to the extent possible.

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Resources for Rapid Rehousing:
- All County Welfare Directors Letter dated May 26, 2016
- National Alliance to End Homelessness- Rapid Rehousing Works
- National Alliance to End Homelessness- Rapid Rehousing Performance Benchmarks and Program Standards | NAEH
- HCD- Progressive Engagement
- Creative Housing Solutions – Shared Housing & Diversion Webinar
  - Shared Housing & Diversion Webinar Recording
  - Shared Housing & Diversion PowerPoint
  - LAFH Shared Housing Questionnaire

E. Data
1. Data Collection and Tracking in Homeless Management Information System (HMIS)

Strong responses will indicate use of HMIS (entering HSP families into HMIS) or a strong commitment to integrate into their community's HMIS as soon as possible.

Examples of exceptional barriers for waiver request may include, but are not limited to, the following:
- Due to the larger CoC system policies, the county is unable to safely and securely include HSP data participants into the local HMIS without jeopardizing participant wellbeing, with a detailed description explaining what makes this unsafe, insecure, and jeopardizes wellbeing.
- The larger system will not allow HSP participants to be entered into HMIS, and a detailed description why and how this may be changed.
- Insufficient program capacity to obtain HMIS, attend training on HMIS, and begin utilizing HMIS by July 1, 2020; but, the county is committed to accessing and using HMIS and will provide the date this can be accomplished.

Resources for additional HMIS information:
- HUD- HMIS
- HUD- 2020 HMIS Data Standards

2. Data Use for Continuous Quality Improvement

Strong responses will describe ways the county is using data to inform HSP policies and/or procedures or make changes in policies or procedures to incorporate a continuous quality improvement approach to HSP including an update on the integration into HMIS or plans to integrate into HMIS, if applicable.

Counties may consider addressing the following areas below as applicable (these are not required, but suggestions for counties to consider):
- Additional details on what steps will need to be taken to integrate into HMIS if not already doing so and what CDSS can do to support counties in their efforts.
- Describe how the county uses data to inform program improvement and policies. Give an example of how data has informed policy decisions.
- Description of data utilization to inform Cal-OAR efforts and outcomes improvement plans for housing access measures.
- How does the county use HMIS (e.g., completing the HSP 14, tracking return to homelessness)?

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     o How does the county use data to inform participation in the community's homeless system (e.g., CE, prioritization)?

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3. Reentry to Homelessness and Self-Sufficiency

Strong responses will provide data and methodology on reentry and self-sufficiency outcomes or detailed plans to collect the data in the future (including relevant timeline).

Counties may consider addressing the following areas below as applicable (these are not required, but suggestions for counties to consider):
- Describe additional measures that could be used to assess self-sufficiency.
- Describe how tracking these data currently inform county policies and practices, or how they could in the future.
- Describe baselines or trends that can be gleaned from the data the county is using.

Recommended data sources:
- [Reentry to Homelessness](#): HMIS data, client follow ups, program surveys, or CalWORKs data indicating housing needs (e.g.re-applications to HA) to track reentry outcomes during and after HSP participation, including calculating rates of reentry into homelessness for HSP participants within 12 months of exiting.
- Self-Sufficiency Outcomes: employment/income data such as EDD data, UI, or CalWORKs/SAWS data including educational or employment attainment to track self-sufficiency outcomes during and after HSP participation.

F. Innovation Goals and Future Plans
1. Update on Changes and Innovations in FY 2018-19 and FY 2019-20

Strong responses will describe any outcomes of the changes or innovations implemented in FY 2018-19 (e.g., families are housed faster, administrative efficiency, better communication) or plans for changes in FY 2019-20 that the county will pursue to specifically address barriers to operating an HSP. Note: counties may cross reference other areas of the proposal if these items have already been addressed.

Examples of operational barriers, may include: low vacancy rates, staff retention, landlord recruitment and engagement, etc. Strong responses will explain how the HSP has addressed these (or plans to address them) such as building additional partnerships with community-based organizations or public agencies, identification and procurement of structures, investing in professional development/training opportunities to recruit and retain staff, etc. Strong responses will also include any associated timelines, next steps, identified partners, etc. that will be necessary to implement changes and innovations for planned changes in the coming year.

Counties may consider addressing the following areas below as applicable (these are not required, but suggestions for counties to consider):
- Better aligning the county's HSP to Housing First
- Innovations or changes related to Cal-OAR efforts and housing access measures
- Expanding the CalWORKs sub-population served by HSP/limiting or eliminating unnecessary county specific eligibility criteria
- Working with collaborators
- Expenditure rates and budgeting

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- Anticipated integration with [California Emergency Solutions and Housing (CESH)](#) and [Homeless Emergency Aid Program (HEAP)](#) funds in the community
- Structural changes to better align with best practices and meet community needs (e.g., increased subsidy length, increased case management, outreach, landlord outreach)
- The use of data (e.g., data driven continuous quality improvement, HMIS, return to homelessness, increased self-sufficiency)
- Make processes more efficient (e.g., coordinated entry, decrease time from entry to housed)
- Improving Outcomes (e.g., increasing exits into permanent housing, reducing returns to homelessness)
- Plans to increase housing options, availability, and stock. Including, but not limited to:
  - Working with local housing authorities to set aside vouchers for HSP clients
  - Buying structures with HSP funds. (As indicated in [All County Information Notice I-85-18](#), the CDSS will continue to provide funding for the purchase of structures, **separate from this application package**. Counties interested in requesting funds for the purchase of structures should contact housing@dss.ca.gov for additional information.)

G.   Budget (Attachment 6)

Strong responses will provide a complete budget (Attachment 6) consistent with the proposed plan (Attachment Four) and demonstrate efforts to maximize use of direct financial assistance and minizime adminsitrative costs when possible. Further, budgets that minimze the use of funds on temporary shelter costs, to the extent possible, while striving to provide quick access to permanent housing through the use of housing identification, and targeted case management.

Budgeting & Projecting: Rapid Rehousing Programs

- [Budgeting and Projecting in RRH Programs Webinar Recording](#)

- [Budgeting & Projecting in RRH Programs PowerPoint](#)

- [Abode - Projection Tool](#)

- [LA Family Housing - RRH Budget Management Tool](#)

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II. Part II. Performance Evaluation

Metric	Performance Benchmarks	Evidence for current performance or program improvement plans
1. **Set and meet appropriate housing goals.**	Standard: Housing at least 75% of the number of families targeted to newly house Strong: Housing over 90%* of target to newly house *Beginning with FY 18-19, counties exceeding housing goals by more than 25% (achieving 125% of their goal) will not be considered to be setting accurate goals, therefore will not meet strong performance. Assessments of FY16-17 and 17-18 will be considered strong performance at 90% or above.	Data used for CDSS Assessment of Performance: • FY 2017-18 HSP 14 data, number of families newly housed reported in question 20b • FY 2017-18 HSP Directors Certification county goal for number families to newly house Refer to pages 2 and 3 of the county-specific HSP Dashboard (distributed via email to county directors and main program contacts in June 2019) If the county is below the strong performance benchmark and they want to dispute the CDSS assessment, additional data may include but is not limited to: evidence indicating alternative numbers to the HSP 14 item 20b with a description of why the HSP 14 is inaccurate. Tip: Additional evidence to inform program housing goals may be pulled from: data on need and HSP impact as seen in statewide automated welfare systems (SAWS), Point in Time (PIT) count, and/or HSP 14 data; budget data; and evidence of additional community resource data. National RRH benchmarks indicate 80% of program exits should be exiting to permanent housing; counties may consider this benchmark when establishing program targets and achievements.
2. **Utilize the HSP funds allocated to the county in a manner that is cost effective and impactful to the identified need.**	Standard: Claiming at least 80% of the allocation on the CEC Strong: Claiming over 90%* of the allocation on the CEC *Beginning with FY 18-19, claims exceeding 125% of the allocation will not be considered strong	Data used for CDSS Assessment of Performance: Data used for CDSS Assessment of Performance: • FY 2017-18 HSP County Expense Claim (CEC) • FY 2017-18 allocation provided in CFL NO. 17-18-2 (prior to any re-allocations done mid-year) Refer to pages 4 and 5 of the county-specific HSP Dashboard (distributed via email to county directors and main program contacts in June 2019). If the county is below the strong performance benchmark and they want to dispute the CDSS assessment, additional data may include but is not limited to: alternative spending data with a description of why CEC reporting is inaccurate. Note: counties that took on additional funds mid-year will be assessed on their original allocation.

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Metric	Performance Benchmarks	Evidence for current performance or program improvement plans
	performance. Assessments of FY16-17 and 17-18 will be considered strong performance at 90% of above.	
3. **Maximize the use of HSP funds for direct financial assistance and minimize the use of funds on administrative costs.**	Standard: Direct financial assistance reported on HSP 14 is 50% or more of total amount claimed on the CEC Strong: Direct financial assistance reported on HSP 14 is 60% or more of total amount claimed on the CEC Note: Case management and housing navigation costs are classified as program operations costs and are not included in the "direct financial assistance" benchmark of 50% for standard or 60% or more as strong performance.	Data used for CDSS assessment of performance: • FY 2017-18 HSP 14, all items reporting direct financial assistance expenditures (e.g., rental costs, interim housing costs, housing support costs, other) • FY 2017-18 overall HSP claims on the CEC Refer to pages 6 and 7 of the county-specific HSP Dashboard (distributed via email to county directors and main program contacts in June 2019) If the county is below the strong performance benchmark and they want to dispute the CDSS assessment, additional data may include but is not limited to: complete CEC report on direct financial assistance and adequate explanation why the HSP-14 is inaccurate. Note: In prior years, counties were encouraged to utilize up to 10% of the HSP allocation on case management costs. Recognizing the challenges in finding housing and assisting families with retaining housing, specifically in the California housing market, the CDSS recommends counties utilize up to 30% of the HSP allocation on case management costs while limiting the use of HSP the use of HSP funds on administrative costs as much as possible. For counties utilizing contractors, these targets should be used to guide budgeting and be reflected in agreements with contracted partners, as the county determines appropriate. Tip: It is best practice to strategically braid together various funding resources, when available, and the CDSS strongly encourages counties to consider using other available funding sources to maximize the use of the HSP allocation on direct financial assistance. For example, counties may choose to utilize their Family Stabilization (FS) allocation to fund case management for FS clients receiving housing supports through the HSP. Similarly, counties may choose to utilize the county's Single Allocation to fund the administrative functions of the

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Metric	Performance Benchmarks	Evidence for current performance or program improvement plans
		HSP for families that meet the criteria to which Single Allocation can be used. Counties should consult with appropriate fiscal staff within their county and the CDSS if they have questions on the allowable use of these sources of funding or others

*Content relevant to counties applying for continuation of funds ends here.

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III. New Program Descriptions (New HSP)

The following information has been developed by the CDSS as a resource tool for counties interested in implementing HSP. These categories are related to the HSP New County Proposal (see Attachment Five) and are provided as recommendations to counties for program evaluation and continuous quality improvement. All questions must have a response. Strong answers will reflect HSP goals and objectives, be data driven, and will be informed by HSP best practices. Below is a list of the components to be covered in the proposal and suggestions for resources, best practices, alternatives, etc. as appropriate.

Part I. New Program Description
A. County Need
1. Identifying and Demonstrating Need

Strong responses will include complete data using the suggested data sources; if a suggested data source is not available, a strong response will describe why that source is not available and means for the county to obtain that data in future years, if applicable.

For example, if the county's HSP does not have a partnership in place to easily obtain the CoC data, the county may provide data from an alternative source and explain steps the county may take in the coming year to access that data in the future.

2. Meeting the County's Need

Strong responses will demonstrate level of need for HSP in the community (beyond the CalWORKs program) and may include the following information:
- A description of the unmet housing need of likely HSP-eligible families (including homeless CalWORKs families or homeless families in the community who may not be receiving CalWORKs but are likely eligible) as well as outreach strategies the county utilizes or will implement to further identify this unmet need;
- A description of other resources in the community (e.g., shelters, housing programs, housing authority/voucher availability, low income housing, CESH funds, HEAP funds); and
- Families' ability to access these resources (e.g., who are these services for, are there barriers to accessing these resources, vacancy rate).

Note: If a community has few or no additional housing/homeless resources, a strong response will include an analysis on how that impacts the families they serve and how HSP will help address any gaps.

Counties may consider addressing the following additional topics and below as applicable (these are not required, just suggestions for counties to consider):
- How are communitywide homelessness resources organized (i.e., are they accessible via the local CoC and/or Coordinated Entry System)?
- What are the other programs that can support housing and homeless needs in the county's CalWORKs system that could be leveraged or incorporated into the HSP?
- How many homeless families were served by these other programs, such as Family Stabilization or Job Retention services in FY 18-19?

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- Do other community resources serve the same population as HSP? If so, how can HSP work together with these resources?
- Description of CalWORKs Outcomes and Accountability Review **(Cal-OAR)** efforts and plans to improve housing access, including HSP, and outcomes.

B. Housing First (Attachment 7)

New HSP counties will use the assessment tool to inform HSP design and implementation with a commitment to adopting the Housing First philosophy and describe plans for accomplishing each Housing First component. Strong responses will demonstrate a commitment to adopting the housing first philosophy and will also describe specific programmatic plans for accomplishing this on page 2 of Attachment Two.

Resources for Housing First compliance and improvement:
- Housing First statute: WIC 8255
- Housing First Fact Sheet from National Alliance to End Homelessness
- United States Interagency Council on Homelessness (USICH) Housing First checklist.
- The United States Department of Housing and Urban Development (HUD) Housing First Assessment Tool, which builds on the work of the USICH Housing First checklist. The HUD tool aims to asses and document project and program alignment with the Housing First model and can be used as an iterative tool to track progress on implementing Housing First over time.
- HUD and USICH: Core Principles of Housing First and Rapid Re-Housing PowerPoint

- CDSS Hosted Housing First Webinar I

  o Housing First Webinar I Recording

  o Housing First I PowerPoint

- CDSS Hosted Housing First Webinar II

  o Housing First Webinar II Recording

  o Housing First II PowerPoint

C. Prioritization and Coordinated Entry
1. HSP Integration into Coordinated Entry

Strong responses will indicate a strong commitment to integrate HSP into their community's CE system including specific plans to accomplish this integration.

Resources for Coordinated Entry information:
- HUD Notice Establishing Additional Requirements for a Continuum of Care Centralized or Coordinated Assessment System
- VA Coordinated Entry Fact Sheet

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2. Prioritization

Strong responses will describe plans to develop prioritization approaches in HSP that are consistent with housing best practices that will help HSP identify and serve the most vulnerable families; this is a key aspect of both CE and Housing First. Strong responses will include tools (e.g., VI-SPDAT) or systems the county will adopt to objectively evaluate families' vulnerability and an explanation of the relationship between the county's prioritization approach and their community's CE (for example, the HSP adopting the same assessment tool used by coordinated entry in their community).

Resources for prioritization:
- VI-SPDAT
- RRH and Prioritization
- Prioritization is to be done in accordance with Housing First and in tandem with Coordinated Entry, refer to these sections for more resources and information.

3. CalWORKs Population

Strong responses will demonstrate plans for HSP practices that limit preconditions on program entry and access to housing. For example, strong responses will describe minimal or no additional county specific eligibility requirements beyond the CalWORKs HSP homelessness definition and requirement of a CalWORKs recipient in the Assistance Unit.

Counties that place additional eligibility requirements are likely inconsistent with best practice. The following are examples that would render a *weak response*: income threshold requirements (i.e., rent not to exceed 80% of the household income); residency requirements (i.e., must be a resident in the county for at least 12 months in order to be eligible); requiring participation in Welfare to Work; ineligibility if the adult is sanctioned, etc. are inconsistent with best practice and Housing First.

Additional Resources:
- For expanded definitions of CalWORKs subpopulations referenced in Attachment Four, CalWORKs Population, refer to the CalWORKs Annual Summary 2019
- Refer to the Housing First section above for additional information pertaining to Housing First.

D. Rapid Rehousing
1. Rapid Rehousing (RRH) Core Components

Strong responses will demonstrate an understanding of RRH and the plan to implement each component in the county's HSP. Strong HSP plans will aim to integrate best practices into their design including providing client-centered, progressive engagement service, as described in the links below.

Additional information about Rapid Rehousing can be found at the following sites
- All County Welfare Directors Letter dated May 26, 2016
- National Alliance to End Homelessness- Rapid Rehousing Works
- National Alliance to End Homelessness- Rapid Rehousing Performance Benchmarks and Program Standards
- HCD- Progressive Engagement
- Creative Housing Solutions – Shared Housing & Diversion Webinar
  - Shared Housing & Diversion Webinar Recording

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- o [Shared Housing & Diversion PowerPoint](#)

- o [LAFH Shared Housing Questionnaire](#)

E. Data

1. Data Collection and Tracking in Homeless Management Information System (HMIS)

Strong responses will indicate a commitment to integrate HSP into the community's local HMIS as soon as possible. This plan should include goal of entering HSP families into HMIS and utilizing HMIS to track homelessness reentry for HSP families.

Examples of exceptional barriers for waiver request may include, but are not limited to, the following:
- Due to the larger CoC system policies, the county is unable to safely and securely include HSP data participants into the local HMIS without jeopardizing participant wellbeing, with a detailed description explaining what makes this unsafe, insecure, and jeopardizes wellbeing.
- The larger system will not allow HSP participants to be entered into HMIS, and a detailed description why and how this may be changed.
- Insufficient program capacity to obtain HMIS, attend training on HMIS, and begin utilizing HMIS by July 1, 2020; but, the county is committed to accessing and using HMIS and will provide the date this can be accomplished.

Resources for additional HMIS information-
- [HUD- HMIS](#)
- [HUD- 2020 HMIS Data Standards](#)

2. Data Use for Continuous Quality Improvement

Strong responses will describe ways the county will plan to accomplish monthly data requirements and will plan to use data to inform HSP policies and/or procedures and to incorporate a continuous quality improvement approach to HSP including the plans to integrate into HMIS.

Counties may consider addressing the following areas below as applicable (these are not required, but suggestions for counties to consider):
- Additional details on what steps will need to be taken to integrate into HMIS if not already doing so and what CDSS can do to support counties in their efforts.
- How will the county meet monthly data reporting requirements for HSP?
- How will the county use data to inform program policies and procedures?
- How will the county use HMIS (e.g., completing the HSP 14, tracking return to homelessness)?
- What data sources will the county use to ascertain the return to homelessness rate? Is the county using HMIS? If not, why?
- What CalWORKs or other measures could be used to assess self-sufficiency during and after HSP participation?
- What baselines or trends can be gleaned from the data the county currently has?
- Description of data utilization to inform Cal-OAR efforts and outcomes improvement plans for housing access measures.

Recommended data sources:
- [Reentry to Homelessness](#): HMIS data, client follow ups, program surveys, or CalWORKs data indicating housing needs (e.g.re-applications to HA) to track reentry outcomes during and after

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HSP participation, including calculating rates of reentry into homelessness for HSP participants within 12 months of exiting.
- Self-Sufficiency Outcomes: employment/income data such as EDD data, UI, or CalWORKs/SAWS data including educational or employment attainment to track self-sufficiency outcomes during and after HSP participation."

F. Implementing HSP

1. Collaborative Partners

Strong responses will demonstrate plans to be active partner with the local CoC and intent to use this partnership to continue to maximize resources for HSP participants, better identify HSP-eligible participants, and expand local funding impact.

Examples of Collaborative Partners
- CoC
- Mental health department
- Housing authority
- Whole Person Care
- Politicians
- Community organizations (e.g., food pantries)
- Other counties

2. Timetable and Implementation Plans

Strong responses will include specific goals and timelines for HSP implementation in the community.

Examples of elements to include in the county's timetable (as applicable)
- Board of Supervisor approval
- Hiring Staff
- Training Staff
- Creating Policies and Procedures
- Client Outreach
- Date to start accepting referrals
- Date to start housing families

3. Goals and Innovations for FY 2019-20

Strong responses will provide a description of the target number to house in the new HSP program including rationale for number to serve and house and rationale for the funding amount requested to meet this goal.

A strong response will also include county plans or innovative ideas for addressing barriers to successfully operating an HSP, such as vacancy issues, staff retention, landlord recruitment and engagement, etc. with evidence-based practices.

Counties may consider addressing the following areas below as applicable (these are not required, but suggestions for counties to consider):
- Working with additional collaborators

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- Innovations or changes related to Cal-OAR efforts and housing access measures
- Expenditure rates and budgeting
- Anticipated integration with California Emergency Solutions and Housing (CESH) and Homeless Emergency Aid Program (HEAP) funds in the community
- Structural changes to better align with best practices and meet community needs (e.g., increased subsidy length, increased case management, outreach, landlord outreach)
- The use of data (e.g., data driven continuous quality improvement, HMIS, return to homelessness, increased self-sufficiency)
- Make processes more efficient (e.g., coordinated entry, decrease time from entry to housed)
- Methods to track and improve outcomes (e.g., increasing exits into permanent housing, reducing returns to homelessness)
- Plans to increase housing options, availability, and stock. Including, but not limited to:
  o Working with local housing authorities to set aside vouchers for HSP clients
  o Buying structures with HSP funds. (As indicated in All County Information Notice I-85-18, the CDSS will continue to provide funding for the purchase of structures, **separate from this application package.** Counties interested in requesting funds for the purchase of structures should contact housing@dss.ca.gov for additional information.)

G. Budget (Attachment 6)

Strong responses will provide a complete budget (Attachment 6) consistent with the proposed plan (Attachment Five) and demonstrate efforts to maximize use of direct financial assistance and minizime adminsitrative costs when possible. Further, budgets that minimze the use of funds on temporary shelter costs, to the extent possible, while striving to provide quick access to permanent housing through the use of housing identification, and targeted case management.

As in past years, counties are required to submit a budget . For FY 2019-20, the CDSS has provided a detailed program budget template (Attachment Six) for counties to complete and include in their proposal package.

Budgeting & Projecting: Rapid Rehousing Programs

- Budgeting and Projecting in RRH Programs Webinar Recording

- Budgeting & Projecting in RRH Programs PowerPoint

- Abode - Projection Tool

- La Family Housing - RRH Budget Management Tool

CalWORKs Housing Support Program Request for
Funding and Certification (FY 2019-20)

This form is to be completed by counties applying for funding to begin a new or to continue an existing HSP in Fiscal Year (FY) 2019-20. The county may include an alternate/secondary contact on page two, if applicable.

County Name:

Indicate the primary county contact regarding the county's HSP.

Contact Name and Title:

Address:

Email Address:

Phone Number:

I.   PROGRAM UPDATE/APPLICATION CHECKLIST
Complete program update/applications will include all of the following, with the exception of the optional HMIS waiver. Refer to Attachment One for detailed application packaging requirements.

☐ Request for Funding and Certification (Attachment Three)
☐ Program Update Template (Attachment Four) or Program Description Template (Attachment Five)
☐ Detailed Program Budget Template (Attachment Six)
☐ Housing First Assessment (Attachment Seven)
☐ HMIS Waiver Request (Attachment Eight) - *if applicable*

II.   BUDGET SUMMARY
Complete the budget summary below and attach the completed Detailed Program Budget Template (Attachment Six). Note: please ensure the information completed below matches the Detailed Program Budget Template (Attachment Six).

   a.   Total amount of funding the county is requesting:

   b.   Number of families the county HSP will **newly** house in permanent housing during FY 2019-20:

   c.   Number of families the county HSP will **continue to support** in permanent housing during FY 2019-20 (i.e. number of families housed in prior fiscal year(s) who will continue to receive case management and/or housing subsidies or other financial assistance related to housing through the county's HSP):

III.   DIRECTOR'S CERTIFICATION
I certify that the County Welfare Department 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:

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Request for Funding and Certification (2019-20)

Indicate the secondary county HSP contact regarding the county's HSP (if applicable).

Contact Name and Title: _____

Address: _____

Email Address: _____

Phone Number: _____

CalWORKs Housing Support Program
Program Update Template – FY 2019-20

Program Update Template

Counties applying for continued HSP funding shall respond to the following items within this template to provide an update to the CDSS on the county's current program. Responses will be evaluated by the CDSS according to the evaluation criteria outlined in Attachment One (refer to page 4). Counties are encouraged to provide program updates as well as detailed and thorough analysis on how the program is currently aligned with best practice or steps the county has identified in order to become better aligned with best practice over the coming year where applicable. The information provided within this template will be evaluated to determine increased funding in FY 2019-20. Information on national best practices for evidence-based interventions are further outlined in Attachment Two; counties are encouraged to use this as a resource as they complete responses to the items in this template. The CDSS recommends that counties be concise and limit the responses to the space provided in the template; if needed, counties may attach additional sheets if the response does not fit within the text box provided.

Counties may request a Word version of this template by emailing Housing@dss.ca.gov.

The Program Description is broken into two areas: (I) Program Update and (II) Performance Evaluation. All elements labeled "required" must be complete. Applications with missing or incomplete elements will be considered incomplete.

Recommendation: If using percentages also include the raw numbers to provide additional context. For example: 12% of CalWORKs recipients (i.e., 24 of the 200 CalWORKs recipients) requested HA in FY 18-19. Also, don't forget to cite the data sources.

CalWORKs Housing Support Program
Program Update Template – FY 2019-20

Part I. Program Update
A. County Need (Required)

1. Identifying and Demonstrating Need (Required)

Complete the table below using the recommended data sources (if possible). The data provided in the table will demonstrate the county's current homeless landscape and the need for HSP.

Using the recommended data sources will ensure a level of consistency across all counties. If the recommended source is not available, the county should specify that in their response and include a brief description of why a different data source was selected in the space provided below the table.

If necessary, counties may also use the space below to provide additional narrative to further explain the data (e.g., impact by natural disasters).

Recommendation: If using percentages also include the raw numbers to provide additional context. For example: 12% of CalWORKs recipients (i.e., 24 of the 200 CalWORKs recipients) requested HA in FY 18-19). Also, don't forget to cite the data sources.

Data	Data Source Options	FY 2017-18	Projected FY 2018-19	Data Source (required even if using recommended data source)
Total number of families in the CalWORKs program. (This should reflect the annual cumulative total; it is not an average or a point in time count.)	Data Source Options: MEDS, CA 237 CW For FY 2017-18: total the CalWORKs caseload as of June 30, 2017 plus all applications approved in FY 2017-18. For the caseload in FY 2018-19: total the CalWORKs caseload as of June 30, 2018 plus the projected number of applications approved in FY 2018-19.			

CalWORKs Housing Support Program
Program Update Template – FY 2019-20

Data	Data Source Options	FY 2017-18	Projected FY 2018-19	Data Source (required even if using recommended data source)
Estimated Non-duplicative Annual Number of Homeless Families in the county	CoC/HMIS encounter data; CoC Inflow Data + Point in Time (PIT) count			
Annual Number of Homeless CalWORKs Families (as defined by HSP)	Statewide Automated Welfare System (SAWS), CalWORKS Homeless Assistance (HA) Applications (CA 237 HA), HSP referrals (HSP 14)			
Annual Number of Families Approved in HSP	HSP 14/ HSP Dashboard (sent to counties in June 2019)			
Annual Number of Families Approved for CalWORKs Homeless Assistance	SAWS, HA Applications (CA 237 HA)			
Provide an explanation of the data source used if the county was not able to use the recommended source above (required if data source used is not the recommended). This space may also be used to provide additional narrative to further explain the data provided above (e.g., impact by natural disasters).				

CalWORKs Housing Support Program
Program Update Template – FY 2019-20

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2. Meeting the County's Need (Required)

In a state as geographically, economically, and politically diverse as California, every community will have different resources, capacity, and access. In order to better understand the county's need for HSP, the county is asked to provide an update in the space below that focuses on the county's ability to meet their housing need, specifically how/if the HSP participates in the broader community effort to provide housing, where there are gaps in services, and how the county works with other housing and homeless resources in the community for outreach and service provisions.

Strong responses will include updates on:
-   The unmet housing need of likely HSP-eligible families and outreach strategies to likely CAlWORKs-eligible families;
-   Other resources in the community (e.g., shelters, housing programs, housing authority/voucher availability, low income housing, CESH funds, HEAP funds); and
-   Families' ability to access these resources (e.g., who are these services for, are there barriers to accessing these resources, vacancy rate).

If a community has few or no additional housing/homeless resources, then the county should include how that impacts the families they serve in HSP and what steps have been taken to address any gaps.

County Response (Required)

CalWORKs Housing Support Program
Program Update Template – FY 2019-20

B. Housing First (Required)
As of July 1, 2019 all HSPs are expected to operate in accordance with the Housing First philosophy per WIC 8255 . The CDSS has developed the Housing First Assessment (Attachment Seven) specifically for the HSP. This new tool includes a self-assessment of current adherence and adoption of Housing First as well as space to identify areas for continued growth. This tool was developed using: the Housing First core components in WIC 8255, the United States Interagency Council on Homelessness (USICH) Housing First checklist, the United States Department of Housing and Urban Development (HUD) Housing First Assessment Tool, and the Corporation for Supportive Housing (CSH) checklist distributed at prior learning forums. The CDSS has provided technical assistance via one-on-one calls, learning forums, and webinars, and remains committed to providing technical assistance as needed. **To that end, counties are required to complete Attachment Seven and submit it with Fiscal Year (FY) 2019-20 funding applications**. Counties are encouraged to continue using Attachment Seven as a tool for assessment throughout the year. The CDSS will use responses to this assessment to help shape technical assistance and guide counties as they continue to work towards the goal of Housing First HSPs. For more information about Housing First refer to Attachment Two.

CalWORKs Housing Support Program
Program Update Template – FY 2019-20

C. Prioritization and Coordinated Entry (Required)

1. HSP Integration into Coordinated Entry (Required)

It is strongly recommended that every HSP participates in its respective community's homeless system (e.g., Continuum of Care [CoC]), this includes being part of the community's Coordinated Entry (CE) (for additional information on CE refer to Attachment Two). The information completed below will demonstrate the county's partnership with their CoC and CE, fidelity to Housing First, and inform the CDSS of future needs for technical assistance. Strong responses will indicate use of CE or a strong commitment to integrate into their community's CE system.

Check all applicable boxes below to describe how the county's HSP is part of the homelessness CoC's CE.

Is the HSP part of the CoC's CE? (Check all boxes that apply)
  ☐ Yes, the HSP is part of the CE (e.g., the CE knows about HSP, HSP is part of broader system discussions, HSP participates in decision making about CE)
  ☐ Yes, the HSP can refer clients into the CE
  ☐ Yes, the HSP can accept referrals from the CE
  ☐ **No (If this box is checked, provide a brief explanation below explaining why and when the county expects to be part of the CoC's CE, including the date the county expects their HSP to be integrated into the homeless CE.)**

County Response (Required)

CalWORKs Housing Support Program
Program Update Template – FY 2019-20

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2. Prioritization (Required)

Prioritization is necessary for most HSPs as the need for homeless services is greater than counties' current capacity to serve that entire need. Prioritization approaches consistent with housing best practices will help HSP identify and serve the most vulnerable families; this is a key aspect of both CE and Housing First.

In the space provided below, respond to the question most applicable to the county (counties only need to respond to one option below). The county shall indicate which item they are answering.
   a. Update CDSS on how the county's HSP shares the CoC's broader assessment and prioritization approach. Include an update briefly describing the assessment and prioritization approach.
   b. If the HSP does not share the CoC's assessment and prioritization approach, explain why and what varies between the HSP's assessment and prioritization strategies and those of the CoC.
   c. If the HSP does not currently use a prioritization approach, explain why and if the HSP intends to implement one during FY 2019-20.

Strong responses will detail the assessment/prioritization tools or systems used by the HSP to assist programs in objectively evaluating families' vulnerability and will explain the relationship between their prioritization approach and their community's CE. (Refer to Attachment Two for additional information and best practice resources.)

County Response (Required)

CalWORKs Housing Support Program
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3. CalWORKs Population (Required)

Families that include a CalWORKs recipient are eligible for HSP, regardless of the CalWORKs status of the adult(s) in the home. Over the years, many counties' HSPs have expanded county eligibility criteria in order to serve more of the CalWORKs population. In order to have a comprehensive understanding of who HSP is serving, counties are asked to check all the applicable boxes to describe which CalWORKs sub-populations are served by the county's HSP.

Housing First best practice recommends that HSPs serve the most vulnerable families, which would often include CalWORKs families in which adults are not aided or are ineligible for aid. Refer to Attachment Two for additional information and resources including Housing First best practices aiming to reduce barriers for program entry for the most vulnerable populations.

<u>Which CalWORKs populations does the county's HSP serve?</u> (check as many boxes as applicable)

☐ **Welfare to Work (WTW)** (An assistance unit [AU] type that includes Single-Parent and Two-Parent households with an aided adult who is **not** exempt from work activties and **not** sanctioned.)

☐ **Exempt** (An exemption excuses a CalWORKs participant from welfare to work requirements.)

☐ **Family Stabilization** (The Family Stabilization Program provides additional case management and services to clients who are experiencing an identified situation or crisis.)

☐ **Child Only** (Cases in which only the children in an AU are aided due to the exclusion or ineligibility for cash aid of the AU parent(s).)

☐ **Safety Net** (Cases in which only the children in an AU are aided due to the parent(s) being discontinued from cash aid because they reached their 48-month lifetime assistance limit.)

☐ **Sanctioned** (The process by which adult(s) are removed from CalWORKs support because at least one failed to comply with WTW program requirements without good cause, and county staff compliance efforts failed. Eligibile children in an AU continue to receive funding. This includes long-term sanctioned cases.)

☐ **CalWORKs Family Reunification** (AB 429) (The continuation of CalWORKs services, under specified circumstances, when a child has been removed from the home and is receiving out-of-home care.)

☐ **Other**:_____

County Response (Optional) [List any caveats, exceptions, or exclusions (i.e., county specific eligibility criteria) to the above CalWORKs populations or any eligibility requirements beyond meeting the definiton of homeless, as defined for HSP (refer to Attachment One for the HSP homelessness definition).]

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D. Rapid Rehousing (Required)

1. Rapid Rehousing (RRH) Core Components (Required)

Rapid rehousing (RRH) is an intervention designed to help individuals and families quickly and permanently exit homelessness. It is tailored to the individual or family. For more RRH information and resources refer to Attachment Two.

    A. In the table below check the corresponding box if a component of RRH is offered in-house or by a partner or contractor. If the component is provided by a partner/contractor, identify the name(s) of the agency in the column on the right. If the duties of a component are split between in-house staff and a partner/contractor, then check both boxes and briefly describe the division of responsibilities after identifying the contractor.

	In-house	Partner/Contractor	Name of Partner/Contractor and Responsibilities
Case Management	☐	☐	
Housing Identification (aka Housing Navigation or Housing Search)	☐	☐	
Rent and Move-in Assistance (e.g., rent, temporary housing, deposits, legal services, etc.)	☐	☐	
Other RRH elements or services	☐	☐	

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B. In the space below, provide an update on the core components of the county's HSP RRH program. Specifically, discuss updates or changes to (1) case management, (2) housing identification, and (3) rent and move-in assistance in the county's HSP. Include any other RRH elements or services provided by the county's HSP that were not captured in the three elements listed above. Strong responses will include plans for program improvement and data (if applicable) to support the update.

County Response (Required)

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E. Data (Required)

1. Data Collection and Tracking in HMIS (Required)

Effective July 1, 2020, counties operating an HSP will be required to enter HSP participants into the local <u>Homeless Management Information System (HMIS)</u>. CDSS has strongly encouraged this practice in prior years to better align HSP with the broader homelessness field and to support future efficiencies in HSP within the broader system. Entering HSP participants into HMIS will help support and ensure:

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

<u>Counties may request an HMIS waiver (Attachment Eight) for FY 2019-20 if the county is unable to meet this requirement.</u> Counties requesting a waiver are required to submit a completed HMIS Waiver Request Template (Attachment Eight) with their application package. Refer to Attachment One for additional information regarding HMIS requirements and the HMIS waiver request.

Check the appropriate box below to describe the current status of HMIS in HSP. **(Required)**
Strong responses include: those indicating the county is already entering HSP families into HMIS; or those indicating a strong commitment to begin entering HSP families into HMIS as soon as possible but no later than July 1, 2020 with a clear indication of steps necessary in order to achieve this in the CQI section below. Counties may indicate the amount of funding necessary to support meeting this requirement (staff time, software or license purchases, etc.) in the Detailed Program Budget Template (Attachment Six) and in the narrative space provided below, if applicable.

☐ Yes, the county HSP has access to HMIS and currently enters all HSP participants into HMIS.

☐ Yes, the county's HSP contractor/partner has access to HMIS and currently enters all HSP participants into HMIS
(Contractor/partner's name: _____)

☐ Yes, the county HSP (or HSP contractor/partner) will begin entering HSP families into HMIS on or before July 1, 2020 (but is not currently doing so). The county acknowledges any changes in the anticipated access must be reported to the CDSS immediately. (Contractor/partner's name: _____)

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Reminder: counties marking the "no" box below will need to include a completed HMIS waiver request (Attachment Eight) with their application package.

☐   No, the county's HSP is not currently entering HSP participants into HMIS; the county's HSP has identified **exceptional barriers** in meeting this requirement before July 1, 2020. These barriers are outlined in the HMIS waiver request, along with steps the CDSS can take to help support the county HSP in meeting the HMIS requirement at a future date. The county HSP is committed to working to meet the HMIS requirement as soon as possible.

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2. Data Use for Continuous Quality Improvement (Required)

Data is an important tool to evaluate a program's success, identify where there is room for improvement, and to inform plans for continuous quality improvement. In the space below, please provide updates about how the HSP currently uses data for continuous quality improvement, including any CalOAR efforts to improve HSP processes and outcomes around housing access. If the county requires additional funding to support data access, collection or outcomes evaluation, including meeting the HMIS requirement noted above, the county may include that information in the response below.

If the county (or contractor) has yet to begin entering HSP data into HMIS and plans to on or before July 1, 2020, please describe the timeline and next steps that will need to be taken. If the county or contractor is already entering HSP data into HMIS, then they may include an update of how they use HMIS and the process taken to integrate into HMIS.

County Response (Required)

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3. Reentry to Homelessness and Self-Sufficiency (Required)

For counties that currently collect data on reentry to homelessness and self-sufficiency outcomes:

(1) Provide an update (including data, data source, and methodology) for rates of reentry into homelessness once families have exited HSP; and

(2) Provide an update (including data, data source, and methodology) for client self-sufficiency outcomes for families served by the HSP including increases in employment, income, exiting CalWORKs due to income, etc.

If the county does not collect these data elements, please provide an update on how the county intends to.

Recommendation: If using percentages also include the raw numbers to provide additional context. For example: 12% of CalWORKs recipients (i.e., 24 of the 200 CalWORKs recipients) requested HA in FY 18-19. Also, don't forget to cite your data sources.

County Response (Required)

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F. Innovation, Goals, and Future Plans
1. Update on Changes and Innovations in <u>FY 2018-19</u> and <u>FY 2019-20</u> (Required) In the space below, provide an update on any innovations or changes the HSP implemented last year (in FY 2018-19) or plans for innovations in the coming fiscal year. Some changes may include landlord outreach techniques, expanding county specific eligibility criteria in order to serve more of the CalWORKs population, new collaborative partnerships, new data collections (e.g., return to homelessness, client self-sufficiency), etc. Innovations for the coming year may include: any of the changes previously mentioned, plans to access or create additional housing stock within the community and/or anticipated integration with new state housing funding streams like the <u>California Emergency Solutions and Housing (CESH)</u> and <u>Homeless Emergency Aid Program (HEAP)</u>. Counties may cross reference responses from other areas of the template if these are noted elsewhere, as applicable. Strong responses will consider both system improvements (e.g., CE, Housing First, landlord engagement, etc.) and client experience (e.g., satisfaction survey, harm reduction techniques, multidisciplinary teams, ways to empower families, etc.). Note: As indicated in the All County Welfare Directors Letter, CDSS will continue to provide funding, **separate from this application package** for the purchase of structures for HSP families. Counties interested in requesting funds for the purchase of structures should refer to <u>All County Information Notice I-85-18</u> <u>or contact housing@dss.ca.gov for additional information on structure funding</u>.
County Response (Required)
G. Budget <u>(Required)</u>
As in past years, counties are required to submit a budget. For FY 2019-20, the CDSS has provided a detailed program budget template (Attachment Six) for counties to complete and include in their proposal package.

CalWORKs Housing Support Program
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Part II. Performance Evaluation
As described in Attachment One, the CDSS will continue to evaluate county performance using the established performance benchmarks. (Refer to Attachments One and Two for additional information).
Counties are not required to include a response below unless the county would like to dispute the CDSS performance assessment. Counties should refer to the County HSP Dashboard distributed to county HSP staff in June 2019 for each county's individual performance evaluation described below.
Instructions for Disputes: Counties wishing to dispute the CDSS performance assessment found in the dashboards may provide additional information, supported by data to the extent possible, and explain why the county disagrees with the CDSS assessment. Any alternative information and data will be considered in the evaluation of performance for that criteria. If the county agrees with the CDSS assessment of the performance for that criteria, the county does not need to complete a response for the alternative assessment. Refer to Attachment Two for additional information and examples of evidence or acceptable explanations that may be submitted if the county disagrees with the CDSS assessment.

1. Set and Meet Appropriate Housing Goals

The CDSS performance assessment for this criterion is developed through a comparison of number of newly housed families tracked in the HSP 14 against the target goals for newly housed families provided in the annual HSP director certification. Reaching 90% or more of a county's housing target marks strong performance for this category.

Refer to pages 2 and 3 of the county-specific HSP Dashboard for the CDSS assessment of the county's performance for this criterion. *Reminder, this information was distributed via email to county directors and main program contacts in June 2019.*

County Response to Dispute CDSS Assessment (Optional): [Complete only if the county disputes the CDSS assessment of performance for criteria 1, as specified on pages 2 and 3 of the county specific HSP Dashboard noted above. In this space include the performance outcome provided by CDSS as well as the supplemental data or evidence to demonstrate how the county is meeting stronger performance. If the county is not disputing this assessment, leave this area blank.]

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2. Utilize the HSP funds allocated to the county in a manner that is cost effective and impactful to the identified need.

The CDSS performance assessment for this criterion is developed from expenditures captured in program-wide claiming data, including administrative, case management, and direct financial assistance costs, as well as direct financial assistance expenditures (i.e. items paid on behalf of the family, such as: security & utility deposits, interim shelter costs, rental subsidies, moving expenses) as reported in the HSP 14. Claiming 90% or more of a county's allocation marks strong performance for this category.

Refer to pages 4 and 5 of the county-specific HSP Dashboard for the CDSS assessment of your county's performance for this criterion. *Reminder, this information was distributed via email to county directors and main program contacts in June 2019.*

County Response to Dispute CDSS Assessment (Optional): [Complete only if the county disputes the CDSS assessment of performance for criteria 2, as specified on pages 4 and 5 of the county specific Data Dashboard noted above. In this space include the performance outcome provided by CDSS as well as the supplemental data or evidence to demonstrate how the county is meeting stronger performance. If the county is not disputing this assessment, leave this area blank.]

3. Maximize the use of HSP funds for direct financial assistance and minimize the use of funds on administrative costs.

The CDSS performance assessment for this criterion is developed from expenditures captured in program-wide claiming data, including administrative, case management, and financial assistance costs, as well as direct financial assistance expenditures (i.e. items paid on behalf of the family, such as: security & utility deposits, interim shelter costs, rental subsidies, moving expenses) as reported in the HSP 14. Spending 60% or more on direct financial assistance marks strong performance for this category.

Refer to pages 6 and 7 of the county-specific HSP Dashboard for the CDSS assessment of your county's performance for this criterion. *Reminder, this information was distributed via email to county directors and main program contacts in June 2019.*

County Response to Dispute CDSS Assessment (Optional): [Complete only if the county disputes the CDSS assessment of performance for criteria 3, as specified on pages 6 and 7 of the county specific Data Dashboard noted above. In this space include the performance outcome provided by CDSS as well as the supplemental data or evidence to demonstrate how the county is meeting stronger performance. If the county is not disputing this assessment, leave this area blank.]

CalWORKs Housing Support Program
New Program Description Template – FY 2019-20

New Program Description Template

New counties applying for HSP funding shall respond to the following items within this template to provide an overview to the CDSS on the county's proposed program. Responses will be evaluated by the CDSS according to the evaluation criteria outlined in Attachment One (refer to page 4). Counties are encouraged to provide detailed and thorough plans on how the program will align with best practices. The information provided within this template will be evaluated to determine funding in FY 2019-20. Information on national best practices for evidence-based interventions are further outlined in Attachment Two; counties are encouraged to use this as a resource as they complete responses to the items in this template. The CDSS recommends that counties be concise and limit the responses to the space provided in the template; if needed, counties may attach additional sheets if the response does not fit within the text box provided.

Counties may request a Word version of this template by emailing Housing@dss.ca.gov.

All elements labeled "required" must be complete. Applications with missing or incomplete elements will be considered incomplete.

Recommendation: If using percentages also include the raw numbers to provide additional context. For example: 12% of CalWORKs recipients (i.e., 24 of the 200 CalWORKs recipients) requested HA in FY 18-19. Also, don't forget to cite the data sources.

CalWORKs Housing Support Program
New Program Description Template – FY 2019-20

New Program Description
A. County Need (Required)

1. Identifying and Demonstrating Need (Required)

Complete the table below using the recommended data sources (if possible). The data provided in the table will demonstrate the county's current homeless landscape and the need for HSP.

Using the recommended data sources will ensure a level of consistency across all counties. If the recommended source is not available, the county should specify that in their response and include a brief description of why a different data source was selected in the space provided below the table.

If necessary, you may also use the space below to provide additional narrative to further explain your data (e.g., impact by natural disasters).

Recommendation: If using percentages also include the raw numbers to provide additional context. For example: 12% of CalWORKs recipients (i.e., 24 of the 200 CalWORKs recipients) requested HA in FY 18-19. Also, don't forget to cite your data sources.

Data	Data Source Options	FY 2017-18	Projected FY 2018-19	Data Source (required even if using recommended data source)
Total number of families in the CalWORKs program. (This should reflect the annual cumulative total; it is not an average or a point in time count.)	MEDS, CA 237 CW For FY 2017-18: total the CalWORKs caseload as of June 30, 2017 plus all applications approved in FY 2017-18. For the caseload in FY 2018-19: total the			

CalWORKs Housing Support Program
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	CalWORKs caseload as of June 30, 2018 plus the projected number of applications approved in FY 2018-19.			
Estimated non-duplicative annual number of Homeless Families in the county	CoC/HMIS encounter data; CoC Inflow Data + Point in Time (PIT) count			
Annual Number of Homeless CalWORKs Families	Statewide Automated Welfare System (SAWS), CalWORKs Homeless Assistance (HA) Applications (CA 237 HA)			
Annual Number of Families Approved for CalWORKs Homeless Assistance (HA)	SAWS, HA Applications (CA 237 HA)			

Provide an explanation of the data source used if the county was not able to use the recommended data source above (required if data source used is not the recommended or source). This space may also be used to provide additional narrative to further explain the data provided above (e.g., impact by natural disasters).

CalWORKs Housing Support Program
New Program Description Template – FY 2019-20

2. Meeting County's Housing Need (Required)

In a state as geographically, economically, and politically diverse as California, every community will have different resources, capacity, and access. In order to better understand the county's need for HSP, the county is asked to provide an overview in the space below that focuses on the county's ability to meet their housing need, specifically if the HSP will participate in the broader community effort to provide housing, where there are gaps in services, and how the county plans to work with other housing and homeless resources in the community.

Strong responses will include:
- A description of the unmet housing need of likely HSP-eligible families and a description of outreach strategies to likely CalWORKs-eligible families;
- Other resources in the community (e.g., shelters, housing programs, housing authority/voucher availability, low income housing, CESH funds, HEAP funds); and
- Families' ability to access these resources (e.g., who are these services for, are there barriers to accessing these resources, vacancy rate).

If a community has few or no additional housing/homeless resources, then the county should include how an HSP will help address this need.

County Response (Required)

CalWORKs Housing Support Program
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B. Housing First (Required)

As of July 1, 2019 all HSPs are expected to operate in accordance with the Housing First philosophy per WIC 8255 . The CDSS has developed the Housing First Assessment (Attachment Seven) specifically for the HSP. This new tool includes a self-assessment of current adherence and adoption of Housing First as well as space to identify areas for continued growth. This tool was developed using: the Housing First core components in WIC 8255, the United States Interagency Council on Homelessness (USICH) Housing First checklist, the United States Department of Housing and Urban Development (HUD) Housing First Assessment Tool, and the Corporation for Supportive Housing (CSH) checklist distributed at prior learning forums. For current programs, the CDSS has provided technical assistance via one-on-one calls, learning forums, and webinars, and remains committed to providing technical assistance as needed. **To that end, counties are required to complete Attachment Seven and submit it with Fiscal Year (FY) 2019-20 funding applications**. Counties are encouraged to continue using Attachment Seven as a tool for assessment throughout the year. The CDSS will use responses to this assessment to help shape technical assistance and guide counties as they continue to work towards the goal of Housing First HSPs.

For new HSP counties, please use this assessment tool to inform HSP design and implementation and provide additional detail in the explanation areas to describe the county's plans to adopt Housing First.

For more information about Housing First refer to Attachment Two.

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C. Prioritization and Coordinated Entry (Required)

1. HSP Integration into Coordinated Entry (Required)

It is strongly recommended that every HSP is a participates in its respective community's homeless system (e.g., Continuum of Care [CoC]), this includes being part of the community's Coordinated Entry (CE) (for additional information on CE refer to Attachment Two). Use the space below to describe the county's plan to partner with their CoC and CE and any steps the county has already taken to build a relationship with their CoC. Also include the anticipated timeframe the county expects their HSP to be integrated into their homeless CoC and CE.

Refer to Attachment Two for additional resources.

County Response (Required)

CalWORKs Housing Support Program
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2. Prioritization (Required)

Prioritization is necessary for most HSPs as the need for homeless services is greater than counties' current capacity to serve that entire need. Prioritization approaches consistent with housing best practices will help HSP identify and serve the most vulnerable families; this is a key aspect of both CE and Housing First.

Describe the county's plan to implement an assessment and prioritization process including how it will compliment or align with the broader homelessness system (e.g., CE, CoC/community plans for addressing homelessness). In the description, include how participants will be identified, referred, and approved for services. Also describe how the county will identify the family's needs and barriers to obtaining or retaining housing.

Strong responses will include plans to utilize an assessment/prioritization tool to assist the program in objectively evaluating families' vulnerability and will explain the relationship between their prioritization approach and their community's CE. (Refer to Attachment Two for additional information and best practice resources.)

County Response (Required)

CalWORKs Housing Support Program
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3. CalWORKs Population (Required)

Families that include a CalWORKs recipient are eligible for HSP, regardless of the CalWORKs status of the adult(s) in the home.

Housing First best practice recommends that HSPs serve the most vulnerable families, which would often include CalWORKs families in which adults are not aided or are ineligible for aid. Refer to Attachment Two for additional information and resources including Housing First best practices aiming to reduce barriers for program entry for the most vulnerable populations.

What CalWORKs populations does the county plan to serve with HSP? (check as many boxes as applicable)

☐ **Welfare to Work (WTW)** (An assistance unit [AU] type that includes Single-Parent and Two-Parent households with an aided adult who is **not** exempt from work activties and **not** sanctioned.)

☐ **Exempt** (An exemption excuses a CalWORKs participant from welfare to work requirements.)

☐ **Family Stabilization** (The Family Stabilization Program provides additional case management and services to clients who are experiencing an identified situation or crisis.)

☐ **Child Only** (Cases in which only the children in an AU are aided due to the exclusion or ineligibility for cash aid of the AU parent(s).)

☐ **Safety Net** (Cases in which only the children in an AU are aided due to the parent(s) being discontinued from cash aid because they reached their 48-month lifetime assistance limit.)

☐ **Sanctioned** (The process by which adult(s) are removed from CalWORKs support because at least one failed to comply with WTW program requirements without good cause, and county staff compliance efforts failed. Eligibile children in an AU continue to receive funding. This includes long-term sanctioned cases.)

☐ **CalWORKs Family Reunification** (AB 429) (The continuation of CalWORKs services, under specified circumstances, when a child has been removed from the home and is receiving out-of-home care.)

☐ **Other**:_____

County Response (Optional) [List any caveats, exceptions, or exclusions (i.e., county specific eligibility criteria) to the above CalWORKs populations or any eligibility requirements beyond meeting the definiton of homeless, as defined for HSP (refer to Attachment One for the HSP homelessness definition).]

CalWORKs Housing Support Program
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D. Rapid Rehousing (Required)			

1. Rapid Rehousing (RRH) Core Components (Required)

Rapid rehousing (RRH) is an intervention designed to help individuals and families quickly and permanently exit homelessness. It is tailored to the individual or family. For more RRH information and resources refer to Attachment Two.

    A. In the table below check the corresponding box if a component of RRH will be offered in-house or by a partner or contractor. If the component is planned to be provided by a partner/contractor, identify the name(s) of the agency in the column on the right. If the duties of a component are to be split between in-house staff and a partner/contractor, then check both boxes and briefly describe the division of responsibilities after identifying the contractor.

	In-house	**Partner/Contractor**	**Name of Partner/Contractor and Responsibilities**
Case Management	☐	☐	
Housing Identification (aka Housing Navigation or Housing Search)	☐	☐	
Rent and Move-in Assistance (e.g., rent, temporary housing, deposits, legal services, etc.)	☐	☐	
Other RRH elements or services	☐	☐	

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B. In the space below, provide an overview of how the county plans to implement the core components of RRH program. Specifically, discuss (1) case management, (2) housing identification, and (3) rent and move-in assistance. Include any other RRH elements or services to be provided by the county's HSP that were not captured in the three elements listed above.

County Response (Required)

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E. Data (Required)

1. Data Collection and Tracking in HMIS (Required)

Effective July 1, 2020, counties operating an HSP will be required to enter HSP participants into the local Homeless Management Information System (HMIS). CDSS has strongly encouraged this practice in prior years to better align HSP with the broader homelessness field and to support future efficiencies in HSP within the broader system. Entering HSP participants into HMIS will help support and ensure:

1) HSP is appropriately integrated into the broader homelessness system.
2) HSP participants can more effectively access alternative housing resources if no longer served by HSP or in tandem with HSP services.
3) HSP providers can evaluate returns to homelessness after participants exit HSP.

Counties may request an HMIS waiver (Attachment Eight) for FY 2019-20 if the county is unable to meet this requirement. Counties requesting a waiver are required to submit a completed HMIS Waiver Request Template (Attachment Eight) with their application package. Refer to Attachment One for additional information regarding HMIS requirements and the HMIS waiver request.

Check the appropriate box below to describe the plan to utilize HMIS for HSP. **(Required)** Strong responses include: those indicating the county is already utilizing HMIS and actively targeting to enter HSP families into HMIS on or before July 1, 2020; or those indicating a strong commitment to begin entering HSP families into HMIS as soon as possible with a clear indication of steps necessary in order to achieve this in the CQI section below. Counties may indicate the amount of funding necessary to support meeting this requirement (staff time, software or license purchases, etc.) in the Detailed Program Budget Template (Attachment Six) and in the narrative space provided below, if applicable.

☐ Yes, the county will have access to HMIS and will enter all HSP participants into HMIS by July 1, 2020. The county acknowledges any changes in the anticipated access must be reported to CDSS immediately.

☐ Yes, the county's planned contractor for HSP will have access to HMIS and will enter all HSP participants into HMIS by July 1, 2020. (Contractor/partner's name:_____)

Reminder: counties marking the "no" box below will need to include a completed HMIS waiver request (Attachment Eight) with their application package.

☐ No, the county's HSP is not planning to enter HSP participants into HMIS; the county's HSP has identified **exceptional barriers** in meeting this requirement before July 1, 2020. These barriers are outlined in the HMIS waiver request, along with steps the CDSS can take to help support the county HSP in meeting the HMIS requirement at a future date. The county HSP is committed to working to meet the HMIS requirement as soon as possible.

CalWORKs Housing Support Program
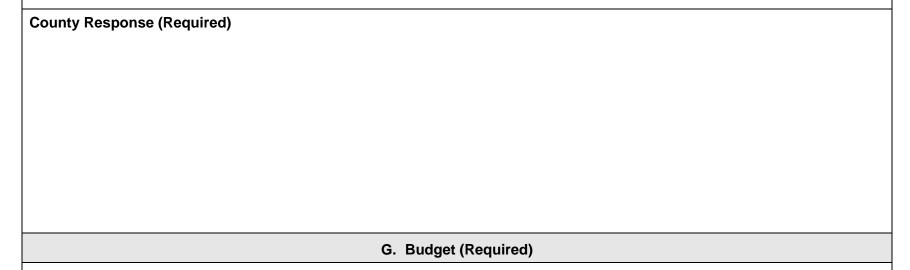**New Program Description Template – FY 2019-20**

2. Data Use for Continuous Quality Improvement (Required)

Data is an important tool to evaluate a program's success, identify where there is room for improvement, and to inform plans for continuous quality improvement. In the space below, please describe how the county will:

(1) Collect data for the monthly HSP 14 report;

(2) Use data to inform policies and procedures; and

(3) Collect data on reentry to homelessness and client self-sufficiency outcomes.

Please describe the county's current status of utilizing HMIS or plans and timeline to obtain and utilize HMIS for purposes of HSP.

County Response (Required)

CalWORKs Housing Support Program
New Program Description Template – FY 2019-20

F. Implementing HSP
1. Collaborative Partners (Required) In the space provided below, please provide a description of how the county plans to collaborate with (A) the local CoC, (B) other temporary and permanent housing providers (i.e., Housing Authority, shelters), and (C) other service provider partners in the community, such as legal service, employment service, and mental health service providers.
County Response (Required)
2. Timetable and Implementation Date (Required) In the space provided below, describe the county's anticipated timetable for implementing HSP. The CDSS does not require Board of Supervisors approval; however, we understand that some counties may require approval prior to implementation. If your county requires approval, the CDSS asks that the anticipated approval dates be included in the timetable. If working with contractors or partners, include anticipated dates for when the contracts shall be executed.
County Response (Required)

CalWORKs Housing Support Program
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3. Goals and Innovations for FY 2019-20 (Required)

Provide a description of the target number to house in the new HSP program, including rationale for number to serve and house and rationale for the funding amount requested to meet this goal. Describe any additional goals the county's HSP has for the upcoming year (FY 2019-20); including, any plans to access or create additional housing stock within the community and/or anticipated integration with new state housing funding streams like the California Emergency Solutions and Housing (CESH) and Homeless Emergency Aid Program (HEAP). Counties may cross reference responses from other areas of the template if these are noted elsewhere, as applicable. Strong responses will consider both system improvements (e.g., CE, Housing First, landlord engagement, etc.) and client experience (e.g., satisfaction survey, harm reduction techniques, multidisciplinary teams, ways to empower families, etc.).

Note: As indicated in the All County Welfare Directors Letter, CDSS will continue to provide funding, **separate from this application package.** Counties interested in requesting funds for the purchase of structures should refer to All County Information Notice I-85-18 or contact housing@dss.ca.gov for additional information on structure funding.

County Response (Required)

G. Budget (Required)

Counties are required to submit a budget . For FY 2019-20, the CDSS has provided a detailed program budget template (Attachment Six) for counties to complete and include in their proposal package.

CalWORKs Housing Support Program
Detailed Program Budget (2019-20)

Instructions: Counties are required to complete all boxes shaded yellow. Blue boxes will be automatically populated by your responses.

County	
Total amount requested	

Newly House FY 19-20	
Continue to House	
Total families to serve	

Administration and Case Management Cost			
	Staff Type	**FTE**	**Projected Expenditures**
Employee Compensation and Benefits (Program administration positions may include management, fiscal, data, etc.; include total full time equivalent [FTE] amounts, for example if there is one full time contracted case manager and one half time contracted case manager input 1.5 in FTE column.)	*County Program Administration*		
	County Case Management		
	County Housing Navigation		
	Contracted Program Administration		
	Contracted Case Management		
	Contracted Housing Navigation		
	Other County Direct Service Staff		
	Other Contracted Direct Service Staff		
	Subtotal Employee Compensation & Benefits		
General Administration (e.g. non-staff related program operations, overhead)			
Data tracking (e.g. HMIS license)			
Other Admin or Case Management Costs (Provide details in Box A below)			
Subtotal Admin & Case Management			

Direct Financial Assistance (Guideline: min 50% total allocation)		
	Projected Families	**Projected Expenditures**
Rental Subsidies (continued housing from FY 18-19)		
Rental Subsidies (newly house FY 19-20)		
Security Deposit		
Utility Payment		
Temporary housing (e.g. shelters, motels) (Guideline: should not exceed 20% of total allocation)		
Additional Services (e.g. credit repair, legal services, moving costs, landlord outreach, making home habitable)		
Other Direct Financial Assistance (Provide details in Box B below)		
Subtotal Direct Financial Assistance		
TOTAL		

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Budget Narrative

A. Describe position types for any expenditures included under "Other County Direct Services" or "Other Contracted Direct Services." Describe the other Administrative and Case Management costs.

B. Describe the other Direct Financial Assistance costs.

What is the client to caseworker ratio? What is the projected cost per case for continuing to house families who will be served in FY 2019-20? What is the projected cost per case for newly housed families who will be served in FY 2019-20? **(Required)**

Are other funds being leveraged or braided (e.g. Family Stabilization, CESH, HEAP)? If so, please explain what elements of your HSP will be supported by these funding sources and provide an updated projected cost per case if other services are leveraged or braided. **(Required)**

CalWORKs Housing Support Program
Housing First Assessment – FY 2019-20

Incorporating the Housing First Philosophy (Required)

As of July 1, 2019 all CalWORKs Housing Support Programs (HSP) are expected to operate in accordance with the Housing First philosophy per WIC 8255. This Housing First Assessment has been developed for the HSP and includes a self-assessment of current adherence and adoption of Housing First as well as space to identify areas for continued growth. This tool was developed using: the Housing First core components in WIC 8255, the United States Interagency Council on Homelessness (USICH) Housing First checklist, the United States Department of Housing and Urban Development (HUD) Housing First Assessment Tool, and the Corporation for Supportive Housing (CSH) checklist distributed at prior learning forums. The CDSS has provided technical assistance via one-on-one calls, learning forums, and webinars, and remains committed to providing technical assistance as needed. To that end, counties are required to complete this attachment and submit with Fiscal Year (FY) 2019-20 funding applications and are encouraged to continue using this as a tool for assessment throughout the year.

The CDSS is requesting this information to provide an accurate current baseline assessment of the status of HSP efforts to implement Housing First principles and responses will be used by the CDSS to help guide and support counties as they continue to work towards the goal of operating an HSP in accordance with the Housing First philosophy. Strong responses do not necessarily reflect perfect compliance or adoption but will include concrete plans to better align with Housing First in FY 2019-20.

In the first part of this assessment, counties are to complete the self-assessment by checking the box of the appropriate descriptor for each Housing First element. Space is provided below each element for counties to briefly provide any additional details or explanations as appropriate.

In the second part of this assessment, counties should complete the self-improvement plan by identifying two to three housing first elements that they will commit to improving during FY 2019-20 if currently less than "all of the time", a brief description of their improvement plans, and dates they expect to meet their plans.

For new HSP counties, please use this assessment tool to inform HSP design and implementation and provide additional detail in the explanation areas to describe the county's plan to adopt this element of Housing First.

For more information about Housing First refer to Attachment Two.

CalWORKs Housing Support Program
Housing First Assessment – FY 2019-20

Part 1. Housing First Self-Assessment					
County:					
Date Completed:					
Completed by:					
1. **Low barrier entry** Program enrollment is **not** contingent on pre-requisites such as sobriety, treatment or behavioral contingencies, disability status, income, credit or rental history, or any other behaviors that might be interpreted as indicating a lack of "housing readiness."	Yes, program enrollment is **not** contingent on pre-requisites			No, program enrollment **is** contingent on some pre-requisites	
2. **Intake process is expedited, client-centered and flexible.** Case managers meet with participants quickly and clearly communicate program expectations and offerings upon enrollment and throughout program.	All the time	Most of the time	Some of the time	Infrequently	Never
3. **Access to housing is without preconditions** Program compliance and participation in services is not a condition of receiving or maintaining housing.	Yes, program compliance and participation is **not** a condition of receiving or maintaining housing			No, program compliance and participation **is** a condition of receiving or maintaining housing	
4. **Families are connected to permanent housing as early as possible in case planning** Participants are offered quick access to rapid re-housing assistance, including housing identification, rent and move-in assistance and case management.	All the time	Most of the time	Some of the time	Infrequently	Never
5. **Temporary housing is offered** Temporary housing is offered with a focus on safe and quick transitions to permanent housing.	All the time	Most of the time	Some of the time	Infrequently	Never
6. **Participants are provided services that are evidence-based and client-centered** When engaging clients, evidence-based models are used (e.g., motivational interviewing, client-centered counseling, harm-reduction, trauma informed care). Clients' needs are continuously being assessed with the case plan being updated and communication is clear and ongoing.	All the time	Most of the time	Some of the time	Infrequently	Never

CalWORKs Housing Support Program
Housing First Assessment – FY 2019-20

	All the time	Most of the time	Some of the time	Infrequently	Never
7. Leases or contractual agreements are used and reflect the same rights and responsibilities as other tenants. Participants receive education about their lease or occupancy agreement terms.	All the time	Most of the time	Some of the time	Infrequently	Never
8. Every effort is made to prevent a return to homelessness Every effort is made to prevent a return to homelessness, including but not limited to rehousing. The HSP provider has protocols for how to work with families and landlords to prevent lease violations and preserve tenancy (e.g., tenant rights classes, landlord check ins, home visits). Services are continued despite change in housing status or placement.	All the time	Most of the time	Some of the time	Infrequently	Never

In the space below, summarize areas the program has worked to better align with housing first over the prior year.

Optional: The county may use this space to provide any additional context pertaining to areas of assessment specified above (this is not required). Use additional sheets if necessary.

CalWORKs Housing Support Program
Housing First Assessment – FY 2019-20

Part 2. Housing First Improvement Plan (Required as Applicable)			
Select a minimum of two Housing First elements that the county is currently not implementing 'all of the time' to improve (e.g., removing barriers to entry, home visits) and complete the table providing details as necessary. The Result column should be left blank until further improvement and completion of the goal. Attach additional pages or documents as needed. Optional if all elements above are "all of the time".			
Which Housing First element needs to be improved and why? (refer to list above and Attachment Two)	**What is your improvement plan? (What specific policies and practices do you plan to adopt within your HSP to address the areas identified for improvement? What steps will you pursue to implement these policies and practices?)**	**Timeline FY 2019-20 (include progress and/or status updates when applicable)**	**Result (for counties to fill out upon completion of improvement plan)**

CalWORKs Housing Support Program
HMIS Waiver Request for FY 2019-20

County:

Contact Name: **Email:**

This form is to be completed by counties applying for a Homeless Management Information System (HMIS) Waiver.

The Homeless Management Information System (HMIS) is used by local housing and homelessness entities and the homelessness Continuum of Care (CoC) to collect data on clients served by local homeless agencies. The HMIS can help communities better understand the population they serve, the need their community is experiencing, the interventions needed, the gaps in services, and the outcomes of offered interventions. HMIS data is also reported on an aggregate level to the United States (US) Department of Housing and Urban Development (HUD). HMIS is a critical part of Coordinated Entry and a system wide approach to homelessness.

Effective July 1, 2020, counties operating an HSP will be required to enter HSP participants into the local HMIS. The CDSS has strongly encouraged this practice in prior years to better align HSP with the broader homelessness field and to build for future data collection efficiencies in HSP. Entering HSP participants into HMIS will help support and ensure:

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

The information completed by the county on this waiver request will be used to assess the county HSP status with HMIS and to target further technical assistance. Waiver approvals granted by CDSS will be one-time, limited to FY 2019-20 and contingent upon the county making improvements and/or efforts in engaging in a community-wide data solution comparable or equivalent to HMIS. CDSS will evaluate the specific barriers counties indicate in their waiver request to determine if waiver requests will be offered/made available in future years, beyond FY 2019-20. As a reminder, counties may use HSP funds to support activities associated with meeting the HMIS requirement, including staff time and software/license purchases, as applicable.

I.   REASON FOR THE WAIVER

   Check the following box to confirm the reason for the request for an HMIS waiver.

   No, the county's HSP is not currently entering HSP participants into HMIS; the county HSP has identified **exceptional barriers** in meeting this requirement before July 1, 2020. These barriers are outlined below, along with steps the CDSS can take to help support the county HSP in meeting the HMIS requirement at a future date. The county HSP is committed to working to meet the HMIS requirement as soon as possible

II.   WRITTEN EXPLANATION

In the space below, explain why the county HSP is not able to begin entering HSP participants into HMIS on or before July 1, 2020. Identify steps the county HSP will need to take in order to begin entering HSP participants into HMIS, the relevant timeline, and any barriers to accomplish these steps. Include areas where the county HSP needs support or technical assistance from the CDSS in order to meet the HMIS requirement.