

ATTACHMENT EIGHT: HOUSING AND DISABILITY ADVOCACY PROGRAM (HDAP) FY 2022-23 DIRECTOR'S CERTIFICATION, INSTRUCTIONS, AND FUNDING CONDITIONS

County Welfare Directors and Tribal Administrators shall complete and return this Director's Certification to housing@dss.ca.gov by November 2, 2022. Counties and Tribes interested in establishing regional programs should refer to Attachment Six of the [ACWDL dated September 13, 2021](#), for additional information.

New and continuing grantees accepting all, accepting a portion, or accepting more than the funds available to their county or Tribe as listed in Attachment Seven shall complete Sections One through Three below. Grantees declining all funding for FY 2022-23 shall complete Sections One and Four below.

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

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

a) Name of County/Tribe: _____

b) Name of and Title of Contact Person:

c) Contact Information (phone and email):

SECTION TWO: FUNDING AMOUNT AND PROGRAM TARGETS

A. FY 2022-23 NONCOMPETITIVE ALLOCATION

A county or Tribe may accept the full amount identified in Attachment Seven or a portion of these funds. For continuing grantees, Attachment Seven allocations are additive to any unspent funding from FY 2021-22 allocated through [CFL 21/22-75](#).

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

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

The Grantee hereby:

- Accepts the **total** allocation amount as listed in Attachment Seven
- Accepts the total allocation amount as listed in Attachment Seven AND accepts additional funds, if available, beyond current allocation level **with no limit**
- Accepts the total allocation amount as listed in Attachment Seven AND accepts additional funds, if available, beyond current allocation level **up to a limit**
 - Specify the total FY 2022-23 allocation the grantee is able to accept:
\$ _____
- Accepts **only a portion** of the allocation amount as listed in Attachment Seven
 - Specify the total FY 2022-23 allocation the grantee is able to accept:
\$ _____

FY 2022-23 HDAP noncompetitive allocation amount accepted: \$ _____

B. EXPECTED CLIENTS TO SERVE

Grantees should assess community need, program capacity, and available resources (including allocation amount requested or accepted under Section One) to estimate the total unduplicated number of new HDAP participants expected to be served with the funds accepted through the noncompetitive allocation above. These targets should not include any additional participants that may be served as a result of HDAP TSIs. Grantees should estimate the expected number of participants served to the best of their ability, and CDSS expects that grantees may need to update these projections at a later date. These targets are projected in addition to targets provided in FY 2021-22.

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

- i. Estimated number of individuals **experiencing homelessness** to receive HDAP services: _____
- ii. Estimated number of individuals **at risk of homelessness** to receive HDAP homelessness prevention services: _____
- iii. Estimated **TOTAL** number of individuals to serve in HDAP (i. and ii. combined):

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

A. COLLABORATION

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

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

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

Additional ongoing partner collaboration may include but is not limited to ongoing planning processes, aligning program targets and goals, coordinating assessment practices, regular check-in meetings, etc.

Relevant agencies and organizations may include the Continuum of Care, Public Housing Authority (PHA), housing agencies of incorporated cities, health services, behavioral health agencies, tribal agencies, advocates for clients, emergency response, legal aid, family resource networks, and any other local partners that will be key to local collaboration. For additional information on collaboration requirements and best practices refer to [ACWDL dated September 13, 2021](#).

___ A copy of the letter(s) sent to relevant partner agencies within the community and list of recipients is attached. The county or Tribe understands that this is a requirement to accept the FY 2022-23 noncompetitive allocation.

B. CONDITIONS OF FUNDING

I, County Welfare Director or Tribal Agency Director of _____, certify that I will:

- 1) Operate an HDAP consistent with relevant laws, regulations, program guidance, and evidence-based practices, including but not limited to:
 - a) [Welfare and Institutions Code \(WIC\) sections 18999 through 18999.6](#)
 - b) All County Letters (ACL) or similar instruction, including [ACL 19-104](#), the [ACWDL dated August 10, 2020](#), and [ACWDL dated September 13, 2021](#)
 - c) Housing First requirements as enumerated in [WIC section 8255](#) and further outlined in [ACL 19-114](#)
 - d) Evidence-based practices in homeless assistance and homelessness prevention

- e) Benefits advocacy guidelines issued by HDAP program guidance and the duties of Authorized Representatives specified by the Social Security regulations at [Code of Federal Regulations \(CFR\) Title 20 section 404.1740](#) and [CFR Title 20 section 416.1540](#).
 - f) Actively collaborate with local, state, and federal housing, homelessness, and health systems in order to make best use of available funding and link participants to necessary services. I understand that information on these collaborations will be requested within program updates. These collaborating entities may include but are not limited to:
 - 1. Continuum of Care and CES
 - 2. Behavioral health systems
 - 3. Medical institutions and emergency response systems
 - 4. Housing authorities
 - 5. Public benefit agencies
 - 6. Legal aid and benefit advocacy providers
- 2) Collect, track, report, and measure relevant program outcomes and engage in continuous data quality improvement, such as:
- a) Enter participants into HMIS
 - b) Submit HDAP-related program reports, including but not limited to the HDAP PII, as specified by CDSS through an ACL or similar instruction
 - c) Participate in formal evaluation efforts which may include executing data sharing agreements with the HMIS administrator
 - d) Set program targets and milestones, and report to CDSS on progress at least annually or upon request from CDSS
- 3) Engage in training, technical assistance, and continuous quality improvement, including but not limited to:
- a) Program leads attend meetings and trainings required by CDSS
 - b) Respond to requests for program amendments to comply consistent with applicable laws and guidance, as determined by CDSS
 - c) Actively engage with technical assistance providers, including those contracted by CDSS, to support program growth, expansion, and improvement by attending meetings and trainings and contributing to technical assistance efforts, such as process mapping, program design, and case conferencing exercises
- 4) Respond to requests for program progress reports, updates, expenditure information (including amount spent on prevention services, administrative costs, direct services and financial assistance, or program assessments), as requested by CDSS, including but not limited to:
- a) For new grantees, implementation updates related to program ramp up at least every six months and then annually after program implementation and until awarded amount is fully spent
 - b) For existing grantees, annual implementation updates in accordance with a schedule as determined by CDSS
 - c) For new and existing grantees, submit more frequent program updates if determined necessary by CDSS due to program performance
- 5) Maximize spending on direct financial assistance and minimize administrative costs in order to ensure that all HDAP participants are provided housing assistance and benefits advocacy

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

I [] certify that [] will administer the HDAP pursuant to the terms outlined above and understand this is a condition of receiving HDAP funds. The information completed within the form and attached is true and correct.

 County Welfare Director Signature
 /Tribal Administrator Signature

 Date

SECTION FOUR: DECLINING FUNDS (Only complete if the county or Tribe declines ALL of the FY 2022-23 noncompetitive allocation outlined in Attachment Seven.)

Counties and Tribes declining all FY 2022-23 HDAP funding outlined in Attachment Seven are asked to notify CDSS by completing and signing below and returning this section to housing@dss.ca.gov as soon as possible but no later than November 2, 2022. CDSS will consider the funds declined if no response is provided to CDSS by the county or Tribe by November 2, 2022.

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

Decline the entire FY 2022-23 HDAP noncompetitive allocation available to county/Tribe (and acknowledge this is additive to any unspent rollover funding from FY 2021-22 allocated through [HDAP CFL 21/22-75](#) for continuing counties).

 County Welfare Director Signature/
 Tribal Administrator Signature

 Date