

**ATTACHMENT TWO: CALWORKS HOUSING SUPPORT PROGRAM (HSP) FY 2022-23 DIRECTOR'S CERTIFICATION, INSTRUCTIONS, AND FUNDING CONDITIONS**

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

New and continuing grantees accepting all, accepting a portion, or accepting more than the funds made available to their community as listed in Attachment One 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 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 may accept the full amount identified in Attachment One or a portion of these funds. **For continuing grantees, Attachment One allocations are additive to any unspent funding from FY 2021-22 allocated through [CFL 21/22-90](#).**

Complete the information below to accept all, accept a portion, or accept beyond the Attachment One allocation amounts and select one of the following acceptance options:

**The county hereby acknowledges the total FY 2022-23 HSP noncompetitive allocation in Attachment One is \$\_\_\_\_\_ and acknowledges this amount is additive to any unspent funding from FY 2021-22.**

**The county hereby:**

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

**FY 2022-23 HSP noncompetitive allocation amount accepted:**

\$ \_\_\_\_\_

**B. EXPECTED PARTICIPANTS TO SERVE**

Counties 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 HSP participants expected to be served with the funds accepted through the noncompetitive allocation above. 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 One of the [ACWDL dated December 13, 2021](#) for definitions of experiencing homelessness and at risk of homelessness, and examples of homelessness and prevention assistance):

- i. Estimated number of families **experiencing homelessness** to receive HSP services: \_\_\_\_\_
- ii. Estimated number of families **at risk of homelessness** to receive HSP homelessness prevention services: \_\_\_\_\_
- iii. Estimated **TOTAL** number of families to serve in HSP (i. and ii. combined):  
\_\_\_\_\_

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

### **A. COLLABORATION**

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

- Total allocation available to the county
- Total allocation accepted by the county
- HSP program benefits and eligibility (e.g., Attachment One of the [ACWDL dated December 13, 2021](#))
- HSP 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 December 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, educational and family resource networks, behavioral health and child welfare agencies, and other partners critical to local outreach and collaboration. For additional information on collaboration requirements and best practices refer to [ACWDL dated December 13, 2021](#).

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

### **B. CONDITIONS OF FUNDING**

I, County Welfare Director of [ \_\_\_\_\_ ], certify that I will:

- 1) Operate an HSP consistent with relevant state, federal and local laws, regulations, program guidance, and evidence-based practices, including but not limited to:
  - a) [Welfare and Institutions Code \(WIC\) sections 11330 through 11330.5](#)

- b) All County Letters (ACL) or similar instruction, including [ACWDL dated May 26, 2016](#) (Rapid Rehousing Benchmarks and Program Standards), [ACWDL dated May 13, 2021](#), and [ACWDL dated December 13, 2021](#)
  - c) Housing First requirements as enumerated in [WIC section 8255](#) and further outlined in [ACL 19-114](#)
  - d) [Homelessness prevention services](#) and/or the [core components of rapid rehousing](#)
- 2) Actively collaborate with local, State, and federal housing, homelessness, health, and social service systems in order to make best use of available funding and link participants to necessary services. I understand that information on these collaborations will be requested within program updates. These collaborating entities may include but are not limited to:
  - a) Continuum of Care and CES
  - b) Behavioral health systems
  - c) PHAs
  - d) Educational and family resource networks
- 3) Collect, track, report, and measure relevant program outcomes, and engage in continuous data quality improvement, such as:
  - a) Enter participants into HMIS
  - b) Submit HSP related program reports, including but not limited to the HSP-14, as specified by CDSS through an ACL or similar instruction
  - c) Participate in formal evaluation efforts which may include executing data-sharing agreements with the HMIS administrator
  - d) Set program targets and milestones and report to CDSS on progress at least annually or upon request from CDSS
- 4) 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
- 5) Respond to requests for program progress reports, updates, expenditure information (including amount spent on homelessness prevention services, administrative costs, direct services, and financial assistance), or program assessments as requested by CDSS, including but not limited to:
  - a) For new counties, implementation updates related to program ramp up at least every six months and then annually after program implementation and until awarded amount is fully spent

- b) For existing counties, annual implementation updates in accordance with a schedule as determined by CDSS
- c) For new and existing counties, submit more frequent program updates if determined necessary by CDSS due to program performance
- 6) Maximize spending on direct financial assistance and minimize administrative costs in order to ensure that all HSP participants are provided housing assistance and case management
- 7) Notify CDSS in writing at least 30 days in advance of any temporary or permanent interruption or end to HSP services and operations for any reason, including fully spending the given allocation
- 8) CDSS, in consultation with CWDA, reserves the right to reallocate HSP funds should a county 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 [ \_\_\_\_\_ ] County will administer the HSP pursuant to the terms outlined above and understand this is a condition of receiving HSP funds. The information completed within the form and attached is true and correct.

\_\_\_\_\_  
County Welfare Director Signature

\_\_\_\_\_  
Date

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

Counties declining all FY 2022-23 HSP funding outlined in Attachment One are asked to notify CDSS by completing and signing below and returning it to [housing@dss.ca.gov](mailto: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 by November 2, 2022.

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

Decline the entire FY 2022-23 HSP noncompetitive allocation available to county (and acknowledge this is additive to any unspent rollover funding from FY 2021-22 allocated through [CFL 21/22-90](#) for continuing counties)

\_\_\_\_\_  
County Welfare Director Signature

\_\_\_\_\_  
Date