



CDSS

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July 27, 2017

ALL COUNTY WELFARE DIRECTORS LETTER

TO: ALL COUNTY WELFARE DIRECTORS

FROM: TODD R. BLAND
Deputy Director
Family Engagement and Empowerment Division

SUBJECT: **HOUSING AND DISABILITY ADVOCACY PROGRAM**

REASON FOR THIS TRANSMITTAL

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

The California Department of Social Services (CDSS) recently received authority to launch a new Housing and Disability Income Advocacy Program (HDAP). The 2017-18 California State Budget appropriated \$43,461,000 for the program, which is available over a three year period, from July 1, 2017 through June 30, 2020. General program information and more details on the application and allocation process are outlined below.

Program Scope

Assembly Bill (AB) 1603 (Chapter 25, Statutes of 2016) established the HDAP, which is a county administered program that assists disabled individuals who are experiencing homelessness apply for disability benefit programs while also providing housing assistance. The HDAP requires that counties offer outreach, case management, advocacy, and housing assistance to all program participants. The [Welfare and Institutions \(W&I\) Code section 18999](#) outlines HDAP program requirements, and additional information regarding specific HDAP requirements and recommended promising practices are provided in Attachment One.

Counties receiving state HDAP funds shall match the state funding on a dollar-for dollar basis. Information regarding the county match requirements are outlined in Attachment Four.

HDAP Application Process

The CDSS will allocate funds for the HDAP in two rounds. The first round of allocations will be made available to applicant counties on the basis of need, according to a methodology developed by the CDSS. Any funds remaining after round one will be allocated by the CDSS on a competitive basis.

Counties should request the level of HDAP funding they believe is commensurate with their need, program capacity, and ability to provide match, even if that amount is greater than or less than the county's need as determined by CDSS.

For round one, counties that submit satisfactory applications will be funded at their total request up to the amount indicated on the HDAP County Allocation Table, as displayed in Attachment Six. This allocation table is based on county level need data relevant to HDAP, including, in order of weighted importance, the county's percent of the statewide total of individuals experiencing homelessness; the county's percent of the statewide total of renters with severe rental cost burden (i.e., paying more than 50% of income towards rent); and the county's percent of the statewide total of the General Assistance/General Relief caseload. Smaller counties may wish to consider submitting joint applications.

Applications will be reviewed by the CDSS upon receipt and funds for round one will be allocated to counties on a rolling basis. Therefore, counties are encouraged to submit applications as soon as possible and not to wait until the final deadline. Counties wishing to apply for HDAP funding shall submit the completed certification (Attachment Three) and templates (Attachments Three and Four) electronically to housing@dss.ca.gov as soon as possible, but no later than Tuesday, October 31, 2017. Late applications will not be considered. Any funds remaining after round one will be awarded competitively in late 2017 or early 2018.

Data Collection, Reporting and Training

Data collection, progress monitoring, and outcome recording are essential elements of the HDAP. Forms and tracking instructions will be released under separate cover. Training and technical assistance will be offered to help programs strengthen and enhance their outreach, case management, advocacy, and delivery of housing supports at the local level.

Reimbursement and Fiscal Claiming

The County Welfare Department (CWD) is the county entity that must apply for and be allocated HDAP funds, and the CWD Director must sign the HDAP certification in Attachment Three. However, CWDs may subcontract with other entities, including county entities that will serve as the lead agency in implementing HDAP.

As with all allocations, counties that receive HDAP funding will be required to claim all costs on a quarterly basis by performing time studies and utilizing identified program codes. Claiming instructions, including the applicable program codes, will be released under separate cover.

The CDSS looks forward to partnering with counties to deliver housing support and disability advocacy to individuals and families in need. The Housing and Homelessness Bureau plans to host a conference call to respond to county questions relative to the request for proposals in early August. More information regarding the conference call will be forthcoming. If you have any questions regarding HDAP, please contact Timothy Lawless at (916) 654-1450 or at housing@dss.ca.gov.

Attachments:

- One: HDAP Program Information
- Two: HDAP Application Requirements and Funding Conditions
- Three: HDAP Certification & Program Components Template
- Four: County Match Guidelines and Template to Demonstrate Base Funding Requirement
- Five: Interim Assistance Reimbursement (IAR) Resource
- Six: County HDAP Allocation Chart

Housing and Disability Income Advocacy Program General Program Overview

Assembly Bill (AB) 1603 (Chapter 25, Statutes of 2016) established the Housing and Disability Income Advocacy Program (HDAP). The HDAP is a county administered program that assists individuals (including those in families) who are (1) homeless and (2) may be eligible for disability benefits. The HDAP requires that counties offer outreach, case management, advocacy, and housing assistance to all program participants. The [Welfare and Institutions \(W&I\) Code section 18999](#) outlines HDAP program requirements. Specifically, the W&I Code details the types of disability income benefit programs that should be sought out by counties on behalf of HDAP program participants, how participants shall be prioritized, the populations that should be targeted to participate in HDAP, the components that must be included in the program, and the types of benefits and services that shall be provided to program participants. The HDAP requirements and recommended promising practices are outlined below in greater detail.

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 HDAP be operated in a manner consistent with SB 1380 and the core components of Housing First enumerated in [W&I Code Section 8255](#). Housing First includes housing individuals without constraints while also linking individuals to housing as soon as possible. This means that individuals should be connected to housing *early* in the advocacy process, with a goal continuing to work on the disability benefits application process while also working to secure housing.

Collaboration

Collaboration, both within the county and amongst local service providers, is critical to the success of the HDAP. The CDSS requires counties in receipt of HDAP funding to consult with local benefit advocacy agencies and their local homelessness Continuum of Care (CoC) as they develop their local HDAP. Counties are strongly encouraged to partner with CoCs or other regional efforts to create and participate in the homeless coordinated entry system. This is especially critical in terms of prioritization; HDAP requires that chronically homeless or those that rely most heavily on state or county funded programs are given highest priority for HDAP services. Additional information regarding prioritization requirements is provided below. County partners, such as local community-based organizations, should be experienced in successfully providing HDAP related services, including disability income advocacy and/or housing assistance.

In addition, counties shall, at minimum, collaborate with other county departments including those responsible for health, behavioral health, and human or social services to serve homeless individuals and families in need of HDAP. This means that the HDAP should work to better integrate available wraparound services for HDAP recipients by collaborating with other county offices, within different entitlement programs, and with local service providers within the community.

Finally, the CDSS recommends that counties operating HDAP consider how other state and federally funded programs targeting services for individuals and families experiencing homelessness can be integrated with HDAP. For example, counties operating a [Whole Person Care Pilot](#) or those planning to apply for funds from the [No Place Like Home](#) initiative should consider how HDAP can best integrate with those programs.

Disability Income Programs

Participating counties shall provide required services, as described below under “Required Program Components”, for the following disability benefit programs, as appropriate:

- Supplemental Security Income/State Supplementary Program for the Aged, Blind, and Disabled (SSI/SSP);
- the federal Social Security Disability Insurance (SSDI) program;
- the Cash Assistance Program for Immigrants (CAPI);
- and veterans’ benefits provided under federal law, including disability compensation.

Eligible Populations: Prioritization and Screening Tools

Individuals with disabilities who are experiencing homelessness (including those that appear to be or are likely eligible for disability benefit programs) are eligible to receive HDAP services.

Consistent with the core components of Housing First, counties must assess their local need and work in collaboration with the CoC and coordinated entry system to ensure populations with the highest needs are given the highest priority and are able to access HDAP services. Prioritization methods based on "first come, first serve" basis or based on tenant selection processes that screen-in those who are most likely to succeed are inappropriate.

Screening and/or triage tools shall be used by counties to identify high need homeless individuals. Generally, these shall be the same screening tools used by the county’s local coordinated entry, unless there is convincing evidence to use an alternative screening tool. The screening/triage tools should be used to ensure program applicants that are chronically homeless and/or rely most heavily on state or county funded programs are given highest priority for HDAP services.

Required Program Components

The county HDAP shall provide (either through the county, a contractor, or a combination of both the county and contractor) all of the following to HDAP participants:

- outreach;
- case management;
- benefits advocacy; and
- housing assistance for participants who wish to receive it.

Outreach and Case Management Services

The following outreach and case management services shall be provided as part of a county's HDAP:

- receiving referrals;
- conducting outreach, training and technical assistance;
- providing assessment screening;
- promoting housing stability; and
- coordinating linkage to health care, including behavioral health care for participants, as appropriate.

- On a case by case basis, this may include providing for medical evaluations when other government benefit programs are unable to provide timely treatment or evaluations required to complete the disability benefit application.

As a reminder, individuals or families must be experiencing chronic homelessness or homelessness, as defined below, in order to be eligible for HDAP. Programs should actively outreach to populations likely eligible for HDAP services, such as individuals or families experiencing homelessness who are:

- General Assistance/General Relief (GA/GR) applicants and recipients with disabilities;
- CalWORKs recipients with disabilities;
- CalFresh recipients with disabilities;
- low-income veterans with disabilities; and
- low-income individuals with disabilities who are being discharged or can be diverted from any of the following, if that individual was experiencing homelessness before entering the institution:
 - jails;
 - prisons;
 - hospitals;
 - long term care facilities; or
 - rehabilitation facilities.

Note: W&I Code Section 18999 requires counties to report the number of cases targeted for HDAP services within the benefit programs listed above on a regular basis.

As part of outreach to the populations specified above, the CDSS strongly encourages counties to actively integrate program services by offering program information and assisting with applications for any of these or other benefits the participant wishes to seek or may be eligible to. For example, if an individual is likely eligible for CalFresh benefits the client should be provided targeted case management in order to successfully complete the CalFresh application to obtain benefits and maintain benefits on an ongoing basis.

Disability Income Advocacy Services

Advocacy services to complete the entire application process for disability income benefit programs (programs specified above) shall be provided to HDAP participants. These services may be provided through legal representation (at no cost to program participants) or through case managers with benefits assistance training and shall include, but are not limited to, the following:

- developing and filing completely prepared documents for all of the following relative to the disability income benefits:
 - applications;
 - appeals;
 - reconsiderations;
 - reinstatements; and
 - recertifications
- coordinating with federal and state offices for all of the following relative to the disability income benefit:
 - pending applications;
 - appeals;
 - reconsiderations;

- reinstatements;
- recertifications; and
- advocating on behalf of the program participant.
- Obtaining all relevant documentation from hospitals/medical centers, physicians, clinics, employers, case managers and others to meet the necessary burden of proof of a recipient's disability.

Housing Assistance

Counties are required to use HDAP funds to establish or expand programs in order to provide housing assistance to program participants throughout the disability income application process. The types of housing assistance that may be provided include, but are not limited to, any of the following:

- interim housing (e.g. shelters, motels, bridge housing, or any other temporary shelter that is not considered to be permanent housing) during the housing search process;
- recuperative care;
- housing navigation services to assist the recipient in finding safe and decent housing that is affordable to recipients due to rental subsidies or bridge subsidies;
- rental subsidies in permanent housing once housing is located; or
- supportive housing for those with the highest needs.

Shelters shall not be considered housing assistance unless offered as interim housing in combination with housing navigation services. Further, programs are encouraged to limit interim housing to nine months or less and provide housing search assistance while participants are in interim housing. Interim housing may be provided beyond nine months when other housing options are unavailable. However, programs should aim to offer permanent housing within nine months of a participant entering interim housing.

The housing assistance described above shall be provided to HDAP participants concurrently throughout the disability application process. Program participants shall be provided housing that they will be able to sustain, either because the county will provide services or has partnered with another agency to transition the recipient to another form of subsidy, or the recipient has the ability to pay for the housing without a subsidy once disability income benefits are approved. If HDAP participants are not approved for disability income benefits, the county shall assist the participant in developing a transition plan for housing support through other available sources within the local community and the coordinated entry system. While programs may opt to provide rental subsidies to participants that are denied disability benefits (with no appeals left), it is strongly encouraged that they identify HDAP participants who may be denied benefits and begin seeking alternative housing options (e.g., permanent supportive housing, affordable housing through federal vouchers, referrals to appropriate workforce development programs). If a program participant decides they no longer wish to pursue an application for disability benefits, the county shall assist the participant in developing a transition plan for housing support through other available resources in the community to avoid a return to homelessness.

Workforce Development

If a county determines that an HDAP participant is not likely to be eligible for disability benefits, the county has the option to refer the participant to a relevant workforce development program. The county may also refer a participant, upon final approval or denial of benefits, to a relevant

workforce program after considering and assessing the circumstances of a participant's disability and consulting with the participant. Counties are not required to include a workforce development piece with their HDAP. In addition, it is important to note that participation in a workforce development program, if offered by the county, is not a program requirement by the HDAP participant, but rather a voluntary activity.

Definitions

For the purposes of HDAP, the CDSS will define chronically homeless and homeless as defined in [24 CFR section 91.5](#). These are the definitions used by the U.S. Department of Housing and Urban Development (HUD). The definitions of chronically homeless and homeless are listed below for reference.

Chronically homeless:

(1) A "homeless individual with a disability," as defined in section 401(9) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11360(9)), who:

(i) Lives in a place not meant for human habitation, a safe haven, or in an emergency shelter; and

(ii) Has been homeless and living as described in paragraph (1)(i) of this definition continuously for at least 12 months or on at least 4 separate occasions in the last 3 years, as long as the combined occasions equal at least 12 months and each break in homelessness separating the occasions included at least 7 consecutive nights of not living as described in paragraph (1)(i). Stays in institutional care facilities for fewer than 90 days will not constitute as a break in homelessness, but rather such stays are included in the 12-month total, as long as the individual was living or residing in a place not meant for human habitation, a safe haven, or an emergency shelter immediately before entering the institutional care facility;

(2) An individual who has been residing in an institutional care facility, including a jail, substance abuse or mental health treatment facility, hospital, or other similar facility, for fewer than 90 days and met all of the criteria in paragraph (1) of this definition, before entering that facility; or

(3) A family with an adult head of household (or if there is no adult in the family, a minor head of household) who meets all of the criteria in paragraph (1) or (2) of this definition, including a family whose composition has fluctuated while the head of household has been homeless.

Please note: *Disabling condition* included in this definition of chronically homeless is not the same definition used for SSI eligibility purposes. *Disabling condition* for the purposes of chronic homelessness is defined as a diagnosable substance use disorder, serious mental illness, developmental disability, or chronic physical illness or disability, including the co-occurrence of two or more of these conditions. A disabling condition limits an individual's ability to work or perform one or more activities of daily living.

Homeless:

(1) An individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:

- (i) An individual or family with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground;
 - (ii) An individual or family living in a supervised publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state, or local government programs for low-income individuals); or
 - (iii) An individual who is exiting an institution where he or she resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution;
- (2) An individual or family who will imminently lose their primary nighttime residence, provided that:
- (i) The primary nighttime residence will be lost within 14 days of the date of application for homeless assistance;
 - (ii) No subsequent residence has been identified; and
 - (iii) The individual or family lacks the resources or support networks, e.g., family, friends, faith-based or other social networks needed to obtain other permanent housing;
- (3) Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition, but who:
- (i) Are defined as homeless under section 387 of the Runaway and Homeless Youth Act (42 U.S.C. 5732a), section 637 of the Head Start Act (42 U.S.C. 9832), section 41403 of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2), section 330(h) of the Public Health Service Act (42 U.S.C. 254b(h)), section 3 of the Food and Nutrition Act of 2008 (7 U.S.C. 2012), section 17(b) of the Child Nutrition Act of 1966 (42 U.S.C. 1786(b)), or section 725 of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a);
 - (ii) Have not had a lease, ownership interest, or occupancy agreement in permanent housing at any time during the 60 days immediately preceding the date of application for homeless assistance;
 - (iii) Have experienced persistent instability as measured by two moves or more during the 60-day period immediately preceding the date of applying for homeless assistance; and
 - (iv) Can be expected to continue in such status for an extended period of time because of chronic disabilities, chronic physical health or mental health conditions, substance addiction, histories of domestic violence or childhood abuse (including neglect), the presence of a child or youth with a disability, or two or more barriers to employment, which include the lack of a high school degree or General Education Development (GED), illiteracy, low English proficiency, a history of incarceration or detention for criminal activity, and a history of unstable employment; or
- (4) Any individual or family who:

(i) Is fleeing, or is attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or a family member, including a child, that has either taken place within the individual's or family's primary nighttime residence or has made the individual or family afraid to return to their primary nighttime residence;

(ii) Has no other residence; and

(iii) Lacks the resources or support networks, e.g., family, friends, faith-based or other social networks, to obtain other permanent housing.

Additional Program Resources

- Social Security Administration:

<https://www.ssa.gov/>

www.ssa.gov/work

- United States Interagency Council on Homelessness:

<https://www.usich.gov/>

<https://www.usich.gov/opening-doors>

<https://www.usich.gov/tools-for-action/webinar-key-strategies-for-connecting-people-experiencing-homelessness-to-ssi-ssdi>

<https://www.usich.gov/news/strategies-you-can-use-to-connect-people-to-ssi-ssdi>

- National Alliance to End Homelessness:

<http://www.endhomelessness.org/>

<http://endhomelessness.org/resource/housing-first/>

- Corporation for Supportive Housing:

<http://www.csh.org/>

- Housing California:

www.housingca.org

- California Institute of Behavioral Health Solutions:

www.CIBHS.org

<https://soarworks.prainc.com/>

- Workforce Development:

<https://yourtickettowork.com>

Housing and Disability Income Advocacy Program
Request for Proposals

A. PURPOSE

The California Department of Social Services (CDSS) is seeking requests from County Welfare Departments (CWDs) to implement or expand a local Housing and Disability Income Advocacy Program (HDAP). The program will be funded with monies appropriated in the 2017 Budget Act, and the monies will be available through June 30, 2020. The program requires counties to provide a dollar-for-dollar match and to seek reimbursement from the federal Commissioner of Social Security pursuant to the Interim Assistance Reimbursement (IAR) agreement (see Attachments Four and Five for additional information). Counties are required to collaborate with community partners, including established disability advocacy providers and housing services providers. Additional information regarding specific HDAP requirements and recommended best or promising practices are summarized in Attachment One.

B. CRITERIA FOR EVALUATION

In round one, counties that satisfactorily apply for HDAP will be allocated funding up to, but not more than, the amount displayed in Attachment Six. Additional funding may be available and allocated on a competitive basis once the initial, non-competitive HDAP allocation is complete. The CDSS will evaluate county responses to the questions outlined in Section C below based on the county's ability to complete the following:

1. Demonstrate the use of evidence-based models and best practices regarding the four required elements of HDAP— outreach, case management, advocacy, and housing (see resource list in Attachment One for examples).
2. Demonstrate local need, including the extent to which individuals in their community experience homelessness.
3. Demonstrate the capacity for timely implementation of an HDAP program impactful to community needs with a focus on integrating services and collaborating with other relevant county departments.
4. Demonstrate the ability to work in collaboration with the local homeless Continuum of Care and coordinated entry system and partner with established community-based organizations (CBOs). Counties should be able to demonstrate that the CBO partners have a proven track record of successfully documenting disability, getting disability income applications approved, and locating safe and sustainable housing.
5. Demonstrate the ability to maintain records, collect data, and track both qualitative and quantitative outcomes.

C. REQUIRED APPLICATION COMPONENTS

Counties requesting HDAP funds shall complete and return attached program components template (Attachment Three). A description of the items included in the program components template is listed below. The information provided in the program components template will be evaluated by the CDSS based on the evaluation criteria outlined above in Section B.

1. **Funding Request Certification:** Complete the attached funding request certification indicating the primary and secondary program contacts, the level of state and county

funding that will be used to fund the program, the unduplicated count of individuals targeted for HDAP services, and the County Welfare Director signature certifying that the county will adhere to the HDAP funding conditions.

2. **Program Description:** Using the attached program description template, describe the services that will be delivered relative to outreach, case management, disability benefits advocacy, housing assistance, and workforce development (if applicable) to HDAP clients.
3. **Program Statement of Need:** Complete the template providing relevant data pertaining to the county level of need for HDAP services.
4. **Detailed Program Planning Budget:** Using the attached budget template, complete a detailed program planning budget indicating the anticipated funding (including funding source) that will be utilized to operate the program. The anticipated program budget should be broken down by fiscal year (beginning in July 2017 through June 2020) and include the projected spending in the areas of administration, outreach, case management, housing assistance, and workforce development (if applicable). The budget template breaks out in-house county functions versus services that are contracted out for both county funded activities (the county match portion) and the state funded activities. Attach a proposed program organizational chart indicating any newly created positions, if applicable.
5. **Program Implementation Timeline:** Complete the attached program implementation timeline template. Counties may add additional boxes as necessary.

D. FUNDING CONDITIONS AND PROGRAM ACKNOWLEDGEMENTS

Counties in receipt of HDAP funding will be required to adhere to the funding conditions listed below. Funding will be contingent upon County Welfare Director certifying that the county will adhere to these conditions and acknowledge the following:

1. Ensure county representation at all CDSS required HDAP trainings and meetings.
2. Operate an HDAP consistent with the Housing First Core Components enumerated in Welfare and Institutions (W&I) Code Section 8255.
3. Ensure the HDAP is implemented according to the approved county HDAP proposal; any changes to the program description, implementation timeline or budget will be submitted to the CDSS for approval within 30 calendar days.
4. Match state HDAP funds with county funds on a dollar-for-dollar basis and maintain the level of funding expending by the county for HDAP related services in the 2015-16 fiscal year.
5. Seek reimbursement of funds used for housing assistance, general assistance, or general relief from the federal Commissioner of Social Security pursuant to the Interim Assistance Reimbursement agreement (IAR) authorized by Section 1631(g) of the federal Social Security Act.
6. Provide HDAP data elements listed in [W&I Code Section 18999](#) in addition to data requested by CDSS, including a monthly data report, and comply with requests from the CDSS regarding implementation updates and program outcomes.

7. Target providing outreach, case management, disability benefits advocacy and housing assistance to the number of individuals experiencing homelessness and eligible for HDAP indicated in the county plan or determined by the CDSS, per the final HDAP allocation.
8. Ensure the HDAP will work with the local homeless Continuum of Care and coordinated entry systems and to ensure chronically homeless individuals are given the highest priority and have access to HDAP services. Prioritization will be based on assessment tools utilized by the coordinated entry system or alternative screening tools when convincing evidence suggest a reason for doing so.
9. Ensure the HDAP collaborates with other county departments, including those responsible for health, including behavioral health, and human or social services, at minimum. Collaboration includes sharing information necessary to pursue disability benefits (e.g., medical records, etc.).
10. HDAP staff will ensure clients understand client participation in housing assistance services is voluntary and not a required program component.
11. Acknowledge that the CDSS reserves the right to reallocate HDAP funds should the CDSS determine it is appropriate or necessary to maximize program impact throughout the state.

Housing and Disability Income Advocacy Program (HDAP)
Request for Funding and Certification

I. PROGRAM CONTACT

Please complete the information below for the appropriate county contact(s) for the HDAP application and program implementation. A secondary contact should be used for day-to-day correspondence or as an alternate in the event the primary contact is unavailable.

County: _____ **Department:** _____

Contact Name: _____ **Title:** _____

Address: _____

Email: _____ **Phone:** _____

Contact Name: _____ **Title:** _____

Address: _____

Email: _____ **Phone:** _____

II. PROGRAM FUNDING REQUEST

Complete the total amount of state HDAP funds the county is requesting, the total amount of county match, and the total program budget for the duration of the program (beginning with program implementation through June 30, 2020).

Program Funding Breakdown	
Total State HDAP Funding Requested	\$
Total Amount of County Funding Match^	\$
Total Program Funding (state and county)	\$
Target Number (unduplicated) of Individuals to Serve	

^Indicate the status of the county match funding request below by checking the appropriate box

☐ Program proposal and budget approved by Board of Supervisors (attach verification)

☐ Program proposal and/or program budget is pending approval by Board of Supervisors.

Anticipated date approval will be granted: _____

III. DIRECTOR'S CERTIFICATION

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

Director's Name: _____

Signature: _____ Date: _____

Housing and Disability Income Advocacy Program (HDAP)

Application Program Components Template

Program Description

Use the template below to describe the services that will be delivered relative to outreach, case management, disability benefits advocacy and housing assistance to HDAP clients. Counties with existing HDAP like programs may wish to consider using existing program information and materials to respond to the questions below.

	Outreach
Description of Services including: <ul style="list-style-type: none"> • process for referring people; • planned outreach; • coordination with existing systems and integrating services as necessary 	
How Services will be Delivered (in-house or contracted, specify contractor)	
Target Number of Individuals (to be screened for eligibility)	
	Case Management
Description of Services including: <ul style="list-style-type: none"> • how the program will support clients throughout the application and housing search processes, and will actively integrate services (e.g., ensure transportation or other resources needed to attend required appointments are easily available or provided, that participants have access to other benefits they may be entitled to) 	
How Services will be Delivered (in-house or contracted, specify contractor)	
Target Number of Individuals (to be provided case management)	

Housing and Disability Income Advocacy Program (HDAP)

Application Program Components Template

	Disability Benefits Advocacy
Description of Services including: <ul style="list-style-type: none"> • screening • assessing • preparing and filing disability applications • gathering required documentation • timely submission of benefits claims • timeframe needed for reconsideration documents 	
How Services will be Delivered (in-house or contracted, specify contractor) Indicate if the county intends to use a specific program design (e.g., SOAR)	
Oversight and Quality Assurance Process include how to ensure: <ul style="list-style-type: none"> • benefit applications are complete • necessary follow-up is conducted • application approval rates are adequate • If the county already operates an HDAP program, include how the county intends to improve existing disability advocacy services <i>Note: approval rates will vary by program and may be impacted by existing advocacy infrastructure, the size of the population in need, service area, etc.</i>	
Target Number of Individuals (to be provided disability benefits advocacy services)	
	Housing Assistance
Description of Services including:	

Housing and Disability Income Advocacy Program (HDAP)

Application Program Components Template

<ul style="list-style-type: none"> • types of housing, including interim housing when permanent housing is not immediately secured • housing identification procedures, including how they will consider client preferences, and proximity to transportation or other services • how services will be coordinated with homeless Continuum of Care and integrated with the Coordinated Entry System • standards for determining housing payments (e.g., fair market rent or other standard) • how clients will transition from interim to permanent housing, and have the ability to maintain permanent housing once they are no longer receiving HDAP services • for those denied disability benefits, steps the county intends to take to ensure those individuals do not return to homelessness 	
How Services will be Delivered (in-house or contracted, specify contractor)	
Target Number of Individuals (to be provided housing assistance)	
	Optional: Workforce Development (complete only if the county intends to include a workforce development component).
Description of Services	
How Services will be Delivered (in-house or contracted, specify contractor)	

Housing and Disability Income Advocacy Program (HDAP)

Application Program Components Template

Target Number of Individuals (to be provided workforce development)	
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Housing and Disability Income Advocacy Program (HDAP)

Application Program Components Template

Program Statement of Need

Complete the information below with the most recent data available at the county level. Indicate n/a if data is not available. Use the narrative portion to provide justification or other evidence to demonstrate the need for HDAP funding.

		2015	2016	2017	Notes
County's Homeless Point in Time Counts	Chronic Homeless				
	Homeless				
General Assistance/Relief Caseloads					
Frequent users of emergency services (if available)					
Caseload counts for existing HDAP-like programs in the county (if applicable)					
Average approval rates and time from application to disposition for counties with existing HDAP-like programs (if applicable)					
Narrative Description to Support Need for HDAP funding (Describe how the county has determined the need for HDAP funding, based on the county level data indicated above).					

Housing and Disability Income Advocacy Program (HDAP)

Application Program Components Template

Program Budget (submit a budget for each fiscal year)

County Name:

Fiscal Year: 2017-2018

Description of Service Component (as described in program description)	County Funded (Include amount and source)		State Funded Amount		Target Number of Individuals to Serve
	County Service (In House)	Contracted Service	County Service (In House)	Contracted Service	
Administration (e.g. data tracking, program management)					N/A
Outreach					
Case Management					
Disability Benefits Advocacy					
Housing-Related Case Management					
Housing Financial Assistance					
Workforce Development (Optional)					
Total					N/A
Total number of individuals to serve (unduplicated count) in FY 2017-18¹					

Attach a proposed organizational chart if the program budget includes new positions within the county department.

Program Budget (submit a budget for each fiscal year)

¹ The total number of individuals served should include only those *newly served* in the fiscal year and should not include any that are carried over from the prior fiscal year. Counties may include this level of detail in their program plan description, if desired.

Housing and Disability Income Advocacy Program (HDAP)

Application Program Components Template

County Name:
Fiscal Year: 2018-2019

Description of Service Component (as described in program description)	County Funded (Include amount and source)		State Funded Amount		Target Number of Individuals to Serve
	County Service (In House)	Contracted Service	County Service (In House)	Contracted Service	
Administration (e.g. data tracking, program management)					N/A
Outreach					
Case Management					
Disability Benefits Advocacy					
Housing-Related Case Management					
Housing Financial Assistance					
Workforce Development (Optional)					
Total					N/A
Total number of individuals to serve (unduplicated count) in FY 2018-19²					

Attach a proposed organizational chart if the program budget includes new positions within the county department.

² The total number of individuals served should include only those *newly served* in the fiscal year and should not include any that are carried over from the prior fiscal year. Counties may include this level of detail in their program plan description, if desired.

Housing and Disability Income Advocacy Program (HDAP)

Application Program Components Template

Program Budget (submit a budget for each fiscal year)

County Name:

Fiscal Year: 2019-2020

Description of Service Component (as described in program description)	County Funded (Include amount and source)		State Funded Amount		Target Number of Individuals to Serve
	County Service (In House)	Contracted Service	County Service (In House)	Contracted Service	
Administration (e.g. data tracking, program management)					N/A
Outreach					
Case Management					
Disability Benefits Advocacy					
Housing-Related Case Management					
Housing Financial Assistance					
Workforce Development (Optional)					
Total					N/A
Total number of individuals to serve (unduplicated count) in FY 2019-20³					

Attach a proposed organizational chart if the program budget includes new positions within the county department.

³ The total number of individuals served should include only those *newly served* in the fiscal year and should not include any that are carried over from the prior fiscal year. Counties may include this level of detail in their program plan description, if desired.

Housing and Disability Income Advocacy Program (HDAP)

Application Program Components Template

Implementation Timeline

Use the template below to indicate the anticipated program implementation timeline. Counties may add additional boxes as necessary.

	High level description of work that will be completed	Anticipated Completion Date
Establish Formal Partnerships		
Engagement with homelessness Continuum of Care (CoC)		
Status of CoC Coordinated Entry ⁴		
Collaboration with other county departments, including behavioral health		
Contractor(s) and partner(s): list specific organization(s) and the anticipated date that contracts/MOUs will be executed		
Program Development		
Hire and train staff		
Establish program policies and procedures		
Develop program forms and notices		
Community outreach/marketing		
In consultation with CDSS, develop data collection and evaluation process		
Program Implementation		
Identification/outreach to potentially eligible individuals		
Outreach to potentially eligible individuals		
Begin accepting referrals		
Begin filing disability applications		

⁴ In accordance with the Notice Establishing Additional Requirements for a Continuum of Care (CoC) Centralized or Coordinated Assessment System issued on January 23, 2017, CoCs are expected to establish or update their coordinated entry process by January 23, 2018.

Housing and Disability Income Advocacy Program (HDAP)

Application Program Components Template

Begin providing housing assistance		
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Housing and Disability Income Advocacy Program County Match Funding Guidelines

Counties in receipt of Housing and Disability Income Advocacy Program (HDAP) funding are required to match the state HDAP funding on a dollar-for-dollar basis. This document summarizes the county match guidelines associated with the HDAP and outlines the general match provisions, how in-kind funding may be used as a match, county funded match examples and defines the items prohibited from being claimed as a match.

In accordance with [Welfare and Institution \(W&I\) Code section 18999.1\(b\)](#), counties in receipt of HDAP funds are required to maintain a level of county funding for the outreach, case management, advocacy, and housing assistance at least equal to the total amounts expended by the county for Fiscal Year (FY) 2015-16. Further, funds provided for the HDAP shall supplement and not supplant current county funding for these purposes. This means that counties must maintain the base spending (amount expended in FY 2015-16) and may not replace the previous county funding with state HDAP funding. **The base expenditures are eligible to be used as the county match in the county's request for HDAP funding, as long as the expenditures are not used towards match requirements for other programs, and the level of county spending is maintained.** The county may choose to allocate additional county funds (above base) to be used as a match in order to request additional state HDAP funding.

The CDSS has developed the enclosed template that counties shall complete in order to demonstrate the level of funds expended for HDAP related services during the FY 2015-16. Counties should refer to Attachment One for a description of eligible populations and definitions of outreach, case management, advocacy and housing assistance, relevant to the HDAP.

General Match Requirements

In all match instances, the county must ensure the cost is not charged/reimbursed twice for the same service, activity, personnel expense, etc., especially in the circumstance where the objectives in both grants are similar. Proper documentation should be kept on file at the county that substantiates all HDAP/match claims.

Provisions

County matching funds must follow the following provisions:

- Are verifiable from the County Welfare Department's records.
- Are necessary and reasonable for accomplishment of the project or program objectives.
- Are allowable under the cost principles outlined in [subpart E of 2 CFR 200](#).

In-Kind Matches

In-kind matches may be allowable for the HDAP county match requirement. In order for in-kind donations to qualify as allowable match, they must be substantiated with written documentation provided on the source agency's letterhead, signed, and dated by an authorized representative. Documentation must include: Description and value of the donated goods, specific date and fiscal year for which the goods will be contributed, and the method used to determine the value of the donation. A memorandum of understanding (MOU) for in-kind services must be in place prior to provision of the service. The MOU must contain the following elements: an unconditional commitment to provide the service(s), description of the specific service(s) to be

provided, the profession of the persons providing the service(s) and hourly cost of the service(s), the timeframe in which the service(s) will be provided, the system that will be used to document the actual level and value of the service(s) as provided.

The following are examples of in-kind contributions that may count towards the county's match if all other requirements are met.

- Example 1: A non-profit organization provides a case manager, paid for through a services contract with a supportive housing developer, to case manage residents of the development; the services of the coordinator can be reasonably calculated and included as part of the county's match.
- Example 2: The county or city housing authority agrees to set aside or establish a preference for HDAP participants accessing housing/rental vouchers. The value of the vouchers (e.g. Fair Market Rent) may be counted towards the county's match obligation. (Note: If the voucher is subsidized with federal funds then the value of the voucher is not eligible for IAR.)
- Example 3: A low income housing complex agrees to set aside apartments funded through public affordable housing dollars to house HDAP participants. The value of the affordable apartments may be counted towards the county's match obligation. (Note: the value of the apartments of the complex donated for use in the HDAP program may not be eligible for reimbursement through the IAR process if the complex was built using federal funds.)
- Example 4: A community based organization (CBO) provides rental subsidies as a long term housing option in which to house an eligible recipient to allow the individual to exit homelessness. The costs of the rental subsidies provided as an in-kind donation from the CBO can be counted towards the county's match requirement. (Note: the value of the rental subsidies used in the HDAP program may not be eligible for reimbursement through the IAR process if the rental subsidies are federally funded.)

COUNTY COSTS ELIGIBLE FOR MATCH

The county may also meet their HDAP match requirement through county funds and cash contributions or match. Cash contribution or match is either the county's own public funds or cash donations from third parties (i.e. partner organizations), or through grants, where cash donation or grant rules explicitly allow use of funds in this manner. A cash match contribution is an actual cash contribution. Public funds are defined as appropriations made directly to the CWD or funds otherwise made available to the CWD by another unit of local government. Private funds are defined as bequests and contributions by private organizations, foundations, agencies, private educational institutions or individuals.

Cash contribution or private funds may be used as a match only:

- when transferred to the State or local agency and under its administrative control;
- are donated without restrictions;
- do not revert to the donor's facility or use.

Assuming all other match requirements are met, examples of county costs that may be eligible as a match for the HDAP include, but are not limited to:

1. County funded salaries and administrative costs of General Assistance (GA)/General Relief (GR) program(s)
2. County funds expended on housing assistance.

3. County funded contracted costs related to running the HDAP.
4. County funded HDAP administrative costs including case management, outreach, and advocacy services. This can include county funded activities completed in an effort to increase the HDAP match, at the county's option.

Interim Assistance Reimbursement (IAR)

Because IAR funds are considered reimbursement of county funds already expended, the funds received through the IAR process in conjunction with the HDAP may be used towards the county match requirement. It is important to note that because the eligible HDAP population may include clients receiving GA/GR while applying for SSI benefits, counties should recognize that any expenditures, including in-kind partially funded with federal funds are ineligible for IAR. When calculating the amount that can be reimbursed to the county through the IAR process, in-kind benefits that were federally funded or commingled with federal funds, cannot be included in that calculation. For example, a community based organization (CBO) provides rental subsidies as a long term housing option providing housing to an eligible recipient allowing the individual to exit homelessness. The CBO funds the housing through a federal award (i.e., Section 8 or Continuum of Care program funds, like "Shelter Plus Care"). The costs of the rental subsidies provided as an in-kind donation from the CBO cannot be included in the calculation of reimbursement for assistance to that individual through the IAR process (see Attachment Five for additional information).

Reinvestment in Housing Assistance

Counties are reminded that reimbursed housing assistance funds received through the IAR process are to be reinvested into additional housing assistance for clients under HDAP as specified in [W&I Code section 18999.4\(b\)](#).

Prohibitions

State funds may not be used towards a county's match requirement in order to draw down HDAP funding.

Other State Funded Programs

Services, payments and other CalWORKs Homeless Assistance, Housing Support Program, and Family Stabilization supports, may not count towards the county's match obligations as those programs are funded with State funds and may not be used to fulfill a county's match requirement for the HDAP program. Furthermore, Bringing Families Home (BFH) funds and those funds used as a match for the BFH Program are not eligible to be used as a match for the HDAP Program.

County Contact Name and Phone Number: _____

Instructions: Use the table below to document amounts expended by the county for HDAP eligible participants related to outreach, active case management, advocacy and housing assistance during the 2015-16 fiscal year. Counties shall provide the current population served, the current activity, expenditure amounts spent on the activity in FY 2015-16 including the program code from the County Expense Claim utilized, if applicable. Refer to Attachment Two for a description of the eligible population and definition of outreach, case management, advocacy and housing assistance. An example is provided in the first row, for your reference.

[illegible]

Housing and Disability Income Advocacy Program Information on Interim Assistance Reimbursement

Interim Assistance Reimbursement (IAR) is a federal and state program that allows the counties to recover General Assistance/General Relief (GA/GR) and other payments of cash or in-kind benefits made to indigent county residents to meet their immediate needs (food, clothing, shelter, transportation, etc.) while their SSI or CAPI applications are being reviewed. The HDAP requires that counties seek reimbursement through IAR per [W&I Code 18999.4\(b\)](#). Due to the many months required to review these applications, claimants approved for SSI or CAPI receive retroactive benefits back to the date of original application. Counties may retain a portion of those retroactive benefits to cover GA/GR paid out during the interim. The counties can recover their interim immediate needs payments such as GA/GR and other payments of cash or in-kind benefits only if:

- The recipient has authorized the county to do so by signing form SSP 14 and that form remains valid; and
- The recipient's application for SSI or CAPI is approved; and
- Within ten days of approval of SSI or CAPI, the county sends the recipient a completed apportionment form (SSP 18) along with the portion of retroactive benefits remaining after the county is reimbursed; and
- The source of the immediate needs benefits paid out did not include any federal funds.

Situations in which the county cannot be reimbursed for assistance:

Expiration of Authorization

The SSP 14 authorization has a life of 12 months. If a GA/GR recipient signs an SSP 14 but does not apply for SSI until after 12 months have elapsed, benefits paid out by the county are not recoverable through the SSI program (unless the recipient signs a new authorization).

Example: As part of its ongoing audits, Social Security Administration (SSA) examines a case in which the county retained IAR after the recipient was granted SSI. No SSP 14 is found in the file. The recipient is deemed not to have authorized the county's reimbursement; county must return the IAR that it retained to the recipient even if county has an electronic record showing that the SSP 14 was signed.

Example: County directs an indigent resident to apply for SSI and begins paying out General Relief to meet his immediate needs. Recipient signs the SSP 14 but does not apply for SSI until 14 months later. SSI is ultimately granted. County may not use the IAR program to recover the GR it paid out because the authorization expired after 12 months and recipient failed to sign a new one.

Denial of Federal/State Benefits

When a GA/GR recipient is denied SSI, has lost or abandoned all relevant appeals, and is ineligible for CAPI, the county cannot use the IAR program to recover any of the benefits that it paid out to the recipient for immediate needs.

Apportionment Issues

A county may not exceed the ten-day apportionment period.

Example: County is entitled to use the IAR program to recover the GA/GR it paid out to a recipient who is eventually approved for SSI. SSA sends the recipient's retroactive check to the county. County retains the amount of GA/GR previously paid to the recipient. Three weeks later, county sends the SSP 18 apportionment form to the recipient along with the recipient's portion of the retroactive SSI payment. County must pay back to the recipient the portion it retained as IAR because the county exceeded the ten-day apportionment period.

Federal Financial Participation (FFP)

If a county program through which the immediate needs of an indigent resident are met involves even one dollar of federal funds, none of the benefits paid out by the county to that individual may be recovered through the IAR program.

Example: County receives a federal grant to provide housing to its homeless population. The grant provides only a small portion of the funds required for this purpose; the county and state funds the remainder. An indigent resident who is homeless applies to the county for benefits. As he is disabled, the county directs him to apply for SSI. While awaiting an SSI determination, the county satisfies the applicant's immediate need for shelter by providing him with an apartment. Rather than paying General Assistance checks to the applicant, the county pays the GA funds allocated to this individual directly to the owner of the housing. The applicant is eventually approved for SSI. Amounts paid by the county for the applicant's housing are not recoverable through IAR. Even if the county can demonstrate that these housing payments came strictly from county or state funds and that not one dollar of those payments was contributed by federal grant money, the fact that the program involved some form of federal financial participation disqualifies the county from interim assistance reimbursement. Due to subrogation issues, Social Security Administration has a firm policy of denying IAR in such cases rather than examining the apportionment of federal and state/county funds.

Housing and Disability Income Advocacy Program County Allocation Table

The Housing and Disability Income Advocacy Program (HDAP) county allocation table is based on county level need data relevant to HDAP, including, in order of weighted importance, the county's percent of the statewide total of individuals experiencing homelessness; the county's percent of the statewide total of renters with severe rental cost burden (i.e., paying more than 50% of income towards rent); and the county's percent of the statewide total of the General Assistance/General Relief caseload. The minimum allocation amount was set at \$75,000; however, smaller counties may wish to consider submitting joint applications. Counties may request more or less than the allocation amount set in the table.

COUNTY	ALLOCATION
Alameda	\$ 1,962,954
Alpine	\$ 75,000
Amador	\$ 75,000
Butte	\$ 216,519
Calaveras	\$ 75,000
Colusa	\$ 75,000
Contra Costa	\$ 746,546
Del Norte	\$ 75,000
El Dorado	\$ 89,944
Fresno	\$ 755,864
Glenn	\$ 75,000
Humboldt	\$ 296,003
Imperial	\$ 167,551
Inyo	\$ 75,000
Kern	\$ 466,523
Kings	\$ 84,612
Lake	\$ 85,153
Lassen	\$ 75,000
Los Angeles	\$ 17,207,833
Madera	\$ 92,613
Marin	\$ 385,924
Mariposa	\$ 75,000
Mendocino	\$ 215,771
Merced	\$ 261,788
Modoc	\$ 75,000
Mono	\$ 75,000
Monterey	\$ 568,670

Napa	\$ 93,244
Nevada	\$ 81,897
Orange	\$ 2,147,651
Placer	\$ 197,002
Plumas	\$ 75,000
Riverside	\$ 994,760
Sacramento	\$ 1,313,294
San Benito	\$ 142,052
San Bernardino	\$ 1,041,630
San Diego	\$ 3,086,402
San Francisco	\$ 2,054,777
San Joaquin	\$ 575,734
San Luis Obispo	\$ 414,294
San Mateo	\$ 538,684
Santa Barbara	\$ 498,589
Santa Clara	\$ 2,024,285
Santa Cruz	\$ 498,023
Shasta	\$ 166,346
Sierra	\$ 75,000
Siskiyou	\$ 75,000
Solano	\$ 366,236
Sonoma	\$ 742,846
Stanislaus	\$ 440,662
Sutter	\$ 75,000
Tehama	\$ 75,000
Trinity	\$ 75,000
Tulare	\$ 291,046
Tuolumne	\$ 75,000
Ventura	\$ 495,608
Yolo	\$ 190,483
Yuba	\$ 111,188
State Total	\$ 43,461,000