

**ATTACHMENT SIX: DIRECTOR'S CERTIFICATION, INSTRUCTIONS AND FUNDING CONDITIONS**

County Welfare Directors and Tribal Administrators wishing to accept the funds made available to their county and/or tribe as listed in Attachment Five shall complete and return this Director's Certification to [housing@dss.ca.gov](mailto:housing@dss.ca.gov) by **March 25<sup>th</sup>, 2002**. Counties and tribes interested in establishing new regional programs should refer to Attachment Seven for additional information.

Grantees accepting all or a portion of funds made available to their county/tribe as listed in Attachment Five shall complete Section One through Three below. Grantees declining all funding for FY 2021-22, shall complete Section One and Four below.

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

**I. SECTION ONE: CONTACT INFORMATION**

- a) Name of County/Tribe: County of El Dorado
- b) Name of Contact Person and Title: Don Semon, Director of of Health and Human Services Agency
- c) Contact Information (Phone and Email): (530) 621-6270  
don.semon@edcgov.us

**II. SECTION TWO: FUNDING AMOUNT AND PROGRAM TARGETS**

**NONCOMPETITIVE ALLOCATION:** A county/tribe may accept the full amount identified within Attachment Five or a portion of these funds. For continuing grantees, **Attachment Five allocations are NOT inclusive of continued funding from [CFL 19/20-67](#).**

*Complete the information below to confirm acknowledgment of Attachment Five allocation amounts and select one of the following acceptance options*

**The Grantee hereby acknowledges the total noncompetitive allocation in Attachment Five is \$ \_\$279,991\_\_\_\_\_.**

**The Grantee hereby:**

- Accepts the **total** allocation amount as listed in Attachment Five
- Accepts the total allocation amount as listed in Attachment Five **AND** accepts additional funds, if available, beyond current allocation level **with no limit**
- Accepts the total allocation amount as listed in Attachment Five **AND** accepts additional funds, if available, beyond current allocation level **up to a limit**

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- Specify the total FY 2021-22 allocation the grantee is able to accept:  
\$ \_\_\_\_\_
- Accepts **only a portion** of the allocation amount as listed in Attachment Five.
  - Specify the total FY 2021-22 allocation the grantee is able to accept:  
\$ \_\_\_\_\_

**Expected Clients to Serve:** Grantees should assess community need, program capacity, and available resources to estimate the total unduplicated number of new and continuing BFH participants expected to be served between July 1, 2021 and June 30, 2024, with the funds accepted through the noncompetitive allocation above. Grantees should estimate the expected number of clients served to the best of their ability. However, these projections are for the purposes of initial program scoping and CDSS expects that grantees will refine these numbers at a later date.

Complete all the following:

- i. Estimated number of families **experiencing homelessness** to receive permanent housing through BFH: 10-15
- ii. Estimated number of families **at risk of homelessness** to receive BFH homelessness prevention services: 25
- iii. Estimated **TOTAL** number of families to serve in BFH (i+ii): 35-50

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

**Collaboration:** BFH grantees must inform the local housing, homelessness, health, and social service networks of the following information:

- Total allocation available to the Grantee
- Total allocation accepted by the Grantee
- BFH program benefits and eligibility (e.g., Attachment One and Two)
- BFH program requirements as it relates to collaboration with the CoC, CES, and HMIS (e.g., Attachment Two)

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

Relevant agencies and organizations may include the Continuum of Care (CoC), Public Housing Authorities (PHA), housing agencies of incorporated cities, family resource centers, family courts, behavioral health systems, educational systems, domestic violence agencies, juvenile dependency courts, legal aid organizations, and other relevant networks or partners critical to local outreach and collaboration.

**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 noncompetitive allocation.

**CONDITIONS OF FUNDING**

I, County Welfare Director and/or Tribal Agency Director of [insert name of county and/or tribe], certify that I will:

- 1) Operate a BFH consistent with relevant laws, regulations, program guidance, and evidence-based practices, including but not limited to:
  - a) [Welfare and Institutions Code \(WIC\) Sections 16523 and 16523.1;](#)
  - b) All County Letters or similar instruction, including this ACWDL and [ACWDL dated September 5, 2019;](#)
  - c) Housing First requirements as enumerated in [WIC Section 8255](#) and further outlined in [ACL 19-114;](#)
  - d) Evidence-based and promising practices in homeless assistance and homeless prevention.
- 2) Actively collaborate with local, state, and federal housing, homelessness and health and social service systems in order to make best use of available funding and link clients 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) Child welfare service systems
  - b) Continuums of Care and Coordinated Entry Systems
  - c) Behavioral health systems
  - d) Medical institutions and emergency response systems
  - e) Housing authorities
  - f) Public benefit agencies
  - g) Legal aid and benefit advocacy providers
  - h) Family resource centers
- 3) Collect, track, report and measure relevant program outcomes and engage in continuous data quality improvement, such as:
  - a) Enter clients into HMIS.
  - b) Submit BFH related program reports, including but not limited to the BFH 17, 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 in order to comply consistently with applicable laws and guidance, as determined by CDSS.

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- 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 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.
- 6) Maximize spending on direct financial assistance and minimize administrative costs in order to ensure that all BFH participants are provided housing assistance and benefits advocacy.
- 7) Utilize Emergency Rental Assistance Program/California COVID-19 Rent Relief before BFH to pay for rental backpay, when applicable.
- 8) Notify CDSS in writing at least 30 days in advance of any temporary or permanent interruption or end to BFH services and operations for any reason, including fully spending the given allocation.
- 9) The CDSS reserves the right to reallocate BFH 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 Don Semon certify that County of El Dorado will administer the BFH pursuant to the terms outlined above and understand this is a condition of receiving BFH funds. The information completed within the form and attached are true and correct.

\_\_\_\_\_  
County Welfare Director Signature/  
Tribal Administrator Signature

\_\_\_\_\_  
Date