

## ATTACHMENT FIVE: DIRECTOR'S CERTIFICATION INSTRUCTIONS AND FUNDING CONDITIONS

County Welfare Directors and Tribal Administrators wishing to accept the funds made available to their county or tribe as listed in Attachment Four shall complete and return this Director's Certification to [housing@dss.ca.gov](mailto:housing@dss.ca.gov) by **Friday, December 3, 2021**. Counties and tribes interested in establishing regional programs should refer to Attachment Six for additional information.

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

**I. Section One: Contact Information** (All grantees complete section a through c below):

- a) Name of County/Tribe: County of El Dorado
- b) Name of contact person and title: Don Semon, Director
- c) Contact information (phone and email): Email: don.semon@edcgov.us / Phone: 530-621-6270

**II. Section Two: Funding Amount and Program Targets (All grantees complete section a through e below)**

**Noncompetitive Allocation:** A county or tribe may accept the full amount identified within Attachment Four or a portion of these funds. *Select one of the following:*

The county and/or tribe hereby:

- Accepts the total allocation amount as listed in Attachment Four (insert amount below to confirm)
- Accepts only a portion of the allocation amount as listed in Attachment Four, as specified below.

**Noncompetitive Allocation Amount accepted:** \$625,238

**Targeted Strategic Investments:** A county or tribe may request Targeted Strategic Investments (as described in Attachment Seven) at the time they submit the Director's Certification or at a later date, but no later than **Friday, December 3, 2021**. The information submitted below will be used for CDSS planning purposes; Targeted Strategic Investment requests will be reviewed and responses provided by CDSS under separate cover.

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Select one of the following:

- County or tribe is requesting HDAP Targeted Strategic Investments alongside this Director's Certification submission.
- County or tribe intends to apply for HDAP Targeted Strategic Investments, but the request is not included in this Director's Certification submission. The county or tribe understands that the Targeted Strategic Investment requests will be reviewed and awarded on a first come first served basis and applications must be submitted no later than **Friday, December 3, 2021**.
- County or tribe is undecided or does not intend to submit a Targeted Strategic Investments request. The county or tribe understands they may submit a request at a later date, no later than **Friday, December 3, 2021**.

**Expected Clients to Serve:** Grantees should assess community need, program capacity, and available resources to estimate the total number of new and continuing HDAP participants expected to be served between July 1, 2021 and June 30, 2024 with the funds accepted through the Noncompetitive Allocation above. These targets should not include any additional clients that may be served as a result of HDAP Targeted Strategic Investments. 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 of the following:

- 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: \_\_\_\_\_

### **III. Section Three: Collaboration and Director's Certification of Funding Terms** (All grantees complete section a and b below)

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

- Allocation made available to the grantee
- Final award amount accepted by grantee
- HDAP program benefits and eligibility (e.g., Attachment One)
- HDAP program requirements as it relates to collaboration with the CoC, CES, and HMIS (e.g., Attachment One)

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Relevant agencies and organizations may include the Continuum of Care (CoC), housing agencies of incorporated cities, health services, behavioral health agencies, public housing authorities, tribal agencies, advocates for clients, emergency response, legal aid, family resource networks, local First 5's, and any other local partners that will be key to local 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 or Tribal Agency Director of \_\_\_\_\_ County of El Dorado ,  
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 18999-18999.6](#)
  - b) All County Letters or similar instruction, including [ACL 19-104](#) and [ACWDL dated August 10, 2020](#)
  - 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 homeless prevention
  - e) Benefits advocacy guidelines issued by HDAP program guidance and the duties of Authorized Representatives issued by the Social Security Administration, including [Rules of Conduct and standards of responsibility for representatives, section 404.1740](#) and [section 416.1540](#)
- 2) Actively collaborate with local, state, and federal housing, homelessness and health 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) Continuums of Care and Coordinated Entry Systems
  - b) Behavioral health systems
  - c) Medical institutions and emergency response systems
  - d) Housing authorities
  - e) Public benefit agencies
  - f) Legal aid and benefit advocacy providers

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- 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 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.
- 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 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 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 HDAP participants are provided housing assistance and benefits advocacy.
- 7) Utilize Emergency Rental Assistance Program/California COVID-19 Rent Relief before HDAP 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 HDAP services and operations for any reason, including fully spending the given allocation.

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9) CDSS 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  
Don Semon \_\_\_\_\_ County of El Dorado

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 are true and correct.

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

\_\_\_\_\_  
Date

**IV. Section Four: Declining Funds (Only counties and tribes wishing to decline noncompetitive funds are asked to complete this section.)**

**Declining Funds – Only complete if the county or tribe DOES NOT wish to accept the Noncompetitive Allocation outlined in Attachment Four.**

Counties and tribes that do not wish to accept the Noncompetitive Allocation outlined in Attachment Four are asked to notify CDSS by completing and signing the section immediately below and returning it to [housing@dss.ca.gov](mailto:housing@dss.ca.gov) as soon as possible but no later than **Friday, December 3, 2021**. CDSS will consider the funds declined if no response is provided to CDSS by the county or tribe by **Friday, December 3, 2021**.  
*Note: counties and tribes accepting funds should not complete this section.*

To decline the funds, check the box below and complete the name and signature of the County Welfare Director/Tribal Administrator.

Decline the entire amount of HDAP Noncompetitive Allocation available to county/tribe.

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

\_\_\_\_\_  
Date