

ATTACHMENT FIVE: FY 2021-22 HOME SAFE DIRECTOR'S CERTIFICATION

County Welfare Directors wishing to accept the funds made available to their county as listed in Attachment Four shall complete and return this Director's Certification to 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 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: _____

b) Name of contact person and title:

c) Contact information (phone and email):

II. SECTION TWO: FUNDING AMOUNT AND PROGRAM TARGETS *(All grantees complete Section a through e below)*

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

The county hereby:

- Accepts the total allocation amount as listed in Attachment Four
 - o Confirm the amount accepted: \$_____
- Accepts the total allocation amount as listed in Attachment Four AND accept additional funds (if available) beyond current allocation level
 - o Accept any amount of additional funds (no limit)
 - o Accept additional funds for a total of up to: \$_____
- Accepts only a portion of the allocation amount as listed in Attachment Four.
 - o Specify amount accepted: \$_____

Expected Clients to Serve: Grantees should assess community need, program capacity, and available resources to estimate the total unduplicated number of new and continuing Home Safe 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.

ATTACHMENT FIVE: FY 2021-22 HOME SAFE DIRECTOR'S CERTIFICATION

Complete all of the following:

- i. Estimated number of individuals **experiencing homelessness** to receive Home Safe services: _____
- ii. Estimated number of individuals **at risk of homelessness** to receive Home Safe homelessness prevention services: _____
- iii. Estimated **TOTAL** number of individuals to serve in Home Safe:

III. SECTION THREE: COLLABORATION AND DIRECTOR'S CERTIFICATION OF FUNDING TERMS *(All grantees complete Section a and b below)*

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

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

Relevant agencies and organizations may include the CoC, housing agencies of incorporated cities, health services, behavioral health agencies, public housing authorities, tribal agencies, emergency response, legal aid, aging departments and councils, and any other local partners that will be key to local collaboration.

- 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 Noncompetitive Allocation.

Conditions of Funding

I, County Welfare Director of [insert name of county], certify that I will:

- 1) Operate a Home Safe consistent with relevant laws, regulations, program guidance, and evidence-based practices, including but not limited to:
 - a) [WIC Sections 5770-15771](#)
 - b) All County Letters or similar instruction, including [ACWDL dated October 22, 2018](#)
 - 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

ATTACHMENT FIVE: FY 2021-22 HOME SAFE DIRECTOR'S CERTIFICATION

- 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 providers
- 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 Home Safe related program reports, including but not limited to the HSAPS 19, 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 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.

ATTACHMENT FIVE: FY 2021-22 HOME SAFE DIRECTOR'S CERTIFICATION

- 6) Maximize spending on direct financial assistance and minimize administrative costs in order to ensure that all Home Safe participants are provided housing assistance.
- 7) Utilize Emergency Rental Assistance Program/California COVID-19 Rent Relief before Home Safe 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 Home Safe services and operations for any reason, including fully spending the given allocation.
- 9) CDSS reserves the right to reallocate Home Safe 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 **[Insert Director Name]** certify that **[Insert County Name]** will administer the Home Safe pursuant to the terms outlined above and understand this is a condition of receiving Home Safe funds. The information completed within the form and attached are true and correct.

County Welfare Director Signature

Date

IV. SECTION FOUR: DECLINING FUNDS *(Only counties wishing to decline noncompetitive funds are asked to complete this section.)*

Declining Funds – Only complete if the county DOES NOT wish to accept any of 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 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:

- Decline the entire amount of Home Safe Noncompetitive Allocation available to county.

County Welfare Director Signature

Date