



**Health & Human Services
Agency
COUNTY OF TULARE
AGENDA ITEM**

BOARD OF SUPERVISORS

KUYLER CROCKER
District One
PETE VANDER POEL
District Two
AMY SHUKLIAN
District Three
EDDIE VALERO
District Four
DENNIS TOWNSEND
District Five

AGENDA DATE: September 15, 2020 REVISED

Public Hearing Required	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Scheduled Public Hearing w/Clerk	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Published Notice Required	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Advertised Published Notice	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Meet & Confer Required	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Electronic file(s) has been sent	Yes	<input checked="" type="checkbox"/>	N/A	<input type="checkbox"/>
Budget Transfer (Aud 308) attached	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Personnel Resolution attached	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Agreements are attached and signature line for Chairman is marked with tab(s)/flag(s)	Yes	<input checked="" type="checkbox"/>	N/A	<input type="checkbox"/>
CONTACT PERSON: Vienna Barnes PHONE: 624-8075				

SUBJECT: Letter of Certification for disbursement of the Housing and Disability Income Advocacy Program augmentation

REQUEST(S):
That the Board of Supervisors:
Authorize the Director of Health and Human Services Agency to sign two (2) copies of the Letter of Certification for disbursement of the Housing and Disability Income Advocacy Program augmentation.

SUMMARY:
In preliminary Census data for 2019, more than one in five Tulare County residents live at or below the poverty level. Tulare County's impoverished economy consistently impedes on the ability of residents to secure affordable, stable housing within the community. The issue is exacerbated for residents who are diagnosed with disabilities and often have additional barriers to housing as well as a significantly more limited income.

California Assembly Bill 1603 established the California Department of Social Services (CDSS) Housing and Disability Income Advocacy Program (HDAP), which assists disabled individuals who are experiencing homelessness, in applying for disability benefit programs while also providing housing assistance. HDAP has been administered by Community Services and Employment Training, Inc (CSET) since 2018 under Agreement No. 28594, a two-year agreement effective through June 30, 2020, which was signed by your Board on May 15, 2018.

On June 2, 2020, Tulare County received notification of an increased allocation for the HDAP program for Fiscal Year 2019/2020. An amended budget for Agreement

SUBJECT: Letter of Certification for disbursement of the Housing and Disability Income Advocacy Program funding augmentation

DATE: September 15, 2020

No. 28594 to include the additional funds was submitted to your Board for approval; and on June 23, 2020, your Board signed Agreement No. 28594A to accept additional funds in the amount of \$19,882 from CDSS for Fiscal Year 2019/2020. On June 22, 2020, Tulare County received notification from CDSS that a Letter of Certification signed by the HHSA Director was a condition of funding augmentation disbursement. It was impracticable for the Letter of Certification to have been included in the June 23, 2020 request due to the date of notice receipt by the Health and Human Services Agency. Although the fiscal year ended June 30, 2020 for this allocation and agreement, it is anticipated that counties will be allowed to rollover any unspent allocation to the 2020/2021 Fiscal Year providing opportunity to fully expend the funds.

FISCAL IMPACT/FINANCING:

This Letter of Certification is required for the disbursement of the \$19,882 augmentation allocated for the Tulare County HDAP. An AUD 308 was submitted with amended Agreement No. 28594A, approved by your Board on June 23, 2020, to adjust the 2019/2020 Fiscal Year budget for unit 4032, CalWORKs Single Allocation. There is no additional net cost to the County General Fund.

LINKAGE TO THE COUNTY OF TULARE STRATEGIC BUSINESS PLAN:

The County's five-year strategic plan includes the Quality of Life Initiative that encourages innovative provision of quality supportive services for at-risk adults, youth and children in state and federally mandated programs. This agreement increases the ability to fulfill that obligation by providing housing support for those who may have a diminished capacity to be self-sufficient as a result of a disability.

ADMINISTRATIVE SIGN-OFF:

/s/Anita Ortiz

Anita Ortiz

Director of Human Services

cc: County Administrative Office

Attachment(s) Letter of Certification

**BEFORE THE BOARD OF SUPERVISORS
COUNTY OF TULARE, STATE OF CALIFORNIA**

IN THE MATTER OF LETTER OF) Resolution No. _____
CERTIFICATION FOR DISBURSEMENT OF) Agreement No. _____
THE HOUSING AND DISABILITY INCOME)
ADVOCACY PROGRAM FUNDING)
AUGMENTATION

UPON MOTION OF SUPERVISOR _____, SECONDED BY
SUPERVISOR _____, THE FOLLOWING WAS ADOPTED BY THE
BOARD OF SUPERVISORS, AT AN OFFICIAL MEETING HELD _____
_____, BY THE FOLLOWING VOTE:

AYES:
NOES:
ABSTAIN:
ABSENT:

ATTEST: JASON T. BRITT
COUNTY ADMINISTRATIVE OFFICER/
CLERK, BOARD OF SUPERVISORS

BY: _____
Deputy Clerk

* * * * *

Authorized the Director of Health and Human Services Agency to sign two (2) copies of the Letter of Certification for disbursement of the Housing and Disability Income Advocacy Program augmentation.

Housing and Disability Advocacy Program
County Welfare Director Certification Fiscal Year 2019-20

The California Department of Social Services (CDSS) allocates the funding amount indicated below for the purposes of implementing a Housing and Disability Advocacy Program (HDAP).

Total Amount of State funding received	\$19,882
Total Amount of Match funding provided (must equal at least the total of State funding requested)	\$19,882
Total Amount of HDAP Allocation (State funding + Match funding)	\$39,764
Target number of individuals to newly house and serve in FY 19-20	0
Number of individuals HDAP will continue to support from previous fiscal year	22 or 99
Total individuals to receive housing services in FY19-20 (sum of newly housed and served and continue to support numbers)	22 or 99

To accept the HDAP funding, the County Welfare Department Director shall complete, sign and return this certification.

I, **Tim Lutz**, County Welfare Director and/or Tribal Agency Director of **Tulare County**, certify that I will:

1. Ensure program staff representation at all CDSS required HDAP trainings and meetings.
2. Operate an HDAP consistent with the Housing First Core Components enumerated in [WIC Sections 8255-8256](#) and guidance outlined in [ACL 19-104](#).
3. Ensure the HDAP is implemented according to the approved HDAP proposal; any changes to the program description, implementation timeline or budget will be submitted to the CDSS for pre-approval.
4. Match state HDAP funds with allowable match source funds on a dollar-for-dollar basis and maintain the level of funding expended by the grantee for HDAP related services in the 2015-16 fiscal year, consistent with the match guidelines specified in [CFL 17/18-79](#) and [CFL 18/19-25](#).
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, as allowable by federal law.
6. Provide HDAP data elements listed in [WIC Section 18999.6](#) 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 and ensure HDAP participants are entered in HMIS, unless CDSS waives this requirement pursuant to the HDAP HMIS Waiver.
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 program 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 health systems to ensure chronically homeless individuals or individuals who are homeless and rely most heavily on government funded services are given the highest

Housing and Disability Advocacy Program
County Welfare Director Certification Fiscal Year 2019-20

priority and have access to HDAP services. Prioritization will be based on criteria that ensures persons with the longest histories of homelessness and with the most severe service needs are given first priority.

9. Ensure the HDAP collaborates with other government 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.

I certify that **Tulare County** will administer the HDAP program pursuant to the terms outlined above and understand this is a condition of receiving HDAP funds.

CWD/Tribal Agency Director Signature

Date