

THE BOARD OF SUPERVISORS OF THE COUNTY OF STANISLAUS  
BOARD ACTION SUMMARY

DEPT: Community Services Agency

BOARD AGENDA: 5.B.3  
AGENDA DATE: December 19, 2017

**SUBJECT:**

Approval of the Community Services Agency Housing and Disability Income Advocacy Proposal and Authorization for the Community Services Agency to Accept the Housing and Disability Income Advocacy Allocation of \$782,040 for the Three Year Period Ending June 30, 2020

**BOARD ACTION AS FOLLOWS:**

**RESOLUTION NO. 2017-0708**

On motion of Supervisor Withrow -----, Seconded by Supervisor Monteith -----  
and approved by the following vote,  
Ayes: Supervisors: Olsen, Withrow, Monteith, DeMartini, and Chairman Chiesa -----  
Noes: Supervisors: None -----  
Excused or Absent: Supervisors: None -----  
Abstaining: Supervisor: None -----

- 1)  Approved as recommended
- 2)  Denied
- 3)  Approved as amended
- 4)  Other:

**MOTION:**

ATTEST: Elizabeth A. King  
ELIZABETH A. KING, Clerk of the Board of Supervisors

File No.

**THE BOARD OF SUPERVISORS OF THE COUNTY OF STANISLAUS  
AGENDA ITEM**

DEPT: Community Services Agency

BOARD AGENDA:5.B.3  
AGENDA DATE: December 19, 2017

CEO CONCURRENCE: YES

4/5 Vote Required: No

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**SUBJECT:**

Approval of the Community Services Agency Housing and Disability Income Advocacy Proposal and Authorization for the Community Services Agency to Accept the Housing and Disability Income Advocacy Allocation of \$782,040 for the Three Year Period Ending June 30, 2020

**STAFF RECOMMENDATION:**

1. Approve the Community Services Agency Housing and Disability Income Advocacy Funding Proposal.
  
2. Authorize the Community Services Agency to accept the Housing Disability Income Advocacy Allocation if awarded by the California Department of Social Services.

**DISCUSSION:**

The California Department of Social Services (CDSS) has received authority to launch a new Housing and Disability Income Advocacy Program (HDAP). The 2017-2018 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.

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 to apply for disability benefit programs while also providing housing assistance. Counties receiving state HDAP funds shall match the state funding on a dollar-for-dollar basis.

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 which was based on a county's level of need relevant to HDAP data, 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 toward rent); and the county's percent of the statewide total of the General Assistance/General Relief caseload.

This first round application allocation amount methodology makes Stanislaus County eligible for a minimum of \$440,662. Any funds remaining after round one will be allocated by the CDSS on a competitive basis.

Counties were instructed to request the level of HDAP funding they believe is commensurate with their need, program capacity and ability to provide match. Due to limited time available to apply for this allocation the department submitted the application contingent upon Board of Supervisors' approval. The Community Services Agency submitted their first round application on October 27, 2017 and requested a total of \$782,040 State HDAP funding to provide outreach, case management, disability benefit advocacy and housing assistance services to individuals with disabilities who are experiencing homelessness.

Counties applying for Housing and Disability Income Advocacy Program (HDAP) funding are required to match the state funding on a dollar-for-dollar basis. In-kind matches are allowable for the HDAP county match requirement. CSA received an in-kind match of \$200,000 from United Way, the Stanislaus County's Focus on Prevention fiscal agent. In addition, CSA will also use the County General Assistance program dollars to match the remaining funding requested.

Community Services Agency currently partners with Stanislaus County Behavioral Health and Recovery Services (BHRS) and several other community Housing programs throughout Stanislaus County at the Outreach and Engagement Center (OEC), including Stanislaus County Superior Court staff and the Housing Assessment Team (HAT), comprised of a Program Coordinator, a Housing Specialist and a Program Support staff. This team will provide housing assessment and connection to supportive services for people experiencing homelessness or at-risk of homelessness. In addition, CSA has an existing contract with Community Housing and Shelter Services (CHSS), a local non-profit agency that provides a variety of housing and shelter services to families in need.

Through these existing partnerships and the Coordinated Entry System at the OED, CSA's plan is to leverage partner housing programs to assist eligible HDAP participants. For example, when serving a person with a serious mental illness, CSA will partner with BHRS for either Transitional Housing or Permanent Supportive Housing programs. Staff from both programs will work together to provide all components required in the HDAP program: case management, disability advocacy, and housing. This is just one example of many housing programs that work with our Stanislaus County Focus on Prevention Community System of Care (CSOC), which focuses on Coordinated Entry. The same model would apply for other housing programs the participant might be eligible for. If the individual does not qualify for any community partner housing programs, then HDAP funds will be used to house individuals. This program strategy is designed to strengthen housing partnerships throughout Stanislaus County and enhance Coordinated Entry.

With the HDAP funding, CSA plans to contract one HDAP case manager to be housed in the OEC working in partnership with the existing CSA, BHRS, HAT, Stanislaus County Superior Court staff and other community partners.

The HDAP case manager's duties will include connecting the individual with any potential income or public or non-profit assistance programs, including cash aid, general

assistance, food, medical, or mental health services, assisting the individual through the SSI/SSP, SSDI, or Veteran's disability application process. The HDAP case manager will also work on obtaining relevant documentation up through the appeals process, and if necessary assisting with health related appointments by assisting with transportation to appointments related to the disability application, including medical appointments.

CSA intends to utilize an existing General Assistance (GA) program's Social Worker III to provide case management and disability advocacy for GA/HDAP eligible customers. The contracted HDAP case manager will provide case management and disability advocacy for non-GA/HDAP eligible customers. Both case managers will receive referrals from the Coordinated Entry System at the OEC, in addition to applications from individuals who apply in person for GA at CSA's main office located in the Community Services Facility.

The contracted HDAP Case Manager will support the individual throughout the housing search process and will provide transportation if needed. The HDAP case manager will negotiate with landlords when needed. If the individual is eligible, the HDAP case manager will also provide motel vouchers or rental assistance depending on need.

All HDAP eligible individuals will be provided Case Management, Disability Benefits Advocacy and Housing Assistance. CSA anticipates serving 220 individuals (unduplicated count for HDAP) over the three-year period.

As required by the CDSS HDAP application process, the Community Services Agency is now requesting approval of the HDAP proposal submitted to CDSS and authorization to accept the HDAP allocation.

**POLICY ISSUE:**

The HDAP Program allocation will provide additional funding to support the Community Services Agency's existing federal and state Housing Support and Homeless Assistance Program Funds and the County's Focus on Prevention Homeless Initiative by assisting disabled individuals who are experiencing homelessness apply for disability benefit programs while providing housing assistance. Board of Supervisor approval of Program Proposal and Budget is required to be eligible for the HDAP Funding allocation for the three year period ending June 30, 2020.

**FISCAL IMPACT:**

The CDSS has provided Counties the ability to request HDAP funding beyond the CDSS current allocation for each respective County in the event there is additional funding available in the second round of funding. For Stanislaus County, the allocation is \$440,662. CSA has submitted the HDAP application requesting \$782,040 from the State based upon the Agency's service need, program capacity and ability to provide match funding.

HDAP funding requires a match of the state funding on a dollar-for-dollar basis. CSA in the Request for Funding and Certification application requested \$782,040 State HDAP funding with a \$782,040 County Fund match. The \$782,040 County Fund match is

comprised of funds from General Assistance (GA) and the United Way Partnership Match.

The HDAP funding allocation is available to the Counties spread over a three year period, from July 1, 2017 through June 30, 2020. The combined total for the HDAP program for three fiscal years is \$1,564,080. The breakdown per fiscal year by funding source is provided below:

**Total State HDAP Allocation \$782,040 and Total County Fund Match \$782,040**

<b>Funding Source</b>	<b>FY 17/18</b>	<b>FY 18/19</b>	<b>FY 19/20</b>
HDAP Allocation (State)	\$306,680	\$262,680	\$212,680
<b>County Funding Match</b>			
General Assistance (GA)	\$156,680	\$212,680	\$212,680
United Way Partnership Match	\$150,000	\$50,000	\$0
<b>Total Per Fiscal Year</b>	<b>\$613,360</b>	<b>\$525,360</b>	<b>\$425,360</b>
<b>Total Program Amount for 3 Fiscal Years</b>	<b>\$1,564,080</b>		

The County Match of \$782,040 is covered within the existing budget appropriations. The Agency is not requesting any budget adjustments. There is no additional impact to the County General Fund associated with this agenda item.

**BOARD OF SUPERVISORS' PRIORITY:**

Approval of the CSA HDAP proposal and authorizing CSA's acceptance of the HDAP allocation supports the Board of Supervisors' priorities of A Healthy Community, A Safe Community, Effective Partnerships and Efficient Delivery of Public Services by meeting a community need for services that improve the lives of disabled individuals experiencing homelessness

**STAFFING IMPACT:**

Existing Community Services Agency staff is available to support this proposal at current service levels. In the future, should the service level demand increase, the Agency will analyze available options and return to the Board of Supervisors for consideration of any necessary staffing changes.

**CONTACT PERSON:**

Kathryn M. Harwell, Director (209) 558-2500

**ATTACHMENT(S):**

1. HDAP application



**Housing and Disability Income Advocacy Program (HDAP)  
Application Program Components**

**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.*

<b>Outreach</b>
<p><b>Description of Services including:</b></p> <ul style="list-style-type: none"><li>• process for referring people;</li><li>• planned outreach;</li><li>• coordination with existing systems and integrating services as necessary</li></ul>
<p>Stanislaus County's Chief Executive Office (CEO), Behavioral Health and Recovery Services (BHRS), and Community Services Agency (CSA) launched the Outreach and Engagement Center (OEC) on August 1, 2017. The OEC will serve as a physical entry point and service hub for the County's homelessness services system providing access and referrals to a wide-range of services in one location. The OEC is part of countywide Coordinated Entry System (CES) that will improve access to housing, supportive services and community supports. Coordinated Entry is a consistent, community wide process to match people experiencing homelessness or at-risk of homelessness to community resources that are the best fit for their situation. The process helps prioritize housing and homeless assistance based on vulnerability and severity of service needs to ensure that people who need assistance the most can receive it in a timely manner. The process also provides information about service needs and gaps to help plan assistance and identify needed resources in our community.</p> <p>The OEC provides a unique access point because of the "one-stop shop" model, centralizing housing screening and assessments, and direct referrals to essential supportive services such as healthcare, behavioral health treatment, housing and community/peer supports. This facility allows for the co-location of the following initial services: 1) Centralized Homelessness Outreach and Engagement, 2) Housing Assessments and Navigation, 3) Homelessness Support Services Referrals, 4) Homelessness Court Outreach and Navigation, and 5) Co-location of multiple partners' services, connecting individuals to their services as appropriate</p> <p>The OEC consists of a team of five full-time staff that is solely dedicated to conduct homeless outreach activities and includes:</p> <ul style="list-style-type: none"><li>• 2 BHRS mental health outreach staff</li><li>• 2 BHRS contracted mental health staff</li><li>• 1 CSA Welfare to Work (WTW) Family Services Specialist III</li></ul> <p>This team partners with other community based organizations to conduct outreach and engagement throughout Stanislaus County in an effort to connect those experiencing homelessness with services.</p> <p>A typical day for the Outreach and Engagement team includes conducting outreach activities, visiting homeless sites, providing assessment screening, and providing appropriate services to those who are experiencing homelessness, which includes offering program information, making referrals and/or taking public assistance applications (CalWORKs, CalFresh and/or MediCal). Homeless CalWORKs recipients are referred to Homeless</p>

Assistance Program (HAP) or Housing Support Program (HSP).

OEC will soon be adding a Housing Assessment Team (HAT) which includes:

- Coordinator/Program Director
- 1 Housing Specialist
- 1 Program Support

This team will provide housing assessments and connection to supportive services for people experiencing homelessness or at-risk of homelessness. The HAT will be front-line staff at the OEC and connect individuals to appropriate services and housing interventions. When housing interventions are available the team will work toward securing the identified unit and support the household throughout the referral and move-in process.

In addition to the aforementioned services, the Stanislaus County Superior Court will embed two Homeless Court Personal Services Coordinator III at the center and work in partnership with the existing OEC staff. The Homeless Court Program will provide specialized services designed to support the targeted population in resolving outstanding court cases and fines, and also provide essential social supportive services, including transportation to and from court, case management, street-level outreach, screening, referrals, and court system navigation.

**How Services will be Delivered (in-house or contracted, specify contractor)**

Outreach services and referrals will be conducted in house by the current Outreach and Engagement Team (CSA's FSS III, BHRS staff and the co-located partners in the OEC). With the HDAP funding, CSA plans to contract one HDAP case manager to be housed in the OEC working in partnership with CSA, BHRS, HAT, and Stanislaus County Superior Court staff. This is in addition to working with CSA's existing General Assistance Social Worker III, who is an SSI/SSP Disability Advocate.

Currently CSA is conducting a Request for Proposal (RFP) for a Homeless Assistance Program (HAP) and Housing Support Program (HSP) service provider. In the RFP it was noted that CSA is applying for HDAP funding and will incorporate HDAP services into the awarded contract. The contract is expected to be in place by February 1, 2018.

**Target Number of Individuals (to be screened for eligibility)**

The number of individuals the Outreach and Engagement team meets and/or engages with on the street level is approximately 60 per week. All individuals experiencing homelessness and requesting housing interventions will be screened via the Vulnerability Index – Service Prioritization Decision Assistance Tool (VI-SPDAT).

**Case Management**

**Description of Services including:**

- 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)



The Housing Assessment Team (HAT) will provide quality and efficient screening, housing assessments, and referrals to housing, program services and other community supports. The HAT will work in partnership with the Outreach and Engagement team at the OEC, and with CSA's current SW III (SSI/SSP Disability Advocate), who is embedded in CSA's General Assistance (GA) program. CSA also plans to contract a HDAP case manager who will be responsible for handling the case load of all potential disabled customers who are also experiencing homelessness, working in collaboration with the General Assistance Social Worker III.

When housing interventions are available the team will work toward securing the identified unit upon the individual accepting the housing intervention. The HAT will support the individual throughout the referral and move-in process, which includes getting them document ready, accompanying them to all housing related appointments and other necessary social service or benefit acquisition appointments, until such time that they are permanently housed.

HDAP Case manager duties upon receiving a referral will include:

- Connecting the individual with any potential income or public or non-profit assistance programs, including cash aid, general assistance, food, medical, or mental health services
- Assisting the individual through SSI/SSP, SSDI, or Veteran's disability application process, including obtaining relevant documentation; and through the appeals process, if necessary
- Referring to and assisting with health related appointments
- Transportation to appointments related to the disability application, including medical appointments

**How Services will be Delivered (in-house or contracted, specify contractor)**

CSA intends to utilize our existing GA program SW III and the contracted HDAP case manager. The GA SW III will case manage all GA eligible HDAP customers disability advocacy, in partnership with the HDAP case manager providing housing supports at the OEC. The in-house GA program SW III will receive referrals from the Coordinated Entry system at the OEC, along with applications from individuals who apply in person for GA at CSA's Main Office. The SW III will be trained in administering the VI-SPDAT and the data will be entered in the Homeless Management Information System (HMIS) by the OEC Housing Specialist.

For non-GA homeless and disabled individuals, the contracted HDAP case manager will handle the case management, housing intervention, and disability advocacy, in partnership with the HAT at the OEC. The data from the VI-SPDAT will be entered into HMIS by the OEC Housing Specialist.

Currently CSA is conducting a Request for Proposal (RFP) for a Homeless Assistance Program (HAP) and Housing Support Program (HSP) service provider. In the RFP it was noted that CSA is applying for HDAP funding and will incorporate the service into the awarded contract. The contract is expected to be in place by February 1, 2018.

The Outreach and Engagement Center team, Housing Assessment Team, HDAP case manager, and the SW III will provide an efficient and expedited process into available housing interventions for people experiencing homelessness and connection to supportive services. The process helps prioritize housing and homeless assistance based on vulnerability and severity of service needs to ensure that people who need assistance the most can receive it in a timely manner. The process also provides information about service needs and gaps to help plan assistance and identify needed resources in our community. The multi-sector partnerships that have formed to address homelessness will allow us to coordinate and align our intentions and maximize the use of our resources.

**Target Number of Individuals (to be provided case management)**

We are anticipating that the Housing Assessment Team will provide eight (8) housing assessments per day and a total of 160 a month. The number of individuals served in HDAP case management over three years will be approximately 180. The VI-SPDAT will be used to prioritize the most vulnerable and chronically homeless individuals.

**Disability Benefits Advocacy**

**Description of Services including:**

- screening
- assessing
- preparing and filing disability applications
- gathering required documentation
- timely submission of benefits claims
- timeframe needed for reconsideration documents

The Housing Assessment Team, Outreach and Engagement staff, HDAP case manager, and GA program SW III will use the Vulnerability Index & Service Prioritization Decision Assistance Tool (VI-SPDAT) to screen and assess for those with the most critical needs. The individuals with the highest need, chronically homeless, and who rely most heavily on state or county funded programs will be given first priority to available housing.

The following questions on the VI-SPDAT will help screen for potential homeless disabled referrals:

- Past hospitalization against the person's will and/or current mental health treatment and no SSI
- Very long period of homelessness
- High score on VI-SPDAT
- History of frostbite, other cold weather injury
- Over 45 years old, daily substance use and a diagnosis of hepatitis C (assume these individuals may be at risk of hypothermia)
- Tri-morbidity (co-occurring disorder (psychiatric, substance abuse) with a chronic medical condition)

The HAT will work in partnership with the Outreach and Engagement team at the OEC, and with CSA's current General Assistance (GA) Social Worker III (SSI/SSP Disability Advocate). CSA also plans to contract a HDAP case manager who will be responsible for handling the case load of all potential disabled customers who are also experiencing homelessness, working in collaboration with the General Assistance Social Worker III.

Duties will include assisting the individual through SSI/SSP, SSDI, or Veteran's disability application process, including obtaining relevant documentation, monitoring the case progress through phone and in person contact, and through the appeals process, if necessary. The HDAP case manager will ensure the timely completion and submission of disability claims and follow up with the disability program case manager (if applicable) and all disability program correspondence. A process is already in place within CSA for CAPI individual's disability applications.

**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)

CSA intends to utilize our existing GA SW III and hire a contracted HDAP case manager. The GA SW III will case manage all GA eligible HDAP customers disability advocacy, in partnership with the HDAP case manager providing housing supports at the OEC. For non-GA homeless and disabled individuals, the contracted HDAP case manager will handle the case management and disability advocacy.

CSA intends to provide both the GA SW III and HDAP case manager the *SSI/SSDI, Outreach, Access and Recovery (SOAR)* online training. In addition, the CSA Program Manager, contracted Program Manager, GA Supervisor and SW III, and HDAP case manager will liaise with the local Social Security Administration District Manager and staff to ensure the entire disability application process is well understood.

The use of VI-SPDAT will help screen for potential homeless disabled referrals. Once a potential homeless, disabled individual is identified by the HAT, they will be referred to the HDAP case manager. Further screening will occur using the following sample questions:

1. Have you ever received a monthly check for Social Security disability or SSI? If so, are you still receiving checks? If not, when did they stop?
2. Tell us about any mental or physical health problems that make it difficult for you to work. Have you been able to earn more than \$1,170 per month?
3. Do you have difficulties in any of the following areas?
  - Understand, remember or apply information (ability to learn, understand instructions, provide explanation, problem solve, use reason and judgment in work related decisions)
  - Interact with others (ability to relate to and work with supervisors, co-workers and the public)
  - Concentrate, persist or maintain pace (ability to maintain focus, complete tasks, attend appointments, remain on task at a sustained pace)
  - Adapt or manage oneself (regulate emotions, control behavior, maintain well-being in the work setting, respond to demands, adapt to changes)
  - Physical activities (walking, standing, sitting, lifting, etc.)
4. Have you received any treatment for these conditions in the past (in the past year)? If so, where?
5. Are you already working with someone to apply for benefits? Do you want to speak to someone about applying for benefits?

If the individual is interested in accessing HDAP services, the HDAP case manager will assist them through the General Assistance (GA) application process. If eligible to GA, the existing GA SW III will provide disability advocacy, providing case management and housing intervention and support. If the individual is not eligible to GA, the HDAP case manager will handle all case management, housing intervention and support, and disability advocacy.

**Oversight and Quality Assurance Process** include how to ensure:

- 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

*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.*

CSA's GA Social Worker III Supervisor will conduct periodic case reviews on HDAP customers to ensure disability applications are complete and that necessary follow-up is being done. The current SW III has 2 years'

experience in disability advocacy and approval rates average 43% on cases that have received a decision. Program data will be tracked monthly to include case progress and disability application approval rates for both GA and HDAP programs.

CSA's HDAP case manager will be contracted. The contract will include a quarterly scorecard report to ensure program targets are being met, including case review accuracy, disability application statistics and approval rates.

**Target Number of Individuals (to be provided disability benefits advocacy services)**

Estimated at 60-80/year (unduplicated count for HDAP)

**Housing Assistance**

**Description of Services including**

- 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

CSA currently operates the Housing Support Program (HSP). Services include providing homeless customers temporary shelter, housing search, landlord engagement, move-in and rental assistance, and other supportive services. This multi-faceted approach utilizes best practices including the Homeless Prevention and Rapid Re-Housing Program evidence-based model and Family Stabilization practices. The focus of the program is to provide rapid, streamlined homeless customer identification, access to housing support services, and case management for the purpose of moving CalWORKs families into housing as quickly as possible.

The HDAP program will also use the Rapid Rehousing model. Individuals experiencing homelessness and who are the most vulnerable will be offered permanent housing interventions, although will be informed that obtaining housing is not required in order to be assisted with case management and disability income advocacy.

If permanent housing is not immediately available, temporary shelter will be offered by programs in the community, including Salvation Army, Hutton House, Family Promise, Modesto Gospel Mission, and We Care of Turlock. If necessary, individuals will be given a motel voucher until permanent housing can be secured. Interim shelter is meant to be short-term, ideally less than 3 months.

Programs in Stanislaus County that offer Permanent Supportive Housing, Transitional Housing, or Rapid Rehousing programs are Community Housing and Shelter Services, Pathways, Turning Point, Community Impact Central Valley Housing, Salvation Army, and Modesto Gospel Mission. These are opportunities available for HDAP individuals to find permanent housing.

Affordable housing is scarce in Stanislaus County; the fair market rent in 2016 is \$634 for a Studio/Efficiency. The daily rate for temporary shelter (motel voucher) is \$65 per night.

Housing financial assistance through HDAP is estimated at \$500 per month rental subsidy or \$65 per night for temporary shelter, depending on situation, both for no more than 5 months.

CSA's GA SW III and contracted HDAP case manager will be trained by CSA's HSP Supervisor and staff in best practices in securing permanent housing using the Rapid Rehousing model.

**How Services will be Delivered (in-house or contracted, specify contractor)**

The contracted HDAP case manager will be housed at the OEC and refer individuals to appropriate housing programs (many of which will be situated in the OEC). They will support the individual throughout the housing search process and will provide transportation if needed. The HDAP case manager will advocate/negotiate with landlords if needed. If appropriate, the HDAP case manager will provide motel vouchers or rental assistance depending on need.

Contract to be in place effective 2/1/2017.

**Target Number of Individuals (to be provided housing assistance)**

All HDAP individuals will be provided referrals to housing programs (or temporary shelters, if needed). Not all enrolled in HDAP will receive interim motel vouchers and/or rental subsidies

Estimated at 60-80/year (unduplicated count for HDAP)

**Optional: Workforce Development (complete only if the county intends to include a workforce development component).**

Description of Services	N/A
How Services will be Delivered (in-house or contracted, specify contractor)	N/A
Target Number of Individuals (to be provided workforce development)	N/A

## Housing and Disability Income Advocacy Program (HDAP) Application Program Components

### 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	59*	361	293	* We had a more than 50% decrease in the total number of chronically homeless persons compared to prior year's results due to the data collection process. We used the 2015 HUD PIT Model Survey's published and there was no specific questions actually pertaining to a person's disabling conditions identified in the term for "disability" (e.g. "is expected to be long-continuing or indefinite duration") Due to this stipulation mentioned in the HUD Notice CPD-14-014, we had to exclude counting several individuals and families in this sub-population who may have marked they had one or more of the defined conditions listed and we had to use those responses in conjunction with those who also answered the question about receiving disability benefits to determine our current and reported numbers.
	Homeless	1408	1434	1661	Total (includes Chronic Homeless)
General Assistance/Relief Caseloads		<b>113 disabled</b>	<b>128 disabled</b>	<b>122 disabled</b>	
		186	180	166	Total average caseload count by month (disabled and employables)
Frequent Users of emergency services (if available)	N/A	N/A	N/A		
Caseload counts for existing HDAP-like programs in the county (if applicable)	N/A	N/A	N/A		
Average approval rates and time from application to disposition for counties with existing HDAP-like programs (if applicable)	N/A	N/A	N/A		
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	<p>Stanislaus County Community Services Agency (CSA) operates a county general fund General Assistance (GA) program, which includes funding for those that are disabled. Currently, a Social Worker III is embedded in the GA program to case manage and assist individuals with SSI/SSP and other disability applications, including through the appeals process.</p> <p>CSA has also embedded a Family Services Specialist III (FSS III) in the county's Outreach</p>				

indicated above).

and Engagement Center (OEC), a “one-stop” for homelessness services. The FSS III and other team members conducts outreach at the street level and works in partnership with multiple community partners to engage those experiencing homelessness to appropriate housing and other services. The OEC is the central hub for the Continuum of Care (CoC) Coordinated Entry System. The OEC is slated to open to the public October 31, 2017.

The Housing Assessment Team (HAT) will provide quality and efficient screening, housing assessments, and referrals to housing, program services and other community supports. They will conduct assessments to determine an individual’s vulnerability, coordinate housing interventions for the chronically homeless and most vulnerable, and provide referrals to existing programs within the community.

The HAT, stationed at the OEC, will work in partnership with the Outreach and Engagement team and with CSA’s current SW III (SSI/SSP Disability Advocate), who is embedded in CSA’s General Assistance (GA) program.

HDAP requires outreach, case management, disability advocacy, and housing assistance. For Stanislaus County, homeless outreach services are currently in place at the OEC. Disability income advocacy is also being conducted for GA disabled; however housing interventions and supports are nonexistent to this target population. There are various housing programs throughout the county, many of which have specific program requirements that may not apply to an individual. CSA’s HDAP program will target that underserved population, including those who are not eligible to the GA program, and provide additional housing services to our GA population.

CSA plans to contract with a local agency (to be determined no later than 12/30/2017) and hire a HDAP case manager that will serve the disabled, homeless individuals through housing support and disability income advocacy. Our current SW III manages approximately 120 active GA customers per month, about 40 of whom were identified as currently being homeless. With the funding requested, we expect to provide disability advocacy and housing-related case management to approximately 220 individuals over a three year period.

## Housing and Disability Income Advocacy Program (HDAP) Application Program Components

### Program Budget (submit a budget for each fiscal year)

County Name: Stanislaus County  
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)	\$ 52,226 (GA)	\$ 73,732 (United Way)		\$ 5,852	N/A
Outreach		\$ 10,916 (United Way)			185
Case Management	\$ 52,226 (GA)			\$ 11,111	60
Disability Benefits Advocacy	\$ 52,226 (GA)			\$ 11,111	60
Housing-Related Case Management		\$ 63,477 (United Way)		\$ 11,111	60
Housing Financial Assistance		\$1,875 (United Way)		\$ 267,495	60
Workforce Development (Optional)					
<b>Total</b>	<b>\$ 156,680</b>	<b>\$ 150,000</b>		<b>\$ 306,680</b>	<b>N/A</b>
<b>Total number of individuals to serve (unduplicated count) in FY 2017-18<sup>1</sup></b>					<b>60</b>

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

<sup>1</sup>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

### Program Budget (submit a budget for each fiscal year)

County Name: Stanislaus County  
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)	\$ 70,893 (GA)	\$24,577 (United Way)		\$ 14,050	N/A
Outreach		\$3,639 (United Way)			550
Case Management	\$ 70,893 (GA)			\$ 26,666	80
Disability Benefits Advocacy	\$ 70,894 (GA)			\$ 26,667	80
Housing-Related Case Management		\$21,159 (United Way)		\$ 26,667	80
Housing Financial Assistance		\$625		\$ 168,630	40
Workforce Development (Optional)					
<b>Total</b>	<b>\$ 212,680</b>	<b>\$50,000</b>		<b>\$ 262, 680</b>	<b>N/A</b>
<b>Total number of individuals to serve (unduplicated count) in FY 2018-19<sup>2</sup></b>					<b>80</b>

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

<sup>2</sup>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**

**Program Budget (submit a budget for each fiscal year)**

County Name: Stanislaus County  
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)	\$ 70,893 (GA)			\$ 14,050	N/A
Outreach					550
Case Management	\$ 70,893 (GA)			\$ 26,666	80
Disability Benefits Advocacy	\$ 70,894 (GA)			\$ 26,667	80
Housing-Related Case Management				\$ 26,667	80
Housing Financial Assistance				\$ 118,630	40
Workforce Development (Optional)					
<b>Total</b>	<b>\$ 212,680</b>			<b>\$ 212, 680</b>	<b>N/A</b>
<b>Total number of individuals to serve (unduplicated count) in FY 2019-20<sup>3</sup></b>					<b>80</b>

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

<sup>3</sup>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

### 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
<b>Establish Formal Partnerships</b>		
Engagement with homelessness Continuum of Care (CoC)	CSA currently is well established in the CoC and has representation on the governing board Community System of Care (CSOC). Managers and supervisors are members of the CoC and attend meetings monthly.	Completed
Status of CoC Coordinated Entry*	<ul style="list-style-type: none"> <li>• Stanislaus County Chief Executive Office (CEO), Behavioral Health and Recovery Services (BHRS), and Community Services Agency launched Outreach and Engagement Center (Phase One)</li> <li>• The Stanislaus County CoC adopted the Coordinated Entry System Policy and Procedures Manual</li> <li>• Hire and train Housing Assessment Team (Phase Two)</li> <li>• Open Outreach and Engagement Center to the public</li> </ul>	<ul style="list-style-type: none"> <li>• 8/2017</li> <li>• 10/2017</li> <li>• 10/23/2017</li> <li>• 10/31/2017</li> </ul>
Collaboration with other county departments, including behavioral health	Planning and development of the Outreach and Engagement Center involved partnering with the county CEO and BHRS. CEO, BHRS, and CSA staff work together daily at the OEC. A Memorandum of Understanding (MOU) is in place for the three county departments and all community partners that work in the OEC.	8/1/2017
Contractor(s) and partner(s): list specific organization(s) and the anticipated date that contracts/MOUs will be executed	CSA hire a contracted HDAP case manager. Currently an RFP is in process for the Homeless Assistance Program (HAP) and Housing Support Program (HSP). The awarded service provider will also be offered the contract for the HDAP case manager.	2/1/2018
<b>Program Development</b>		
Hire and train staff	CSA will use in house General Assistance staff Social Worker III and contract a HDAP case manager.	3/1/2018
Establish program policies and procedures	CSA's GA SW III, GA Supervisor, and Program Manager, and contracted agency staff will develop policies and procedures quickly as many services are already in place.	3/1/2018
Develop program forms and notices	CSA's GA SW III, GA Supervisor, Program Manager, and contracted agency staff, once awarded, will develop policies and procedures quickly as many services are already in place.	3/1/2018
Community outreach/marketing	Services will be provided at the OEC and at the CSA Main Office. There has been much publicity for the OEC for the past year in the local media, well attended community meetings, Continuum of Care meetings, and e-mail blast	2/1/2018

	to over 500 multi-sector community partners, service providers and leaders. Information will be shared at the CoC meetings and other forums once the funding has been received.	
In consultation with CDSS, develop data collection and evaluation process	CSA and contracted program staff will create an Excel template for the HDAP program to track and monitor quantitative and qualitative outcomes and will begin data collection immediately following the first referral to the program. If needed, CSA Program Manager and GA Supervisor will work with CDSS to build a database that will track required data.	7/1/2018
<b>Program Implementation</b>		
Identification/outreach to potentially eligible individuals	Outreach and Engagement staff is already in place at the OEC. HAT Navigators will screen and assess individuals and refer to HDAP case manager.	2/1/2018
Outreach to potentially eligible individuals	Outreach and Engagement staff is already in place at the OEC. HAT Navigators will screen and assess individuals and refer to HDAP case manager.	2/1/2018
Begin accepting referrals	Contract HDAP case manager to be hired and trained.	3/1/2018
Begin filing disability applications	GA SW III and HDAP case manager, under the HDAP program will begin to file disability applications once trained.	3/1/2018
Begin providing housing assistance	HDAP case manager will be embedded in the OEC and therefore will begin housing assistance once trained.	3/1/2018

<sup>4</sup> 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 Advocacy Program Base Funding Requirement

County Name: Stanislaus County

County Contact Name and Phone Number: Carole Benefield (209) 558-3313

The purpose of this template is to identify the funds expended by the county during the 2015-16 fiscal year. This information will be used to determine the base funding relevant to the Housing and Disability Advocacy Program (HDAP), pursuant to Welfare and Institutions Code section 18999.1(b)(2).

**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.

Current Population Served	Current Activity	Expenditure Associated with Population and Activity for FY 2015-16	Program Code Utilized to Claim Expenditure (if applicable)
General Assistance	Case Management Disability Advocacy	\$37,078.00	352