

February 2024

Learning Lab: Navigating Budget Challenges

Today's Session Overview

- Welcome & Introductions
- Land Acknowledgement
- Learning Lab Goals
- Learning Lab Overview
 - Strategic Spending
 - Spending Strategies
 - Important Dates
- Questions and Reflections



Welcome!

Introductions

- Facilitation Team
- Your Name
- Your County or Tribal Community
- CDSS Program



Land Acknowledgement

We recognize and acknowledge the First People of this ancestral and unceded territory – the land that today we call California. With respect to their elders, past and present, we recognize the tribal communities as the original stewards of this land, and who continue to lift up their stories and cultures.

We are grateful to have the opportunity to live and work on these ancestral lands. We are dedicated to growing and sustaining relationships with native peoples and local tribal governments.

LEARNING LAB GOALS

The logo for the Change Well Project is displayed on a dark blue square background. It features the words "CHANGE", "WELL", and "PROJECT" stacked vertically. "CHANGE" and "PROJECT" are in white, while "WELL" is in a light blue color. Below the main text, the tagline "PARTNERING TO STRENGTHEN COMMUNITY SYSTEMS" is written in a smaller, white, all-caps font.

CHANGE WELL PROJECT

PARTNERING TO STRENGTHEN COMMUNITY SYSTEMS

www.changewellproject.com

- Identify solutions to overcome roadblocks in the program and system development process.
- Introduce tools that will expedite your program and system development.
- Increase the capacity of you and your staff to improve the equity and efficacy of your system and your programs.

TODAY'S PRESENTERS

John Engstrom

Sr. Consultant

Alynn Gausvik

Sr. Consultant

Strategic Spending Overview

- Overview of Spending Deadlines for Each CDSS Housing Program
- Strategic Budgeting
- Leverage Regional Infrastructure

Important Dates for Bringing Families Home and Home Safe

FY 21-22 Allocation

- Spending Deadline June 30, 2024

FY 22-23 Allocation

- Spending Deadline June 30, 2025

Important Dates for CalWORKs Housing Support Program

FY 21-22 Allocation

- 33% (1/3) - Spending deadline June 30, 2023 (annual allocation)
- 67% (2/3) - Spending deadline June 30, 2024 (one-time Increase)

FY 22-23 Allocation

- 33% (1/3) - Spending deadline June 30, 2024 (annual allocation)
- 67% (2/3) - Spending deadline June 30, 2025 (one-time Increase)

FY 23-24 Allocation

- 100% - Spending Deadline June 30, 2025 (annual allocation)

Important Dates For HDAP

HDAP Non-competitive allocation

- FY 21-22 - Spending Deadline June 30, 2024
- FY 22-23 – Spending Deadline June 30, 2025
- FY 23-24 - Spending Deadline June 30, 2025

Targeted Strategic Investment (TSI)

- FY 21-22 Encumbrance Deadline – June 30, 2023
- FY 22-23 Encumbrance Deadline – June 30, 2024

BOTH Fiscal Years Final Invoicing Deadline – March 31, 2025

BOTH Fiscal Years Liquidation Deadline – June 30, 2025

DEFINITIONS

Encumbrance

commitment to spend money for a particular purpose at some point in the future

Liquidation

The actual spending of program funds. Program funds are no longer in the grantee's possession.

Enter Assumptions [Click to expand](#)

Direct Service Staff Costs

Position Type	Staff Cost (Salary + Benefits)	Full Time Equivalent (FTE)
Housing Case Manager	\$ 110,000	1
Housing Navigator	\$ 110,000	0.5

Housing Assistance Costs

Ongoing Housing Assistance	Monthly Amount per Slot
HUD Fair Market Rent (FMR)	\$ 1,313
Shallow Subsidy as % of FMR	30%
Hotel	\$ 2,800
One -Time Housing Assistance	Cost Per Client
Deposit Amount	\$ 2,800
House Hold Goods	\$ 3,000
Ancillary Client Costs	\$ 2,000
Landlord Incentive	\$ 1,000
# of Months of Rent for Prevention	4.0

Review Your Cost Projections [Click to expand](#)

Direct Service Staff

Position Type	Staff Cost (Salary + Benefits)	FTE	Annual Cost
Housing Case Manager	\$ 110,000	1.00	110,000.00
Housing Navigator	\$ 110,000	0.50	55,000.00
Annual Direct Staff Cost			\$ 165,000

Cost by Intervention Type for Ongoing Housing Assistance

Type of Housing Assistance	Monthly Assistance Amount	Monthly Total	Annual Cost
HUD Fair Market Rent	\$ 1,313	\$ 19,695	\$ 236,340
Shallow Subsidy	\$ 394	\$ -	\$ -
Hotel	\$ 2,800	\$ 28,000	\$ 336,000
Annual Ongoing Housing Assistance			\$ 572,340

Cost by Intervention Type for One-Time Housing Assistance

One-Time Housing Assistance	One-Time Assistance Amount	Number of clients Per Year	Annual Cost
Deposit and First Month of Rent	\$ 4,113	12.5	\$ 51,413
Landlord Incentive	\$ 1,000	12.5	\$ 12,500
House Hold Goods	\$ 3,000	12.5	\$ 37,500
Ancillary Client Costs	\$ 2,000	12.5	\$ 25,000
Prevention (up to 4 months of rent)	\$ 5,252	30	\$ 157,560
Annual One-Time Housing Assistance Cost			\$ 283,973

Estimated Annual Program Budget

Cost Category	Annual Cost
Direct Service Staff Cost	\$ 165,000
Ongoing Housing Assistance	\$ 572,340
One-Time Housing Assistance	\$ 283,973
Administrative Overhead	\$ 102,131
Total Annual Cost**	\$ 1,123,444

Strategic Budgeting

- Create an annual program budget
- Determine desired intervention
- Calculate cost per client for desired intervention
- Determine target number of clients to serve by dividing unspent funds by per client cost

Determine your projected unspent balance & identify spending strategies for 21-22

1



Work with Fiscal

To determine the programs unspent balance

2



Identify claims

ID if subs or county have not submitted claims - ID actuals

3



Project Surplus

Use budget tool to project surplus

4



Identify Strategies

Once surplus is established identify spend strategies

5



Communicate

County, Subcontractors, landlords, clients

6



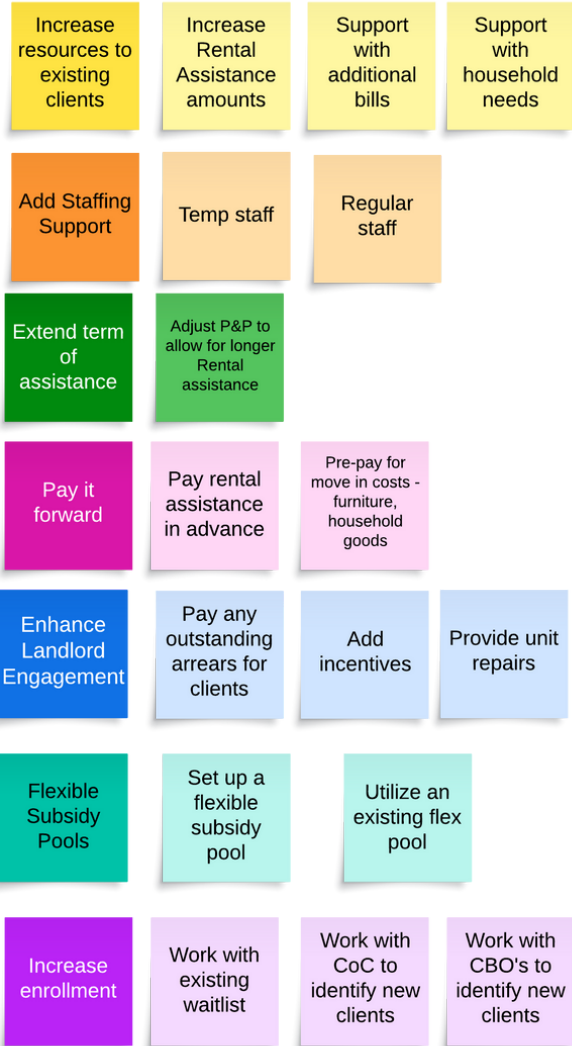
Invoice & Claim

Complete all invoices & claim funds by claiming deadline

Spending Strategies

- Determine your projected unspent balance
- Consider the spending strategies
- Consider the communication strategies
- Complete invoicing
- Claim spending

Spending Strategies



Easy to Implement

Hard to Implement

Big Impact

Small Impact

Leveraging Regional Infrastructure

- Think about all client needs that can be met with your funds
- Look at programs with clients who have overlapping eligibility
 - Filling in gaps in client needs
 - Serving additional clients
- Work with other local programs
 - Coordinated Entry System
 - CoC's
 - CBO's

**Strategy
Considerations**

**The program being
administered**

**Program design
currently in place**

**Projected
Underspend**

**Keep equity &
sustainability in
focus**

Evaluation Strategies

Implementation Considerations

Impact Considerations

Effort

Feasibility

Impact

Responsibility

Staff or Contracts already in place to do similar work

Internal Bureaucratic Approval Required

Reduced Homelessness

Provide to Target Populations

Expandable Capacity

Timeline

Improve Quality of Life and Stability

Track assistance and funds provided

Communicating Strategies

Tie strategy to impact

Communicate how strategy expects to reduce homelessness and quantify number of clients to be helped

Internal Communication

Tie program changes to strategy and impact updating policies and procedures as needed

Subcontractors

Tie program changes to strategy and impact updating contract language as needed

Landlords

Establish Agreements based on strategy

Clients

Set Client Expectations

Invoicing & Claiming

- Dont Miss Your Claiming Deadlines!!!
- If you haven't submitted your claims, submit your claims ASAP!
- Reallocation if you cannot spend.

6



Invoice & Claim

Key Take Aways

Get a clear picture

Use the program specific deadlines.
Complete outstanding invoices.
Analyze budget projections

Pick the strategies

Consider the current program design.
Consider impact and feasibility. Keep it simple.

Be realistic about your capacity to spend

Other communities might have better infrastructure in place to actually spend the funds

Clarify Expectations

For subcontractors, for internal teams, for clients.

Get in Touch!



Website:

www.changewellproject.com

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Learn more about our work:

<https://www.changewellproject.com/our-activities-report>

Thank you all for your time and efforts to re-house vulnerable Californians. Thank you for your continued commitment to learning with us!

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