Today's Session Overview

- ✓ Welcome
- ✓ Learning Overview: ACWDL HDAP Budget
- ✓ Purpose of the CDSS budget tool
- ✓ HDAP Funding Overview
- ✓ Live CWP Budget Tool Demonstration
- ✓ Budget Process/Best Practices
- ✓ Leveraged Programs and Funding
- ✓ Resources
- ✓ Questions and Reflections

Welcome!

CHANGE WELL PROJECT

PARTNERING TO STRENGTHEN COMMUNITY SYSTEMS

www.changewellproject.com

- Change Well Project supports the transformation of social service systems into equitable, interconnected ecosystems of healing that are directly informed by the needs and experiences of vulnerable individuals and families.

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CDSS CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

Welcome!

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

Today's Presenters

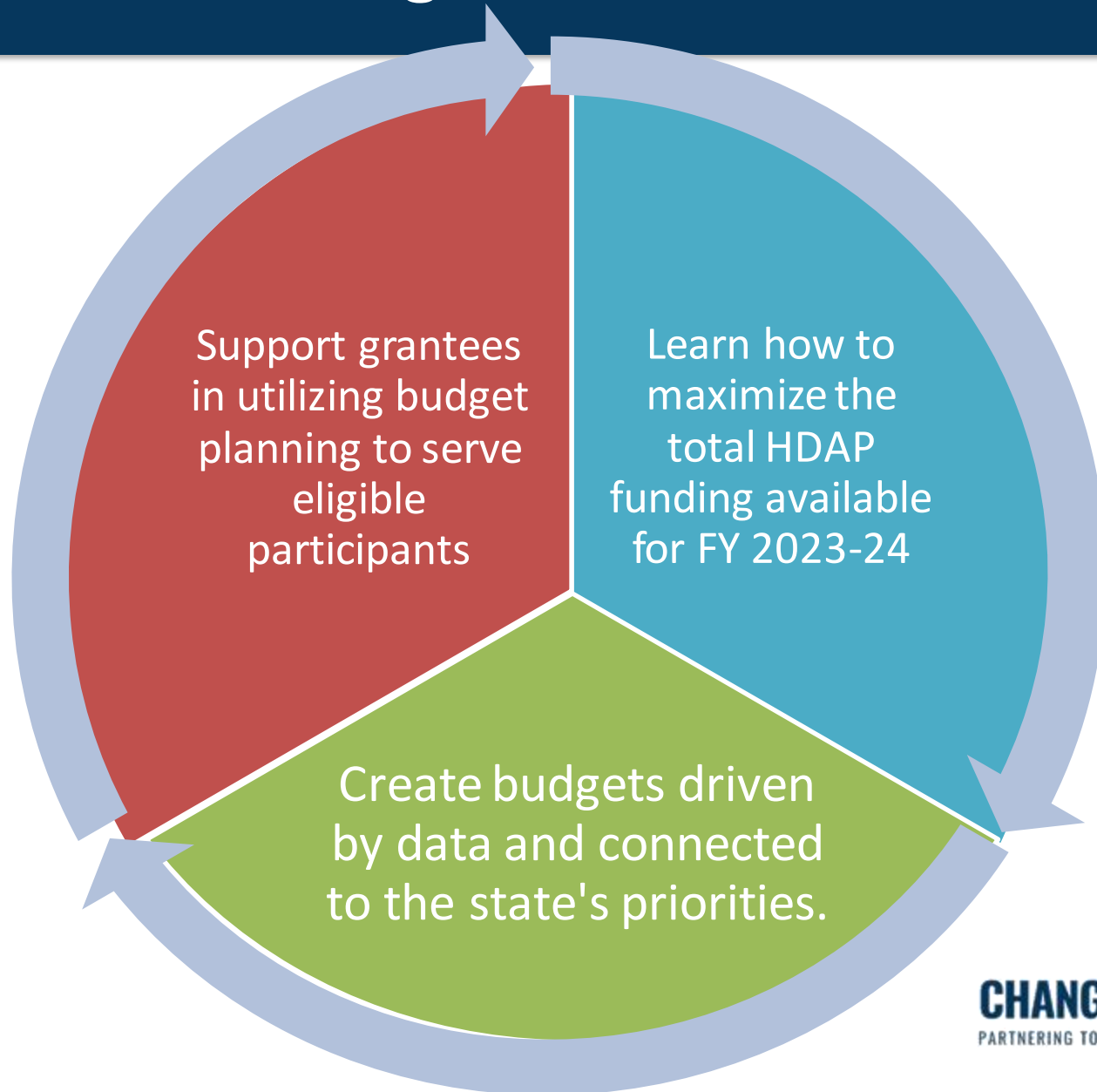| Change Well Project | LaCheryl Porter, Sr. Consultant |
| | John Engstrom, Sr. Consultant |

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Purpose of the Budget Tool

HDAP FY 2023-24 Funding Overview

- The Budget Act of 2023 (Senate Bill 101, Chapter 12, Statutes of 2023) approved the annual, ongoing appropriation of $25.0 million for HDAP funds available for expenditure July 1, 2023, through June 30, 2025, which require a dollar-for-dollar match.
- The ACWDL provides details for 2023-24 allocations for all 58 counties and 17 currently participating HDAP Tribal Grantees

	Funding Amount	Expenditure Period	Match Requirement
FY 2021-22	$150,000,000 Noncompetitive allocations CFL 21/22-75 $25,000,000 Targeted Strategic Investment (TSI) CFL 21/22-75	Noncompetitive allocations available through June 30, 2024 TSI allocations available through June 30, 2023	Noncompetitive: Match Exempt TSIs: Dollar-for-dollar match requirement
FY 2022-23	$150,000,000 Noncompetitive allocations CFL 22/23-43 $25,000,000 TSI CFL 22/23-84	Noncompetitive allocations available through June 30, 2025 TSI allocations available through June 30, 2024	Noncompetitive: Match Exempt TSIs: Dollar-for-dollar match requirement
FY 2023-24	$25,000,000 Noncompetitive Allocations **No TSI allocations**	Noncompetitive allocations available through June 30, 2025	**Dollar-for-dollar match requirement**

HDAP Funding Notes:

- A minimum funding floor equal to $100,000 was applied to all counties and Tribal Grantees

- Reminder that match is back. Grantees accepting HDAP FY 2023-24 allocations will be required to provide a dollar-for-dollar match.

- IAR (Interim Assistance Reimbursement) requirement is waived for all HDAP funding through June 30, 2025.

- Primary program guidance still to be found in ACWDL (9/13/21).

- **Deadline for acceptance of funds: Friday Dec.15, 2023**

Tribal set-aside notes

- $3 million set-aside

- 17 participating tribal grantees for the set-aside (the ones listed in the All Tribal Leaders letter dated 7/26/2022)

- $100k allocated to each tribal grantee.

- Eligible Tribal Grantees may accept the $100,000 minimum floor allocation and request additional funding.

- **Deadline for acceptance of funds: Friday Dec.15, 2023**

Defining Performance-Based Budgeting

- Performance-based budgeting is the process of developing a budget based on what results/outcomes are expected as a result of the resource investment.

- The performance-based budgeting process seeks to align resources (human, financial, operational, capital), based on a prioritized set of outcomes.

STRATEGIC BUDGETING

✓ Set Service Targets

✓ Set Ramp Down Goals

✓ Establish Spending Benchmarks

✓ Estimate Funding to Meet Population Needs

✓ Estimate Funding Gaps

✓ Model Deliverables for Future Funding

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BUDGET DEMONSTARTION- ASSUMPTIONS

Enter Assumptions

Direct Service Staff Costs

Position Type	Staff Cost (Salary + Benefits)	Full Time Equivalent (FTE)
Housing Case Manager	$ 100,000	1
Disability Advocate	$ 100,000	1

Staff Capacity Assumptions

Monthly Staff Caseload	Client Slots per FTE	FTE	Available Slots
Housing Case Manager	30	1	30
Housing Navigator	60	0.5	30

Housing Assistance Costs

Ongoing Housing Assistance	Monthly Amount per Slot
HUD Fair Market Rent (FMR)	$ 1,675
Shallow Subsidy as % of FMR	30%
Hotel	$ 2,800

One -Time Housing Assistance	Cost Per Client
Deposit Amount	$ 3,350
House Hold Goods	$ 2,000
Ancillary Client Costs	$ 2,000
Landlord Incentive	$ 500
# of Months of Rent for Prevention	4.0

Available Client Slots — 30

Monthly Housing Assistance Target	Monthly Service Target
Prevention	-
HUD Fair Market Rent	30
Shallow Subsidy	-
Hotel	-

Average Length of Intervention (Determines Client Turnover in Program)

Type of Housing Assistance*	Average in Months*
Prevention	2
HUD Fair Market Rent	12
Shallow Subsidy	24
Hotel	24

Administrative/Indirect Costs

Administrative/Indirect Cost Overhead %	10%

Make sure to consider the following costs in your overhead:
- Financial Services
- HMIS Licenses
- Data System
- Data Entry/Analytics

Enter Sources and Amounts of Available Funds

Source	Amount
CDSS FY 23-24 Allocation	$ 1,000,000
CDSS Rollover Funds	$ 200,000
	$ -
Total Available Funds	**$ 1,200,000**

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BUDGET DEMONSTRATION - RESULTS

Review Your Cost Projections

Direct Service Staff

Position Type	Staff Cost (Salary + Benefits)	FTE	Annual Cost
Housing Case Manager	$ 100,000	1.00	100,000.00
Disability Advocate	$ 100,000	1.00	100,000.00
		Annual Direct Staff Cost	$ 200,000

Cost by Intervention Type for Ongoing Housing Assistance

Type of Housing Assistance	Monthly Assistance Amount	Monthly Total	Annual Cost
HUD Fair Market Rent	$ 1,675	$ 50,250	$ 603,000
Shallow Subsidy	$ 503	$ -	$ -
Hotel	$ 2,800	$ -	$ -
		Annual Ongoing Housing Assistance	$ 603,000

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	$ 5,025	30	$ 150,750
Landlord Incentive	$ 500	30	$ 15,000
House Hold Goods	$ 2,000	30	$ 60,000
Ancillary Client Costs	$ 2,000	30	$ 60,000
Prevention (up to 4 months of rent)	$ 6,700	0	$ -
		Annual One-Time Housing Assistance Cost	$ 285,750

Estimated Annual Program Budget

Cost Category		Annual Cost
Direct Service Staff Cost	$	150,000
Ongoing Housing Assistance	$	603,000
One-Time Housing Assistance	$	285,750
Administrative Overhead	$	103,875
Total Annual Cost**	$	1,142,625

Completing Your Budget Template

<Program Name> Budget Template County Name:	
A. Total funds available for expenditure for FY 2023-24	$ 1,125,000
BUDGET CATEGORIES	
B. Administration (management staff, data tracking, overhead, etc.)	Total Projected Cost
Total Administrative Cost	$ 108,875
a. Administration Staff (wages and benefits) *	
b. Overhead	
c. Other Administrative Costs: (please describe, if applicable)	
C. Direct Program Service Costs	Total Projected Cost
Total Direct Staff Costs	$ 200,000
a. Housing Case management staff costs (wages and benefits)	$ 100,000
b. Disability Advocacy staff (wages and benefits)	$ 100,000
c. Other Direct Program Service Costs: (please describe, if applicable)	
D. Direct Financial Assistance	Total Projected Cost
a. Total Rental Subsidies	$ 603,000
i. Continued Rental Subsidies (Continued housing from the prior fiscal year)	
ii. Rental subsidies for newly housed	
c. Security deposits	$ 150,750
d. Landlord Incentives	$ 15,000
e. Utility Payments*	
f. Temporary Housing (e.g. motels, bridge, shallow subsidies or interim housing)	$ -
g. Household Goods	$ 60,000
h. Costs associated with making a home habitable/accessible (e.g. repairs, modifications, rehabilitation, damages)*	
i. Other Direct Financial Assistance: please describe, if applicable	
Ancillary Client Costs (e.g. Utility payments, Transportation, Application Fees, Repairs, etc.)	$ 60,000
Prevention	$ -

*in the program budget planning tool, these are including in ancillary client costs

Things to Consider:

- Budget Template linked to Budget Planning Tool

- Automatically links costs when there is an exact match

- May require you to provide more detail

- Budget planning tool rolls up some categories into one (e.g. Ancillary Client Costs)

If you have questions, reach out to us for help

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Why Leveraging Funding

Allows coordination of funding from several sources to support a single initiative, or a portfolio of programs.

Each funding sources preserves its distinction so that each funder can still track resources and outcomes.

Funding streams supplement one another. Funds can be used at the same time, but for unique expenses.

Reduces fragmentation, overlap and duplication across funding types.

Improves outcomes for clients by connecting them to deeper or more diverse resources.

Things to think of for Leveraging Programs

Serves the same or similar population such as HDAP and Home Safe

Similar regulations or flexibility in regulations e.g., Move-In Assistance and Direct Financial Support

Programs that offer the same, similar or complementary services e.g. Housing Navigation services

Resources

Crosswalk of Eligible and Prioritized uses of Major State and Federal Homelessness Funding Programs

This crosswalk is replicated from the California Business, Consumer Services and Housing Agency and the Homeless Coordinating and Financing Council (HCFC)'s recent *Putting the Funding Pieces Together: Guide to Strategic Uses of New and Recent State and Federal Funds to Prevent and End Homelessness* guidance document.

Use the **filters** below to show only specific funding sources, programs, or eligible items. **Scroll** to see all included content. You can also **click** on any Program name to go to a **website** with more program information.

Funding Source
State

Funding/Program
All

Priority Level
All

Funding Source	Funding	Non-Congregate Shelter - Interim Housing (Capital / Operations / Services)	Rental Assistance (Short-Term to Permanent)	Permanent Supportive & Service-Enriched Housing (Capital / Operations / Services)	Diversion & Homelessness Prevention
	Homekey	Capital Uses Eligible; Operations Eligible with Limitations	Not Eligible	Capital Uses Eligible; Operations Eligible with Limitations	Not Eligible
	Affordable Housing Backlog Production	Not Eligible	Not Eligible	Eligible Use	Not Eligible
	California COVID-19 Rent Relief Program	Not Eligible	Eligible Use	Not Eligible	Eligible Use
	HOME-ARP	Eligible Use	Eligible Use (TBRA up to 24 months)	Capital Uses Eligible; HUD to Define Limited Eligible Services Uses	Limited, But Not Prioritized, Uses
	Emergency Solutions Grant – CV (ESG-CV)	Eligible Use	Eligible Use	Not Eligible	Eligible, But Not Prioritized, Use
	Community Development Block Grant – CV	Eligible Use	Eligible Use (Up to 3 months)	Eligible Use	Eligible Use
	Homeless Housing, Assistance and Prevention Program (HHAP)	Eligible Use	Eligible Use	Eligible Use	Eligible, But Not Prioritized, Use
	Encampment Resolution Grants	Eligible Use	Eligible Use	Eligible Use	Not Eligible
State	Family Homelessness Challenge Grants	Eligible Use	Eligible Use	Eligible Use	Eligible Use

Priority Level
- highly prioritized use
- prioritized use
- not a prioritized use
- not an eligible use

Questions?

Resources & Links

Requests for Change Well Project TA can be made at
changewellproject.com

Change Well Project Resources can be found
at www.changewellproject.com/webinarsandtrainings

Change Well Project Funding Matrix can be found
at https://www.changewellproject.com/funding-matrix

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