

October 2023

# LEARNING LAB: HOW TO NAVIGATE THE ACWDL BUDGET TEMPLATE

# Today's Session Overview

- ✓ Welcome
- ✓ Learning Lab Goals
- ✓ Learning Lab Overview: HSP Budget
- ✓ Purpose of the CDSS budget tool
- ✓ Live CWP Budget Tool Demonstration
- ✓ Budget Process/Best Practices
- ✓ Leveraged Programs and Funding
- ✓ Dates to Remember
- ✓ Questions and Reflections



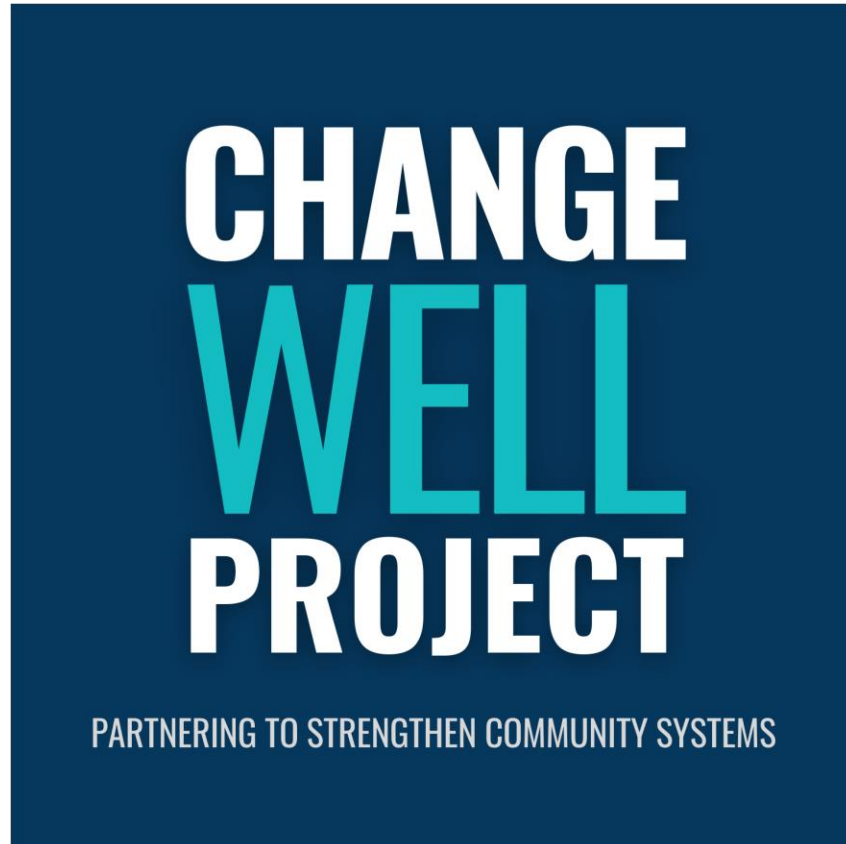
# Welcome!

## Introductions

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



# Learning Lab Goals



[www.changewellproject.com](http://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

---

**Change  
Well**

**LaCheryl Porter, Sr. Consultant**

---

**Project**

**John Engstrom, Sr. Consultant**

---

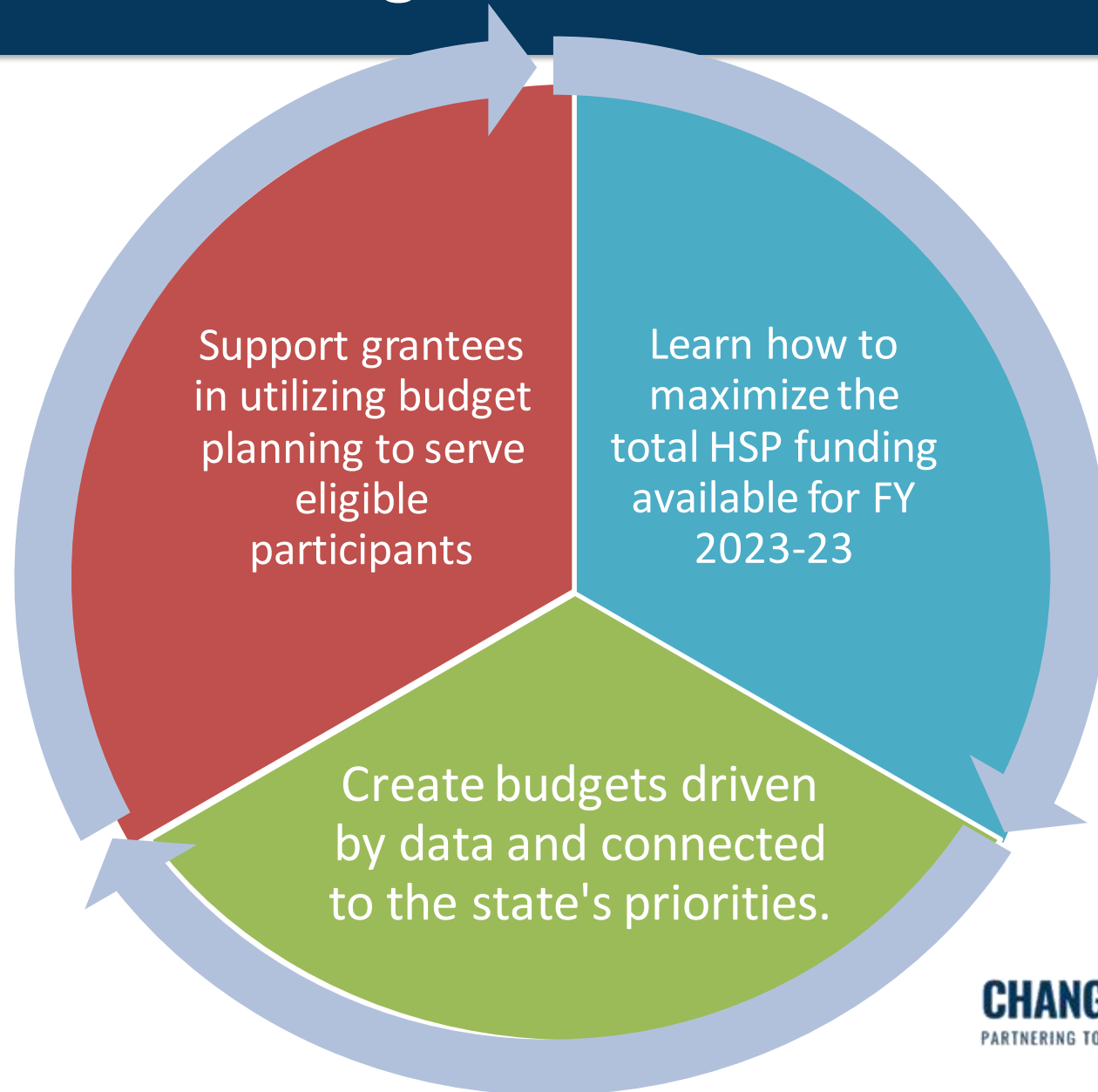
---

# HSP FY 2023-24 Funding Overview

- In Fiscal Year (FY) 22/23, [The Budget Act of 2023](#) for CalWORKs HSP, approved ongoing appropriation of \$95M for expenditure July 1, 2023, through June 30, 2024.
- Funding does not include additional one-time funding to Counties.

FY 2021-22	FY 2022-23	FY 2023-24	Match Requirement
<input type="checkbox"/> <b>\$285 million total</b> <input type="checkbox"/> One-time funding available through June 30, 2024 <input type="checkbox"/> Ongoing funding available through June 30, 2023	<input type="checkbox"/> <b>\$285 million total</b> <input type="checkbox"/> One-time funding available through June 30, 2025 <input type="checkbox"/> Ongoing funding available through June 30, 2024	<input type="checkbox"/> <b>\$95 million total</b> <input type="checkbox"/> No additional one-time funding appropriated in budget FY 2023/24 <input type="checkbox"/> Ongoing funding available through June 30, 2025	None

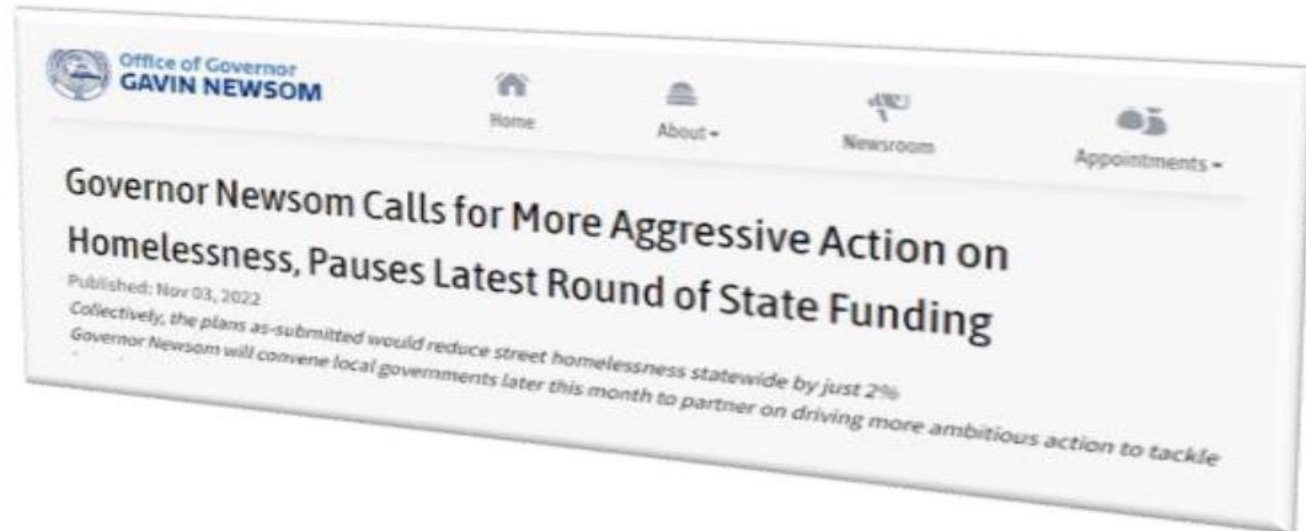
# September Learning Lab Overview





# Increased Accountability

- Reducing the number of people experiencing homelessness.
- Reducing the number of people who become homeless for the first time.
- Increasing the number of people exiting homelessness into permanent housing.
- Reducing the length of time persons remain homeless.
- Reducing the number of persons who return to homelessness after exiting homelessness to permanent housing.
- Increase successful placements from street outreach.





# 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

# USE YOUR BUDGET TO

- Set Service Targets
- Set Ramp Down Goals
- Establish Spending Benchmarks
- Estimate Funding to Meet Population Needs
- Estimate Funding Gaps
- Model Deliverables for Future Funding

# BUDGET DEMONSTRATION- ASSUMPTIONS

## Enter Assumptions

Direct Service Staff Costs		
Position Type	Staff Cost (Salary + Benefits)	Full Time Equivalent (FTE)
Housing Case Manager	\$ 100,000	1
Housing Navigator	\$ 100,000	0.5

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	
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%
<b>Make sure to consider the following costs in your overhead:</b>	
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
	\$ -
<b>Total Available Funds</b>	<b>\$ 1,200,000</b>

# 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
Housing Navigator	\$ 100,000	0.50	50,000.00
<b>Annual Direct Staff Cost</b>			<b>\$ 150,000</b>

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	\$ -	\$ -
<b>Annual Ongoing Housing Assistance</b>			<b>\$ 603,000</b>

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	\$ -
<b>Annual One-Time Housing Assistance Cost</b>			<b>\$ 285,750</b>

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
<b>Total Annual Cost**</b>	<b>\$ 1,142,625</b>



# Completing Your Budget Template

<Program Name> Budget Template		
County Name:		
A. Total funds available for expenditure for FY 2023-24	\$	1,200,000
<b>BUDGET CATEGORIES</b>		
<b>B. Administration</b> (management staff, data tracking, overhead, etc.)	<b>Total Projected Cost</b>	
Total Administrative Cost	\$	103,875
a. Administration Staff (wages and benefits) *		
b. Overhead		
c. Other Administrative Costs: (please describe, if applicable)		
<b>C. Direct Program Service Costs</b>	<b>Total Projected Cost</b>	
Total Direct Staff Costs	\$	150,000
a. Case management staff costs (wages and benefits)	\$	100,000
b. Housing navigation staff (wages and benefits)	\$	50,000
c. Other Direct Program Service Costs: (please describe, if applicable)		
<b>D. Direct Financial Assistance</b>	<b>Total Projected Cost</b>	
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\***

# Why Leveraging Funding

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

Each funding source 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 HSP and BFH

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



PARTNERING TO STRENGTHEN COMMUNITY SYSTEMS

## 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.



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
State	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
	Family Homelessness Challenge Grants	Eligible Use	Eligible Use	Eligible Use	Eligible Use

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

**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](https://www.changewellproject.com)



Change Well Project Resources can be found at [www.changewellproject.com/webinarsandtrainings](https://www.changewellproject.com/webinarsandtrainings)



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

[www.changewellproject.com](http://www.changewellproject.com)