

November 10, 2025

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

**EXECUTIVE SUMMARY**

**ALL COUNTY WELFARE DIRECTORS LETTER**

The purpose of this letter is to notify All County Welfare Directors of funds available for counties to establish, continue, and expand housing and homelessness assistance through the Housing Disability Advocacy Program (HDAP). The Budget Act of 2025 ([Senate Bill 101 \(Chapter 4, Statutes of 2025\)](#)) appropriated \$44.6 million in one-time funds for the California Department of Social Services (CDSS) to allocate to counties and eligible Tribal grantees. This letter announces a noncompetitive allocation of \$40.2 million in one-time funding, available to all fifty-eight (58) counties.



JENNIFER TROIA  
DIRECTOR

CALIFORNIA HEALTH & HUMAN SERVICES AGENCY  
**DEPARTMENT OF SOCIAL SERVICES**  
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GAVIN NEWSOM  
GOVERNOR

November 10, 2025

ALL COUNTY WELFARE DIRECTORS LETTER

TO: ALL COUNTY WELFARE DIRECTORS  
ALL COUNTY HDAP COORDINATORS  
ALL COUNTY HDAP PROGRAM MANAGERS

FROM: HANNA AZEMATI, DEPUTY DIRECTOR  
HOUSING AND HOMELESSNESS DIVISION

SUBJECT: **NOTICE OF FISCAL YEAR (FY) 2025-26 ONE-TIME FUNDING  
FOR THE HOUSING AND DISABILITY ADVOCACY PROGRAM**

REFERENCE: [BUDGET ACT OF 2025 \(SENATE BILL \(SB\) 101\)](#);  
[ASSEMBLY BILL \(AB\) 102](#); [SB 119 \(CHAPTER 79, STATUTES OF 2025\)](#); [SB 146 \(CHAPTER 107, STATUTES OF 2025\)](#);  
[ALL COUNTY WELFARE DIRECTORS LETTER \(ACWDL\) DATED JUNE 16, 2025](#); [ACWDL DATED MARCH 5, 2025](#); [ACWDL DATED OCTOBER 4, 2024](#); [ACWDL DATED SEPTEMBER 13, 2021](#); [ACWDL DATED AUGUST 10, 2020](#); [COUNTY FISCAL LETTER \(CFL\) 24/25-45](#); [CFL 23/24-41](#); [CFL 24/25-20](#); [ALL COUNTY LETTER \(ACL\) 24-13](#); [ACL 19-104](#); [ACL 15-26](#); [ACL 24-88](#); [WELFARE AND INSTITUTIONS CODE \(WIC\) SECTION 8255](#);  
[WIC SECTIONS 18999-18999.6](#); [TITLE 20 OF THE CODE OF FEDERAL REGULATIONS SECTIONS 404.1740](#); [416.1540](#);  
[ASSEMBLY BILL \(AB\) 977 \(CHAPTER 397, STATUTES OF 2021\)](#);  
[AB 146](#); [SENATE BILL \(SB\) 101 \(BUDGET ACT OF 2023\)](#)

The purpose of this All County Welfare Directors Letter (ACWDL) is to notify All County Welfare Directors of funds available to counties to establish, continue and expand housing and homelessness assistance and prevention through the Housing and Disability Advocacy Program (HDAP). This letter also summarizes recent statutory updates enacted through [Senate Bill \(SB\) 119 \(Chapter 79, Statutes of 2025\)](#) and [SB 146 \(Chapter 107, Statutes of 2025\)](#), and outlines HDAP program requirements.

The Budget Act of 2025 ([SB 101 \(Chapter 4, Statutes of 2025\)](#)) appropriated a total of \$44.6 million in General Fund (GF) for HDAP available July 1, 2025, through June 30, 2028. The California Department of Social Services (CDSS) will utilize five percent of the appropriated funds, totaling \$2.3 million to administer and implement the program. This ACWDL announces a total of \$40.2 million in FY 2025-26 noncompetitive planning allocations available to all 58 counties. The remaining \$2.1 million will be made available to eligible Tribal Grantees. Additional information on the Tribal Set Aside will be released under a separate cover.

Counties are encouraged to engage with their established Departments that lead and coordinate homeless response initiatives, particularly those that integrate health, social services, and housing supports for vulnerable populations, including older adults and individuals with disabilities. These Departments can serve as valuable partners in the implementation of HDAP funding. By working together, counties can leverage other expertise and strengthen connections to housing resources to enhance the overall impact of the HDAP program while promoting cross-system collaborative approaches that benefit the older adults and individuals with disabilities experiencing or at risk of homelessness.

The county planning allocations announced in this letter are provided in addition to funding awarded in prior fiscal years (FY 2021-22, FY 2022-23, FY 2023-24, FY 2024-25, and ongoing FY 2025-26) which is available for expenditure as reflected in HDAP [CFL 23/24-57](#), [CFL 24/25-45](#), [CFL 24/25-65](#), and [CFL 25/26-10](#).

## **I. PROGRAM BACKGROUND**

The HDAP program was established in 2016 through [Assembly Bill \(AB\) 1603 \(Chapter 25, Statute of 2016\)](#) and provides housing supports and disability benefit advocacy to people experiencing homelessness or at risk of homelessness and who are likely eligible for disability benefits.

All funding accepted for purposes of operating the HDAP program must be utilized in accordance with state, federal, and local laws as well as written guidance from CDSS including but not limited to [Welfare and Institutions Code \(WIC\) Section 8256](#), [WIC Section 8255](#), [WIC Section 18999-18999.6](#), [ACWDL dated September 13, 2021](#), and [ACL 24-88](#).

## **II. FY 2025-26 PROGRAM BUDGET AND STATUTORY/PROGRAM CHANGES**

The following changes are a result of [Senate Bill \(SB\) 119 \(Chapter 79, Statutes of 2025\)](#), which amended [WIC Section 18999.4](#) to remove the HDAP Interim Assistance

Reimbursement (IAR) funds, and [SB 146 \(Chapter 107, Statutes of 2025\)](#), which added [Section 10618.9](#) to the Welfare and Institutions Code.

#### Removal of the IAR requirement

Prior to SB 119, the HDAP requirement for grantees to collect IAR was waived through June 30, 2026. Per SB 119, the requirement to collect IAR is indefinitely removed. Grantees may continue collecting IAR, as determined by the local program. However, grantees are reminded that client participation in IAR collection processes must not be a condition of enrollment into the HDAP or permanent housing tenancy, consistent with Housing First as outlined in [WIC Section 8255](#) and [ACL 24-88](#).

#### Local Complaint Resolution Process, State Hearings, and Housing Plans

In addition to the changes made by SB 119, [Section 10618.9](#) was added to the Welfare and Institutions Code by [SB 146](#). This section will require counties operating an HDAP program to implement local complaint resolution processes and participate in state administrative hearings, when applicable. As part of the state hearings process for HDAP, counties will be required to continue providing certain types of housing-related assistance, which may be subject to overpayment, to participants who are awaiting the outcome of their county or state-level complaint. Additionally, counties will be required to issue individualized, written housing plans outlining the housing-related assistance to be provided to recipients of HDAP.

Guidance for implementing these new requirements is expected to be issued by March 2027, along with resources and technical assistance. Once CDSS issues this guidance, counties will be required to implement the guidance within six months. Counties wishing to accept HDAP funds are encouraged to review the new program requirements added by [SB 146](#).

### **III. FY 2025-26 ALLOCATION METHODOLOGY**

This letter announces the statewide availability of \$40.2 million in noncompetitive FY 2025-26 planning allocations for all fifty-eight (58) counties, based on the funding methodology described below. Refer to Attachment One for the allocation table.

#### FY 2025-26 Allocation Methodology

This noncompetitive allocation is distributed statewide based on a methodology that accounts for need and was established by CDSS in consultation with the County Welfare Directors Association (CWDA). The methodology includes the following criteria, weighed in the following order:

- The percent of the statewide total of individuals experiencing homelessness living in the county (2024 Homelessness Point in Time Count).

- The percent of total FY 2021-22 through FY 2024-25 expenditures, as of the June 2025 County Expense Claim (CEC), adjusted for the percent unspent of the match exempt FY 2021-22, FY 2022-23, and FY 2024-25 allocations.
- The percent of the statewide total of individuals age 65 or over living in the county (2023 American Community Survey 5-Year).
- The percent of the statewide total of households with severe cost burden living in the county (i.e., household income less than 50 percent of the area median income and paying more than 50 percent of income toward rent or mortgage).

The noncompetitive allocation was adjusted to ensure a funding floor equal to the greater of \$275,000 or the FY 2020-21 allocation.

#### Allocation of Funds Not Accepted by Counties

Funds that are declined by counties will be redistributed to counties using the same needs-based methodology outlined in this letter, up to the amount of funds these counties indicate they are able to accept on the County Welfare Director's Certification (hereafter "Director's Certification"). Priority for this redistribution will be given to counties that have spent and claimed ninety percent or more of the FY 2021-22 and FY 2022-23 allocations as of the June 2025 claiming quarter.

Counties are strongly encouraged to carefully consider the level of funding accepted to ensure full, statewide utilization of all funds appropriated for the HDAP program from any prior and current appropriations.

#### **IV. ACCEPTANCE OF FUNDING**

All new and continuing grantees wishing to accept all or a portion of the one-time FY 2025-26 funds must submit a Director's Certification using a state-provided certification template accessed through a password protected [link](#). Only one submission per county will be accepted. The attachments included in this letter and identified below are intended for planning purposes only, and all submissions must be completed using the [official certification link](#) provided, as paper copies will not be accepted.

- Signed Director's Certification (Refer to Attachment II).
- Complete Budget Template (Refer to Attachment III).
- Expenditure Explanation, if applicable (Refer to Attachment IV).

**CDSS will provide the [official certification link](#) and password via email to all designated County Grantee contacts.** If your designated HDAP program coordinator has not received the email containing this information by November 17, 2025, or you are experiencing difficulty completing the online certification, please email [housing@dss.ca.gov](mailto:housing@dss.ca.gov).

The deadline for submitting the Director's Certification is **5:00 p.m. on December 12, 2025**. Counties requiring additional time to submit the survey should contact [housing@dss.ca.gov](mailto:housing@dss.ca.gov) prior to the deadline.

CDSS encourages counties to review and accept funds as soon as possible to allow CDSS to expeditiously issue final allocations. Additional guidance on the required documents is provided below.

#### County Welfare Director's Certification

Counties wishing to accept all or a portion of the noncompetitive allocation amount listed in Attachment One shall review, sign and return the Director's Certification. The Director's Certification outlines the funding terms and conditions counties must follow should they accept HDAP funds, including the requirement that counties develop, and update written policies and procedures that ensure the administration and operation of HDAP is consistent with relevant laws and program guidance (including this ACWDL) issued by CDSS. Counties are reminded that written policies and procedures shall be consistent with a Housing First approach, and that written policies are required in order to comply with the guidance outlined in [ACL 24-88](#).

Counties wishing to decline the allocation shall submit a signed Director's Certification indicating the county is declining the allocated funds. Failure to submit the Director's Certification by the deadline December 12, 2025 will be considered the same as declining funds.

Any funds that are made available to counties outlined in Attachment One but not accepted will be distributed to counties who have expended and claimed at least ninety percent or more of prior match-exempt FY 2021-22, FY 2022-23 and FY 2024-25 allocations as of the June 2025 claiming quarter. These funds will be distributed to counties indicating they can accept additional funds via the Director's Certification in accordance with the needs-based methodology and prioritization outlined above.

#### Budget Template

The purpose of the Budget Template is to support counties in developing an annual budget that corresponds to the amount of non-competitive funding accepted in the Director's Certification. Counties accepting HDAP funds must complete the Budget Template for each fiscal year (FY 2025-26, FY 2026-27 and FY 2027-28) the county plans to utilize the allocation accepted. Refer to Attachment Three for additional information and instructions related to completing the Budget Template.

#### Expenditure Explanation

Any county that expended and claimed less than ninety percent of their total match exempt FY 2021-22, FY 2022-23, and FY 2024-25 allocations as of the June 2025

claiming quarter is required to provide an explanation of their ability to spend **all remaining funds from those prior allocations by the expenditure deadlines as well as their ability to spend the new funds being accepted for FY 2025-26.**

The Expenditure Explanation should be consistent with the amount of funding accepted from the additional noncompetitive allocation as reflected in the Director's Certification and corresponding Budget Template, and address how counties will fully utilize and claim the funds accepted through this funding notice. Counties required to complete an Expenditure Explanation are notated in Attachment One, Table 1 with an **asterisk (\*)**. The Expenditure Explanation is not required for counties who claimed at least ninety percent of the match exempt funds allocated to them in FY 2021-22, FY 2022-23, and FY 2024-25 as of the June 2025 claiming quarter. Refer to Attachment Four for additional information.

## **V. ALLOCATION CLAIMING AND FISCAL INFORMATION**

A County Fiscal Letter (CFL) providing final FY 2025-26 allocations will be released after the deadline to accept funds for FY 2025-26. The claiming deadline for the FY 2025-26 funds is **June 30, 2028**. As a reminder, HDAP allocations no longer require a dollar-for-dollar match and expenditures for HDAP should be claimed to **PC 0956 (HDAP)** claiming code.

### **Reminder of Reappropriation of Funds Appropriated in FY 2021-22 and FY 2022-23**

As a reminder, the Budget Act of 2024 reappropriated up to \$100 million in funds from the Budget Act of 2022 available through June 30, 2026. Please note that the deadline to expend and claim FY 2021-22 HDAP funds, previously set to expire June 30, 2025, was extended for two additional quarters, up to the December 2025 quarter in the CEC with a final filing date of January 30, 2026, as outlined in [ACWDL dated March 5, 2025](#), and [CFL 24/25-65](#).

## **VI. DATA REPORTING**

The data reporting requirements for HDAP will mostly remain consistent with prior guidance in [ACL 21-152](#), specifically regarding the elements and cadence of data reporting. However, in August 2025, data reporting for counties operating an HDAP transitioned to an integrated, cloud-based reporting system called the Housing and Homelessness Data Reporting Solution (HHDRS). Please see [ACL No. 25-23](#) for more information. The goal of HHDRS is to reduce the data collection and reporting burden for counties implementing HDAP, enhance data quality and data security, and facilitate the use of data through a single software solution accessible to CDSS and grantee counterparts.

The HHDRS replaces the previous HDAP PII 21 Excel workbook reports as the method



by which HDAP grantees submit data reports. All grantees must submit their data in HHDRS within the quarterly deadlines to fulfill reporting requirements under the terms and conditions outlined in the Director's Certification and [ACL No. 25-23](#). Grantees that fail to meet data reporting requirements may be subject to increased monitoring, mandated technical assistance calls or other corrective processes. Further updates and resources for HHDRS can be found on the [CDSS HHDRS webpage](#) under the section "HHDRS Additional Information and Resources."

## **VII. TECHNICAL ASSISTANCE**

Technical Assistance (TA) is available to assist with all aspects of program planning, development, operation, and evaluation. Counties may utilize program funds to provide program-specific training in areas identified by the county or by CDSS to support continuous quality improvement. Counties interested in requesting TA may contact CDSS by email at [housing@dss.ca.gov](mailto:housing@dss.ca.gov) with a description of the issue and other helpful background information or supporting documentation, as appropriate. Counties interested in TA from CDSS's TA partner, Change Well Project, should complete the [Change Well Project technical assistance request form](#).

Counties may be required to utilize TA to expand and/or improve their programs, including as part of CDSS-identified program improvement needs, at CDSS discretion.

If you have any questions or need additional guidance regarding the information in this letter, please contact the Housing and Homelessness Division at [housing@dss.ca.gov](mailto:housing@dss.ca.gov).

### **Attachments**

- I. Attachment One: FY 2025-26 One-Time Funding Planning Allocation Table
- II. Attachment Two: FY 2025-26 One-Time Funding Director's Certification, Instructions and Funding Conditions
- III. Attachment Three: FY 2025-26 One-Time Funding Budget Template
- IV. Attachment Four: Expenditure Explanation



**ATTACHMENT ONE: FY 2025-26 ONE-TIME FUNDING PLANNING ALLOCATION**  
**TABLE**

<b>County</b>	<b>FY 2025-26 One-Time Allocation</b>
Alameda*	\$1,910,000
Alpine*	\$275,000
Amador*	\$275,000
Butte	\$281,033
Calaveras	\$275,000
Colusa	\$275,000
Contra Costa	\$670,808
Del Norte	\$275,000
El Dorado*	\$275,000
Fresno*	\$602,026
Glenn	\$275,000
Humboldt	\$290,263
Imperial*	\$275,000
Inyo*	\$275,000
Kern	\$619,874
Kings	\$275,000
Lake*	\$275,000
Lassen	\$275,000
Los Angeles	\$11,883,945
Madera	\$275,000
Marin*	\$275,000
Mariposa*	\$275,000
Mendocino*	\$275,000
Merced*	\$356,061
Modoc*	\$275,000
Mono*	\$275,000
Monterey	\$411,257
Napa*	\$275,000
Nevada	\$275,000
Orange*	\$1,747,001
Placer	\$285,823
Plumas*	\$275,000
Riverside	\$1,160,285
Sacramento*	\$769,251

<b>County</b>	<b>FY 2025-26 One Time Allocation</b>
San Benito*	\$275,000
San Bernardino*	\$1,155,127
San Diego*	\$2,037,992
San Francisco	\$1,415,357
San Joaquin*	\$550,918
San Luis Obispo*	\$275,000
San Mateo*	\$416,001
Santa Barbara	\$368,588
Santa Clara	\$1,653,314
Santa Cruz	\$445,012
Shasta*	\$518,122
Sierra	\$275,000
Siskiyou	\$275,000
Solano	\$355,219
Sonoma	\$600,175
Stanislaus	\$417,893
Sutter	\$275,000
Tehama	\$275,000
Trinity	\$275,000
Tulare	\$287,554
Tuolumne	\$275,000
Ventura	\$517,601
Yolo*	\$275,000
Yuba	\$275,000
<b>TOTAL</b>	<b>\$40,251,500</b>

\*Counties who spent and claimed less than ninety percent of their total FY 2021-22, FY 2022-23, and FY 2024-25 match exempt allocations as of the June 2025 claiming quarter are required to complete an Expenditure Explanation, as described in Attachment Four.

**ATTACHMENT TWO: FY 2025-26 ONE-TIME FUNDING DIRECTOR'S CERTIFICATION, INSTRUCTIONS, AND FUNDING CONDITIONS**

Counties wishing to accept funds displayed in Attachment One shall complete and return Director's Certification, along with the Budget Template (Attachment Three) and, if applicable, the Expenditure Explanation (Attachment Four) no later than 5:00 pm on **December 12, 2025**. All attachments will be made available via automated certification using this [state-provided link](#) to the HDAP FY 2025-26 Director's Certification. One submission per county will be accepted. The Director's Certification is password-protected and CDSS will share the password with HDAP designated program contacts via email. If your HDAP designated contact has not received an email from CDSS with the [certification link](#) and password by December 12, 2025, please email [housing@dss.ca.gov](mailto:housing@dss.ca.gov). Note: Attachments Two, Three and Four are included in this letter for planning purposes. Counties must submit these attachments via the certification link provided.

Counties accepting all or a portion of the FY 2025-26 funds shall complete Section One through Section Three below. Counties declining all funding made available through this notice shall complete Section One and Section Four below.

By accepting these funds and signing the Certification below, the County Welfare Director agrees to the funding terms and conditions outlined in this letter.

**SECTION ONE: CONTACT INFORMATION** *(All grantees complete sections a through c below):*

- a. Name of County
- b. Name of and Title of Contact Person
- c. Contact Information (phone and email)

**SECTION TWO: FUNDING AMOUNT AND PROGRAM TARGETS**

**A. FY 2025-26 NONCOMPETITIVE ALLOCATION**

A county may accept the full amount identified in Attachment One, or a portion of these funds and indicate an ability to utilize additional funds.

Complete the information below to confirm acknowledgment of Attachment One allocation amounts and select one of the following acceptance options:

**The County hereby acknowledges the total FY 2025-26 HDAP noncompetitive allocation in Attachment One is \$\_\_\_\_\_.**

**The County hereby:**

- Accepts the **total** allocation amount as listed in Attachment One and as indicated above.
- Accepts the **total** allocation amount as listed in Attachment One above **AND** can accept **additional** funds, if available **with no limit**.
- Accepts the **total** allocation as listed under Attachment One as indicated above **AND** can accept **additional** funds, if available **up to a limit**.
  - Specify the **total additional** amount of funds the county is able to accept (insert dollar amount): \$\_\_\_\_\_
- Accepts **only a portion** of the total allocation amount that is listed in Attachment One and indicated above.
  - Specify the **total amount** of funds the county is able to accept (insert dollar amount): \$\_\_\_\_\_

**B. EXPECTED NEW INDIVIDUALS TO SERVE**

Complete the following by estimating the total unduplicated number of new and continuing HDAP individuals expected to be served by Fiscal Year, between July 1, 2025 through June 30, 2028, with funds the county is accepting. CDSS understands there will be duplication across years if participants are served over multiple years. Counties should assess community need, program capacity, and available resources (including allocation amount requested or accepted under Section One and any redistributed funds reflected in Attachment One of this letter). Counties must also consider any funds they may have encumbered but have not yet claimed to CDSS in order to accurately plan and budget their total allocation. CDSS acknowledges these are estimates and may be subject to change.

Refer to [ACWDL dated September 13, 2021](#), for definitions of eligible individuals experiencing homelessness and at risk of homelessness, and examples of HDAP housing assistance and homelessness prevention:

1. Estimated number of individuals **experiencing homelessness** to be newly enrolled in each fiscal year:
  - FY 2025–26: \_\_\_\_\_
  - FY 2026–27: \_\_\_\_\_
  - FY 2027–28: \_\_\_\_\_
2. Estimated number of individuals **experiencing homelessness** who will continue to be served in each fiscal year (cases that will remain open from prior FY and continue receiving services into the new FY):

- FY 2025–26: \_\_\_\_\_
  - FY 2026–27: \_\_\_\_\_
  - FY 2027–28: \_\_\_\_\_
3. Estimated number of individuals **at risk of homelessness** to be newly enrolled in each fiscal year:
- FY 2025–26: \_\_\_\_\_
  - FY 2026–27: \_\_\_\_\_
  - FY 2027–28: \_\_\_\_\_
4. Estimated number of individuals **at risk of homelessness** who will continue to be served in (cases that will remain open from prior FY and continue receiving services into the new FY):
- FY 2025–26: \_\_\_\_\_
  - FY 2026–27: \_\_\_\_\_
  - FY 2027–28: \_\_\_\_\_
5. Estimated **TOTAL** number of individuals to serve in HDAP each fiscal year (1-4 combined):
- FY 2025–26: \_\_\_\_\_
  - FY 2026–27: \_\_\_\_\_
  - FY 2027–28: \_\_\_\_\_

### **SECTION THREE: COLLABORATION AND DIRECTOR'S CERTIFICATION OF FUNDING TERMS**

#### **A. COLLABORATION**

HDAP County grantees must inform the local housing, homelessness, health, and social service networks of the following information upon release of the final County Fiscal Letter:

- Total allocation available to the Grantee
- Total allocation accepted by the Grantee
- HDAP program benefits and eligibility (outlined in Attachments One and Two of the [ACWDL dated September 13, 2021](#))
- HDAP program requirements as they relate to collaboration with the Continuum of Care, Coordinated Entry System (CES), and Homeless Management

Information System (HMIS) (e.g., Attachment One of the [ACWDL dated September 13, 2021](#))

Examples of partner outreach and communications include but are not limited to sharing information with partners via an email, sharing at advisory or collaborative meetings, and providing roadshows or presentations to partners.

Additional ongoing partner collaboration may include but is not limited to ongoing planning processes, aligning program targets and goals, coordinating assessment practices, regular check-in meetings, etc.

Relevant agencies and organizations shall include the Continuum of Care (CoCs) and may include the Public Housing Authority (PHA), housing agencies of incorporated cities, health services, managed care organizations or medical institutions and emergency response systems, behavioral health agencies, public benefit agencies, tribal agencies, advocates for clients, legal aid, family resource networks, and other relevant networks or partners critical to local outreach and collaboration. For additional information on collaboration requirements and best practices refer to [ACWDL dated September 13, 2021](#).

Counties will be expected to include in their certification a copy of the draft letter(s) or comparable material that will be sent to relevant partner agencies within the community, and attach a list of recipients. The county understands that sending final collaboration letters is a requirement to accept the FY 2025-26 allocations.

- ☐ A copy of the letter(s) sent to relevant partner agencies within the community and list of recipients is attached. The county understands that this is a requirement to accept the FY 2025-26 noncompetitive allocation.

## **B. CONDITIONS OF FUNDING**

I, County Welfare Director of [name of county], certify that I will:

- 1) Operate an HDAP program consistent with relevant laws, program guidance, and evidence-based practices, including but not limited to:
  - a. [Welfare and Institutions Code \(WIC\) sections 18999 and 18999.6](#)
  - b. All County Letters (ACL) or similar instruction, including the [ACWDL dated September 13, 2021](#) and the [ACL 19-104](#)
  - c. Housing First requirements as enumerated in [WIC section 8255](#) and further outlined in [ACL 19-114](#) and [ACL 24-88](#).
  - d. [Homelessness prevention services](#) and/or the [core components of Rapid](#)

Rehousing.

- 2) Develop and implement written policies and procedures that ensure the administration and operation of HDAP is consistent with relevant laws, program guidance issued by CDSS, and evidence-based practices. CDSS reserves the right to access a grantee's written program policies and procedures for the purposes of performing audits, examinations, and/or to review for compliance with these conditions of funding or for the purpose of technical assistance. Grantees are encouraged to make written policies available to the public.
- 3) Actively collaborate with local, state, and federal housing, homelessness, health, and social service systems in order to make the best use of available funding and link participants to necessary services. I understand that information on these collaborations will be requested within program updates. These collaborating entities may include but are not limited to:
  - a. CoC and CES
  - b. Behavioral health systems
  - c. Medical institutions and emergency response systems
  - d. Managed Care Organizations
  - e. Housing authorities
  - f. Public benefit agencies
  - g. Legal aid and benefit advocacy providers
- 4) Collect, track, report, and measure relevant program outcomes, and engage in continuous data quality improvement, such as:
  - a. Enter participants into HMIS.
  - b. Submit HDAP-related program reports, including but not limited to the HDAP PII 21, which transitioned to an integrated, cloud-based reporting system called the Housing and Homelessness Data Reporting Solution (HHDRS) in August 2025 (see [ACL 25-23](#)).
  - c. Participate in formal evaluation efforts which may include executing data-sharing agreements with the HMIS administrator.
  - d. Set program targets and milestones, and report to CDSS on progress at



least annually or upon request from CDSS.

- 5) Engage in training, technical assistance, and continuous quality improvement, including but not limited to:
  - a. Program leads attend meetings and trainings required by CDSS.
  - b. Respond to requests for program amendments to comply with applicable laws and guidance, as determined by CDSS.
- 6) Actively engage with technical assistance providers, including those contracted by CDSS, to support program growth, expansion, and improvement by attending meetings and trainings and contributing to technical assistance efforts, such as process mapping, program design, and case conferencing exercises.
- 7) Respond to requests for program progress reports, updates, expenditure information (including amount spent on prevention services, administrative costs, direct services and financial assistance), or program assessments as requested by CDSS, including but not limited to:
  - a. For new grantees, implementation updates related to program ramp up at least every six months and then annually, after program implementation and until awarded amount is fully spent.
  - b. For existing grantees, annual implementation updates in accordance with a schedule as determined by CDSS.
  - c. For new and existing grantees, submit more frequent program updates if determined necessary by CDSS due to program performance.
- 8) Maximize spending on direct financial assistance and minimize administrative costs in order to ensure that all HDAP participants are provided assistance including housing navigation, housing-related financial assistance, disability benefits advocacy and case management.
- 9) Notify CDSS in writing at least 30 days in advance of any temporary or permanent interruption or end to HDAP services and operations for any reason, including fully spending the given allocation.
- 10) CDSS, in consultation with CWDA, reserves the right to reallocate HDAP funds should a grantee be out of compliance with applicable laws or guidance issued by CDSS, or if CDSS determines it is appropriate or necessary to maximize program impact throughout the state.

I [County Welfare Director's name] certify that [County name] will administer the HDAP pursuant to the terms outlined above and understand this is a condition of receiving

HDAP funds. The information completed within the form and attached is true and correct.

☐ (if applicable) By checking this box, I am indicating our County's official acceptance of the terms of the funding pending Board of Supervisor authorization, which is anticipated on \_\_\_\_\_ (insert date).

\_\_\_\_\_  
County Welfare Director's Signature

\_\_\_\_\_  
Date

**SECTION FOUR: DECLINING FUNDS (ONLY COMPLETE IF THE COUNTY DECLINES ALL OF THE FY 2025-26 NONCOMPETITIVE ALLOCATION OUTLINED IN ATTACHMENT ONE)**

Counties declining all FY 2025-26 HDAP funding reflected in Attachment One are asked to notify CDSS by completing and electronically signing the section below via automated survey using this [state-provided link](#) to the FY 2025-26 HDAP Director's Certification Survey. Please see the instructions at the beginning of Attachment Two. Counties are encouraged to submit their responses as soon as possible but no later than December 12, 2025. CDSS will consider the funds declined if no response is provided to CDSS by the county by the deadline specified above.

To decline the funds, check the box below and complete the name and signature of the County Welfare Director.

☐ County declines the entire amount of FY 2025-26 HDAP allocation available to the county as shown in Attachment One.

\_\_\_\_\_  
County Welfare Director's Signature

\_\_\_\_\_  
Date

### **ATTACHMENT THREE: FY 2025-26 BUDGET TEMPLATE**

All counties accepting one-time funding in FY 2025-26 must complete the Budget Template. The purpose of the Budget Template is to support counties in developing an annual HDAP budget. The budget should be reflective of the number of individuals the county will continue to support from prior fiscal years, as well as any newly enrolled individuals in FY 2025-26, FY 2026-27 and FY 2027-28, consistent with the Director's Certification. Subsequent Budget Updates will be requested in the annual HDAP Program Update Surveys, which may account for any additional funding allocated in the final allocation that is above the non-competitive allocation reflected in Attachment One. For more details on budget categories, please refer to [ACWDL dated September 13, 2021](#).

#### **BUDGET TEMPLATE INSTRUCTIONS:**

1. In Section A, please enter the total amount of funds the county plans to utilize for HDAP programming in each of the following FY: FY 2025-26, FY 2026-27, FY 2027-28. This amount should include any remaining match exempt funds allocated in FY 2021-22, FY 2022-23 and FY 2024-25 that will be used (estimates are acceptable) and the amount of the FY 2025-26 one-time noncompetitive allocation accepted in Attachment Two, Section Two A. If the county is not expecting to carry over any remaining funds from prior FY allocations, this amount would only include the amount of funds accepted of the noncompetitive allocation reflected in Attachment One.
2. In the Total Projected Cost column, please enter the total unduplicated amounts that you intend to allocate for each Budget category in Sections B, C and D. Note: You may use the [HUD Fair Rental Market Calculator](#) to project the cost of rental subsidies.
3. If there are budget categories or expenditures that are not captured below, please include them in the "other" category and include a description of the "other" costs.

#### **Total HDAP Program Funds Budget Template for FY 2025-26**

**A. Total Funds Anticipated** *Please enter the total funds anticipated to be used in:*

- Fiscal Year 2025-26
- Fiscal Year 2026-27
- Fiscal Year 2027-28

If an item is reported in one section, it should not be duplicated in another section. For example, hiring of staff should be reported in either item 1 or 2, but not in both.

**B. Program Administration Costs:** *Captures expenses necessary for a specific program's proper administration. These may include, but are not limited to, costs for program administrative staff and data tracking, including HMIS licenses. Administrative costs in this section must be directly and solely related to the administration of this program. The total projected cost entered here should not duplicate any other information entered in any other section below.*

For each of the following categories, please provide the **total projected cost** for:

- FY 2025–26
- FY 2026–27
- FY 2027–28

**1. Administration Staff (wages and benefits)**

- FY 2025–26: \_\_\_\_\_
- FY 2026–27: \_\_\_\_\_
- FY 2027–28: \_\_\_\_\_

**2. Overhead**

- FY 2025–26: \_\_\_\_\_
- FY 2026–27: \_\_\_\_\_
- FY 2027–28: \_\_\_\_\_

**3. Other Administrative Costs (please describe, if applicable):**

- FY 2025–26: \_\_\_\_\_
- FY 2026–27: \_\_\_\_\_
- FY 2027–28: \_\_\_\_\_

**C. Direct Program Service Costs:** *Captures expenditures for directly delivering services within the program. These may include, but are not limited to, case management staff, housing navigation staff, and other program staff-related or operational costs not included within administrative costs. The total projected cost entered into this section should not be duplicative of the information entered under any other section below.*

Please enter the total funds anticipated to be used in:

**1. Case Management (wages and benefits)**

- FY 2025–26: \_\_\_\_\_
- FY 2026–27: \_\_\_\_\_
- FY 2027–28: \_\_\_\_\_

**2. Housing navigation staff (wages and benefits)**

- FY 2025–26: \_\_\_\_\_
- FY 2026–27: \_\_\_\_\_
- FY 2027–28: \_\_\_\_\_

**3. Disability advocacy staff (wages and benefits)**

- FY 2025–26: \_\_\_\_\_
- FY 2026–27: \_\_\_\_\_
- FY 2027–28: \_\_\_\_\_

**4. Other Direct Program Service Costs: (please describe, if applicable)**

- FY 2025–26: \_\_\_\_\_
- FY 2026–27: \_\_\_\_\_
- FY 2027–28: \_\_\_\_\_

**D. Financial Assistance to Support Housing:** *Captures all housing-related costs paid out on behalf of the program participant. This includes, but is not limited to, costs associated with rental assistance, application fees, security deposits, first and last months' rent, housing rehabilitation and modification costs, interim shelter assistance, move-in costs, landlord incentives, among other items, as specified in program statutes and guidance. Noting, the total projected cost entered into this section should not be duplicative of the information entered under any other section below.*

Please enter the total funds anticipated to be used in:

**1. Continued Rental Subsidies (Continued housing for individuals enrolled in the program prior to July 1, 2025, and who will receive rental subsidies after July 1, 2025).**

- FY 2025–26: \_\_\_\_\_
- FY 2026–27: \_\_\_\_\_
- FY 2027–28: \_\_\_\_\_

**2. Rental subsidies for newly housed**

- FY 2025–26: \_\_\_\_\_
- FY 2026–27: \_\_\_\_\_
- FY 2027–28: \_\_\_\_\_

**3. Security deposits**

- FY 2025–26: \_\_\_\_\_
- FY 2026–27: \_\_\_\_\_
- FY 2027–28: \_\_\_\_\_

**4. Landlord Incentives**

- FY 2025–26: \_\_\_\_\_
- FY 2026–27: \_\_\_\_\_
- FY 2027–28: \_\_\_\_\_

**5. Utility Payments**

- FY 2025–26: \_\_\_\_\_
- FY 2026–27: \_\_\_\_\_
- FY 2027–28: \_\_\_\_\_

**6. Temporary Housing (e.g., motels, bridge, or interim housing)**

- FY 2025–26: \_\_\_\_\_
- FY 2026–27: \_\_\_\_\_
- FY 2027–28: \_\_\_\_\_

**7. Move-in costs (e.g. furniture, storage, relocation assistance such as movers or rental trucks)**

- FY 2025–26: \_\_\_\_\_
- FY 2026–27: \_\_\_\_\_
- FY 2027–28: \_\_\_\_\_

**8. Costs associated with making a home habitable/accessible (e.g., repairs, modifications, rehabilitation, damages)**

- FY 2025–26: \_\_\_\_\_
- FY 2026–27: \_\_\_\_\_
- FY 2027–28: \_\_\_\_\_

**9. Other Direct Financial Assistance: (please describe, if applicable)**

- FY 2025–26: \_\_\_\_\_
- FY 2026–27: \_\_\_\_\_
- FY 2027–28: \_\_\_\_\_

#### **ATTACHMENT FOUR: EXPENDITURE EXPLANATION**

Use the space below to describe and **address how the county will fully utilize all remaining funds from FY 2022-23, FY 2023-24, and FY 2024-25 and the funds being accepted for FY 2025-26 to provide HDAP services.** This explanation is not required for counties who claimed at least ninety percent or more of their match-exempt FY 2021-22, FY 2022-23 and FY 2024-25 allocations as of the June 2025 claiming quarter.

If the county's claiming data reported to CDSS is not reflective of the amount of funds the program has expended and claimed to CDSS as of the June 2025 claiming quarter, please include these details in the explanation. Include details on when the county is expected to claim expenditures to CDSS and the estimated amount of funds encumbered (e.g., in a contract or earmarked, etc.), funds spent (e.g., paid to a contractor, etc.) but not yet claimed to CDSS.

#### **COUNTY NAME:**

Note: Blank text box will be provided in the online form

If you have any questions or need additional guidance regarding the information in this letter, contact the Housing Inbox at [housing@dss.ca.gov](mailto:housing@dss.ca.gov).