



AGENDA ITEM NO.
C17

COUNTY OF HUMBOLDT

For the meeting of: December 19, 2017

Date: November 20, 2017

To: Board of Supervisors

From: Connie Beck, *for AB*
Director, Department of Health and Human Services

Subject: Create a Housing and Disability Income Advocacy Program Utilizing an Existing General Fund Allocation

RECOMMENDATION(S):

That the Board of Supervisors:

Approve the use of General Fund dollars in the General Relief budget (1100-525) as a dollar-for-dollar match with the California Department of Social Services (CDSS) to create a rapid re-housing program known as the Housing and Disability Income Advocacy Program (HDAP).

SOURCE OF FUNDING:

General Fund 1100 525

DISCUSSION:

On July 27, 2017 the California Department of Social Services (CDSS) issued an All County Welfare Directors Letter informing counties of the creation of a new housing program called Housing and Disability Income Advocacy Program (HDAP). The program was created by Assembly Bill 1603 and codified in Welfare & Institutions Code section 18999. The 2017-18 California State Budget appropriated Forty-Three Million, Four Hundred Sixty-One Thousand Dollars (\$43,461,000) for the program, which is available over

Prepared by Jarod Proffitt, Staff Services Analyst II CAO Approval *[Signature]*

REVIEW:	Auditor _____	County Counsel _____	Personnel _____	Risk Manager _____	Other _____
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TYPE OF ITEM:

Consent

Departmental

Public Hearing

Other _____

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT

Upon motion of Supervisor *Sundberg* Seconded by Supervisor *Fennell*

Ayes *Sundberg, Fennell, Bass, Bohn, Wilson*

Nays _____

Abstain _____

Absent _____

PREVIOUS ACTION/REFERRAL:

Board Order No. C-6

Meeting of: 03/08/16

and carried by those members present, the Board hereby approves the recommended action contained in this Board report.

Dated: 12/19/17

By: *[Signature]*
Kathy Hayes, Clerk of the Board

a three year period from July 1, 2017 through June 30, 2020.

The HDAP is a county administered program that assists disabled individuals who are experiencing homelessness with applying for disability benefit programs while also providing housing assistance. The HDAP requires that counties offer outreach, case management, advocacy, and housing assistance to all program participants. Eligible individuals who most frequently utilize state and county funded programs such as General Relief (GR), jails, Psychiatric Emergency Services, and Sempervirens Psychiatric Health Facility will be given priority for participation in the program.

The Department of Health and Human Services – Social Services Branch (DHHS-SSB) is partnering with the Department of Health and Human Services – Mental Health Branch (DHHS-MHB) to administer the HDAP. The GR division will take the lead in providing outreach and disability income benefit advocacy, while the Mobile Outreach Vehicle (MOV) division will take the lead in assisting individuals with mental health issues. Individuals who are determined to not be experiencing mental health issues will continue to be served by GR.

In keeping with Housing First policies first adopted by the Board on March 8, 2016 (item C-6), eligible participants of the HDAP will be rapidly re-housed into permanent housing as quickly as possible. To achieve this goal, 70 percent of Humboldt County's total requested three year allocation of \$657,000, which includes \$328,500 of General Fund dollars, will be used to provide direct services such as rent assistance, housing searches, first/last month's rent deposit, rent arrears, utility deposits, renters' education classes, etc., with the remaining 30 percent being allocated for administrative costs of the program. In order to ensure continued permanent housing, DHHS staff will perform rigorous case management and assist the participant through all steps to acquire any and all benefits that they are eligible to receive.

As your Board is aware, the General Fund designates funds to provide temporary winter shelter for individuals experiencing homelessness. In Fiscal Year 16-17, Social Service's Winter Shelter program directly linked applicants to other housing programs funded by the State such as the CalWORKs Housing Assistance program. This effort significantly reduced General Fund Shelter expenditures while providing more robust services to individuals experiencing homelessness.

DHHS integration will allow for efficient referrals to other benefit services such as CalFresh and Medi-Cal. Close collaboration with the Humboldt Housing and Homeless Coalition (HHHC) provides additional services by community partners if needed, and individuals may be referred to the HDAP via the 211 telephone system.

Humboldt County's homeless populations are, on average, nearly 1 percent of the general population. This figure is nearly five times the national average. The GR program routinely serves this population that is historically underrepresented for other county run rapid re-housing efforts, presenting a unique opportunity for Humboldt County to boost its efforts to reduce both the number and proportion of homeless and chronically homeless individuals.

FINANCIAL IMPACT:

Funding for the HDAP requires a dollar-for-dollar match. The application is for a three year period covering fiscal years 2017-18, 2018-19, and 2019-20. The application request is for One Hundred Nine Thousand, Five Hundred Dollars (\$109,500) per fiscal year for an overall total of Three Hundred Twenty-Eight Thousand, Five Hundred Dollars (\$328,500) from the CDSS. Social Services Finance will request a supplemental budget upon notification of application approval. The required match will be provided in Fund 1100, Budget Unit 525, Line Item 3261 – Shelter funds in the amount of One Hundred Nine

Thousand, Five Hundred Dollars (\$109,500) per fiscal year for an overall total of Three Hundred Twenty-Eight Thousand, Five Hundred Dollars (\$328,500). Winter Shelter Funds were included in the adopted county budget for fiscal year 2017-18 and will be utilized as matching dollars. Combined funding from the CDSS and Winter Shelter funds for FYs 2017-18, 2018-19, and 2019-20 amount to Six Hundred Fifty-Seven Thousand Dollars (\$657,000).

It should be noted that in fiscal year 2016-17 the General Relief budget did not utilize its entire General Fund allocation creating savings in the General Fund. Creating this program will likely lead to the full utilization of the General Fund allocation with no savings in future fiscal years.

The services provided by the HDAP supports the Board's Strategic Framework by protecting vulnerable populations and creating opportunities for improved safety and health.

OTHER AGENCY INVOLVEMENT:

Department of Health and Human Services – Mental Health Branch

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board can choose not to authorize the use of General Relief funds to create the HDAP. However, this is not recommended as this grant will allow DHHS to provide rapid re-housing services and assistance to eligible disabled individuals and families in need.

ATTACHMENTS:

1. One (1) copy of the Housing and Disability Income Advocacy Program Application

COPY

Housing and Disability Income Advocacy Program (HDAP)
Request for Funding and Certification

I. PROGRAM CONTACT

County: Humboldt **Department:** Department of Health & Human Services – Social Services

Contact Name: Raul Torres **Title:** Program Manager II

Address: 929 Koster Street, Eureka, CA 95501

Email: RTorres@co.humboldt.ca.us **Phone:** (707) 268-3493

Contact Name: Kelly Hampton **Title:** Deputy Director

Address: 929 Koster Street, Eureka, CA 95501

Email: KHampton@co.humboldt.ca.us **Phone:** (707) 268-3478

II. PROGRAM FUNDING REQUEST

Total State HDAP Funding Requested: \$328,500.00

Total Amount of County Funding Match: \$328,500.00

Total Program Funding (state and county): \$657,000.00

Target Number (unduplicated) of Individuals to Serve: 1,177

Program proposal and/or program budget is pending approval by Board of Supervisors.
Anticipated date approval will be granted: November 7, 2017

III. DIRECTOR'S CERTIFICATION

I certify that the County will administer the Housing and Disability Income Advocacy Program pursuant to the conditions set forth by the California Department of Social Services. I certify the information completed above and attached is true and correct.

Director's Name: Connie Beck

Signature:  Connie Beck

Date: 10/24/17

Description of Services – OUTREACH

Finding appropriate housing for Humboldt County's homeless population as quickly as possible is the goal for Humboldt County's Department of Health & Human Services – Social Services Branch (DHHS-SSB). As part of its Continuum of Care (CoC), DHHS-SSB is an active and strong member of the Humboldt Housing & Homeless Coalition (HHHC). Other members of HHHC include, but are not limited to: Eureka Veterans Clinic, Food for People, and Humboldt County Office of Education.

Any person or persons showing interest or determined to be potential candidates will be entered into the HDAP by county staff completing Vulnerability Index & Service Prioritization Decision Assistance Tool (VI-SPDAT) and Homeless Management Information System (HMIS) questionnaires. Clients may be entered into the system either at a physical location such as a Social Services office or referred to contact one of the other CoC entry points by calling 211. 211 is a county referral phone service powered by United Way that persons can contact looking for information on any services needed or requested.

Through other county programs such as the General Relief (GR) division and Mental Health mobile outreach, DHHS-SSB are able to provide services to populations in need. Outreach is provided daily at Social Services county offices including outstations, Community Based Organizations which includes 16 Family Resource Centers scattered throughout the county, and mobile outreach carried out by our "Street Outreach Services" mobile team.

How Services will be Delivered:

Services will be delivered in-house via county staff.

Target Number of Individuals: 934

Description of Services – CASE MANAGEMENT

Social Workers provide supports to restore or enhance a client's capacity for social functioning. In the context of the HDAP, Social Workers and other DHHS support staff will assist clients in ways that include, but are not limited to: searching for appropriate housing, negotiating with landlords, providing credit enhancement services, and providing aftercare services to ensure continued housing.

Social Workers will assist clients in applying for and receiving benefits from all available resources, including but not limited to Medi-Cal and CalFresh. Clients will be seen on a weekly basis at a minimum as part of the coordination of services. If there is a need for any other services that the client is eligible for, the Social Worker will refer the client to these programs.

Mental Health clinicians and/or Public Health nurses on staff will also provide any necessary supports to help improve the well-being of clients with needs and providing aftercare services to ensure continued housing. Other housing support services funded with HDAP monies and administered by county staff include but are not limited: to rental subsidies and assistance with the purchase of essential household items such as beds, microwaves, toiletries, hygienic products, etc.

Any transportation related services will be provided by vocational staff in the GR division. These services will be provided in the form of bus tickets, gas vouchers, or transportation provided by

county staff. Supportive services not related to housing will be provided by GR staff either through the Social Worker or other support staff.

How Services will be Delivered:

Services will be delivered in-house via county staff.

Target Number of Individuals: 47

Description of Services – DISABILITY BENEFITS ADVOCACY

Persons meeting the criteria and considered HDAP clients will receive multiple supportive services. The GR program will handle all supportive services dealing with disability income advocacy. Each client will have a Social Worker assigned to work with them individually. The Social Worker will help determine what type of disability based income they need to apply for, and will work with the client through every step of the process to ensure all necessary documentation is provided and any appointments necessary to complete a claim are attended. The GR division's disability based income advocacy team has been steadily providing successful advocacy for over 20 years. The system in place is constantly reviewed and updated using the most up to date processes possible, which includes using many SOAR related processes that can be integrated as part of the CoC.

How Services will be Delivered:

Services will be delivered in-house via county staff using currently established processes. Many of these processes use SOAR related components and have been in place for over 15 years.

Target Number of Individuals: 79

Oversight and Quality Assurance Process: GR staff will ensure client disability income applications are complete and accurate as well as providing follow-up services to ensure claims are moving forward. Application approval rates are tracked by GR staff. Additionally, secondary review by the DHHS Quality Assurance team are part of this process.

Description of Services – HOUSING ASSISTANCE

Housing First policies were adopted by the Humboldt County Board of Supervisors on March 8, 2016. Thus, rapidly re-housing clients using the principles of Housing First into permanent housing is the goal. Due to housing shortages and the need to negotiate with landlords, interim housing will also be utilized for a maximum of 24 months while permanent housing is secured. Housing selection methods are based on clients' needs on a case-by-case basis and performed by a team consisting of Social Services Aides, Social Workers, and other county staff as needed. Where appropriate, rental subsidies will be provided as part of a client's case management regimen.

When clients are initially screened by GR staff their cases immediately become part of the CoC and integrated with the Coordinated Entry System (CES). County programs are already engaged with local landlords regarding rent payments, which are often paid directly to landlords as part of the clients' cases. Clients in interim housing are relocated to permanent supportive housing as soon as possible, the maintenance of which is supported by ongoing county program support and disability income. Clients denied disability income are referred to other services as necessary on a case-by-case basis to ensure continued permanent housing.

How Services will be Delivered:

Services will be delivered in-house via county staff.

Target Number of Individuals: 117

Program Statement of Need

		2015	2016	2017	Notes
County's Homeless Point in Time Counts	Chronic Homeless	392	N/A	310	Point in Time counts are completed on a bi-annual basis.
	Homeless	1,180	N/A	759	
General Assistance/Relief Caseloads		191	177	175	Figures provided are averages
Frequent users of emergency services (if available)		N/A	200	149	Data gathered via VI-SPDATs
Caseload counts for existing HDAP-like programs in the county (if available)		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 indicated above)		Humboldt County's homeless populations are, on average, nearly 1% of the general population, some five times the national average. The GR division routinely serves this population that is historically underrepresented for other county run rapid re-housing efforts, presenting a unique opportunity for Humboldt County to boost its efforts to reduce both the number and proportion of homeless and chronically homeless individuals and families.			

Program Budget (submit a budget for each fiscal year)

County Name: Humboldt

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)	\$32,850.00	\$0.00	\$32,850.00	\$0.00	N/A
Outreach	\$4,162.50	\$0.00	\$4,162.50	\$0.00	300
Case Management	\$4,162.50	\$0.00	\$4,162.50	\$0.00	15
Disability Benefits Advocacy	\$4,162.50	\$0.00	\$4,162.50	\$0.00	25
Housing-Related Case Management	\$4,162.50	\$0.00	\$4,162.50	\$0.00	25
Housing Financial Assistance	\$60,000.00	\$0.00	\$60,000.00	\$0.00	12
Workforce Development (optional)					
Total	\$109,500.00	\$0.00	\$109,500.00	\$0.00	N/A
Total number of individuals to serve (unduplicated count) in FY 2017-18					367

Program Budget (submit a budget for each fiscal year)

County Name: Humboldt

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)	\$32,850.00	\$0.00	\$32,850.00	\$0.00	N/A
Outreach	\$4,162.50	\$0.00	\$4,162.50	\$0.00	317
Case Management	\$4,162.50	\$0.00	\$4,162.50	\$0.00	16
Disability Benefits Advocacy	\$4,162.50	\$0.00	\$4,162.50	\$0.00	27
Housing-Related Case Management	\$4,162.50	\$0.00	\$4,162.50	\$0.00	27
Housing Financial Assistance	\$60,000.00	\$0.00	\$60,000.00	\$0.00	13
Workforce Development (optional)					
Total	\$109,500.00	\$0.00	\$109,500.00	\$0.00	N/A
Total number of individuals to serve (unduplicated count) in FY 2017-18					400

Program Budget (submit a budget for each fiscal year)

County Name: Humboldt

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)	\$32,850.00	\$0.00	\$32,850.00	\$0.00	N/A
Outreach	\$4,162.50	\$0.00	\$4,162.50	\$0.00	317
Case Management	\$4,162.50	\$0.00	\$4,162.50	\$0.00	16
Disability Benefits Advocacy	\$4,162.50	\$0.00	\$4,162.50	\$0.00	27
Housing-Related Case Management	\$4,162.50	\$0.00	\$4,162.50	\$0.00	27
Housing Financial Assistance	\$60,000.00	\$0.00	\$60,000.00	\$0.00	13
Workforce Development (optional)					
Total	\$109,500.00	\$0.00	\$109,500.00	\$0.00	N/A
Total number of individuals to serve (unduplicated count) in FY 2017-18					400

Implementation Timeline

	High level description of work that will be completed	Anticipated Completion Date
Establish Formal Partnerships		
Engagement with homelessness Continuum of Care (CoC)	Already established.	Current process.
Status of CoC Coordinated Entry	Already established.	Current process.
Collaboration with other county departments, including behavioral health	Already established.	Current process.
Contractor(s) and partner(s): list specific organization(s) and the anticipated date that contracts/MOUs will be executed	N/A. Work will be completed by county staff in existing county programs.	Current process.
Program Development		
Hire and train staff	Hire one (1) Social Worker I/II	October 31, 2017
Establish program policies and procedures	Upon award, policies and procedures from existing county housing programs such as the CalWORKs Housing Support Program and in line with the Housing First model, will be used as guides in developing policies and procedures for HDAP.	October 31, 2017
Develop program forms and notices	Upon award and the establishment of eligibility criteria, forms and notices will be developed by county staff to capture eligibility data to enroll clients into the HDAP. Existing forms and notices from other county programs will be used as guides in developing forms for the HDAP.	October 31, 2017
Community outreach/marketing	All current and new GR clients will be notified of the HDAP via a marketing plan to be developed by GR staff. Additional outreach will be provided through the HHC, Community Based Organizations, Family Resource Centers, and 211.	October 31, 2017

In consultation with CDSS, develop data collection and evaluation process	Develop and implement tracking spreadsheets for program data.	October 31, 2017
Program Implementation		
Identification/outreach to potentially eligible individuals	County staff will identify potential eligible individuals via data gathered through HMIS, VI-SPDATs, and referrals received from 211. Additional identification/outreach will be provided by the DHHS Media division.	October 31, 2017
Outreach to potentially eligible individuals	County staff will perform outreach via fliers, marketing, and informational notices provided to clients.	October 31, 2017
Begin accepting referrals	Upon program launch.	November 1, 2017
Begin filing disability applications	Already implemented.	Current process.
Begin providing housing assistance	Upon program launch.	November 1, 2017