

December 28, 2018

Connie Beck, Director  
Humboldt County Department of Health and Human Services – Adult Services  
824 Harris Street  
Eureka, CA 95501

Dear Director Beck,

Congratulations! I am pleased to inform you that your county's proposal for the Home Safe program authorized per Assembly Bill (AB) 1811 (Chapter 35, Statutes of 2018) has been accepted.

**Your Home Safe state funded allocation is \$335,848;** counties may use up to 10% of the state funds allocated for program development activities. The program development funds may be accessed immediately for program development activities related to Home Safe. The remaining portion of the allocation may not be utilized until the California Department of Social Services (CDSS) provides approval of your final program plan, which confirms all Home Safe program milestones are met, in addition to an updated program budget, updated program goals and certification signed by the County Welfare Director.

CDSS will work with your county to continue to develop the Home Safe program to ensure your program is implemented no later than July 1, 2019. Following is a timeline that outlines the program development phase in greater detail:

- January 2019: CDSS will host a conference call with funded counties to review the program development timeline and answer any initial questions.
- February 2019: CDSS will notify counties of development milestones that must be achieved by the county before the CDSS can approve full utilization of the Home Safe allocation.
- March 2019: CDSS will host a learning forum for Home Safe counties to provide training on Home Safe best practices and answer questions.
- March – May 2019: Counties will provide verification of milestone achievement and submit an updated program budget, projected program goals, and certification signed by the director.
- March – June 2019: Following receipt of items noted above, the CDSS will grant approval to counties (on a rolling basis) to begin program implementation and full utilization of county's Home Safe program allocation.
- July 1, 2019: All programs shall be implemented.

As noted above, the CDSS is looking forward to hosting a Home Safe Learning Forum which will provide participating counties an opportunity to receive training related to Home Safe, share best practices and collaborate on ways to best develop the county's Home Safe program. The Learning Forum will be located in downtown Sacramento (location to be determined). In-person attendance by at least one representative from your county is required. The Home Safe Learning Forum has been tentatively scheduled for March 6-7, 2019. Additional information, including the agenda and registration details, will be emailed to Home Safe program coordinators.

Home Safe funds awarded to counties are treated as an allocation. As with all allocations, counties that receive Home Safe funds will be required to claim costs on a quarterly basis by performing time studies and utilizing Home Safe identified program codes to claim Home Safe costs on the County Expense Claim. Further, as outlined in Welfare and Institutions code section 15570-15771, counties are required to provide a dollar-for-dollar county match for all state funds allocated. Additional information regarding county Home Safe claiming instructions are included in [CFL No. 18/19-47](#). Please direct any questions regarding the claiming instructions to [fiscal.systems@dss.ca.gov](mailto:fiscal.systems@dss.ca.gov).

CDSS thanks you for your proposal and looks forward to partnering with you to provide housing support to Home Safe clients. If you have any questions, please contact me at [Alicia.sutton@dss.ca.gov](mailto:Alicia.sutton@dss.ca.gov) or the Housing and Homeless line at (916) 651-5155 or email [housing@dss.ca.gov](mailto:housing@dss.ca.gov).

Sincerely,

***Original Document Signed By:***

ALI SUTTON, Chief  
Housing, Homelessness and Civil Rights Branch

c: Amanda Winstead, Deputy Director