

Housing and Disability Advocacy Program (HDAP) FY 2025-2026 (One-Time Funding Allocation) County Welfare Director's Certification

2. Introduction

This Fiscal Year (FY) 2025-26 County Welfare Director's Certification is designed to capture the responses pertaining to the HDAP County Welfare Director's Certification, Budget Exercise, and the Expenditure Explanation as outlined in the Housing and Disability Advocacy Program (HDAP) All County Welfare Director's Letter (ACWDL) published on November 10, 2025. Where specified in the instructions below, responses should represent information related to anticipated expenditures and services for FY 2025-26.

Certification Instructions

Please only submit one certification per county.

The deadline to submit final responses is 5:00 p.m. on Friday, December 12, 2025.

Questions about the certification can be emailed to Housing@dss.ca.gov.

In order to complete the County Welfare Director's Certification in its entirety, you will need the following:

Name, title, phone number, and email of primary HDAP county contact

Total numbers of individuals to be served (new and continuing).

A copy of the draft letter(s) or comparable material that will be sent to relevant partner agencies within the community ready to upload.

List of relevant partner agencies that will be recipients of the draft letter or comparable materials ready to upload.

A Director's certification which will require a digital signature and date.

Gather budget information to complete budget template

Prepare expenditure explanation if required

Certification Overview

While you are completing Attachments two and four you may want to have this packet printed for reference.

Attachment One: FY 2025-26 One-Time Funding Planning Allocations

Attachment Two: FY 2025-26 One-Time Funding HDAP County Welfare Director's Certification, Instructions, and Funding Conditions

Attachment Three: FY 2025-26 One-Time Funding Budget Template

Attachment Four: Expenditure Explanation

Please click on the 'NEXT' button below to begin the certification.

3. ATTACHMENT ONE: FY 2025-26 ONE-TIME FUNDING COUNTY PLANNING ALLOCATION

Funds are available through June 30, 2028.

County	FY 2025-26 Planning Allocation
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
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
COUNTY TOTAL	\$40,251,500

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

4. ATTACHMENT TWO: ONE-TIME FUNDING FY 2025-26 HDAP COUNTY WELFARE DIRECTOR'S CERTIFICATION, INSTRUCTIONS, AND FUNDING CONDITIONS

Counties wishing to accept funds displayed in [Attachment One](#) shall complete and return the Director's Certification, along with the Budget Template (Attachment Three) and, if applicable, the Expenditure Explanation (Attachment Four) no later than 5:00pm on Friday, December 12, 2025. One submission per county will be accepted.

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

County Name

Lake

Department or Agency Name

Lake County Social Services

Primary Contact Information:

Name

Theresa Showen

Title

Program Manager

Email Address

theresa.showen@Lakecountyca.gov

Phone Number

(707) 995-3749

5. ATTACHMENT TWO: ONE-TIME FUNDING FY 2025-26 HDAP COUNTY WELFARE DIRECTOR'S CERTIFICATION, INSTRUCTIONS, AND FUNDING CONDITIONS (CONT'D)

SECTION TWO: FUNDING AMOUNT AND PROGRAM TARGETS

A. FY 2025-26 PLANNING ALLOCATION

A county may accept the full amount, or a portion of the FY 2025-26 planning allocation reflected in [Attachment One](#). Counties should consider their ability to fully utilize the funds by the expenditure deadline of June 30, 2028. Counties may indicate their ability to accept additional funds, in excess of the amounts reflected in Attachment One, as appropriate.

Does the County intend to decline all planning allocation as listed in Attachment One?

No

Please complete the information below to confirm acknowledgment of [Attachment One](#) allocation amounts and select only one of the following acceptance options:

The County hereby acknowledges the total FY 2025-26 HDAP noncompetitive allocation in Attachment One is:

\$275,000.00

Please select only one of the following. The County of Lake hereby:

Accepts the **total** allocation available as listed in Attachment One and indicated above.

B. Expected Individuals to Serve

Complete the following by estimating the total unduplicated number of new HDAP individuals expected to be served with funds the county is accepting. These targets should not include any additional individuals that may be served as a result of HDAP Targeted Strategic Investment (TSI) funds. Counties should consider community need, program capacity, and available resources (including the allocation amount requested or accepted under Section One). Counties must also consider any funds they may have encumbered but have not yet claimed to CDSS in order to accurately plan and budget the revised total allocation. CDSS acknowledges these are estimates and may be subject to change.

Refer to Attachment Two of [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: : 25

FY 2026–27: : 15

FY 2027–28: : 15

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: : 0

FY 2026–27: : 13

FY 2027–28: : 13

3. Estimated number of individuals at risk of homelessness to be newly enrolled in each fiscal year:

FY 2025–26: : 1

FY 2026–27: : 0

FY 2027–28: : 1

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: : 0

FY 2026–27: : 1

FY 2027–28: : 1

5. Estimated TOTAL number of individuals to serve in HDAP each fiscal year(1-4 combined):

FY 2025–26: : 26

FY 2026–27: : 29

FY 2027–28: : 30

6. ATTACHMENT TWO: ONE-TIME FUNDING FY 2025-26 HDAP COUNTY WELFARE DIRECTOR'S CERTIFICATION, INSTRUCTIONS, AND FUNDING CONDITIONS (CONT'D)

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

A. Collaboration

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

Total allocation available to the County

Total allocation accepted by County

HDAP program benefits and eligibility criteria (outlined in Attachment One of the [ACWDL dated September 13, 2021](#))

HDAP program requirements as it relates to collaboration with the Continuum of Care (CoC), Coordinated Entry System (CES), and Homeless Management Information System (HMIS) (outlined in 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 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 may include the CoCs, Public Housing Authority (PHA), housing agencies of incorporated cities, health services, behavioral health agencies, tribal agencies, advocates for clients, emergency response, legal aid, family resource networks, and any other local partners that will be key to local 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.

Please attach a copy of the draft letter(s) or comparable material that will be sent to relevant partner agencies within the community and list of recipients. The county understands that sending final collaboration letters is a requirement to accept the One-Time FY 2025-26 noncompetitive allocation.

[Partner.Agency.LIST.HDAP.docx](#)
[HDAP.Outreach.Letter.SIGNED.pdf](#)

B. Conditions of Funding

I, County Welfare Director of Lake, certify that I will:

1) Operate an HDAP consistent with relevant laws, regulations, program guidance, and evidence-based practices, including but not limited to:

[Welfare and Institutions Code \(WIC\) sections 18999 through 18999.6](#)

All County Letters (ACL) or similar instruction, including [ACL 19-104](#), the [ACWDL dated August 10, 2020](#), and [ACWDL dated September 13, 2021](#)

Housing First requirements as enumerated in [WIC section 8255](#) and further outlined in [ACL 19-114](#) and [ACL 24-88](#).

Evidence-based practices in homelessness assistance and [prevention services](#)

Benefits advocacy guidelines issued by HDAP program guidance, and the duties of Authorized Representative specified by the Social Security regulations at Title 20 of the [Code of Federal Regulations \(CFR\) sections 404.1740](#) and [416.1540](#)

2) Develop and implement written policies and procedures that ensure the administration and operation of HDAP is consistent with relevant laws and program guidance issued by CDSS. CDSS reserves the right to access a counties' written program policies and procedures for the purpose of performing audits, examinations, and/or to review for compliance with these conditions of funding or for the purposes of technical assistance. Counties are encouraged to make written policies available to the public.

3) Actively collaborate with local, state, and federal housing, homelessness, and health systems in order to make 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:

CoC and CES

Behavioral health systems

Medical institutions and emergency response systems

Housing authorities

Public benefit agencies

Legal aid and benefit advocacy providers

4) Collect, track, report and measure relevant program outcomes and engage in continuous data quality improvement, such as:

Enter participants into HMIS in accordance with requirements of Assembly Bill 977 ([AB 977, Chapter 397, Statutes of 2021](#)).

Submit HDAP-related program reports, including but not limited to the HDAP PII, as specified by CDSS through an ACL or similar instruction

Participate in formal evaluation efforts which may include executing data sharing agreements with the HMIS administrator

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: Program leads attend meetings and training required by CDSS.

Respond to requests for program amendments to ensure consistent compliance 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:

Annual implementation updates in accordance with a schedule as determined by CDSS.

Submit more frequent program updates if determined necessary by CDSS due to program performance.

For Targeted Strategic Investment (TSI) recipients, counties should be prepared to share regular progress updates on their approved projects. This can include providing a log of invoice claims, number of clients served by the project, project changes and proposals, and identifying collaborative partners and contractors. Additional information may be requested at the discretion of CDSS.

8) Maximize spending on direct financial assistance and minimize administrative costs in order to ensure that all HDAP participants are provided housing assistance including housing navigation, housing-related financial assistance, case management, and benefits advocacy.

9) For previously awarded funds with a match requirement, including funds appropriated by the [Budget Act of 2023 \(SB 101\)](#) and allocated via [CFL 23/24-57](#), counties must match state HDAP funds with allowable match source funds on a dollar-for-dollar basis and maintain the level of funding expended by the county for HDAP-related services consistent with the match guidelines specified in [CFL No. 17/18-79](#), [CFL No. 18/19-25](#), and Attachment Four of [ACWDL dated August 10, 2020](#). As a reminder, reimbursement of state HDAP funds is dependent on a county's appropriate match documentation. County match funds must be verifiable, and counties are responsible for ensuring that adequate documentation of HDAP match amounts and sources is maintained and provided upon CDSS' request. Counties must still maintain records to document the use of these funds for purposes of audit or review, consistent with the guidance provided in [ACL No. 15-26](#).

10) 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.

11) CDSS reserves the right to reallocate HDAP funds should a county 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 of Lake County, certify that the county 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 Supervisors authorization, which is anticipated on the date selected below.

Anticipated Date (MM/DD/YYYY)

8. ATTACHMENT THREE: ONE-TIME FUNDING FY 2025-26 BUDGET TEMPLATE

All counties accepting 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, Attachment Three](#).

Budget Template Instructions:

In Section A, please enter the total projected amount of funds the county plans to utilize for HDAP programming in in FY 2025-26, FY 2026-27, FY 2027-28. This amount should include any remaining available funds allocated in FYs 2021-22, 2022-23, 2023-24, and 2024-25 that will be used (estimates are acceptable) and the amount of the FY 2025-26 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 per this allocation.

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.

If there are budget categories or expenditures that are not captured below, please include them in the appropriate "other" category and include a description of the "other" costs.

Total HDAP Program Funds Budget Template for FY 2025-26

Note: 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 Section A or Section B, but not in both.

A. 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 box must be directly and solely related to the administration of this program. 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. Administration Staff (wages and benefits)

FY 2025–26: : \$35,750.00

FY 2026–27: : \$19,665.00

FY 2027–28: : \$19,665.00

2. Overhead

FY 2025–26: : \$29,250.00

FY 2026–27: : \$16,085.00

FY 2027–28: : \$16,085.00

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

FY 2025–26: : \$0.00

FY 2026–27: : \$5,000.00

FY 2027–28: : \$3,000.00

Please describe the cost or enter "N/A":

FY 2025–26: : N/A

FY 2026–27: : Hearing Requests

FY 2027–28: : Hearing Requests

B. 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: : \$77,940.00

FY 2026–27: : \$42,000.00

FY 2027–28: : \$42,000.00

2. Housing navigation staff (wages and benefits)

FY 2025–26: : \$32,974.00

FY 2026–27: : \$18,300.00

FY 2027–28: : \$18,300.00

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

Budget:

FY 2025–26: : \$37,471.00
FY 2026–27: : \$21,200.00
FY 2027–28: : \$21,200.00

Please describe the cost or enter “N/A”:

FY 2025–26: : Disability Advocacy
FY 2026–27: : Disability Advocacy
FY 2027–28: : Disability Advocacy

C. 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: : \$0.00
FY 2026–27: : \$74,000.00
FY 2027–28: : \$74,000.00

2. Rental subsidies for newly housed

FY 2025–26: : \$15,000.00
FY 2026–27: : \$24,000.00
FY 2027–28: : \$24,000.00

3. Security deposits

FY 2025–26: : \$4,500.00
FY 2026–27: : \$18,700.00
FY 2027–28: : \$18,700.00

4. Landlord Incentives

FY 2025–26: : \$2,000.00
FY 2026–27: : \$9,500.00
FY 2027–28: : \$9,500.00

5. Utility Payments

FY 2025–26: : \$1,500.00
FY 2026–27: : \$4,800.00
FY 2027–28: : \$4,800.00

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

FY 2025–26: : \$5,000.00
FY 2026–27: : \$12,250.00
FY 2027–28: : \$12,250.00

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

FY 2025–26: : \$2,000.00
FY 2026–27: : \$2,500.00
FY 2027–28: : \$2,500.00

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

FY 2025–26: : \$8,000.00
FY 2026–27: : \$12,250.00
FY 2027–28: : \$12,250.00

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

Budget:

FY 2025–26: : \$5,000.00
FY 2026–27: : \$9,000.00
FY 2027–28: : \$9,000.00

Please describe the cost or enter “N/A”:

FY 2025–26: : Landlord Incentives
FY 2026–27: : Landlord incentives
FY 2027–28: : Landlord incentives

D. Total of Funds Anticipated:

Note: Section D should reflect the combined total number of Sections A, B, and C by Fiscal Year, as calculated by the Grantee.

Please enter the total funds anticipated to be used in:

FY 2025–26: : \$497,919.00
FY 2026–27: : \$275,000.00
FY 2027–28: : \$275,000.00

By checking the box below,

I confirm the funding entered in Section D does not exceed the Total Allocation accepted by County of Lake.

9. ATTACHMENT FOUR: EXPENDITURE EXPLANATION

Use the space below to describe and address how the county will fully utilize all remaining funds from previous allocations and the funds being accepted for FY 25-26 to provide HDAP services. This explanation is not required for counties who claimed at least ninety percent of the funds allocated to them as of the June 2025 expenditure claim.

If the county claiming or invoicing data reported to CDSS is not reflective of the amount of funds your 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: Lake

Expenditure Explanation:

Lake County first applied for HDAP funding in 2020. Once awarded, we contracted the program with a local vendor working in conjunction with the local Continuum of Care. That contract ended during the pandemic and HDAP went on hiatus in FY 24, through the first half of FY 2025.

After this program was handed back to the County, a new unit of staff specialized in housing programs was created. We began redeveloping the program in March of this year. This included developing forms and outreach materials, developing policy and trainings, hiring and training new staff on program requirements, attending ChangeWell advocacy trainings, and building knowledge of local programs that clients may be eligible to receive in addition to disability programs. We have proactively strengthened partnerships with agencies and housing providers and created outreach materials to educate our partners and the public.

The HDAP program relaunched late in September of this year. This is why little funding was spent in the recent past until we began redevelopment and brought the program in-house. LCDSS has remained an active participant in the local Continuum of Care for many years. We utilize the HMIS system and Coordinated Entry in a collaborative manner.

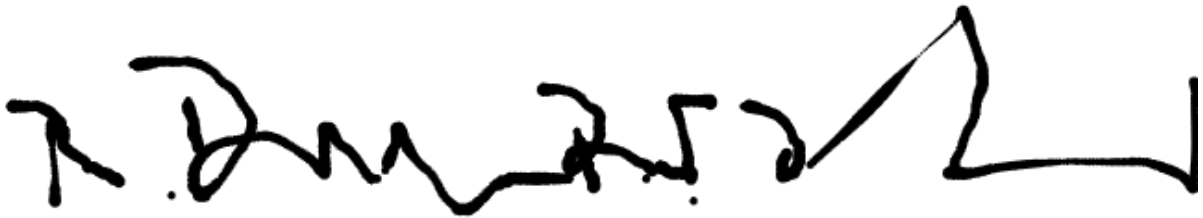
Since the relaunch of HDAP this Fall, we have received 46 referrals. We are working to prioritize and conduct intakes of all prospective clients. So far, three have been successfully housed in permanent housing and we are moving forward with their SSA Disability applications, and expect several more to be permanently housed in the next few weeks.

Given Lake County's demographics and successful track record with other housing programs, we plan to expand this program given the additional one-time funding which will more than double our current funds for FY 25/26 from \$222,919 (rollover and current funds) to \$499,919. Lake County has double the aged and disabled populations compared to the State, which indicates a high level of need for this program especially for single persons without children who have disabling conditions. This gives us the opportunity to be able to assist almost twice our original estimated number of clients by using an approach that projects out spending for active clients so we don't over spend in the next FY given that this is one-time funding which likely won't exist in future years.

10. County Welfare Director's Signature

I certify that Lake County will administer the HDAP program pursuant to the terms outlined in the preceding sections and understand this is a condition of receiving HDAP funds. The information completed within the form and attached are true and correct.

County Welfare Director's Signature

A handwritten signature in black ink, appearing to read 'R. Dillman Parsons', written in a cursive style.

Signature of: Rachael Dillman Parsons

Signature Date

12/15/2025

11. Review

Please review your certification responses and click the "**Submit**" button once you have confirmed your answers. If you wish to keep a copy of your certification, scroll down to the bottom of the page and click "Download PDF Version."

12. Thank You!

Thank you for taking the time to complete the Housing and Disability Advocacy Program (HDAP) FY 2025-26 (One-Time Funding Allocation) County Welfare Director's Certification. A confirmation email will be sent to [email provided in Section One]. (If the email does not arrive after a couple minutes, please check your Spam or Junk Mail folder)