



Housing and Disability Advocacy
Program (HDAP)
Application

September 15, 2020

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Community Need

On any given night, there are over 2,600 homeless individuals residing on the streets or in temporary shelter within San Bernardino County according to the Point in Time Counts (PITC). The PITC reports approximately 1 in 4 homeless individuals have been identified as a chronically homeless person. HUD defines the chronically homeless as “either (1) an unaccompanied homeless individual with a disabling condition who has been continuously homeless for a year or more, or (2) an unaccompanied individual with a disabling condition who has had at least four episodes of homelessness in the past three years.

There are a total of 1,920 unsheltered individuals residing in San Bernardino County. Among the unsheltered homeless population, 703 are chronically homeless adults. An analysis of the subpopulations revealed that approximately 24% have significant chronic health conditions, 42% noted a physical disability, 11% have a development disability, and nearly 40% are living with a severe mental illness (2019 San Bernardino County Homeless Count and Subpopulation Survey). According to the 2010 U.S. Census only 19% of non-institutionalized adults have a disability; however, according to the 2019 PITC it is clear that those with disabilities are overrepresented within the homeless community in San Bernardino County.

Disability assistance and advocacy relies heavily on case managers and social workers to facilitate the Supplemental Security Income (SSI) and Social Security Disability Insurance (SSDI) or Veteran’s benefits application process. While case managers are crucial in providing housing assistance and related social services, in meetings with the local Continuum of Care (CoC) providers, many case managers identified not having the time, capacity, and full knowledge to help prepare SSI/SSDI or Veteran’s benefits applications. This is due to their significant work in supporting the complex health needs of clients. Many case managers simply do not have the hours to dedicate to this activity due to high levels of health support provided. Designated staff tasked with providing disability advocacy and assistance are more successful with navigating the disability application process, resulting in improved outcomes for their clients. The process to submit an application can be burdensome for clients. Nationally, only about 28% of individuals who apply for SSI/SSDI are approved on initial application. Moreover, individuals who are homeless and have no one to assist them have a greater difficulty with application approval (approximate 10% success rate). When applications are denied, appeals can take an average of one to three years to complete. For veterans, one of the best ways to stabilize their health and housing is to ensure that eligible veterans have full access to Veterans Administration (VA) healthcare and benefits. San Bernardino County has a distinct need for a program like HDAP which helps connect disabled homeless individuals to sustainable income and permanent supportive housing.

Program Plan

Outreach	
Description of Services including: <ul style="list-style-type: none"> • process for referring people; • planned outreach; • coordination with existing systems and 	Referrals and Outreach The Housing and Disability Advocacy Program (HDAP) will refer potential participants to the Coordinated Entry System (CES), by using existing outreach and engagement teams within San Bernardino County. These include the Homeless Outreach and Proactive Enforcement (HOPE) team, Homeless Outreach Support Team (HOST), General Relief (GR) program services through the Transitional Assistance Department (TAD), 211

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<p>integrating services as necessary</p>	<p>Outreach Team, and other CoC housing providers to prioritize and refer chronically homeless or homeless individuals who rely most heavily on state or county funded programs. Individuals with the highest need will be given the highest priority. The information below provides details of the HDAP outreach and engagement partnerships proposed with this application.</p> <ul style="list-style-type: none"> • The San Bernardino County Sheriff's Department's HOPE Team is a community policing philosophy that is used to link the homeless population with resources and service providers throughout the County. • HOST is a program provided through the Department of Behavioral Health and provides outreach and engagement services to individuals and their families in an effort to obtain permanent supportive housing. Wraparound support services are provided by case managers to assist the individuals to maintain housing and become resilient in the community. Services include outreach, intensive case management, advocacy, and empowerment for self-sufficiency, as well as linkage and referrals to community resources. HOST collaborates with the HOPE Team to conduct outreach events and engage the most difficult and hard to reach clients with chronic behavioral health conditions. • The TAD GR program provides loan assistance to indigent individuals and families in temporary need of housing, food, and/or transportation. • The Inland Empire United Way 2-1-1 Outreach Team is part of the county CES, which identifies homeless participants in the community, assesses their needs, prioritizes the most vulnerable and refers them to a CoC housing case manager, as needed. • CoC housing providers include a network of Community Based Organizations (CBOs) partnered with the county to provide services to homeless individuals and families. <p>Coordination with Existing Systems</p> <p>On a regular, ongoing basis, the various outreach entities will interact with homeless individuals in an effort to engage, build trust, familiarity and connect them with available supportive services. The outreach entities will identify potential HDAP participants and refer them to the CES for evaluation and enrollment into HDAP. Once enrolled, participants will receive immediate access to interim housing, medical and mental health care, and other services that will move the individual forward toward the goal of permanent housing, and access to mainstream resources, including disability income.</p>
<p>How Services will be Delivered (in-house or contracted, specify contractor)</p>	<p>Potential HDAP eligible individuals will be referred by outreach entities to the CES for evaluation and enrollment into the program as part of the San Bernardino County CoC. This will ensure immediate entry into the Homeless Management Information System (HMIS) and connection to critical housing support and other resources. Eligibility criteria for HDAP participants includes the following:</p>

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	<ul style="list-style-type: none"> • The individual is: <ul style="list-style-type: none"> - Homeless and living in a place not meant for human habitation or in an emergency shelter; or - Having lived in these conditions continuously for at least one year or on at least four separate occasions in the last 3 years; and - Experiencing high levels of housing instability. • Can be diagnosed with one or more of the following conditions: <ul style="list-style-type: none"> - Cognitive impairments resulting from brain injury, - Chronic physical illness or chronic health disability, - Severe mental health impairment, and - Substance use disorder. <p>San Bernardino County currently has successful mobile, street-based outreach and engagement teams throughout the county which includes the Sheriff’s HOPE Team, Department of Behavioral Health HOST, 211 Outreach Team, and other CoC providers in the community. The goal of the coordinated outreach approach is to align individuals experiencing homelessness with intensive services available throughout the county. The goals include obtaining permanent housing utilizing a Housing First model. In addition to street-based outreach, San Bernardino County will refer potentially eligible individuals to CES for evaluation and enrollment through the county GR program. GR applicants who are identified as having potential HDAP eligibility will be referred to the CES for further evaluation.</p>
<p>Target Number of Individuals (to be screened for eligibility)</p>	<p>It is anticipated that the outreach entities will screen approximately 200 individuals to identify potential clients for disability advocacy assistance. These individuals are then referred to the CES to complete the preliminary HDAP assessment. Based on the outreach efforts, San Bernardino County anticipates referrals of approximately 40 households that will be deemed eligible for case management, Housing assistance, and disability advocacy to increase Supplemental Security Income (SSI) and Social Security Disability Insurance (SSDI) benefits or Veteran’s benefits in conjunction with housing placement services for the 20/21 FY. As more housing units become available in subsequent years, San Bernardino will leverage those resources to increase household placement, mainstream service access and disability advocacy services.</p>

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Case Management	
<p>Description of Services including:</p> <ul style="list-style-type: none"> • how the program will support clients throughout the application and housing search processes, and will actively integrate services (e.g., ensure transportation or other resources needed to attend required appointments are easily available or provided, that participants have access to other benefits they may be entitled to) 	<p>HDAP referrals will be sent to the CES for enrollment into the program and connected to CoC housing providers for case management services, housing navigation assistance, and housing stabilization. Utilizing the Housing First methodology, services will be provided without any prerequisites or conditions as clients are screened for housing through the CES. Once connected to a housing provider, the HDAP participant will be referred to Inland Counties Legal Services (ICLS), the contracted legal provider, for disability advocacy assistance which includes completion of the Supplemental Security Income (SSI) and Social Security Disability Insurance (SSDI) application, Veteran’s benefits application and medical summary report as appropriate.</p> <p>Housing providers will coordinate HDAP case management services, which include evaluating the needs of the clients and the barriers that are currently preventing HDAP participants from obtaining and maintaining housing, income, and medical support services. Comprehensive, multi-disciplinary, and highly individualized services will be tailored to the needs of the client and provided in a team-based environment. These intensive case management programs will address barriers that individuals demonstrating extended periods of homelessness encounter. Additionally, HDAP services will be coordinated with local Medi-Cal Managed Care Plan partners, Inland Empire Health Plan (IEHP), and Molina.</p> <p>Case management activities will include:</p> <ul style="list-style-type: none"> • Housing placement into both bridge (interim) housing and permanent housing as needed, • Medical and mental health service assistance, • Complex care/complete care coordination, • Substance abuse recovery and treatment support, • Transportation services, • Connection with child care, • Coordination with local education agency homeless liaisons, • Referral and assistance with applying for additional social services offered through various county agencies, and • Establishing relationships between the client and other service providers on a daily, weekly, monthly or as needed basis.
<p>How Services will be Delivered (in-house or contracted, specify contractor)</p>	<p>Case management services will be delivered by the:</p> <ul style="list-style-type: none"> • CoC primary permanent supportive housing provider; or • Veteran’s Administration (VA) housing service providers. <p>Housing Search and Placement Services will be provided by Inland Housing Solutions.</p> <p>In addition, ICLS will continue to provide SSI/SSDI or Veteran’s benefit application assistance and follow-up support in the event of needed appeals.</p>
<p>Target Number of Individuals (to be provided case management)</p>	<p>Dependent upon funding, 40 individuals will benefit from case management, housing support and disability advocacy assistance to improve their income.</p>

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Disability Benefits Advocacy	
<p>Description of Services including:</p> <ul style="list-style-type: none"> • screening • assessing • preparing and filing disability applications • gathering required documentation • timely submission of benefits claims • timeframe needed for reconsideration documents 	<p>ICLS will screen and assess HDAP clients referred by the housing provider case manager or other designated entities working within the CES. These referrals will be given priority. ICLS will ensure the participant's application is completed and has the appropriate medical records, test results, physician information, and disability claim. Within one week of referral, the contracted legal vendor will make the first attempt to screen the HDAP participant and (if appropriate) refer to a local medical or mental health clinic to obtain the needed disability verifications needed for the application. ICLS will conduct regular review of the submitted application to verify and monitor status and obtain additional information if needed.</p> <p>ICLS will locate, obtain, and review all medical/mental health records pertinent to the client and discuss any relevant concerns and/or questions with appropriate medical/mental health staff. Additionally, ICLS will provide advocacy and consultation to clients for representation on the disability benefits process.</p> <p>Based upon applicant participation, it is anticipated that 60-65% of the HDAP participants will have an application submitted on their behalf for SSI, SSDI, and/or Veterans' benefits. Veterans' benefits success rates will be coordinated with the San Bernardino County Veteran's Affairs Department. Upon the denial of benefits, the appeal process will be enacted.</p> <p>In the event a claim is denied, ICLS will make the appropriate appeal in writing no later than 30 days from the date noted on the denial letter. ICLS will gather and present the client's evidence necessary for the SSI Case Review prior to the Appeal Hearing and/or appeal process. Prepare written brief(s) and all other legal papers necessary to establish the client's disability in the Appeal Hearing/appeal process.</p>
<p>How Services will be Delivered (in-house or contracted, specify contractor) Indicate if the county intends to use a specific program design (e.g., SOAR)</p>	<p>Services will be delivered through ICLS for disability benefits advocacy. A CoC housing provider case manager will send referrals to ICLS for disability claims. Additionally, ICLS will provide advocacy and consultation to clients for representation on the disability benefits process.</p> <p>ICLS is required to ensure the following:</p> <ul style="list-style-type: none"> • Benefit applications are complete and submitted timely, • Necessary follow-up and application monitoring is conducted, • Advocacy support provided, and • Report monthly on HDAP participant application statuses (pending verification, approvals, denials, appeals).
<p>Oversight and Quality Assurance Process include how to ensure:</p> <ul style="list-style-type: none"> • benefit applications are complete • necessary follow-up is conducted • application approval rates are adequate • If the county already operates an HDAP program, include how 	<p>Oversight and quality assurance will be provided by San Bernardino County Community Development and Housing Agency (CDHA). ICLS will provide a monthly report to CDHA (following the service month) detailing the status of all applications, appeals, and advocacy efforts. This will ensure necessary follow-up is being conducted on behalf of the client. ICLS will be required to communicate routinely with the County Point of Contact (POC) regarding any change in the SSI/SSA or Veteran's Disability Hearing/appeal status, problems with client engagement, client whereabouts, etc. They will track and report any pending cases and notify clients of their SSI/SSA or Veteran's Disability appeal case status in writing and document the contact.</p>

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<p>the county intends to improve existing disability advocacy services</p> <p><i>Note: approval rates will vary by program and may be impacted by existing advocacy infrastructure, the size of the population in need, service area, etc.</i></p>	<p>ICLS will:</p> <ul style="list-style-type: none"> • Be required to ensure benefit applications: <ul style="list-style-type: none"> - Are completed and submitted timely, - Include required verifications, and - Receive necessary follow-up, appeals support, and ongoing advocacy efforts as appropriate. • Work with CoC provider case managers to provide ongoing support to assist with SSI/SSDI and Veteran's benefit applications so communication and quality are enhanced with the housing provider while providing the least amount of disruption to the client and housing provider. <p>Based upon applicant participation, it is anticipated that 60-65% of the HDAP participants will have an application submitted on their behalf for SSI, SSDI, and/or Veterans' benefits. Veterans' benefits success rates will be coordinated with the San Bernardino County Veteran's Affairs Department. Upon the denial of benefits, the appeal process will be enacted.</p>
<p>Target Number of Individuals (to be provided disability benefits advocacy services)</p>	<p>Dependent upon funding, 40 individuals will benefit from case management, housing support and disability advocacy assistance to improve income.</p>
<p>Housing Assistance</p>	
<p>Description of Services including:</p> <ul style="list-style-type: none"> • types of housing, including interim housing when permanent housing is not immediately secured • housing identification procedures, including how they will consider client preferences, and proximity to transportation or other services • how services will be coordinated with homeless Continuum of Care and integrated with the Coordinated Entry System • standards for determining housing payments (e.g., fair market rent or other standard) • how clients will transition from interim to permanent 	<p>San Bernardino County will continue to develop and coordinate a joint housing approach with</p> <ul style="list-style-type: none"> • Currently funded CoC permanent housing providers, • Veterans housing programs, and • Potential housing authority programs. <p>This approach includes a tenant-based scattered-site Permanent Supportive Housing (PSH) program and project-based housing to enable, approximately, 40 eligible chronically homeless individuals with diagnosed chronic health conditions to live as independently as possible in the community at-large, each fiscal year.</p> <p>The program will work with individuals and families already identified with the highest needs, longest histories of homelessness, and highest levels of vulnerability due to medical complexities through a Housing First approach.</p> <p>According to Housing and Urban Development (HUD), permanent housing is defined as community-based housing without a designated length of stay in which formerly homeless individuals and families live as independently as possible. Permanent supportive housing is permanent housing with indefinite leasing or rental assistance pay by the agency on behalf of the client, paired with supportive services to assist homeless persons with a disability or families with an adult or child member with a disability achieve housing stability.</p> <p>HDAP clients will be placed into interim (bridge) housing while waiting for permanent supportive housing through CES and referred to ICLS for disability advocacy services. HUD describes the coordinated entry process is an approach to the development and management of a crisis response system that allows users to make the best decision from available information to efficiently and effectively connect people to interventions that</p>

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<p>housing, and have the ability to maintain permanent housing once they are no longer receiving HDAP services</p> <ul style="list-style-type: none"> • for those denied disability benefits, steps the county intends to take to ensure those individuals do not return to homelessness 	<p>will rapidly end their homelessness. Upon enrollment, an in-depth needs assessment will be conducted to identify the participant's barriers to stabilizing in permanent housing and the supportive services that might be required. A dedicated PSH case manager will work together with the participant to develop a Housing and Supportive Services Plan, with a focus on moving into permanent housing as quickly as possible.</p> <p>Housing search and placement staff will work with landlords throughout San Bernardino County to secure appropriate rental units that are safe, close to transportation, needed resources, and include client choice of location. It is anticipated that the majority of chronically homeless participants will be housed within 120 days of enrollment via bridge housing then transitioned into a permanent supportive housing unit. Service plans will be highly tenant-driven without predetermined goals and will include non-judgmental communication through a harm reduction model. Although this will be a low barrier project, with no preconditions to entry and requirements for engagement in case management, supportive services will be available to PSH tenants, including ongoing case management, support groups, complex care coordination, employment and transportation assistance, and follow-up services.</p> <p>Once the disability income is approved, the client may move into non-PSH rental housing if they so desire. Follow-up services will be provided jointly by the CoC housing provider and ICLS for a period of time to ensure sustainability and to prevent a reoccurrence of homelessness for clients that either receive benefits or are denied benefits.</p>
<p>How Services will be Delivered (in-house or contracted, specify contractor)</p>	<p>Housing navigation services and case management will be provided by the CoC housing provider and will include coordination with the Veterans' Administration (VA), and/or the Housing Authority of the County of San Bernardino (HACSB). The CoC housing provider will be selected through the CES process as the HDAP participant's needs are assessed. ICLS will continue to be contracted by the Community Development and Housing Agency (CDHA) to provide the SSI/SSDI application assistance to serve the housed clients in receiving eligible income benefits.</p>
<p>Target Number of Individuals (to be provided housing assistance)</p>	<p>Dependent upon funding, 40 individuals will benefit from case management, housing support and disability advocacy assistance to improve income.</p>

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Directions: Complete each section indicating the county match funds and state funds budgeted for each component bolded below, noting any amounts associated with all contracted activities. **Attach an organizational chart indicating staff associated with HDAP** including their full time equivalent (FTE) and note any new positions created that will be funded by HDAP (include both county match funded and state funded positions). Indicate the totals number of individuals to serve for each component and the unduplicated totals for newly served clients and those clients currently enrolled that HDAP will continue to support. Confirm match source(s). Attach additional information, if needed.

Service Component	County/ Match Funded*	State Funded Amount*	Total (county + state)	Percent of Total Budget	Target Number of Individuals to Serve
Administration (e.g. data tracking, program management, overhead, program development activities, etc.)	\$80,247.50	\$80,247.50	\$160,495	10%	N/A
Outreach (e.g. outreach activities, conducted by HDAP staff or provided in collaboration with community-based organizations; including screening and assessment activities, if included in the program's outreach)		\$117,900 (CES Support)	117,900	7%	40
Care Coordination (e.g. case management, disability advocacy, etc.)	\$242,000	\$56,000 case management \$186,000 disability advocacy	\$484,000	31%	40
Housing-Related Case Management (e.g., housing case managers, housing navigation, etc.)					
Financial Assistance (e.g., rental subsidies, temp. housing costs, perm. housing costs, etc.)	480,227.50	\$40,000 housing financial assistance \$322,327.50 bridge housing	\$842,555	52%	40
Total	\$802,475	\$802,475	\$1,604,950	100%	N/A

**Note if all or a portion is a contracted function and amount.*

Total number of individuals the HDAP will newly serve (unduplicated): 40

Total number of individuals the HDAP will continue to support (unduplicated): 60 (disability advocacy)

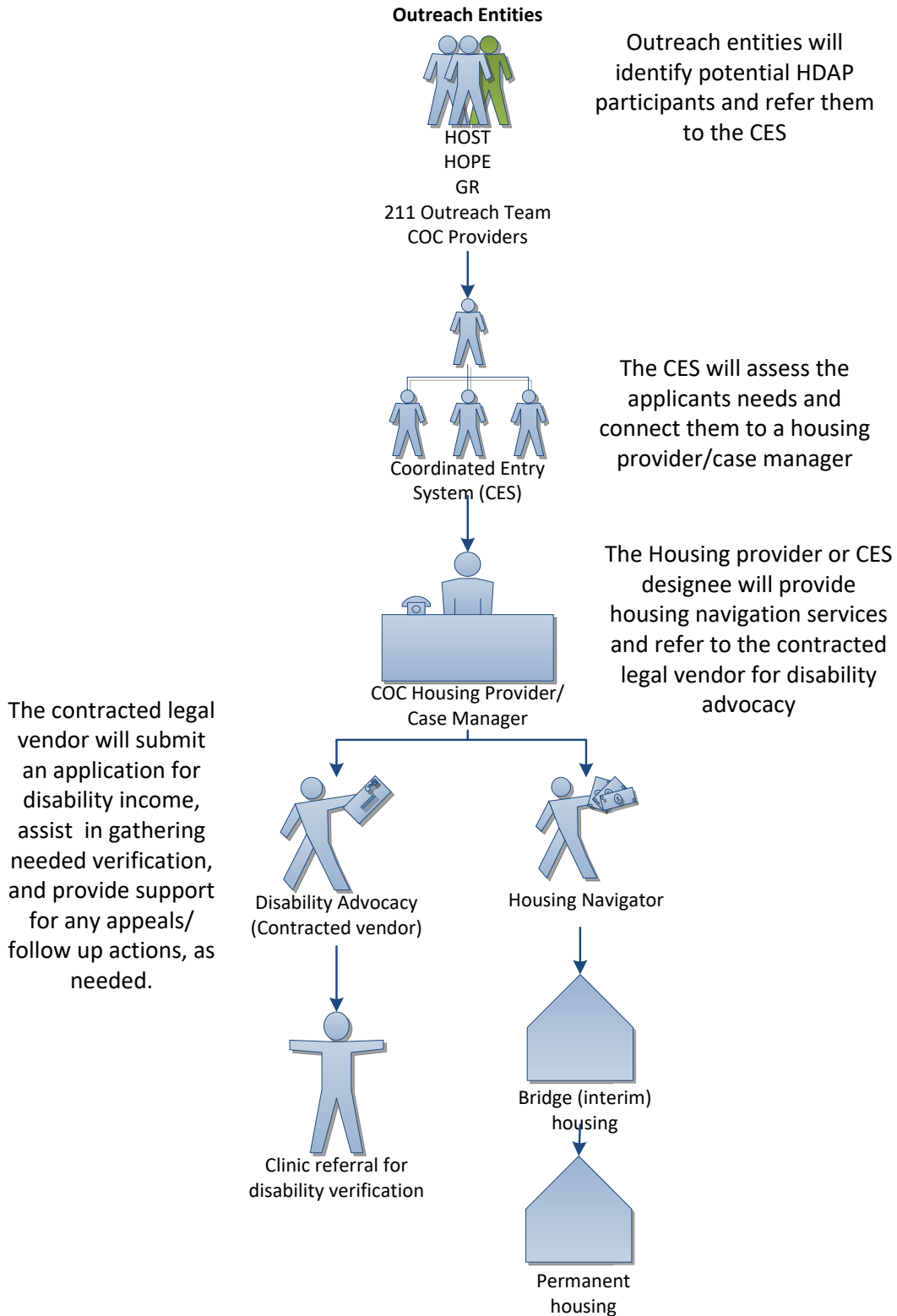
Cumulative total number of individuals to serve in both newly served and continue to serve categories: 100

Notes:

Budget is based upon the following assumptions:
40 new clients to be served.
 The continuously serviced clients will be served using prior year monies.
 Case management will average about \$1,400/client
 Outreach is provided to the HDAP clients via CES support. CES support assists with assessment, verification of homelessness, referrals of clients to providers (e.g. housing and disability advocacy), temp. housing placement and coordination with Case Managers for service connections and coordination.
 Bridge is computed at 120 days, it is anticipated the stay will be less but provisions are made factoring in client choice for housing and limited availability of PSH units, which is the preferred long-term solution for the clients that are assisted through the program. Based upon the delivery of the pilot program, Outreach and Case Management is funded at 2:1 ratio in terms of dollars spent on services.
 Sources of match for admin are ESG and CDBG, sources of match for other categories is General Relief.

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San Bernardino County HDAP Process



HOUSING AND DISABILITY ADVOCACY PROGRAM (HDAP) CERTIFICATION, GOALS, AND CONFIRMATION
OF MATCH: FISCAL YEAR 2020-21

This form must be completed by all applicants applying for HDAP funding for Fiscal Year (FY) 2020-21.

County Agency/Tribe Name: San Bernardino County

I. PROGRAM APPLICATION PACKAGE CHECKLIST FOR NEW APPLICANTS *Complete program applications will include the following. Refer to Attachment One, Section (F) for detailed application packaging requirements.*

- Certification, Funding Request, and Confirmation of Match (Attachment Two)
- Housing First Assessment (Attachment Three)
- Program Description (See Attachment One for more information)
- Program Budget Narrative (Attachment Five)
- Letter(s) of Support (See Attachment One for more information)
- HMIS Waiver, if applicable (See Attachment One for more information)

PROGRAM APPLICATION PACKAGE CHECKLIST FOR CONTINUING GRANTEES

Complete program applications will include the following. Refer to Attachment One, Section (E) for detailed application packaging requirements.

- Certification, Funding Request, and Confirmation of Match (Attachment 2)
- Program Description (See Attachment One for more information)
- Program Budget Narrative (See Attachment Five)

II. Program Funding Request

All applicants must complete sections a, b, c, d, and e below. Continuing Grantees must also complete section f. Note: information below should match the detailed program budget narrative.

- a. Amount of state HDAP funding the applicant is requesting in this application (i.e., total amount, without match, for FY 2020-21; do not include funds allocated in FY 2017 or FY 19/20): **\$802,475**
- b. Match amount the applicant is proposing **\$802,475**
- c. Total amount of new program funding the applicant is proposing (i.e., state funds request (a), plus match (b), for FY2020-21): **\$1,604,950**
- d. Total amount of program funding the applicant is proposing, including total amount of funding available in FY 20-21, from Pilot FY 17-18 and/or 19-20 (including all available match dollars): \$1,604,950 + \$1,196,481.59 (remaining funding from pilot) + \$1,196,481.59 (match for pilot funding) = **\$3,997,913.18**

- e. Estimated number of individuals the HDAP will **newly house and serve** with all required program components, specific to this funding request in item d (refer to budget narrative for additional information): **40**

- f. (Continuing Grantees and HDAP Pilot Grantees Only) Number of individuals the HDAP will **continue to support** in HDAP during FY 2020-21 and associated with this funding request in item d (i.e., number of individuals served prior to FY 2020-21 who will continue to receive HDAP service components supported by this funding request): **60**

III. MATCH FUND DETAILS

List each source of match funding below including the type, amount, and any additional description necessary. (See Attachment Four for more information on allowable match sources and refer to [CFL No. 17/18-79](#) for examples.)

	Source (Name of entity and/or funding source)	Type (cash/direct expenditure, county in-kind, or third-party in-kind)	Description of match (how funds have been or will be used)	Amount
1.	General Relief Administration	County in-kind	General Assistance/Relief Funding	\$802,475
2.				
3.				
4.				
5.				
6.				
Total Amount of Match				\$802,475
Total amount should be consistent with match amounts completed on page 1.				

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IV. County Welfare Director and/or Tribal Government Certification

I certify that the County Welfare Department or Tribe will administer the HDAP pursuant to the conditions set forth by the California Department of Social Services. I certify that the information completed above and attached is true and correct.

Print Name: **CaSonya Thomas, Assistant Executive Officer**

Signature: _____

Date:

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Part 1. Housing First Self-Assessment					
County or Tribe: San Bernardino County					
Date Completed: 3/5/2020					
Completed by: Shannon Bailey, Program Manager					
1. Low barrier entry. Program enrollment is not contingent on pre-requisites such as sobriety, treatment, or behavioral contingencies, disability status, income, credit or rental history, or any other behaviors that might be interpreted as indicating a lack of "housing readiness."	<input checked="" type="checkbox"/> Yes, program enrollment is not contingent on pre-requisites		<input type="checkbox"/> No, program enrollment is contingent on some pre-requisites		
2. Intake process is expedited, client-centered, and flexible. Case managers meet with participants quickly and clearly communicate program expectations and offerings upon enrollment and throughout program.	All the time <input checked="" type="checkbox"/>	Most of the time <input type="checkbox"/>	Some of the time <input type="checkbox"/>	Infrequently <input type="checkbox"/>	Never <input type="checkbox"/>
3. Access to housing is without preconditions. Program compliance and participation in services is not a condition of receiving or maintaining housing and participation is voluntary.	<input checked="" type="checkbox"/> Yes, program compliance and participation is not a condition of receiving or maintaining housing and participation is voluntary.		<input type="checkbox"/> No, program compliance and participation is a condition of receiving or maintaining housing and/or participation is not voluntary.		
4. Individuals are connected to permanent housing as early as possible in case planning. Participants are offered quick access to rapid re-housing assistance, including housing identification, rent and move-in assistance, and case management.	All the time <input checked="" type="checkbox"/>	Most of the time <input type="checkbox"/>	Some of the time <input type="checkbox"/>	Infrequently <input type="checkbox"/>	Never <input type="checkbox"/>
5. Interim Housing Interventions are offered. Interim Housing Interventions (e.g., temporary housing, bridge housing, motels) are offered if permanent housing is not immediately available. If interim housing interventions are used, there is a focus on safe and quick transitions to permanent housing.	All the time <input checked="" type="checkbox"/>	Most of the time <input type="checkbox"/>	Some of the time <input type="checkbox"/>	Infrequently <input type="checkbox"/>	Never <input type="checkbox"/>
6. Participants are provided services that are evidence-based and client-centered. When engaging clients, evidence-based models are used (e.g., motivational interviewing, client-centered counseling, harm-reduction, trauma informed care). Clients' needs are continuously being assessed with the case plan being updated and communication is clear and ongoing.	All the time <input checked="" type="checkbox"/>	Most of the time <input type="checkbox"/>	Some of the time <input type="checkbox"/>	Infrequently <input type="checkbox"/>	Never <input type="checkbox"/>

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<p>7. Leases or contractual agreements are used and reflect the same rights and responsibilities as other tenants. Participants receive education about their lease or occupancy agreement terms.</p>	All the time <input checked="" type="checkbox"/>	Most of the time <input type="checkbox"/>	Some of the time <input type="checkbox"/>	Infrequently <input type="checkbox"/>	Never <input type="checkbox"/>
<p>8. Every effort is made to prevent a return to homelessness. Every effort is made to prevent a return to homelessness, including but not limited to rehousing. The HDAP provider has protocols for how to work with individuals and landlords to prevent lease violations and preserve tenancy (e.g., tenant rights classes, landlord check-ins, home visits). Services are continued despite changes in housing status or placement.</p>	All the time <input checked="" type="checkbox"/>	Most of the time <input type="checkbox"/>	Some of the time <input type="checkbox"/>	Infrequently <input type="checkbox"/>	Never <input type="checkbox"/>
<p>(For Continuing Programs) In the space below, summarize areas in which the program has worked to better align with Housing First since implementation and any additional information to further explain the assessment above.</p> <p>Thus far, the HDAP program has been successful at meeting most, if not all, of the main tenets of the Housing First model. Utilizing the Coordinated Entry System (CES) as a main stay of service coordination, clients are able to successfully enroll into the program without first having to overcome many of the obstacles that prevent program enrollment and service provision. HDAP clients experience low barrier entry not only into the program, but also into temporary and permanent housing, once available, without the requirement of meeting preconditions. Additionally, clients have experienced as expedient as possible placement into permanent housing. Some were housed in temporary housing longer than others in the effort to connect them to permanent housing options best suited to their needs and situation (i.e. the County developed a project of 40 units exclusively dedicated to PSH clients).</p> <p>The County partnered with a premiere PSH service provider that has a proven track record within LA and Orange counties and the Department of Behavioral Health to provide evidenced-based wraparound services to the special clientele/population serviced by HDAP. The County not only implemented Housing First best practices pertaining to the leasing of units, in observation of fair housing laws and regulations, ensures rights are protected by the governing documents such as the leases. Additionally, the County partners with the local fair housing agency which performs onsite inspections of units that are reserved for this special population to ensure the construction, design and management meets fair housing and accessibility standards. As PSH clients, HDAP clients are provided long-term wraparound services such as intensive case management to monitor and ensure long-term stability. Often, clients require housing interventions after being permanently placed to help manage landlord/tenant issues. There has been an occasion where clients have had to be relocated to other permanent housing units because of issues. In the efforts to prevent the return to homelessness, the assigned case manager/provider worked with the network of provider and available resources to successfully relocate the client to prevent homelessness recidivism.</p>					

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Part 2. Housing First Improvement Plan (Required for Continuing Programs Only) Select a minimum of two Housing First elements that you can further improve upon (e.g., removing barriers to entry, home visits) and complete the table providing details as necessary. The Result column should be left blank until further improvement and completion of the goal. Attach additional pages or documents as needed.			
Which Housing First element needs to be improved and why? (Refer to list above.)	What is your improvement plan? (What specific policies and practices do you plan to adopt within your HDAP to address the areas identified for improvement? What steps will you pursue to implement these policies and practices?)	Timeline (include progress and/or status updates when applicable)	Result (for programs to fill out upon completion of improvement plan)
#5 Interim Housing Interventions Offered	Currently, the providers work with a select few motels to provide interim housing. One goal to implement to foster programmatic improvements would be to expand the network of participating motels, at least in 2-3 more areas that are desirable to clients to provide additional choice. Sometimes clients decline services because they are not able to remain in the areas that they consider their community.	Ongoing; 2 nd quarter of program, increase by at least one motel options.	
#8 Every effort is made to prevent a return to homelessness.	Expand program to include master-leasing options to increase inventory to reduce bridge and temp. housing time and costs; facilitate eviction prevention and/or relocation; reduce relocation placement times, if needed; increase risk management/mitigation; increase efficiency of coordination/ facilitation of wrap services etc.).	Ongoing	

San Bernardino County
Housing and Disability Income Advocacy Program (HDAP)
Application

San Bernardino County Homeless Partnership



Interagency Council on Homelessness
Administrative Office
215 North D Street, Suite 301, San Bernardino, CA 92415-0044
Office: (909) 501-0610

March 3, 2020

Housing and Homelessness Bureau
California Department of Social Services
744 P Street
Sacramento, CA 95814

Subject: Letter of Support for Housing and Disability Advocacy Program (HDAP) Application Submittal

Dear Mr. Blair:

The San Bernardino County Continuum of Care (CoC) is pleased to offer this letter of support for the Housing and Disability Advocacy Program (HDAP) application submitted by San Bernardino County's Transitional Assistance Department (TAD), in response to the All County Welfare Directors Letter issued by the Department of Social Services.

As oversight provider of San Bernardino County's Coordinated Entry System (CES), the CoC plays an integral role in the successful countywide implementation of HDAP. Outreach entities, which include CoC providers, refer potential HDAP participants to the CES by using existing outreach and engagement teams within San Bernardino County. CES then assesses the applicants' needs and connects them to the next step in securing housing.

The CoC remains committed to collaborating with TAD to provide these much-needed services. There is ongoing partnership among the CES, the CoC providers, and additional outreach and engagement teams to reach the identified population. This is a clear indication of the existing commitment in support of HDAP services being integrated with the broader homelessness system. Each of these entities uses HMIS in gathering and entering participant information, while providing HDAP related services.

Ending homelessness in our CoC is a priority and TAD is a significant partner in helping to achieve this goal. For these reasons the San Bernardino County CoC is pleased to support TAD's application for HDAP funding. Thank you for the opportunity to endorse a valuable member of San Bernardino County's Continuum of Care.

Respectfully,

JOSIE GONZALES

Chair, Interagency Council on Homelessness

Fifth District Supervisor, County of San Bernardino Board of Supervisors

Members of the Board of Supervisors
City of Victorville
Housing Authority of the County of San Bernardino
San Bernardino Law and Justice Group
San Bernardino County Superintendent of Schools

Members of the Interagency Council on Homelessness
City of Rancho Cucamonga
Town of Yucca Valley
Community Development and Housing Agency
Mountain Regional City Representative
Members of the Homeless Provider Network

City of San Bernardino
Department of Behavioral Health
San Bernardino County Human Services
Homeless Representative

Directions: The purpose of the Budget Narrative is to support the amount of funding requested in the application and provide details on how those funds are tied to the program plan being submitted. Provide the information listed under each line item below with a narrative describing how the specified funding will address the needs of operating each aspect of the program. Continuing counties should note any significant changes from the FY 2019-20 application, if applicable. For the expense category items 2 through 6 below, provide the total amount of funds budgeted for that service type for the fiscal year inclusive of any unspent Pilot FY 2017-18 and FY 2019-20 funds, if applicable, as well as the amount being requested for FY 2020-21. The narrative provided should be no longer than 5 paragraphs per item. If the response does not fit in the space provided, please complete on a separate sheet of paper. **Grantees can use this budget narrative document or may provide their own budget narrative document. All budget narratives submitted need to meet the budget requirements outlined in the Attachment One Application Guidelines Section D, III: Program Budgeting Guidelines and consistent with All County Letter (ACL) 19-104.**

1. **Total HDAP Program Funds:** Funding that remains available from all previous years in which the applicant received program funding. Applicants will also include the total amount of funding being requested for FY 2020-21. Finally, applicants will provide the total amount of funding that will be available as match for all state funds (requested and received).
 - a. **Unspent State Funds Available as of June 30, 2020 (Pilot FY 2017-18 and FY 2019-20 if applicable): \$1,196,481.59**
 - b. **FY 2020-21 State Funds Requested: \$802,475**
 - c. **Total State Funds (A and B): \$1,998,956.59**
 - d. **Total Match Funds (A and B): \$1,998,956.59**
 - e. **Target number of individuals to newly house and serve in FY 2020-21: 40**
 - f. **Number of individuals HDAP will continue to support from previous fiscal year: 60**

2. **Administration:** Activities include, but are not limited to, data tracking, program management, overhead, and program development activities.
 - a. **State Funds: \$80,247.50**
 - b. **Match Funds: \$80,247.50**
 - c. **Narrative Detail:**

Administrative activities include program development and management of HDAP by the San Bernardino Community Development and Housing Agency (CDHA) and the Transitional Assistance Department (TAD). CDHA also maintains ongoing data tracking and coordination with subcontracted entities which include outreach partners, housing navigators/case managers, and the contracted legal vendor (ICLS) for disability advocacy. Data tracking related to HDAP is completed primarily through the HMIS, though some elements require manual tracking. Monthly progress reports are provided to TAD along with yearly (or more often) application updates associated with state allocations.

3. Outreach: Activities conducted by HDAP staff or provided in collaboration with community-based organizations including screening and assessment activities, as applicable.

a. State Funds: \$117,900

b. Match Funds: \$0

c. Narrative Detail:

The Housing and Disability Advocacy Program (HDAP) will refer potential participants to the Coordinated Entry System (CES), by using existing outreach and engagement teams within San Bernardino County. These include the Homeless Outreach and Proactive Enforcement (HOPE) team, Homeless Outreach Support Team (HOST), General Relief (GR) program services through the Transitional Assistance Department (TAD), 211 Outreach Team, and other CoC housing providers to prioritize and refer chronically homeless or homeless individuals who rely most heavily on state or county funded programs. Individuals with the highest need will be given the highest priority.

4. Care Coordination: These activities include the provision of case management and disability advocacy services to clients. Note: these services are separate from Housing Case Management activities.

a. State Funds: \$242,000

b. Match Funds: \$242,000

c. Narrative Detail

HDAP referrals are sent to the CES for enrollment into the program and connected to CoC housing providers for case management services. Housing providers will coordinate HDAP case management services, which include evaluating the needs of the clients and the barriers that are currently preventing HDAP participants from obtaining and maintaining housing, income, and medical support services. Comprehensive, multi-disciplinary, and highly individualized services are tailored to the needs of the client and provided in a team-based environment. These intensive case management programs address barriers that individuals demonstrating extended periods of homelessness encounter. Additionally, HDAP services coordinate with local Medi-Cal Managed Care Plan partners, Inland Empire Health Plan (IEHP), and Molina. Additionally, once connected to a housing provider, the HDAP participant is referred to Inland Counties Legal Services (ICLS), the contracted legal provider, for disability advocacy assistance which includes completion of the Supplemental Security Income (SSI) and Social Security Disability Insurance (SSDI) application, Veteran's benefits application and medical summary report as appropriate. Case management activities include:

- Medical and mental health service assistance,
- Complex care/complete care coordination,
- Substance abuse recovery and treatment support,
- Transportation services,
- Connection with child care,
- Coordination with local education agency homeless liaisons,
- Referral and assistance with applying for additional social services offered through various county agencies, and
- Establishing relationships between the client and other service providers on a daily, weekly, monthly or as needed basis.

5. Housing Related Case Management and Navigation: Activities include, but are not limited to, landlord mediation, landlord outreach and housing identification and search activities.

a. State Funds: \$0

b. **Match Funds: \$0**

c. **Narrative Detail:**

HDAP referrals are sent to the CES for enrollment into the program and connected to CoC housing providers for housing navigation assistance and housing stabilization. Utilizing the Housing First methodology, services are provided without any prerequisites or conditions as clients are screened for housing through the CES. Housing search and placement staff work with landlords throughout San Bernardino County to secure appropriate rental units that are safe, close to transportation, needed resources, and include client choice of location. Service plans are highly tenant-driven without predetermined goals and will include non-judgmental communication through a harm reduction model. Although this will be a low barrier project, with no preconditions to entry and requirements for engagement in case management, supportive services are available to PSH tenants, including ongoing case management, support groups, complex care coordination, employment and transportation assistance, and follow-up services. Once disability income is approved, the client may move into non-PSH rental housing if desired. Follow-up services are provided jointly by the CoC housing provider and ICLS for a period of time to ensure sustainability and to prevent a reoccurrence of homelessness for clients that either receive benefits or are denied benefits.

Note: Housing navigation and case management services are provided by CoC non-profits and are federally-funded.

6. **Financial Assistance:** All costs paid out on behalf of the participant. Include costs associated with housing assistance, landlord incentives, move-in costs, structure purchases, etc.

a. **State Funds: \$362,327.50**

b. **Match Funds: \$480,277.50**

c. **Narrative Detail:**

The bulk (\$322,327.50) is for bridge housing and the remainder (\$40,000) is for housing financial assistance (move-in costs, utility deposits, furniture, etc).

7. **Other:** Items not capture in other budget categories (provide detail as necessary to illustrate these costs).

a. **State Funds: \$0**

b. **Match Funds: \$0**

c. **Narrative Detail:**