



October 30, 2024

TO: Tehama County Chief Administrator, Gabriel Hydrick

Cc: Tehama County Personnel Director, Coral Ferrin

RE: **Budget Unit 5062** Tehama County Community Action Agency Request for Position Allocation List (PAL) amendment.

Community Action Agency is requesting an amendment to the Budget Unit 5062 PAL to be effective upon approval, no later than December 31, 2024.

**Budget Unit 5062 Community Action Agency**

The requests are as follows:

Department	Budget Unit	Position Title	Requesting FTE + OR -	Use existing PAL number
Community Action Agency	5062	CAA Case Manager (HDAP)	EXTEND SUNSET FROM 12/31/2024 TO 06/30/2025	P1032

**BACKGROUND**

The Case Manager for the Housing and Disability Advocacy Program (HDAP) was added in 2022. HDAP provides housing supports to people likely eligible for disability benefits and experiencing homelessness or at risk of homelessness. The goal of HDAP is to secure disability benefits for participants and stabilize them in permanent housing. Social Services has received State funding for this program, and contracts with Community Action Agency for case management.

**FINANCIAL IMPACT**

CAA Case Manager (HDAP) Budget Unit 5062. The current sunset date for this position is 12/31/24. We are requesting an extension to 06/30/2025 (6 months). The increased cost to extend the program through June 2025 is \$71,757. This includes the Case Manager's salary and benefits, supervision and operating costs, January through June 2025.

Funding for the full fiscal year was not included in the Adopted Budget because ongoing funding was uncertain. In early October 2024, Social Services was notified of a planning allocation that is anticipated to fund the full fiscal year. If needed, the Community Action Agency will provide CSBG funding to operate the program through June 2025. The budget adjustments will be made during the Midyear Review process for both Social Services and Community Action Agency.

Sincerely,

Shannon Anthony, Social Services Deputy Director - Operations

On behalf of Bekkie Emery, Social Services Director