



**KIM JOHNSON**  
DIRECTOR

STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY  
**DEPARTMENT OF SOCIAL SERVICES**  
744 P Street • Sacramento, CA 95814 • [www.cdss.ca.gov](http://www.cdss.ca.gov)



**GAVIN NEWSOM**  
GOVERNOR

May 8, 2020

Ms. Kelly Crosby, Director  
Modoc County Department of Social Services  
120 North Main Street  
Alturas, CA 96101-4045

**SUBJECT: PROJECT ROOMKEY FUNDING APPROVAL**

Dear Director Crosby:

The California Department of Social Services is pleased to inform you that Modoc County's request for Project Roomkey funding, as authorized by [Senate Bill 89 \(Chapter 2, Statutes of 2020\)](#), has been accepted. Pursuant to his March 4, 2020, proclamation of a state of emergency, Governor Gavin Newsom signed [Executive Order N-32-20](#) on March 18, 2020, providing local governments with emergency homelessness funds to expand immediate shelter and isolation capacity and provide COVID-19 preventions to the homeless population.

CDSS received a request for \$50,000 from Modoc County. CDSS is pleased to inform you that Modoc County is hereby provided \$50,000 for the purposes implementing and operating a local [Project Roomkey](#) initiative. These funds may be used to support individuals experiencing homelessness [as defined by the federal Housing and Urban Development \(HUD\)](#) in a manner consistent with Housing First as specified in Welfare and Institutions Code [Section 8255](#). Eligible costs and activities include those associated with the execution and reimbursement of motel occupancy agreements and core operating services including, but not limited to: general non-congregate shelter oversight management and staff, food, security, janitorial, laundry, and other items needed to support non-congregate shelter operations for the eligible population.

The county may request, at the start of the Project, a funding advance up to 50 percent of the approved funds. Payment on the remainder of the funds may be disbursed as reimbursement upon Project completion or as services are rendered. The county may claim reimbursement related to Project Room Key by using the attached invoice. Please include a physical address and telephone number for the designated contact in the county with whom to coordinate payment. Please also indicate the preferred payment option. Counties may submit the invoices via email with electronic signatures to [housing@dss.ca.gov](mailto:housing@dss.ca.gov) while COVID-19 directives are in place, or by mail to:

California Department of Social Services  
Housing and Homelessness Branch

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Attn: Mashal Ayobi  
744 P Street, MS 8-16-70  
Sacramento, CA 95814

For program-related questions, please contact the Housing and Homelessness Branch at (916) 651-5155 or by email at [housing@dss.ca.gov](mailto:housing@dss.ca.gov). Questions pertaining to reimbursement should be directed to [fiscal.systems@dss.ca.gov](mailto:fiscal.systems@dss.ca.gov).

Sincerely,

A handwritten signature in black ink, appearing to read "Corrin Buchanan", with a long horizontal flourish extending to the right.

CORRIN BUCHANAN  
Assistant Director for Housing and Homelessness

Attachment