

THE INFORMATION IN THIS BOX IS NOT A PART OF THE CONTRACT AND IS FOR COUNTY USE ONLY



Contract Number

24-483

SAP Number

### Children and Family Services

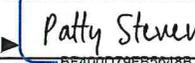
<b>Department Contract Representative</b>	<u>Amanda Figueroa</u>
<b>Telephone Number</b>	<u>(909) 386-8146</u>
<b>Contractor</b>	<u>California Department of Housing and Community Development</u>
<b>Contractor Representative</b>	<u>Tanya Jackson, TAY Program Representative</u>
<b>Telephone Number</b>	<u>(916) 820-1541</u>
<b>Contract Term</b>	<u>Upon execution for five years</u>
<b>Original Contract Amount</b>	<u>\$2,725,921</u>
<b>Amendment Amount</b>	<u></u>
<b>Total Contract Amount</b>	<u>\$2,725,921</u>
<b>Cost Center</b>	<u></u>

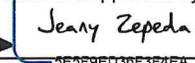
**Briefly describe the general nature of the contract:**

Joint agreement (State Agreement No. 23-TAY-18166) from the California Department of Housing and Community Development (State) for the California Transitional Housing Program (THP), Round 5 and Housing Navigation and Maintenance Program (HNMP), Round 2 funding, in the combined amount of \$2,725,921 (\$1,531,800 THP and \$1,194,121), effective upon execution by the State for five years.

**FOR COUNTY USE ONLY**

Approved by Legal Form  
  
 Kaleigh Ragon, Deputy County Counsel  
 Date 5/30/2024

Reviewed for Contract Compliance  
  
 Patty Steven, HS Contracts Manager  
 Date 5/30/2024

Reviewed/Approved by Department  
  
 Jeany Zepeda, Director  
 Date 5/30/2024

STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICES

SCO ID:

STANDARD AGREEMENT

AGREEMENT NUMBER

PURCHASING AUTHORITY NUMBER (if applicable)

STD 213 (Rev. 04/2020)

23-TAY-18166

1. This Agreement is entered into between the Contracting Agency and the Contractor named below:

CONTRACTING AGENCY NAME

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

CONTRACTOR'S NAME

San Bernardino County

2. The term of this Agreement is:

START DATE

Upon HCD Approval

THROUGH END DATE

Five (5) Years from the Effective Date

3. The maximum amount of this Agreement is:

\$2,725,921.00

4. The parties agree to comply with the terms and conditions of the following exhibits, which are by this reference made a part of the Agreement.

EXHIBITS	TITLE	PAGES
Exhibit A	Authority, Purpose and Scope of Work	4
Exhibit B	Budget Detail and Payment Provisions	2
Exhibit C*	State of California General Terms and Conditions	GTC - 04/2017
TOTAL NUMBER OF PAGES ATTACHED		6

Items shown with an asterisk (\*), are hereby incorporated by reference and made part of this agreement as if attached hereto. These documents can be viewed at <https://www.dgs.ca.gov/OLS/Resources>

IN WITNESS WHEREOF, THIS AGREEMENT HAS BEEN EXECUTED BY THE PARTIES HERETO.

CONTRACTOR

CONTRACTOR NAME (if other than an individual, state whether a corporation, partnership, etc.)

San Bernardino County

CONTRACTOR BUSINESS ADDRESS

150 South Lena Road

CITY

San Bernardino

STATE

CA

ZIP

92415

PRINTED NAME OF PERSON SIGNING

Jeany Zepeda

TITLE

Director, CFS

CONTRACTOR AUTHORIZED SIGNATURE

*Jeany Zepeda*

DATE SIGNED

6/24/24

STATE OF CALIFORNIA

CONTRACTING AGENCY NAME

Department of Housing and Community Development

CONTRACTING AGENCY ADDRESS

2020 W. El Camino Ave., Suite 130

CITY

Sacramento

STATE

CA

ZIP

95833

PRINTED NAME OF PERSON SIGNING

Synthia Rhinehart

TITLE

Contracts Office Manager,  
Contract Services Section

CONTRACTING AGENCY AUTHORIZED SIGNATURE

*Synthia Rhinehart*

DATE SIGNED

6/26/2024

California Department of General Services Approval (or exemption, if applicable)

## EXHIBIT A

### AUTHORITY, PURPOSE, AND SCOPE OF WORK

#### 1. Authority

This Standard Agreement, including the STD 213 (the "Agreement"), is made pursuant to the following statutes:

- A. Transitional Housing Program's (THP) item 2240-102-0001 of Section 2.00 of the Budget Act of 2023 (Chapter 12 of the Statutes of 2023) and Chapter 11.7, commencing with Health and Safety Code (HSC) Section 50807, of Part 2 of Division 31 of the Health and Safety Code (collectively, the "THP Statute").
- B. Housing Navigation and Maintenance Program's (HNMP) item 2240-103-0001 of Section 2.00 of the Budget Act of 2023 (Chapter 12 of the Statutes of 2023) and Chapter 11.8 (commencing with HSC 50811) of Part 2 of Division 31 of the Health and Safety Code (collectively, the "HNMP Statute").

The Department of Housing and Community Development (the "Department") has allocated designated funding to counties for use by county child welfare services agencies.

#### 2. Purpose

In accordance with the authorities cited above, the Contractor was awarded Financial Assistance (The "Allocation Acceptance Form") in the form of a grant from the THP and HNMP Programs (collectively referred to as the Grant) for the 2023-2024 fiscal year.

The purpose of the THP program is to help young adults who are 18 through 24 years of age, inclusive, (herein meaning starting at their 18<sup>th</sup> birthday until their 25<sup>th</sup> birthday known as the "eligibility period") to secure and maintain housing with priority given to young adults formerly in the state's foster care or probation systems.

The purpose of the HNMP program is to provide housing navigators to help young adults who are within the eligibility period to secure and maintain housing with priority given to young adults currently or formerly in the foster care system. Additionally, the HNMP program provides funding to the Contractors to provide training to its child welfare agency social workers and probation officers who serve nonminor dependents (HSC Section 50811).

The Allocation Acceptance Form, including all representations made by the Contractor therein, are hereby incorporated in this Agreement. The Department agrees to make the Grant based on the THP and HNMP Statutes and this Agreement.

The Department and the Contractor enter into this Agreement in accordance with the terms and conditions set forth herein; subject to all the provisions of the applicable statutes and further subject to the State laws and requirements governing State contracts.

## EXHIBIT A

### 3. Scope of Work

The Contractor agrees that all THP funds disbursed pursuant to this Agreement shall be used to help young adults who are within the eligibility period to secure and maintain housing. Contractor further agrees that priority shall be given to young adults formerly in the foster care or probation systems.

The County will use all HNMP funds disbursed pursuant to this Agreement and shall be used for the support of housing navigators to help young adults, who are within the eligibility period to secure and maintain housing with priority given to young adults in the foster care system.

The Contractor agrees to use the HNMP funds for eligible activities which may include, providing training to its child welfare agency social workers and probation officers who serve nonminor dependents. The training shall address an overview of the housing resources available through the local coordinated entry system, homeless continuum of care, and county public agencies, including, but not limited to, housing navigation, permanent affordable housing, Transitional Housing Program-Plus, and housing choice vouchers. The training shall also address how to access and receive a referral to existing housing resources, the social worker's and probation officer's role in identifying unstable housing situations for youth and referring youth to housing assistance programs.

The Contractor agrees to use the THP and HNMP funds for Program Activities which may include, but are not limited to the following:

- A. Identifying and assisting housing services for this population within each community.
- B. Helping this population secure and maintain housing (with priority given to those formerly in the state's foster care system).
- C. Improving coordination of services and links to community resources within the child welfare system and the Homeless Continuum of Care.
- D. Outreach and targeting to serve those with the most severe needs.

In performing the Program Activities, the Department agrees to provide the aggregate amount identified on the STD 213 cover-page, page 1 number 3 of this Agreement. In no instance shall the Department be liable for any costs for the work more than the Grant amount, or for any unauthorized or ineligible costs.

### 4. Monitoring and Reporting

The Contractor shall maintain books, records, documents, and other evidence that demonstrates the funding was used for the appropriate purposes, as laid out in the Scope of Work. These books, records, documents, and other evidence shall be made available for audit and inspection by the Department for a period of five years.

## EXHIBIT A

The Contractor must keep specific details of the use of the funds for the purpose of reporting as detailed herein. A reporting form, provided by the Department, shall be submitted every 6 months subsequent to the contract execution. The final report will be due no later than July 31, 2026. By January 31<sup>st</sup> of each reporting year, the Contractor shall submit a report to the Department, covering the reporting period of July 1<sup>st</sup> to December 31<sup>st</sup>, and by July 31<sup>st</sup> of each reporting year, covering the reporting period of January 1<sup>st</sup> to June 30<sup>th</sup> addressing the THP and HNMP reporting requirements, to include but not limited to, the following information:

- A. The number of homeless youth served;
- B. Description of how the Child Welfare Agency identified and oversaw the housing navigators and the Housing Navigation and Maintenance Program;
- C. The number of current and former foster youth served;
- D. The number of people served who are currently and formerly on probation;
- E. The number of homeless youths who exited homelessness into temporary housing;
- F. The number of homeless youths who exited homelessness into permanent housing; and,
- G. Subpopulation data including:
  - 1) Number of participants that are employed;
  - 2) Number of participants that are students;
  - 3) Number of participants identified as LGBTQ+;
  - 4) Number of participants having a disability;
  - 5) Number of participants with their own minor children in the household;
  - 6) Average number of children per household including participants own child(ren); and,
  - 7) Average number of household occupants where participants reside.

### 5. Effective Date and Expenditure Deadline

- A. All Agreements are effective upon approval by the Department representative's signature on page one of the fully executed Standard Agreement, STD 213, (the "Effective Date").
- B. All Agreements shall terminate five (5) years after the Effective Dates as stated in the STD 213, paragraph 2 (the "Expiration Date").

**EXHIBIT A**

- C. THP and HNMP funds must be expended between the Award Date and June 30, 2026 (the "Expenditure Deadline") and must observe all other performance requirements as specified herein. Any expenses incurred after June 30, 2026, will not be eligible for payment from any Grant(s) funds. To allow for sufficient processing time, final Request for Funds must be received by the Department no later than April 1, 2026.
  
- D. Any THP and HNMP funds not disbursed and/or expended prior to June 30, 2026, shall be disencumbered and be returned to the Department. Contractor must provide check(s) payable to the Department of Housing and Community Development and be mailed to 2020 West El Camino Avenue, Attention: Accounting Division, Room 300, Sacramento, CA 95833, no later than one month following the expiration of the Expenditure Date and must reference the contract number.

**EXHIBIT B**

**BUDGET DETAIL AND PAYMENT PROVISIONS**

**1. Budget Detail**

**Transitional Housing Program (THP)**

The Budget Act of 2023 (Section 2.00 Chapter 12 of the Statutes of 2023 (SB 101)

2240-102-0001 – For local assistance, the Department of Housing and Community Development.

Pursuant to Section 50807(b) of the Health and Safety Code, the Department has consulted with the Department of Social Services, the Department of Finance, and the County Welfare Directors Association to develop a formula allocation schedule for the purpose of distributing funds for use by county child welfare agencies, for the purpose of housing stability to help young adults who are 18 through 24 years of age, inclusive, (herein meaning starting at their 18<sup>th</sup> birthday until their 25<sup>th</sup> birthday) secure and maintain housing. Priority is given to young adults formerly in the state's foster care and/or probation systems.

**Housing Navigation and Maintenance Program (HNMP)**

The Budget Act of 2023 (Section 2.00 of Chapter 12 of the Statutes of 2023 (SB 101)

2240-103-0001 – For local assistance, the Department of Housing and Community Development

**2. Conditions of Disbursement**

Prior to receiving any Grant funds, the Contractor shall submit the following for the Department's approval:

- A. Resolution from the governing board of the grantee;
- B. Payee Data Record (Std. 204) or Government TIN Form, as applicable; and,
- C. Any other documents, certifications, or evidence deemed necessary by the Department prior to the disbursement of Grant funds.

**Provisions:**

(a) Notwithstanding any other law, grants awarded pursuant to this provision shall be exempt from the personal services contracting requirements of Article 4 (commencing with Section 19130) of Chapter 5 of Part 2 of Division 5 of Title 2 of the Government Code, and from the Public Contract Code and the State Contracting Manual and shall not be subject to the approval of the Department of General Services.

**EXHIBIT B**

**3. Payee**

Name: San Bernardino County                      Amount: \$1,531,800 THP Award

Name: San Bernardino County                      Amount: \$1,194,121 HNMP Award



## County of San Bernardino DELEGATED AUTHORITY – DOCUMENT REVIEW FORM

This form is for use by any department or other entity that has been authorized by Board of Supervisors/Directors action to execute grant applications, awards, amendments or other agreements on their behalf. All documents to be executed under such delegated authority must be routed for County Counsel and County Administrative Office review prior to signature by designee.

**Note: This process should NOT be used to execute documents under a master agreement or template, or for construction contract change orders. Contact your County Counsel for instructions related to review of these documents.**

Complete and submit this form, along with required documents proposed for signature, via email to the department's County Counsel representative and Finance Analyst. If the documents proposed for signature are within the delegated authority, the department will submit the requisite hard copies for signature to the County Counsel representative. Once County Counsel has signed, the department will submit the signed documents in hard copy, as well as by email, to CAO Special Projects Team for review. If approved, the department will be provided routing instructions as well as direction to submit one set of the executed documents to the Clerk of the Board within 30 days.

**For detailed instructions on submission requirements, reference Section 7.3 of the Board Agenda Item Guidelines as the Delegation of Authority does not eliminate the document submission requirements.**

Department/Agency/Entity: Children and Family Services

Contact Name: Amanda Figueroa Telephone: (909) 386-8146

Agreement No.: 24-483 Amendment No.: \_\_\_\_\_ Date of Board Item 6/11/24 Board Item No.: 41

Name of Contract Entity/Project Name: THP Round 5 and HNMP Round 2 Joint Allocation Award Agreement

**Explanation of request/Special Instructions:**

The Department of Children and Family Services requests approval for the Director of Children and Family Services to execute Agreement No. 24-483 (State Agreement No. 23-TAY-18166), which was approved by the Board on 06/11/2024 (Item No. 41). The joint agreement from the California Department of Housing and Community Development for the California Transitional Housing Program, Round 5 and Housing Navigation and Maintenance Program, Round 2 funding, in the combined amount of \$2,725,921, is effective upon execution by the State for five years. The Director of Children and Family Services, as required by the California Department of Housing and Community Development and established by Resolution No. 2024-15, is authorized to act on behalf of the County and execute documents required to participate.

**Insert check mark that the following required documents are attached to this request:**

- Documents proposed for signature (Note: For contracts, include a signed non-standard contract coversheet for contracts not submitted on a standard contract form).
- Board Agenda item that delegated the authority

<b>Department Routed to County Counsel</b>	County Counsel Name: Daniella Hernandez	Date Sent: 8/23/24
<b>Reviewing County Counsel Use Only</b>	Review Date <u>9/9/2024</u>   Signature	<b>Determination:</b> <input checked="" type="checkbox"/> Within Scope of Delegated Authority <input type="checkbox"/> Outside Scope of Delegated Authority
<b>CAO-Special Projects Use Only</b>	Review Date <u>9/9/24</u>   Signature  <i>K.M.</i>	<b>Disposition:</b> <input checked="" type="checkbox"/> Route for signature to: ____ Chair ____ CEO <input checked="" type="checkbox"/> Department ____ Return to Department for preparation of agenda item <b>*Dept. executed on 6/24/24</b>