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SAN BERNARDINO COUNTY

Contract Number
23-439

SAP Number

# Children and Family Services

| | |
|---|---|
| **Department Contract Representative** | Gloria Perez |
| **Telephone Number** | (909) 388-0237 |
| **Contractor** | California Department of Housing and Community Development |
| **Contractor Representative** | Tanya Jackson, TAY Program Representative |
| **Telephone Number** | (916) 820-1541 |
| **Contract Term** | Upon execution for five years |
| **Original Contract Amount** | $2,721,822 |
| **Amendment Amount** | |
| **Total Contract Amount** | $2,721,822 |
| **Cost Center** | |

**Briefly describe the general nature of the contract:**
Joint agreement (State Agreement No. 22-TAY-17743) from the California Department of Housing and Community Development (State) for the California Transitional Housing Program (THP), Round 4 and Housing Navigation and Maintenance Program (HNMP), Round 1 funding, in the combined amount of $2,721,882 ($1,537,627 THP and $1,184,255 HNMP), effective upon execution by the State for five years.

FOR COUNTY USE ONLY

| Approved as to Legal Form | Reviewed for Contract Compliance | Reviewed/Approved by Department |
|---|---|---|
| DocuSigned by: Kaleigh Ragon 1801GAE7BF2B44C... | DocuSigned by: Patty Steven BF400D70FB56488... | DocuSigned by: Jeany Zepeda 5E5F9ED36F3F4EA... |
| Kaleigh Ragon, Deputy County Counsel | Patty Steven, Contracts Manager | Jeany Zepeda, Director |
| Date April 18, 2023 | Date April 18, 2023 | Date April 18, 2023 |

STATE OF CALIFORNIA- DEPARTMENT OF GENERAL SERVICES
**STANDARD AGREEMENT**
STD 213 (Rev. 04/2020)

**SCOID:**

AGREEMENT NUMBER: 22-TAY-17743
PURCHASING AUTHORITY NUMBER (if applicable):

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:
$2,721,882.00

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 |
| Exhibit D | State of California General Terms and Conditions | 0 |
| Exhibit E | Special Conditions | 0 |
| | 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 of Children and Family Services

CONTRACTOR AUTHORIZED SIGNATURE
DATE SIGNED

**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
TITLE: Contracts Office Manager, Contract Services Section

CONTRACTING AGENCY AUTHORIZED SIGNATURE
DATE SIGNED

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

Exempt per; SCM Vol. 14.04.A.3 (DGS memo dated 06/12/1981)

# 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:

Transitional Housing Program's (THP) item 2240-102-0001 of Section 2.00 of the Budget Act of 2022 (Chapter 249 of the Statutes of 2022) 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").

The Housing Navigation and Maintenance Program's (HNMP) item 2240-102-0001 of Section 2.00 of the Budget Act of 2022 (Chapter 43 of the Statutes of 2022) and Chapter 11.9 (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 2022-2023 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 18th birthday until their 25th birthday) 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 18 through 24 years of age inclusive, (herein meaning starting at their 18th birthday until their 25th birthday) 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).

## EXHIBIT A

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.

### 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 18 through 24 years of age, inclusive, (herein meaning starting at their 18th birthday until their 25th birthday) 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 18 through 24 years of age, inclusive, (herein meaning starting at their 18th birthday until their 25th birthday) 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 eligible 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

EXHIBIT A

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.

The Contractor must keep specific details of the use of the funds for the purpose of semi-annual reporting as detailed herein. A reporting form, provided by the Department, shall be submitted every 6 months for three years subsequent to the contract execution. By January 31st of each reporting year, the Contractor shall submit a report to the Department, covering the reporting period of July 1st to December 31st, and by July 31st of each reporting year, covering the reporting period of January 1st to June 30th 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;

EXHIBIT A

F. The number of homeless youths who exited homelessness into permanent housing;

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 resides.

**5. Effective Date and Expenditure Deadline**

A. Both 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. Both Agreements shall terminate five (5) years after the Effective Dates as stated in the STD 213, paragraph 2 (the "Expiration Date").

C. THP and HNMP funds must be expended between the Award Date and June 30, 2025 (the "Expenditure Deadline") and must observe all other performance requirements as specified herein. Any expenses incurred after June 30, 2025, 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, 2025.

D. Any THP and HNMP funds not disbursed and/or expended prior to June 30, 2025, shall be disencumbered, and be returned to the Department. Checks shall be made payable to the Department of Housing and Community Development and 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 2022 (Section 38 Chapter 249 of the Statutes of 2022 (AB 179))

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 18th birthday until their 25th 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 2022 (Section 2.00 of Chapter 43 of the Statutes of 2022 (SB 154))

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

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

A. Identifying and assisting in 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 and/or probation 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 highest level of need.

## EXHIBIT B

For the purposes of performing the Program Activities, the Department agrees to provide the aggregate amount identified on page 1, number 3 of the Cover-page (STD. 213), in the form of a THP and HNMP grant ("Grant"). In no instance shall the Department be liable for any costs for the Work in excess of this Grant amount, or for any unauthorized or ineligible costs.

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.

3. Payee

Name: San Bernardino County — Amount: $1,537,627 THP Award

Name: San Bernardino County — Amount: $1,184,255 HNMP Award