

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS
OF SAN BERNARDINO COUNTY
AND RECORD OF ACTION**

May 23, 2023

FROM

JEANY ZEPEDA, Director, Children and Family Services

SUBJECT

Resolution and Amendment to Allocation Award Agreement from the California Department of Housing and Community Development for Housing Navigators Program

RECOMMENDATION(S)

1. Approve and accept **Amendment No. 2 to Contract No. 21-268** (State Agreement No. 19-HNP-14139 A-2), an allocation award agreement from the California Department of Housing and Community Development for the Housing Navigators Program to support housing assistance to eligible young adults, extending the expenditure date from June 30, 2022 to June 30, 2023, and extending the agreement expiration by six months, from June 30, 2023 to December 31, 2023, with no change to the amount of \$394,968.
2. Adopt **Resolution 2023-69**, as required by the California Department of Housing and Community Development, authorizing the Chair of the Board of Supervisors, Chief Executive Officer, Assistant Executive Officer, or the Director of Children and Family Services to execute Amendment No. 2 to the allocation award agreement (County Contract No. 21-268 and State Agreement No. 19-HNP-14139 A-2) and any subsequent amendments on behalf of the County, subject to review by County Counsel.
3. Direct the Director of Children and Family Services to transmit the executed Amendment No. 2 and any subsequent amendments in relation to the Housing Navigators Program award allocation agreement to the Clerk of the Board of Supervisors within 30 days of execution.
(Presenter: Jeany Zepeda, Director, 387-2792)

COUNTY AND CHIEF EXECUTIVE OFFICER GOALS & OBJECTIVES

Provide for the Safety, Health and Social Service Needs of County Residents.

Pursue County Goals and Objectives by Working with Other Agencies and Stakeholders.

FINANCIAL IMPACT

This item does not impact Discretionary General Funding (Net County Cost). Amendment No. 2 to the allocation award agreement from the California Department of Housing and Community Development (State) for the Housing Navigators Program (Program) allocation, in the amount of \$394,968, does not require a match. Adequate appropriation and revenue have been included in the Human Service Administrative Claim 2022-23 budget and will be included in the 2023-24 Recommended budget.

BACKGROUND INFORMATION

The State is extending the expenditure period for Program allocations to allow each county sufficient time to expend Program funds. Program allocation amounts are based on each county's percentage of the statewide number of young adults age 18 to 21. Children and Family

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Services (CFS) uses the Program allocation to provide housing services to eligible young adults, with priority given to young adults in the foster care program.

The Program funds housing navigators for child welfare agencies. The role of the housing navigator is to act as a housing specialist to assist young adults in overcoming barriers to locating available housing. Activities may include, but are not limited to:

- Assisting young adults secure and maintain housing, with priority given to young adults in the foster care system;
- Providing housing care management, which includes essential services in emergency support to foster youth;
- Preventing young adults from becoming homeless; and
- Improving coordination of services and linkages to key resources across the community, including those within the child welfare system and the local Continuum of Care.

On May 19, 2020 (Item No. 30), the Board of Supervisors (Board) approved the submission of an allocation acceptance application to the State for Program funding to provide housing support to eligible adults, in the amount of \$383,680, effective upon execution through June 30, 2023. In addition, this item adopted Resolution No. 2020-48, as required by the State, authorizing the Chairman of the Board of Supervisors (Chairman), Chief Executive Officer (CEO), Assistant Executive Officer of Human Services (AEO), or CFS Director to execute and submit the allocation acceptance application and all documents required to be awarded the allocation.

On April 6, 2021 (Item No. 18), the Board accepted the allocation award agreement (Contract No. 21-268 and State Agreement No. 19-HNP-14139) from the State for the Program, in the amount of \$363,680, effective upon execution by all parties through June 30, 2023. In addition, this item authorized the Chairman, CEO, AEO, or CFS Director to execute and submit any subsequent non-substantive amendments to the allocation award agreement on behalf of the County, subject to review by County Counsel. Per the allocation award agreement, any funds not expended as of June 30, 2022, must be returned to the State by July 31, 2022.

On June 8, 2021 (Item No. 35), the Board adopted Resolution No. 2021-107, as required by the State, to receive additional unallocated Program funds, in an anticipated amount of \$31,004, and authorized the Chairman, CEO, AEO, or CFS Director to execute and submit the allocation acceptance allocation, in an amount up to \$394,684, on behalf of the County.

On October 5, 2021 (Item No. 21), the Board accepted Amendment No. 1 to the allocation award agreement (Contract No. 21-268 and State Agreement No. 19-HNP-14139 A-1) from the State for the Program, increasing the amount by \$31,288 to \$394,968, for the period of April 20, 2021 through June 30, 2023. In addition, this item authorized the Chairman, CEO, AEO, or CFS Director to execute and submit any subsequent non-substantive amendments to the Program allocation award agreement on behalf of the County, subject to review by County Counsel.

On March 27, 2023, CFS received Amendment No. 2 to the allocation award agreement (Contract No. 21-268 and State Agreement No. 19-HNP-14139 A-2) from the State for the Program extending the expenditure date from June 30, 2022 to June 30, 2023, and extending the agreement expiration from June 30, 2023 to December 31, 2023, with no change to the amount of \$394,968.

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Approval of this item will allow CFS additional time to expend the Program funds. Currently, CFS has expended approximately \$75,328. CFS has expanded the program and expects to expend the remaining allocated funds of \$319,640 by the end of 2022-23. This item will also adopt a Resolution, as required by the State, authorizing the Chair, CEO, AEO, or CFS Director to execute and submit any subsequent amendments to the allocation award agreement on behalf of the County, subject to review by County Counsel. While the previously adopted Resolution No. 2021-107 authorized the Chair, CEO, AEO, or CFS Director to execute and submit any subsequent amendments to the allocation award agreement up to \$394,684, the actual amount allocated and accepted by the County for the Program is \$394,968. Thus, a new Resolution authorizing the Chair, CEO, AEO, or CFS Director to execute and submit any subsequent amendments to the allocation award agreement reflecting the increased amount is necessary.

This item is being presented at this time, as this is the first date available for presentation following the required operational, fiscal, and legal reviews. Approval at this time will have no impact on CFS' Program activities.

PROCUREMENT

N/A

REVIEW BY OTHERS

This item has been reviewed by Human Services (Patty Steven, Contracts Manager, 388-0241) on April 15, 2023; County Counsel (Kaleigh Ragon, Deputy County Counsel, 387-5455) on April 25, 2023; Finance (John Hallen, Administrative Analyst, 388-0208) on May 4, 2023; and County Finance and Administration (Cheryl Adams, Deputy Executive Officer, 388-0238) on May 7, 2023.

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Record of Action of the Board of Supervisors
San Bernardino County

APPROVED (CONSENT CALENDAR)

Moved: Joe Baca, Jr. Seconded: Curt Hagman
Ayes: Jesse Armendarez, Dawn Rowe, Curt Hagman, Joe Baca, Jr.
Absent: Col. Paul Cook (Ret.)

Lynna Monell, CLERK OF THE BOARD

BY 
DATED: May 23, 2023



cc: w/Resolution
CFS - Perez w/agree for sign
Contractor - C/O CFS w/agree
File - w/agree
CCM 05/26/2023