

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



**Contract Number**  
21-268 A-2

**SAP Number**

## Children and Family Services

<b>Department Contract Representative</b>	Gloria Perez
<b>Telephone Number</b>	(909) 388-0237
<b>Contractor</b>	California Department of Housing and Community Development
<b>Contractor Representative</b>	Tony Chopelas, HNP Program Manager
<b>Telephone Number</b>	(916) 890-8739
<b>Contract Term</b>	April 30, 2021 through December 31, 2023
<b>Original Contract Amount</b>	\$394,968
<b>Amendment Amount</b>	\$0
<b>Total Contract Amount</b>	\$394,968
<b>Cost Center</b>	5055052738

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

Amendment No. 2, to County Agreement No. 21-268 (State Agreement No. 19-HNP-14139), an allocation award agreement for the California Department of Housing and Community Development for Round 1 of the Housing Navigators Program to provide housing support to eligible young adults, extending the expenditure date from June 30, 2022 to June 30, 2023 and the contract expiration from June 30, 2023 to December 31, 2023, with no change to the amount of \$394,968.

**FOR COUNTY USE ONLY**

Approved as to Legal Form  
 DocuSigned by:  
  
 Kaleigh Ragon, Deputy County Counsel  
 Date April 26, 2023

Reviewed for Contract Compliance  
 DocuSigned by:  
  
 Patty Steven, Contracts Manager  
 Date April 26, 2023

Reviewed/Approved by Department  
 DocuSigned by:  
  
 Jeany Zepeda, Director  
 Date April 26, 2023

STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICES SCO ID:  
STANDARD AGREEMENT - AMENDMENT

STD 213A (Rev 04/2020)

AGREEMENT NUMBER AMENDMENT NUMBER Purchasing Authority  
Number

CHECK HERE IF ADDITIONAL PAGES ARE ATTACHED 3 PAGES 19-HNP-14139 2

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

STATE AGENCY NAME  
DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

CONTRACTOR NAME  
San Bernardino County

2. The term of this Agreement is:

START DATE  
04/20/2021

THROUGH END DATE  
12/31/2023

3. The maximum amount of this Agreement after this Amendment is:

\$394,968.00

4. The parties mutually agree to this amendment as follows. All actions noted below are by this reference made a part of the Agreement and incorporated herein:

A. This Amendment extends the contract Expenditure Date to June 30, 2023 and the contract expiration date to December 31, 2023. The amendment also revises language in Exhibit A.4 and A.5.B.

B. Exhibit A, Authority, Purpose, and Scope of Work is hereby deleted in its entirety and replaced with a new Exhibit A, Authority, Purpose, and Scope of Work, (Rev. 12/2022) attached hereto and made a part hereof.

C. Exhibit B, Budget Detail and Payment Provisions is hereby deleted in its entirety and replaced with a new Exhibit B, Budget Detail and Payment Provisions (Rev. 12/2022) attached hereto and made a part hereof.

Changes to the Exhibit are shown using bold for additions and strikethrough for deletion.

*All other terms and conditions shall remain the same.*

*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 CITY STATE ZIP  
150 S Lena Road San Bernardino CA 92415-0515

PRINTED NAME OF PERSON SIGNING TITLE  
Jeany Zepeda Children and Family Services, Director


CONTRACTOR AUTHORIZED SIGNATURE DATE SIGNED  
 6/1/2023

**STATE OF CALIFORNIA**

CONTRACTING AGENCY NAME  
Department of Housing and Community Development

CONTRACTING AGENCY ADDRESS CITY STATE ZIP  
2020 W. El Camino Ave., Suite 130 Sacramento CA 95833

PRINTED NAME OF PERSON SIGNING TITLE  
For Rebecca Taylor Sukhpreet Martinez Contracts Office Manager, BCSB

CONTRACTING AGENCY AUTHORIZED SIGNATURE DATE SIGNED  
 6/6/2023

CALIFORNIA DEPARTMENT OF GENERAL SERVICE APPROVAL

EXEMPTION (If Applicable)  
Exempt per: SCM Vol. 1 4.04. A.3 (DGS memo date 06/12/1981)

EXHIBIT A

AUTHORITY, PURPOSE AND SCOPE OF WORK

1. Authority

Pursuant to Item 2240-103-0001 of Section 2 of the Budget Act of 2019 as amended by Section 16 of Chapter 363 of the Statutes of 2019 (SB 109) (the "Statute"), the Department of Housing and Community Development (the "Department") shall allocate to counties the designated funding for the support of housing navigators to help young adults 18 years and up to 21 years secure and maintain housing. This Standard Agreement (the "Agreement") is entered into under the authority of, and in furtherance of the purposes of, the Statute.

2. Purpose

In accordance with the authority cited above, the Contractor was awarded Financial Assistance (the "Allocation Acceptance Form") from the Program (the "Grant"). The Allocation Acceptance Form, including all representations made by the Contractor made therein, are hereby incorporated in this Agreement by this reference. The Department agreed to make the Grant, based on the Statute and this Agreement.

The Department and the Contractor agree to 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 shall use all of this funding for the support of housing navigators to help young adults aged 18 years and up to 21 years secure and maintain housing, with priority given to young adults in the foster care system.

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 three years. A reporting form, provided by the Department, shall be submitted annually by **July 31<sup>st</sup>**. **The report will capture data from the reporting period, which is from for the prior July 1<sup>st</sup> through June 30<sup>th</sup>,** ~~reporting period~~ addressing the following:

Housing Navigators Program (HNP)  
Revised: 12/2022  
NOFA: 02/07/2020  
Approved Date: 02/13/2020  
Prep. Date: 08/04/2020

**EXHIBIT A**

- A. How many people were served with HNP funds provided?
- B. What were the HNP funds used for?
- C. Who were the housing navigator(s)?
- D. How many people served were in the foster care system?

**5. Effective Date and Expenditure Deadline**

- A. This Agreement is effective upon approval by the Department representative's signature on page one of the fully executed Standard Agreement, STD 213, (the "Effective Date").
- B. **Any funds not disbursed to the Grantee prior to June 30, 2023 shall be disencumbered and revert to the Department. Grant funds must be incurred from the Award Date until June 30, 2023, which is known as the "Expenditure Deadline." To allow for sufficient processing time, final Request for Funds must be received by the Department no later than April 1, 2023.** Any Grant funds remaining unexpended as of June 30, 2023, must be returned to the Department. Checks shall be 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 Period and must reference the Contract Number.

EXHIBIT B

BUDGET DETAIL AND PAYMENT PROVISIONS

STATUTORY AUTHORITY:

The Budget Act of 2019 Section 2 of the Budget Act of 2019 as amended by Section 16 of Chapter 363 of the Statutes of 2019 (SB 109)

2240-103-0001-local assistance, California Department of Housing and Community Development: \$25,700,000

Schedule:

1665-Financial Assistance Program: \$25,700,000

Provisions:

(1-2 omitted)

3. (a) Of the funds appropriated in this item, \$5,000,000 shall be allocated to counties for the support of housing navigators to help young adults aged 18 years and up to 21 years secure and maintain housing, with priority given to young adults in the foster care system. The California Department of Housing and Community Development may consult with the Department of Social Services to develop an allocation schedule for the purpose of distributing these funds to counties. These funds shall be available for encumbrance or expenditure until June 30, ~~2023~~ 2022.

(b) 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.

Housing Navigators Program (HNP)

Revised: 12/2022

NOFA: 02/07/2020

Approved Date: 02/13/2020

Prep. Date: 08/04/2020