

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

April 6, 2021

**FROM**

**MARLENE HAGEN, Director, Children and Family Services**

**SUBJECT**

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

**RECOMMENDATION(S)**

1. Approve the allocation award **Agreement No. 21-268** (State Agreement No. 19-HNP-14139) from the California Department of Housing and Community Development for the Housing Navigators Program to provide housing support to eligible young adults, in the amount of \$363,680, effective upon execution by all parties through June 30, 2023.
2. Designate the Chairman of the Board of Supervisors, Chief Executive Officer, Assistant Executive Officer of Human Services, or Director of Children and Family Services to execute and submit any subsequent non-substantive amendments to the Housing Navigators Program allocation award agreement on behalf of the County, subject to review by County Counsel.
3. Direct the Chairman of the Board of Supervisors, Chief Executive Officer, Assistant Executive Officer of Human Services, or Director of Children and Family Services to transmit all non-substantive amendments in relation to the Housing Navigators Program allocation award agreement to the Clerk of the Board of Supervisors within 30 days of execution.

(Presenter: Marlene Hagen, Director, 388-0242)

**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.**

**FINANCIAL IMPACT**

This item does not impact Discretionary General Funding (Net County Cost). The allocation award agreement in the amount of \$363,680 from the California Department of Housing and Community Development (State) for the Housing Navigators Program (HNP) does not require a local funding match. Approval of the necessary budget adjustments to the Human Services Administrative Claim 2020-21 budget is not requested at this time, but will be included on a future quarterly countywide budget report presented to the Board of Supervisors (Board) for approval. Adequate appropriation and revenue will be included in future recommended budgets. Any grant funds that are unexpended as of June 30, 2022, must be returned to the State no later than July 31, 2022.

**BACKGROUND INFORMATION**

The State is providing HNP allocations to counties in order to assist young adults in securing and maintaining housing. HNP allocation amounts are based on each county's percentage of

**Allocation Award Agreement from the California Department of  
Housing and Community Development for the Housing Navigators  
Program  
April 6, 2021**

the statewide number of young adults aged 18 to 21. Children and Family Services (CFS) will utilize the HNP allocation to provide housing services to eligible young adults, with priority given to young adults in the foster care system. HNP services will be provided by existing CFS staff currently performing these types of services or by contract providers to be selected through a competitive procurement process.

HNP funds housing navigators for county 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:

- Assist young adults aged 18 to 21 to secure and maintain housing, with priority given to young adults in the foster care system;
- Provide housing case management, which includes essential services in emergency supports to foster youth;
- Prevent young adults from becoming homeless; and
- Improve 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 approved the submission of an allocation acceptance application to the State for HNP funding to provide housing support to eligible young adults. In addition, this item adopted Resolution No. 2020-48, as required by the State, authorizing the Chairman of the Board of Supervisors, Chief Executive Officer, Assistant Executive Officer of Human Service, or CFS Director to execute and submit the allocation acceptance application and all documents required to be awarded the allocation.

On January 13, 2021, CFS received the allocation award agreement (State Agreement No. 19-HNP-14139) from the State for HNP, in the amount of \$363,680, effective upon execution by all parties through June 30, 2023. Approval of this item will allow CFS to accept the HNP allocation and authorizes the Chairman of the Board of Supervisors, Chief Executive Officer, Assistant Executive Officer of Human Services, 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. Any substantive amendments to the agreement will be presented to the Board for approval.

**PROCUREMENT**

N/A

**REVIEW BY OTHERS**

This item has been reviewed by County Counsel (Julie Surber, Principal Assistant County Counsel, 387-5455) on March 10, 2021; Finance (John Hallen, Administrative Analyst, 388-0208) on March 10, 2021; and County Finance and Administration (Tanya Bratton, Deputy Executive Officer, 388-0332) on March 17, 2021.

**Allocation Award Agreement from the California Department of  
Housing and Community Development for the Housing Navigators  
Program  
April 6, 2021**

Record of Action of the Board of Supervisors  
County of San Bernardino

**APPROVED (CONSENT CALENDAR)**

Moved: Joe Baca, Jr. Seconded: Col. Paul Cook (Ret.)  
Ayes: Col. Paul Cook (Ret.), Janice Rutherford, Dawn Rowe, Curt Hagman, Joe Baca, Jr.

Lynna Monell, CLERK OF THE BOARD

BY   
DATED: April 6, 2021



cc: CFS- Bovee w/agree for sign  
Contractor- CFS w/agree  
File- w/agree  
LA 04/9/2021