

File No. 200278

Committee Item No. _____

Board Item No. 24

COMMITTEE/BOARD OF SUPERVISORS

AGENDA PACKET CONTENTS LIST

Committee: _____

Date: _____

Board of Supervisors Meeting

Date: March 17, 2020

Cmte Board

- | | | |
|--------------------------|-------------------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Motion |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Resolution |
| <input type="checkbox"/> | <input type="checkbox"/> | Ordinance |
| <input type="checkbox"/> | <input type="checkbox"/> | Legislative Digest |
| <input type="checkbox"/> | <input type="checkbox"/> | Budget and Legislative Analyst Report |
| <input type="checkbox"/> | <input type="checkbox"/> | Youth Commission Report |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Introduction Form |
| <input type="checkbox"/> | <input type="checkbox"/> | Department/Agency Cover Letter and/or Report |
| <input type="checkbox"/> | <input type="checkbox"/> | MOU |
| <input type="checkbox"/> | <input type="checkbox"/> | Grant Information Form |
| <input type="checkbox"/> | <input type="checkbox"/> | Grant Budget |
| <input type="checkbox"/> | <input type="checkbox"/> | Subcontract Budget |
| <input type="checkbox"/> | <input type="checkbox"/> | Contract/Agreement |
| <input type="checkbox"/> | <input type="checkbox"/> | Form 126 – Ethics Commission |
| <input type="checkbox"/> | <input type="checkbox"/> | Award Letter |
| <input type="checkbox"/> | <input type="checkbox"/> | Application |
| <input type="checkbox"/> | <input type="checkbox"/> | Public Correspondence |

OTHER

- | | | |
|--------------------------|-------------------------------------|--|
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | <u>Draft Housing Navigators Program Allocation Acceptance Form</u> |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | <u>California Department of Housing and Community Development</u> |
| | | <u>Letter - 02/07/20</u> |
| <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | _____ |

Prepared by: Lisa Lew

Date: March 13, 2020

Prepared by: _____

Date: _____

[Apply for Funds Allocation - California Department of Housing and Community Development - Child Welfare Agency Allocation - Housing Navigators Program - Up to \$147,020]

Resolution authorizing the Human Services Agency to apply for and accept a County Child Welfare Agency Allocation for an amount up to \$147,020 from the California Department of Housing and Community Development under the Housing Navigators Program to help young adults secure and maintain housing.

WHEREAS, The State of California, Department of Housing and Community Development issued an Allocation Acceptance form, dated February 7, 2020 under the Housing Navigators Program for \$5,000,000 authorized by item 2240-103-0001 of Section 2.00 of the Budget Act of 2019, as amended by Section 16 of Chapter 363 of the Statutes of 2019 (SB 109); and

WHEREAS, The Allocation Acceptance form relates to the availability of Housing Navigators Allocation funds for the support of county 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; and

WHEREAS, The City and County of San Francisco was included in the Allocation Acceptance form dated February 7, 2020, as having a county child welfare agency eligible to apply for funding; and

WHEREAS, The total allocation of \$5,000,000 shall be distributed to county child welfare services agencies based on each county's percentage of the total statewide number of young adults aged 18 to 21 years old in foster care; now, therefore, be it

WHEREAS, The Human Services Agency is applying to receive a county allocation of up to \$459,200; now, therefore, be it

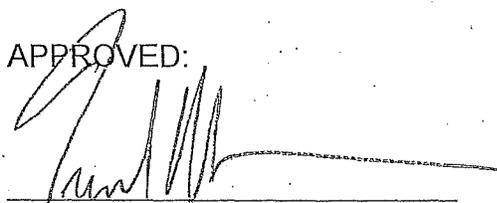
//

1 RESOLVED, That the Human Services Agency is hereby authorized to apply for and
2 accept the Housing Navigators Allocation award, as detailed in the Allocation Acceptance
3 form, up to the amount authorized by the Allocation Acceptance form and applicable state law;
4 and, be it

5 FURTHER RESOLVED, That the Executive Director of the Human Services Agency is
6 hereby authorized to act on behalf of the City and County of San Francisco in connection with
7 the Housing Navigators Allocation award, and to enter into, execute, and deliver any and all
8 documents required or deemed necessary or appropriate to be awarded the Housing
9 Navigators Allocation award, and all amendments thereto; and, be it

10 FURTHER RESOLVED, That the Human Services Agency will use the Housing
11 Navigators Allocation award funds in accordance with the Allocation Acceptance form, other
12 applicable rules and laws, and the Housing Navigators Program requirements.

13
14
15
16 APPROVED:

17 
18 _____

19 Trent Rhorer

20 Executive Director, Human Services Agency

Housing Navigators Program (HNP)

Allocation Acceptance Form



Gavin Newsom, Governor
State of California

Lourdes M. Castro Ramírez, Secretary
Business, Consumer Services and Housing Agency

Douglas R. McCauley, Acting Director
California Department of Housing and Community Development

2020 West El Camino Avenue, Suite 150
Sacramento, CA 95833
Phone: (916) 263-2771
Email: Stephanie.Tran-Houangvilay@hcd.ca.gov

February 2020

Housing Navigators Program (HNP) Allocation Acceptance							Rev. 2/4/20
County Allocation:						\$147,020	
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 Department of Housing and Community Development (HCD) shall allocate \$5 million in funding 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 county may use the funding to provide housing navigation services directly or through a contract with other housing assistance programs in the county. It is encouraged that the county coordinate with the local Continuum of Care to foster communication and collaboration.							
Allocation Applicant							
Allocation Applicant is a County Child Welfare Agency							
Pursuant to statute, HCD consulted with the Department of Social Services, the Department of Finance, and the County Welfare Directors Association to establish the formula allocation for the purpose of distributing these funds to counties. The formula allocation is based on each county's percentage of the total statewide number of young adults aged 18 through 21 year old in foster care. The allocation excludes Alpine, Mono, and Sierra counties because their calculation did not demonstrate a need for young adults aged 18-21.							
Applicant County: San Francisco County							
Legal name of Applicant as stated on resolution: City and County of San Francisco							
Address: City and County of San Francisco Human Services Agency PO Box 7988		City: San Francisco		State: CA		Zip: 94120	
Auth Rep Name: Trent Rhorer		Title: Executive Director, Human Services		Auth Rep Email: trent.rhorer@sfgov.org		Phone: (415) 557-6541	
Contact Name: Joan Miller		Title: Deputy Director, Family and Children Services, City and County of San Francisco		Email: joan.miller@sfgov.org		Phone: (415) 557-6541	
Address: City and County of San Francisco Human Services Agency PO Box 7988		City: San Francisco		State: CA		Zip: 94120	
Federal Tax ID Number (FEIN): 94-6000417							
Administrative Fiscal Representative							
Legal Name: Heather Davis		Contact Name: Heather Davis		Contact Email: Heather.Davis@sfgov.org			
Phone: (415) 557-5542		Address: City and County of San Francisco Human Services Agency PO Box 7988		City: San Francisco		State: CA Zip: 94120	
File Name: App Resolution		Reference sample resolution document				Attached to email?	
File Name: App Signature Block		Signature Block - upload in Microsoft Word document				Attached to email?	
File Name: App TIN		Reference Taxpayer Identification Number (TIN) document				Attached to email?	
Use of Funds							
The HNP program funds housing navigators for county child welfare agencies. The role of a housing navigator is to act as a housing specialist to assist young adults with their pursuits of locating available housing and overcoming barriers to locating housing. Housing navigator activities may include, but are not limited to:							
<ol style="list-style-type: none"> 1) Assist young adults aged 18-21 secure and maintain housing (with priority given to young adults in the state's foster care system); 2) Provide housing case management which include essential services in emergency supports to foster youth; 3) Prevent young adults from becoming homeless; and 4) Improve coordination of services and linkages to key resources across the community including those from within the child welfare system and the local Continuum of Care. 							
Expenditure of Funds							
Any grant funds remaining unexpended as of June 30, 2022, must be returned to the State. Checks shall be payable to the Department of Housing and Community Development and mailed to 2020 West El Camino Ave. Room 300, no later than July 31, 2022 and must reference the Contract Number.							
Allocation Acceptance Requirements							
In order to accept and receive an allocation, Applicants must submit the following: Signed Allocation Acceptance form, Signed Resolution, and TIN form. A complete signed application with all applicable information must be received by HCD via email no later than 5:00 p.m. on:							
<p>Tuesday, March 31, 2020</p> <p>HCD will only accept applications electronically at the following email address:</p> <p>Stephanie.Tran-Houangvillay@hcd.ca.gov</p>							
Reporting Requirements							
Applicant acknowledges and agrees to submit an annual report to the Department for the three years following distribution of HNP Program funds addressing the following:							
<ol style="list-style-type: none"> 1) How many people were served? 2) What were the funds used for? 3) Who were the housing navigator(s)? 4) How many people served were in foster care? 							
Certification							
On behalf of the entity identified in the signature block below, I certify that: The information, statements and attachments included in this Allocation Acceptance form are, to the best of my knowledge and belief, true and correct. I possess the legal authority to submit this Allocation Acceptance form on behalf of the entity identified above. In addition, I acknowledge that all information in this application and attachments is public, and may be disclosed by the State.							
Trent Rhorer		Executive Director, Human Services Agency, City and County of San Francisco		[Signature]		[Date]	
Printed Name		Title of Signatory		Signature		Date	
Entity Name: City and County of San Francisco Human Services Agency		Phone Number: (415) 557-6541					
Entity Address: trent.rhorer@sfgov.org		City: San Francisco		State: CA		Zip: 94120	

Tran-Houangvilay, Stephanie@HCD

From: Tran-Houangvilay, Stephanie@HCD
Sent: Friday, February 7, 2020 8:33 AM
Subject: Invitation to accept allocation for Housing Navigators Program (HNP)
Attachments: Housing Navigators Acceptance 020720.xlsx; Housing Navigators Program Resolution template.docx; GovtTINForm_000.pdf

Good Morning All,

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 Department of Housing and Community Development (HCD) shall allocate \$5 million in funding 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 county may use the funding to provide housing navigation services directly or through a contract with other housing assistance programs in the county. It is encouraged that the county coordinate with the local Continuum of Care to foster communication and collaboration.

Pursuant to statute, HCD consulted with the Department of Social Services, the Department of Finance, and the County Welfare Directors Association to establish the formula allocation for the purpose of distributing these funds to counties. The formula allocation is based on each county's percentage of the total statewide number of young adults aged 18 through 21 year old in foster care. The allocation excludes Alpine, Mono, and Sierra counties because their calculation did not demonstrate a need for young adults aged 18-21.

In order to accept and receive an allocation, applicants must submit the following: **Signed Allocation Acceptance form, Signed Resolution, and TIN form.** HCD will only accept completed applications electronically via email to me no later than **5:00 p.m. on Tuesday, March 31, 2020.** Please find attached the Housing Navigators Acceptance form, Resolution template and checklist and TIN form.

The anticipated timeline is as follows:

April	Application processing / Execute Standard Agreements
May - June	Awards

If you have any questions, please feel free to reach out to me.



V wnskdqh# udqK rxdqjytdl/#
Manager, Program Development & Implementation Unit
Department of Housing & Community Development
2020 W. El Camino Avenue, Suite 600 | Sacramento, CA 95833
Phone: 916.274.0533

Sign up for HCD [alerts](#).



Print Form

Introduction Form

By a Member of the Board of Supervisors or Mayor

RECEIVED
 BOARD OF SUPERVISORS
 SAN FRANCISCO
 2020 MAR 10 PM 1:11
 Time stamp
 or meeting date
 BY _____

I hereby submit the following item for introduction (select only one):

- 1. For reference to Committee. (An Ordinance, Resolution, Motion or Charter Amendment).
- 2. Request for next printed agenda Without Reference to Committee.
- 3. Request for hearing on a subject matter at Committee.
- 4. Request for letter beginning : "Supervisor [] inquiries"
- 5. City Attorney Request.
- 6. Call File No. [] from Committee.
- 7. Budget Analyst request (attached written motion).
- 8. Substitute Legislation File No. []
- 9. Reactivate File No. []
- 10. Topic submitted for Mayoral Appearance before the BOS on []

Please check the appropriate boxes. The proposed legislation should be forwarded to the following:

- Small Business Commission
- Youth Commission
- Ethics Commission
- Planning Commission
- Building Inspection Commission

Note: For the Imperative Agenda (a resolution not on the printed agenda), use the Imperative Form.

Sponsor(s):

Yee

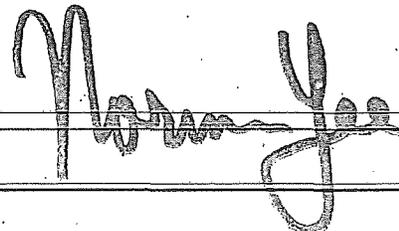
Subject:

Resolution- Authorizing Human Service Agency to apply for and accept allocation from the California Department of Housing and Community Development under the Housing Navigators program

The text is listed:

[]

Signature of Sponsoring Supervisor: []



For Clerk's Use Only

