

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 Agency, City and County of San Francisco		Auth Rep Email		trent.rhorer@sfqov.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@sfqov.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@sfqov.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-Houangvilay@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																	
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@sfqov.org				City: San Francisco		State: CA		Zip: 94120											