

**Housing Navigators Program (HNP) Allocation Acceptance**

Rev. 2/4/20

County Allocation: **Contra Costa**

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 **Contra Costa County**

Legal name of Applicant as stated on resolution **Contra Costa County Employment and Human Services Department**

Address **40 Douglas Drive** City **Martinez** State **CA** Zip **94553**

Auth Rep Name **Kathy Gallagher** Title **Agency Director** Auth Rep Email **kgallagher@ehsd.cccounty.us** Phone **(925) 608-4801**

Contact Name **Lynn Peralta** Title **Division Manager** Email **speralta@ehsd.cccounty.us** Phone **(925) 608-4481**

Address **40 Douglas Drive** City **Martinez** State **CA** Zip **94553**

Federal Tax ID Number (FEIN): **94-6000509**

**Administrative Fiscal Representative**

Legal Name **Alicja Hermanson** Contact Name **Alicja Hermanson** Contact Email **ahermanson@ehsd.cccounty.us**

Phone **(925) 608-4846** Address **40 Douglas Drive** City **Martinez** State **CA** Zip **94553**

File Name: **App Resolution** Reference sample resolution document Attached to email? **Yes**

File Name: **App Signature Block** Signature Block - upload in Microsoft Word document Attached to email? **Yes**

File Name: **App TIN** Reference Taxpayer Identification Number (TIN) document Attached to email? **Yes**

**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:

- 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:**

**Tuesday, March 31, 2020**

HCD will only accept applications electronically at the following email address:

**[Stephanie.Tran-Houangvilay@hcd.ca.gov](mailto:Stephanie.Tran-Houangvilay@hcd.ca.gov)**

**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:

- 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?

Yes

**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.

Kathy Gallagher

Agency Director



2/24/2020

Printed Name

Title of Signatory

Signature

Date

Entity Name: **Contra Costa County Employment & Human Services Department**

Phone Number: **(925) 608-4801**

Entity Address: **40 Douglas Drive**

City: **Martinez**

State: **CA**

Zip: **94553**



The principal purpose of the information provided is to establish the unique identification of the government entity.

**Instructions:** You may submit one form for the principal government agency and all subsidiaries sharing the same TIN. Subsidiaries with a different TIN must submit a separate form. Fields marked with an asterisk (\*) are required. Hover over fields to view help information. Please print the form to sign prior to submittal. You may email the form to: vendors@fiscal.ca.gov, or fax it to (916) 576-5200, or mail it to the address above.

Principal Government Agency Name\*

Remit-To Address (Street or PO Box)\*

City\*  State \*  Zip Code\*+4

Government Type:  City  County  Special District  Federal  Other (Specify)

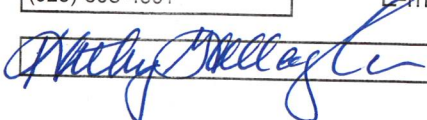
Federal Employer Identification Number (FEIN)\*

List other subsidiary Departments, Divisions or Units under your principal agency's jurisdiction who share the same FEIN and receives payment from the State of California.

Dept/Division/Unit Name	<input type="text"/>	Complete Address	<input type="text"/>
Dept/Division/Unit Name	<input type="text"/>	Complete Address	<input type="text"/>
Dept/Division/Unit Name	<input type="text"/>	Complete Address	<input type="text"/>
Dept/Division/Unit Name	<input type="text"/>	Complete Address	<input type="text"/>

Contact Person\*  Title

Phone number\*  E-mail address

Signature\*   Date

Authorize and Accept Application for  
County Allocation Award from CA Department of  
Housing & Community Development (HCD) for the  
HOUSING NAVIGATORS PROJECT

**Recommendation:**

APPROVE and AUTHORIZE the Employment and Human Services Department Director, or designee, on behalf of the Children and Family Services (CFS) Bureau to accept a grant award from the California Department of Housing & Community Development in an amount of \$115,000 over two years for the period of July 1, 2020 through June 30, 2022.

**Fiscal Impact:**

County to receive an amount of \$115,000 from the State of California Department of Housing & Community Development for Fiscal Year 2020-2021 to fund the Housing Navigators Project over a two-year period. There is no required cash or in-kind match.

**Background:**

WHEREAS, the State of California, Department of Housing and Community Development ("Department") issued an Allocation Acceptance form, dated February 7, 2020 under the Housing Navigators Program ("HNP" or "Program") for \$5 million 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).

WHEREAS, the Allocation Acceptance form relates to the availability of HOUSING NAVIGATORS Allocation funds; and

WHEREAS, the Contra Costa County Employment & Human Services Department ("Applicant"), was mentioned in the Allocation Acceptance form dated February 7, 2020.

NOW, THEREFORE, BE IT RESOLVED, that the **Board of Supervisors for Contra Costa County** does hereby determine and declare as follows:

SECTION 1. That the Applicant is hereby authorized and directed to apply for and accept their HOUSING NAVIGATORS Allocation award, as detailed in the Allocation Acceptance form, up to the amount authorized the Allocation Acceptance form and applicable state law.

SECTION 2. That **Kathy Gallagher, Agency Director**, or her designee, is hereby authorized and directed to act on behalf of County in connection with the HOUSING NAVIGATORS Allocation award, and to enter into, execute, and deliver any and all documents required or deemed necessary or appropriate to be awarded the HOUSING NAVIGATORS Allocation award, and all amendments thereto (collectively, the "HOUSING NAVIGATORS Allocation Award Documents").

SECTION 3. That Applicant shall be subject to the terms and conditions that are specified in the HOUSING NAVIGATORS Allocation Award Documents, and that Applicant will use the HOUSING NAVIGATORS Allocation award funds in accordance with the Allocation Acceptance form, other applicable rules and laws, the HNP Program Documents, and any and all HNP requirements.

**Pros and cons of request:**

Pros:

- Leverages existing Coordinated Entry System services and community-based partners to address gaps in housing services for homeless youth.
- Focuses on prevention in order for youth adults to remain safely in their homes and avert homelessness and entry into shelters and foster care system.
- Builds capacity for the County's housing & homelessness systems to further leverage Health, Housing and Homelessness (H3) funding streams.

Cons:

- Sustainability of program funding beyond end of grant term, June 30, 2022.

**Consequence of Negative Action:**

Without funding, the County will continue to face an increasing number of homeless and runaway youth without access to housing and preventative services.