

**SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**



ITEM: 3.43
(ID # 23642)

MEETING DATE:
Tuesday, December 12, 2023

FROM : PUBLIC SOCIAL SERVICES:

SUBJECT: DEPARTMENT OF PUBLIC SOCIAL SERVICES (DPSS): Adoption of Resolution Number 2023-286, authorizing and delegating to the Director of the Department of Public Social Services, or Designee, to accept the Transitional Housing Program County Allocation Round 5 Award, to accept the Housing Navigation and Maintenance Program County Allocation Round 2 Award, and to execute all documents required or deemed necessary by the California Department of Housing and Community Development to receive and administer additional funds; All Districts. [Total Cost \$2,275,390 - 100% State]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Adopt Resolution No. 2023-286 authorizing and delegating to the Director of the Department of Public Social Services, or Designee, to accept the Transitional Housing Program County Allocation Round 5 Award, to accept the Housing Navigation and Maintenance Program County Allocation Round 2 Award, and to execute all documents required or deemed necessary by the California Department of Housing and Community Development to receive and administer additional funds.

ACTION:Policy

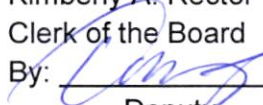

Charity Douglas, DPSS Director

11/29/2023

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Gutierrez, seconded by Supervisor Perez and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Jeffries, Spiegel, Washington, Perez and Gutierrez
Nays: None
Absent: None
Date: December 12, 2023
xc: DPSS

Kimberly A. Rector
Clerk of the Board
By: 
Deputy

**SUBMITTAL TO THE BOARD OF SUPERVISORS COUNTY OF RIVERSIDE,
STATE OF CALIFORNIA**

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost
COST	\$2,275,390	\$0	\$2,275,390	\$0
NET COUNTY COST	\$0	\$0	\$0	\$0
SOURCE OF FUNDS: State 100%			Budget Adjustment:	No
			For Fiscal Year:	23/24 – 25/26

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

Summary

At the request of the California Department of Housing and Community Development (HCD), Riverside County Department of Public Social Services (DPSS) is bringing forth this joint resolution to accept funds for both the Transitional Housing Program (THP) and Housing Navigation and Maintenance Program (HNMP).

Transitional Housing Program: THP services help young adults who are 18 to 25 years of age to secure and maintain housing by increasing their life skills, reducing the waitlist for housing and providing linkage to community services for emancipated young adults. DPSS is currently providing Transitional Housing Program-Plus (THP-Plus) services to a caseload of 41 emancipated young adults.

The Board of Supervisors previously approved the first round of THP funding (for FY 19/20) from HCD to DPSS at the May 19, 2020 Board meeting (Agenda Item No. 3.27). A second round of funding in the amount of \$257,600 was approved at the October 27, 2020 Board of Supervisors meeting (Agenda Item 3.14). A third round of funding in the amount of \$257,600 was approved at the January 25, 2022 Board of Supervisors meeting (Agenda Item 3.42). A fourth round of funding in the amount of \$1,291,873 was approved at the January 31, 2023 Board of Supervisors meeting (Agenda Item 3.15). The HCD has allocated a fifth round of funding in the amount of \$1,411,920 to DPSS for THP services. This funding is to be expended by June 30, 2026.

Housing Navigation and Maintenance Program: HNMP funding is used for housing navigators to act as housing specialists to assist young adults between the ages of 18-21 to secure and maintain housing. Priority is given to young adults in foster care. The funding will assist with case management, preventative measures to protect youth from homelessness and assist youth with linkages to community resources. 80 to 100 young adults are expected to receive services with this funding.

The Board of Supervisors previously approved the first round of HNMP funding (for FY 22/23) from HCD to DPSS at the January 31, 2023 Board of Supervisors meeting (Agenda Item No.

**SUBMITTAL TO THE BOARD OF SUPERVISORS COUNTY OF RIVERSIDE,
STATE OF CALIFORNIA**

3.15). HCD has allocated a second round of funding in the amount of \$863,470 to Riverside County DPSS for the HNMP program. This funding is to be expended by June 30, 2026.

Impact on Residents and Businesses

This funding will ensure that young adults between the ages of 18 to 25 secure and maintain safe and stable housing.

Additional Fiscal Information

This must be expended by June 30, 2026. No General Fund match is required for receipt of these funds. The Transitional Housing Program and Housing Navigation and Maintenance Program are 100% funded through State funds.

ATTACHMENTS:

- ATTACHMENT A.** Resolution No. 2023-286
- ATTACHMENT B.** THP and HNMP Allocation Acceptance Forms
- ATTACHMENT C.** Government TIN Form



Gregg Gu, Chief Deputy County Counsel 11/29/2023

2
3 RESOLUTION NO. 2023-286

4
5 **A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE COUNTY OF RIVERSIDE**
6 **AUTHORIZING AND DELEGATING TO THE DIRECTOR OF THE DEPARTMENT OF**
7 **PUBLIC SOCIAL SERVICES , OR DESIGNEE, TO ACCEPT THE TRANSITIONAL HOUSING**
8 **PROGRAM COUNTY ALLOCATION ROUND 5 AWARD, TO ACCEPT THE HOUSING**
9 **NAVIGATION AND MAINTENANCE PROGRAM COUNTY ALLOCATION ROUND 2**
10 **AWARD, AND TO EXECUTE ALL DOCUMENTS REQUIRED OR DEEMED NECESSARY BY**
11 **THE CALIFORNIA DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT TO**
12 **RECEIVE AND ADMINISTER THESE FUNDS.**

13
14 **WHEREAS**, the State of California, Department of Housing and Community Development
15 (“HCD”) issued an allocation acceptance form to the County of Riverside (“County”), dated October 19,
16 2023, under Round 5 of the Transitional Housing Program (“THP”), authorized by item 2240-102-0001 of
17 section 2.00 of the Budget Act of 2023 (Chapter 12 of the Statutes of 2023) and Chapter 11.7 (commencing
18 with Section 50807) of part 2 of Division 31 of the Health and Safety Code (“THP Allocation Acceptance
19 Round 5 Form”); and,

20 **WHEREAS**, HCD issued an allocation acceptance form to the County, dated October 19, 2023,
21 under Round 2 of the Housing Navigation and Maintenance Program (“HNMP”), authorized by Item 2240-
22 103-0001 of Section 2.00 of the Budget Act of 2023 (Chapter 12 of the Statutes of 2023) and Chapter 11.8
23 (commencing with Section 50811) of Part 2 of Division 31 of the Health and Safety Code (the “HNMP
24 Allocation Acceptance Round 2 Form”); and,

25 **WHEREAS**, the THP Allocation Acceptance Round 5 Form and the HNMP Allocation Acceptance
26 Round 2 Form are collectively referred to as the “Allocation Acceptance Forms”; and,

27 **WHEREAS**, the Allocation Acceptance Forms relate to the availability and use of the funds under
28

FORM APPROVED COUNTY COUNSEL
BY:  GREG M. GU
DATE: 11-21-23

1 both the THP and HNMP Programs.

2 **NOW, THEREFORE, BE IT RESOLVED, DETERMINED, AND ORDERED**, by the County
3 Board of Supervisors ("Board") in regular session assembled on December 12, 2023, at 9:00 a.m. or soon
4 thereafter, in the meeting room located on the first floor of the County Administrative Center, 4080 Lemon
5 Street, Riverside, California, that this Board does hereby determine and declare as follows:

6 SECTION 1. That the Board authorizes and delegates authority to the Director of DPSS, or
7 designee, to accept the County's allocated \$1,411,920 award, as detailed in the THP Allocation Acceptance
8 Round 5 Form, by way of executing said form.

9 SECTION 2. That the Board hereby affirms that if additional THP funds become available to the
10 County, the Board authorizes and delegates authority to the Director of DPSS, or designee, to accept the
11 funds ("Additional THP Allocation") up to the amount awarded by HCD, but not to exceed \$2,823,840 in
12 additional funding, by executing all necessary forms.

13 SECTION 3. That the Board authorizes and delegates authority to the Director of DPSS, or
14 designee, to accept the County's allocated \$863,470 award, as detailed in the HNMP Allocation Acceptance
15 Round 2 Form, by way of executing said form.

16 SECTION 4. The Board hereby affirms that if additional HNMP funds become available to the
17 County, the Board authorizes and delegates authority to the Director of DPSS, or designee, to accept the
18 funds ("Additional HNMP Allocation") up to the amount awarded by HCD, but not to exceed \$1,726,940
19 in additional funding, by executing all necessary forms.

20 SECTION 5. That the Board authorizes and delegates authority to the Director of DPSS, or
21 designee, to act on behalf of the County in connection with the Transitional Housing Program by executing
22 all required additional HCD forms or documents to participate in or administer the Transitional Housing
23 Program.

24 SECTION 6. That the Board authorizes and delegates authority to the Director of DPSS, or
25 designee, to act on behalf of the County in connection with the Housing Navigation and Maintenance
26 Program by executing all required additional HCD forms or documents to participate in or administer the
27 Housing Navigation and Maintenance Program.
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SECTION 7. That DPSS shall be subject to the terms and conditions that are specified in the Allocation Acceptance Forms, and that DPSS will use these funds in accordance with said terms and conditions, and any subsequent amendments or amendment thereto, as well as any and all other THP and HNMP requirements, or other applicable laws.

SECTION 8. That the Board authorizes and delegates authority to the Director of DPSS, or designee, with the discretion to accept both the THP and HNMP program funds as detailed herein but, in the event that one of the two allocations are not made available for DPSS or DPSS opts not to receive one of the allocations, DPSS is authorized to accept either of the allocations independent of each other.

BE IT FURTHER RESOLVED, DETERMINED, AND ORDERED that this Board hereby authorizes this resolution to take effect immediately upon its adoption.

PASSED AND ADOPTED this 12th day of December 2023, by the following vote:

AYES _____
NOES _____
ABSTENTIONS _____
ABSENT _____

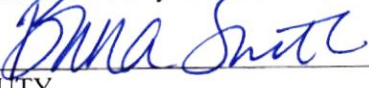
By: 
Kevin Jeffries, Chairman of the Board

1 **STATE OF CALIFORNIA**

2 **County of Riverside**

3 I, Kimberly Rector, County Clerk of the County of Riverside, State of California, hereby certify the above
4 and foregoing to be a full, true and correct copy of a resolution adopted by the County Board of
5 Supervisors on this 12th day of December 2023.

6
7 Kimberly Rector
Clerk of the County of Riverside, State of California

8 By: 
9 DEPUTY

10 ROLL CALL:

11 Ayes: Jeffries, Washington, Spiegel, Perez, and Gutierrez

12 Nays: None

13 Absent: None

14
15 The foregoing is certified to be a true copy of a resolution duly adopted by said Board of Supervisors
on the date therein set forth.

16 KIMBERLY A. RECTOR, Clerk of said Board

17
18 By: 
19 Deputy

20 12.12.2023 3.43

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***Transitional Housing Program (THP)
Round 5 Allocation Acceptance Form***

***Housing Navigation and Maintenance Program (HNMP)
Round 2 Allocation Acceptance Form***

***THP Plus Housing Supplement Program (THP SUP)
Round 3 Allocation Acceptance Form***



**Gavin Newsom, Governor
State of California**


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

**Gustavo Velasquez, Director
Department of Housing and
Community Development**

**2020 West El Camino Avenue, Suite 500
Sacramento, CA 95833
Telephone: (916) 263-2771
Website: www.hcd.ca.gov
Email: TAY@hcd.ca.gov**

October 2023

Transitional Housing Program (THP) Allocation Acceptance Round 5										Rev. 10/19/23											
County Allocation (select Applicant County in row 7 below):										\$1,411,920											
Pursuant to item 2240-102-0001 of Section 2.00 of the Budget Act of 2023 (Chapter 12 of the Statutes of 2023) and Chapter 11.7 (commencing with Section 50807) of Part 2 of Division 31 of the Health and Safety Code (HSC), the Department of Housing and Community Development (HCD) shall allocate funding to counties for the purpose of housing stability to help young adults 18 to 24 years of age, inclusive, secure and maintain housing, with priority given to young adults formerly in the foster care or probation systems.																					
Allocation Applicant																					
Allocation Applicant is a County										Yes											
Pursuant to Section 50807(b) of the HSC, HCD consulted with the Department of Social Services, the Department of Finance, and the County Welfare Directors Association to develop a formula allocation schedule for the purpose of distributing these funds to counties. The allocation is based on each county's percentage of the total statewide number of young adults 18 through 20 years of age in foster care and homeless unaccompanied young adults (ages 18 through 24).																					
Applicant County		Riverside County																			
Legal name of Applicant as stated on resolution:		County of Riverside																			
Address		4060 County Circle Dr.			City		Riverside		State		CA		Zip		92503						
Auth Rep Name		Charity Douglas			Title		Director		Auth Rep Email		chdougl@rivco.org		Phone		951-358-6995						
Contact Name		Brianna Cervantes			Title		Contracts and Grants Analyst		Email		bcervant@rivco.org		Phone		951-358-3529						
Address		4060 County Circle Dr.			City		Riverside		State		CA		Zip		92503						
Federal Tax ID Number (FEIN)		95-6000930																			
Administrative Fiscal Representative																					
Legal Name		Monica Bentley			Contact Name		Monica Bentley		Contact Email												
Phone		951-358-7761			Address		4060 County Circle Dr.			City		Riverside		State		CA		Zip		92503	
File Name:		App Resolution		Reference sample resolution document						Attached to email?		Yes									
File Name:		App GovTIN Form		Reference Taxpayer Identification Number (TIN) document						Attached to email?		Yes									
Use of Funds																					
Funds shall be used to help young adults who are 18 to 24 years of age, inclusive, secure and maintain housing with priority given to young adults formerly in the state's foster care or probation systems. Use of funds may include, but are not limited to:																					
1) Identify and assist housing services for this population in your community;																					
2) Assist this population to secure and maintain housing (with priority given to those in the state's foster care or probation system);																					
3) Improve coordination of services and linkages to community resources within the child welfare system and the Homeless Continuum of Care; and																					
4) Provide engagement in outreach and targeting to serve those with the most severe needs.																					
Expenditure of Funds																					
Any grant funds remaining unexpended as of two years from the "Effective Date" of the fully executed Standard Agreement as stated in the STD 213, paragraph 2, 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 and must reference the Contract Number.																					
Allocation Acceptance Requirements																					
In order to accept and receive an allocation, applicants must submit the following: 1. Signed Allocation Acceptance form, 2. GovTIN Form, and 3. Signed Resolution. If Signed Resolution is not available by submittal date please include the scheduled date of Board of Supervisors meeting and anticipated date the Signed Resolution will be submitted to the Department. The Department will only accept applications electronically via email no later than 5:00 p.m. on:																					
Friday, November 17, 2023																					
HCD will only accept applications electronically at the following email address:																					
TAY@hcd.ca.gov																					
Reporting Requirements																					
Applicant acknowledges and agrees to submit a bi-annual report to the Department for the two years following contract execution addressing the following:										Yes											
<p>A. Number of program participants served who were homeless at time of program entry;</p> <p>B. Number of program participants served who were in the State's foster care system;</p> <p>C. Number of program participants served who were formerly in the State's foster care or probation systems;</p> <p>D. Number of program participants who exited homelessness into temporary housing;</p> <p>E. Number of program participants who exited homelessness into permanent housing;</p> <p>F. Itemization on use of program fund expenditures;</p> <p>G. Who were the housing navigators or other subcontractor(s)?</p> <p>H. Subpopulation data including:</p> <p>1. Number of participants that are employed;</p> <p>2. Number of participants identified as LGBTQ+;</p> <p>3. Number of participants having a disability;</p> <p>4. Number of participants with minor children in the household; and,</p> <p>5. Average number of children per household.</p>																					
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.																					
Charity Douglas		Director		Charity Douglas						Oct 31, 2023											
Printed Name		Title of Signatory		Signature						Date											
Name:		Charity Douglas			Phone Number:		951-358-6995														
Address:		4060 County Circle Dr.			City:		Riverside		State:		CA		Zip:		92503						

Housing Navigation and Maintenance Program (HNMP) Allocation Acceptance Round 2						Rev. 10/19/23					
County Allocation (select Applicant County in row 7 below):					\$863,470						
Pursuant to item 2240-103-0001 of Section 2.00 of the Budget Act of 2023 (Chapter 12 of the Statutes of 2023) and Chapter 11.8 (commencing with Section 50811) of Part 2 of Division 31 of the Health and Safety Code (HSC), the Department of Housing and Community Development (HCD) shall allocate funding to counties for the support of housing navigators to help young adults 18 years and up to 24 years of age, inclusive, secure and maintain housing, with priority given to young adults currently or formerly in the foster care system.											
Allocation Applicant											
Allocation Applicant is a County						Yes					
Pursuant to Section 50811 of the HSC, 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 17 through 21 years of age in the foster care and probation system. The allocation excludes Alpine and Mono counties because their calculation did not demonstrate need. The housing navigation and maintenance program for a county that accepts an allocation of money pursuant to this section shall provide training to its child welfare agency social workers and probation officers who serve nonminor dependents. The training shall address an overview of the housing resources available through the local coordinated entry system, homeless continuum of care, and county public agencies, including, but not limited to, housing navigation, permanent affordable housing, THP-Plus, and housing choice vouchers. The training shall also address how to access and receive a referral to existing housing resources, the social worker's and probation officer's role in identifying unstable housing situations for youth, and referring youth to housing assistance programs.											
Applicant County		Riverside County									
Legal name of Applicant as stated on resolution:		County of Riverside									
Address		4060 County Circle Dr.		City	Riverside	State	CA	Zip	92503		
Auth Rep Name	Charity Douglas	Title	Director	Auth Rep Email	chdougl@rivco.org		Phone	951-358-6995			
Contact Name	Brianne Cervantes	Title	Contracts and Grants Analyst	Email	bcervant@rivco.org		Phone	951-358-3529			
Address		4060 County Circle Dr.		City	Riverside	State	CA	Zip	92503		
Federal Tax ID Number (FEIN)		95-6000930									
Administrative Fiscal Representative											
Legal Name		Monica Bentley		Contact Name	Monica Bentley		Contact Email	mbentley@rivco.org			
Phone	951-358-7761		Address	4060 County Circle Dr.		City	Riverside	State	CA	Zip	92503
File Name:	App Resolution	Reference sample resolution document				Attached to email?	Yes				
File Name:	App TIN	Reference Taxpayer Identification Number (TIN) document				Attached to email?	Yes				
Use of Funds											
The HNMP program funds housing navigators for counties. 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 navigation and maintenance activities may include, but are not limited to:											
<ol style="list-style-type: none"> 1) Assist young adults aged 18-24 years of age, inclusive, secure and maintain housing (with priority access 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 two years from the "Effective Date" of the fully executed Standard Agreement as stated in the STD 213, paragraph 2, 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 and must reference the Contract Number.											
Allocation Acceptance Requirements											
In order to accept and receive an allocation, applicants must submit the following: 1. Signed Allocation Acceptance form, 2. GovTIN Form, and 3. Signed Resolution. If Signed Resolution is not available by submittal date please include the scheduled date of Board of Supervisors meeting and anticipated date the Signed Resolution will be submitted to the Department. The Department will only accept applications electronically via email no later than 5:00 p.m. on:											
Friday, November 17, 2023											
HCD will only accept applications electronically at the following email address:											
TAY@hcd.ca.gov											
Reporting Requirements											
Applicant acknowledges and agrees to submit a bi-annual report to the Department for the two years following contract execution addressing the following:						Yes					
<ol style="list-style-type: none"> A. Number of program participants served with program funds; B. Itemization of use of program funds; C. Details on housing navigators and other subcontractors; D. Number of program participants served who were in the State's foster care system; E. Number of program participants who were homeless at time of program entry; F. Number of program participants who exited homelessness into temporary housing; G. Number of program participants who exited homelessness into permanent housing; and, H. Subpopulation data including: <ol style="list-style-type: none"> 1. Number of participants that are employed; 2. Number of participants identified as LGBTQ+; 3. Number of participants with a disability; 4. Number of participants with minor children in the household; and, 5. Average number of children per household. 											
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.											
Charity Douglas		Director				Oct 31, 2023					
Printed Name		Title of Signatory		Signature		Date					
Name:	Charity Douglas		Phone Number: 951-358-6995								
Address:	4060 County Circle Dr.		City:	Riverside	State:	CA	Zip:	92503			

State of California
Financial Information System for California (FI\$Cal)
GOVERNMENT AGENCY TAXPAYER ID FORM

2000 Evergreen Street, Suite 215
Sacramento, CA 95815
www.fiscal.ca.gov
1-855-347-2250



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