

December 06, 2022

**MOTION BY SUPERVISOR HILDA L. SOLIS**

**Transitional Housing Round 4 and Housing Navigation and Maintenance Program**  
**Round 1**

Housing instability and homelessness are unacceptable realities faced by young people, including those who are or have been in foster care. Housing instability is critical to the pursuit of higher education, meaningful employment, and self-sufficiency for youth as they transition to adulthood.

When young people exit foster care, it can be challenging to find resources and housing opportunities and when there are resources, they are often limited in number. Transitional Housing Program Plus (THP-Plus) is one such program, but it has expanded in recent years at the direction of the Los Angeles County Board of Supervisors and the hard work of the Department of Children and Family Services. THP-Plus has been a critical housing program for youth ages 18 to 25 years old who were formerly in foster care.

In addition to the need to build up housing options like THP-Plus, it is important to build upon the housing navigator program, where individuals assist young people with identifying appropriate and available housing options. This extends to helping them access financial support for move-in

MOTION

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costs, such as deposits and provide stabilization support like budgeting, establishing utilities, and landlord communication.

The State of California, Department of Housing and Community Development issued an allocation acceptance form dated November 1, 2022, under Round 4 of the Transitional Housing Program (THP), authorized by item 2240-102-0001 of section 2.00 of the Budget Act of 2022 (Chapter 249 of the Statutes of 2022) and Chapter 11.7 (commencing with section 50807) of part 2 of Division 31 of the Health and Safety Code (the "THP Allocation Acceptance Form"). The THP allocation will be shared among participating counties for the purpose of housing stability to help young people ages 18 to 25 years old secure and maintain housing through THP-Plus. This is a critical opportunity and Los Angeles County should leverage it to support youth previously in foster care.

Additionally, the State of California, Department of Housing and Community Development issued an Allocation Acceptance form dated November 1, 2022, under Round 1 of the Housing Navigation and Maintenance Program (HNMP) authorized by item 2240-103-0001 of section 2.00 of the Budget Act of 2022 (Chapter 43 of the Statutes of 2022) and Chapter 11.8 (commencing with section 50811) of Part 2 of Division 31 of the Health and Safety Code (the HNMP Allocation Acceptance Form). The Housing Navigators Program will be administered by participating counties to fund housing navigators to act as housing specialists for young adults ages 18 and up to 24 years of age and will assist with securing and maintaining housing. Priority

will be given to young adults in the foster care system. In addition, Los Angeles County may use the funding to provide housing navigation services directly or through a contract with other housing assistance programs in the County.

**I, THEREFORE, MOVE** that in order to participate in the State of California THP Round 4 and HNMP Round 1 funding allocation, the Los Angeles County Board of Supervisors:

- 1) Approve the attached resolution authorizing the DCFS to participate in the THP Round 4 and HNMP Program Round 1 and accept the additional funding allocation.
- 2) Instruct the Director of DCFS, or designee, to accept the funding for the THP Round 4 and HNMP Program Round 1 in Los Angeles County, by submitting the signed resolution to the California Department of Housing and Community Development.
- 3) Delegate authority to the Director of DCFS, or designee, in consultation with County Counsel, to execute amendments to THP-Plus contracts to increase the Maximum Contract Sum to distribute the new funding allocation to accommodate an increase in units of service and/or increase the current rate of the units, and to update THP-Plus contracts for necessary programmatic changes. Execution of amendments is contingent upon: a) County Counsel approval being obtained prior to execution of such amendments, and b) DCFS notifying the Board and the Chief Executive Officer (CEO) in writing, within 10 business days of such amendment.
- 4) Instruct the Director of DCFS, or designee, in consultation with County Counsel, to execute amendments to the Memorandum of Understanding (MOU) between DCFS and the Department of Health Services (DHS) for Housing Navigators to increase the MOU amount with the new funding allocation.

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HLS: ew

**Transitional Housing Program (THP) Round 4 and Housing Navigation and  
Maintenance Program (HNMP) Round 1 Joint Allocation Acceptance Resolution  
for Counties**

BEFORE THE BOARD OF SUPERVISORS

COUNTY OF LOS ANGELES, STATE OF CALIFORNIA

IN THE MATTER OF: ROUND 4 TRANSITIONAL HOUSING PROGRAM AND ROUND  
1 OF THE HOUSING NAVIGATION AND MAINTENANCE PROGRAM

RESOLUTION NUMBER: \_\_\_\_\_ **[Insert Resolution Number]**

THIS RESOLUTION AUTHORIZES AN APPLICATION FOR, AND ACCEPTANCE OF,  
THE COUNTY ALLOCATION AWARD UNDER ROUND 4 OF THE TRANSITIONAL  
HOUSING PROGRAM AND ROUND 1 OF THE HOUSING NAVIGATION AND  
MAINTENANCE PROGRAM

WHEREAS, the State of California, Department of Housing and Community  
Development (“Department”) issued an allocation acceptance form, dated November 1,  
2022 under Round 4 of the Transitional Housing Program (“THP”), authorized by item  
2240-102-0001 of section 2.00 of the Budget Act of 2022 (Chapter 249 of the Statutes  
of 2022) and Chapter 11.7 (commencing with Section 50807) of part 2 of Division 31 of  
the Health and Safety Code (the “THP Allocation Acceptance Form”).

WHEREAS, the State of California, Department of Housing and Community  
Development (“Department”) issued an Allocation Acceptance form, dated November 1,  
2022 under Round 1 of the Housing Navigation and Maintenance Program (“HNMP”)  
authorized by Item 2240-103-0001 of Section 2.00 of the Budget Act of 2022 (Chapter  
43 of the Statutes of 2022) and Chapter 11.8 (commencing with Section 50811) of Part  
2 of Division 31 of the Health and Safety Code (the “HNMP Allocation Acceptance  
Form”).

The THP Allocation Acceptance Form and the HNMP Allocation Acceptance Form are  
collectively referred to as the “Allocation Acceptance Forms”.

WHEREAS, the Allocation Acceptance Forms relate to the availability of the funds  
under the THP and HNMP Programs; and

WHEREAS, the County of Los Angeles (“County”) may be listed as an eligible applicant  
in THP Allocation Acceptance Form, dated November 1, 2022 and the County may also  
be listed as an eligible applicant in the HNMP Allocation Acceptance Form dated  
November 1, 2022.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Supervisors for the County of Los Angeles does determine and declare as follows:

SECTION 1. That County is hereby authorized and directed to apply for and accept County's allocation award, as detailed in the THP Allocation Acceptance Form, in the amount of \$10,275,202 detailed and authorized in the THP Allocation Acceptance Form and applicable state law at the time this resolution is executed and authorized.

SECTION 2. That County hereby affirms that if THP funds remain available for allocation after the deadline for submitting a signed Allocation Acceptance Form, and if the County is eligible for an additional allocation from the remaining funds for the THP program, the County is hereby authorized and directed to accept this additional allocation of funds ("Additional THP Allocation") up to the amount authorized by Department but not to exceed \$20,550,404.

SECTION 3. That County is hereby authorized and directed to apply for and accept County's allocation award in the amount of \$4,488,216 as detailed in the HNMP Allocation Acceptance Form and applicable state law at the time this resolution is executed and authorized.

SECTION 4. That County hereby affirms that if HNMP funds remain available for allocation after the deadline for submitting a signed Allocation Acceptance Form, and if the County is eligible for an additional allocation from the remaining funds for the HNMP program, the County is hereby authorized and directed to accept this additional allocation of funds ("Additional HNMP Allocation") up to the amount authorized by Department but not to exceed \$8,976,432.

SECTION 5. That Director of DCFS, or designee, is hereby authorized and directed to act on behalf of County in connection with the THP Allocation Award and any Additional THP Allocation, and to enter into, execute, and deliver any and all documents required or deemed necessary or appropriate to participate in the THP Program, including but not limited to a Standard Agreement, be awarded the THP Allocation Award, and any additional THP Allocation, and any amendments to such documents (collectively, the "THP Allocation Award Documents").

SECTION 6. That Director of DCFS, or designee, is hereby authorized and directed to act on behalf of County in connection with the HNMP Allocation Award and any Additional HNMP Allocation, and to enter into, execute, and deliver any and all documents required or deemed necessary or appropriate to participate in the HNMP

Program, including but not limited to a Standard Agreement, be awarded the HNMP Allocation Award, and any additional HNMP Allocation, and any amendments to such documents (collectively, the “HNMP Allocation Award Documents”).

***INSTRUCTION:*** *Multiple signors may be included in Section 5 and 6, above. The word “and” between each identified signor should be used if County requires multiple signatures to create a valid, legally enforceable instrument. The word “or” should be used between each identified signor if the County requires the signature of only one of the identified signors in order to create a valid, legally enforceable instrument. The use of “and/or” in this context is legally insufficient and is not acceptable. It is recommended that Counties list the signatories by title only so that, in the event of employee turnover, the Department may accept the signature of whomever holds the title when the THP and HNMP Allocation Award Documents are required to be signed. If the County resolution identifies a signor by name, the Department will only accept signatures from that named person as signor on County’s behalf, or that named person’s designee if the resolution allows signature by a designee. If County’s signor is a designee, written proof of the designee signature authority must be provided to the Department with the Resolution. The Department will not accept the signature of the designee without such written proof. The Department will make available a template letter with suggested language which would constitute acceptable proof of designee signature authority.*

SECTION 7. That County shall be subject to the terms and conditions that are specified in the THP and HNMP Allocation Award Documents, and that County will use the THP and HNMP Allocation Award funds, and any additional THP and HNMP Allocation funds, in accordance with the Allocation Acceptance Form, the THP and HNMP Allocation Award Documents, 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 County has 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 the County; or the County opts to not receive one of the allocations, the County affirms that it is authorized to accept either of the allocations independent of each other.

PASSED AND ADOPTED this \_\_\_\_\_ [Insert Numerical Day] day of \_\_\_\_\_ [Insert Month], 20\_\_\_\_ [Insert Year, Preceded by 20], by the following vote:

*INSTRUCTION: Must fill in all four vote-count fields below. If none, indicate "0" for that field. Resolution must have an attestation that affirms document is true and correct.*

AYES \_\_\_\_\_ [Insert Number of Ayes]

NOES \_\_\_\_\_ [Insert Number of Noes]

ABSTENTIONS \_\_\_\_\_ [Insert Number of Abstentions]

ABSENT \_\_\_\_\_ [Insert Number Absent]

By: \_\_\_\_\_  
Celia Zavala, Executive Officer of the Board of Supervisors of the County of Los Angeles

APPROVED AS TO FORM:  
Dawyn R. Harrison  
County Counsel

By:  \_\_\_\_\_

**STATE OF CALIFORNIA**

County of [\_\_\_\_\_]

I, [\_\_\_\_\_], County Clerk of the County of [\_\_\_\_\_], State of California, hereby certify the above and foregoing to be a full, true and correct copy of a resolution adopted by the County Board of Supervisors on this \_\_\_\_\_ [Insert Numerical Day] day of \_\_\_\_\_ [Insert Month], 20\_\_\_\_ [Insert Year, Preceded by 20]

[Insert Printed name of County Clerk Here]  
Clerk of the County of [\_\_\_\_\_], State of California

By: \_\_\_\_\_  
[Insert Printed Name and Title]



## RESOLUTION CHECKLIST

### Minimum Requirements

- County name
- Title of Signatory(ies)**  
**Note:** title of authorized signatory(ies) is preferred for THP/HNMP resolutions. Names may be included, but the Department will then only accept signatures on behalf of the County from the named person. Current supporting documentation evidencing the individual who currently holds the position **must** be provided.
- Reference to Allocation Acceptance Form date
- Standard Agreement or Grant Agreement language (authorizes signatory(ies) to sign Grant Contract/Standard Agreement)
- Amendment provision included
- Meeting Date, All Votes (Ayes, No's, Absent, Vacant), and signature(s) included
- Resolution number(s) **OR Project** Site Name (Required to differentiate multiple contracts issued to same contractor)

### Authorized Signatory(ies) – *And vs. Or*

#### **And – Director and Deputy Director**

Both individuals named must sign the Standard Agreement.

**Example:** “The Board hereby authorizes Director **and** Deputy Director to execute the Standard Agreement in an amount not to exceed...”

#### **Or – Director or Deputy Director**

Either individual may sign--only one signature is required.

**Example:** “The Board hereby authorizes the Director **or** Deputy Director to execute the Standard Agreement in an amount not to exceed...”

#### **And/or – Manager and/or Director**

Effective December 9, 2014, HCD’s Legal Assistance Division (LAD) declared this language legally insufficient. Resolutions with this language will not be accepted.

**Example:** “The Board hereby authorizes the Director **and/or** Deputy Director to execute the Standard Agreement in an amount not to exceed...”