

TLC Child & Family Services
Amendment Number 1
to the Agreement to Provide
TRANSITIONAL HOUSING PLUS SERVICES
Funding Amount: **\$2,126,000**
Term: **07/01/2024 to 06/30/2026**
Agreement Number: FYC-TLC-THP-2426

This Amendment Number 1 ("Amendment") is by and between the County of Sonoma, a political subdivision of the State of California (hereinafter "County"), and TLC Child & Family Services, a California non-profit Corporation (hereinafter "Contractor").

As provided by Article 13.7, Merger, the parties hereby evidence their intent and desire to amend the Agreement. The parties mutually desire to amend said Agreement to make the following changes:

1. Revise Article 2, Payment, to increase the Agreement amount by One Hundred Twenty-Six Thousand Dollars (\$126,000), for a new total of Two Million One Hundred Twenty-Six Thousand Dollars (\$2,126,000);
2. Replace Exhibit A: Scope of Work;
3. Replace Provision 2.3 Monthly Rate Per Client in Exhibit B: Fiscal Provisions/Budget.

R E C I T A L S

WHEREAS, County and Contractor entered into that certain Agreement, dated July 1, 2024, for Transitional Housing Plus services; and

WHEREAS, County and Contractor desire to amend the Agreement to provide additional funding and services;

NOW, THEREFORE, the parties hereto are desirous of modifying the Agreement in accordance with the terms and conditions set forth herein and hereto agree as follows:

SPECIFIC PROVISIONS

2. Payment.

For all services and incidental costs required hereunder, Contractor shall be paid on a fee for service basis in accordance with the budget set forth in "Exhibit B: Fiscal Provisions/Budget" (hereinafter "Exhibit B"), attached hereto and incorporated herein by this reference. Contractor shall be paid an amount not to exceed Two Million One Hundred Twenty-Six Thousand Dollars (\$2,126,000), without the prior written approval of County. Expenses not expressly authorized by the Agreement shall not be reimbursed.

Unless otherwise noted in this agreement, payments shall be made within the normal course of county business after presentation of an invoice in a form approved by the County for services performed. Payments shall be made only upon the satisfactory completion of the services as determined by the County.

Exhibit A: Scope of Work

I. Program Description

The Transitional Housing Plus (THP-Plus) program, a program of the California Department of Social Services (CDSS), provides affordable housing and comprehensive supportive services for up to thirty-six (36) months to help former foster care and probation youth ages eighteen (18) until the age of twenty-five (25) to successfully transition from out-of-home placements to independent living. An extension may be requested for up to one additional year for youth who are completing educational or employment training requirements. Extensions will be reviewed and approved on a case by case basis by the County. On average at least twenty-two (22) youth will be enrolled in the THP-Plus program at a time.

A. THP-Plus is grounded in four (4) key principles:

1. Program participants are legal adults and should be treated as such and be subject to fewer restrictions than programs provided to foster youth.
2. Written program rules and policies for THP-Plus participants must be distinct from those that apply to foster youth.
3. THP-Plus should allow youth participants to have the greatest amount of freedom possible to prepare them for self-sufficiency.
4. THP-Plus is not just a housing program, but a program that provides participants with a wide range of intensive services on a regular basis to assist them in achieving independent living.

B. Referral and prioritization:

1. Contractor shall accept referrals from Family, Youth and Children's Services (FYC), the Independent Living Program (ILP), Probation and youth self-referral.
2. Current and former Sonoma County foster youth shall be given preference.
3. Preference will be given to participants who fit one or more criteria:
 - a. Students enrolled in Post-Secondary Education or Technical Programs
 - b. Pregnant or parenting youth
 - c. Homeless former foster youth
 - d. Youth with significant mental health needs that impact safety, self-sufficiency and/or employability.
4. Contractor shall notify the designated FYC Housing Analyst when vacancies will arise in the THP-Plus program. The FYC Housing Analyst shall convene a meeting together with the Contractor to solicit input from FYC leadership on prioritization of individual youth from the wait list for enrollment. Youth from the wait list shall be approved by the FYC Housing Analyst prior to enrollment.

C. Additional grant funding was authorized through Senate Bill 187 and received from the California Department of Housing and Community Development that is separate from the Realignment funding and shall be used to help at least

fourteen (14) youth ages eighteen (18) until the age of twenty-five (25) to secure and maintain housing. Grant-funded activities shall include all services described in this scope of work, and may also include:

1. Identification and assistance with housing services;
2. Assistance with securing and maintaining housing, with priority given to those in the state's foster care or probation system;
3. Coordination of services and linkages to community resources within the child welfare system and the Homeless Continuum of Care; and
4. Engagement in outreach and targeting to serve those with the most severe needs.

II. Contractor Responsibilities

A. Housing Services

Housing services will be provided to enrolled youth in either the scatter-site or single-site model. Both models support the goal of youth being permanently housed.

B. Required Supportive Services

1. Coordination with Independent Living Program (ILP) to meet goals outlined in Transitional Independent Living Plan (TILP) as part of transition into the THP-Plus program.
2. Completion of Goals Assessment Form as part of the enrollment process and every six (6) months thereafter. Goals Assessment Form will be informed by the most recent TILP as appropriate.
3. Case Management.
4. Twenty-four (24) hour crisis intervention and support.
5. Individual or group therapy, provided either directly or through referrals.
6. Educational advocacy and support with the goal of obtaining a high school diploma or General Educational Development (GED).
7. Assistance to pursue college or post-high school training.
8. Job readiness training and support.
9. Mentoring.
10. Services to build and support relationships within the family and community.
11. Monthly payments for enrolled youth:
 - a. Rent is paid directly to the landlord
 - b. \$125 paid to the youth for utilities
 - c. \$200 paid to the youth for food costs
12. Provision of other concrete supports as needed for individual youth, including help with car repairs or transportation costs, clothes, or other items as determined by the Contractor to support the wellness and stability of the youth and for which no other financial resource is available.

13. Apartment furnishings, provided directly or through a stipend.
14. Assistance in finding and maintaining affordable housing and, whenever possible, with costs of no more than 55% of the participant's income at program completion.
15. Aftercare services including support groups and referrals to community resources.
16. Federal Deposit Insurance Corporation (FDIC) insured savings account retained by the Contractor on behalf of the participant.
17. Emancipation fund into which \$100 per month is deposited by Contractor on behalf of participant.

C. Additional available Supportive Services

1. Drop in Resource center
2. Parenting education services
3. Parenting shopping shed
4. Basic life skills training
5. Roommate mediation
6. Economic literacy training
7. Transportation support as needed to get to appointments, school related events, etc.
8. Public benefits advocacy
9. Security deposit assistance
10. Moving assistance
11. Regular housing advocacy and tenancy training

D. Exit Planning

At least ninety (90) days prior to youth exiting THP-Plus, the Contractor must engage the youth in planning for stable housing post exit. Housing location and case management services offered to youth as part of the exit planning will include:

1. Housing search assistance including neighborhood tours, unit viewings and landlord introductions.
2. Assistance with move-in costs and security deposits.
3. Advocacy and support to access and utilize the youth housing vouchers.
4. Housing retention counseling to the youth and support to the landlord to mediate any housing issues that arise.
5. Case management support, including needs assessment, referral to services and follow up for twelve (12) months following the issuance of the voucher.
6. Prior to exit and in coordination with the youth, the Contractor will create a plan for after-exit services and supports. The plan will include a means for

staying connected to the youth and allowing the youth to continue to access services.

E. Post-Exit Services

1. Contractor shall maintain outreach and support to youth that exit THP-Plus and obtain a subsidized housing voucher for thirty-six (36) months post exit.
2. Outreach will consist of mailed, texted and emailed correspondence about events, resources and other opportunities.
3. Youth will also be able to participate in workshops and other educational opportunities.
4. Youth with a housing voucher will be assisted in maintaining the voucher requirements.

F. Utilization of Housing Vouchers

1. Foster Youth to Independence (FYI) vouchers may be available to youth participating in THP-Plus services through the FYI program for up to the last twelve (12) months of services adhering to the requirements of the FYI Memorandum of Understanding (MOU) FYC-HA-CoC-IFSN-TLC-FYI-2227.
2. All youth who would benefit from an FYI voucher will be referred for a voucher within the last ninety (90) to one hundred twenty (120) days prior to their exit from THP-Plus. Youth that are approaching the age limit (currently age limit is 25 years old) for the vouchers shall be referred for a voucher within ninety (90) to one hundred twenty (120) days before turning 25.
3. If Contractor staff identify youth enrolled in THP-Plus that are eligible for FYI vouchers, the Contractor shall participate in collaborative meetings to prioritize youth for available vouchers as coordinated by the FYC Housing Analyst.
4. Youth enrolled in THP-Plus and receiving any type of housing voucher including FYI will receive all services as required through the THP-Plus program for up to one (1) year to allow the youth close supportive services to stabilize and develop independent living skills.
5. Youth may not be enrolled in THP-Plus and receive a housing voucher for more than twelve (12) months.
6. Contractor shall begin charging the **THP-Plus rate with a voucher** as of the first day the housing voucher is leased up.

G. Staffing

Key staff positions in the THP-Plus program include social workers, housing specialists and transitional advocates.

1. Social Worker (2.0 Full Time Equivalent (FTE)) Responsibilities
 - a. Time spent with each youth per week varies based on the youth and how long they've been in the program.
 - b. Recommended social worker to youth ratio is one to twelve (1:12); acceptable ratio is one to fifteen (1:15) when five (5) or more of the total number of enrolled youth have the master lease in their name.

- c. Regular individual and group clinical supervision as a valuable tool to reduce and strengthen skills.

2. Housing Director (.32 FTE) Responsibilities

- a. Housing leasing.
- b. Maintaining housing records, including copies of lease agreements.
- c. Maintaining THP-Plus Contractor's relationship with property manager.
- d. Forwarding written maintenance requests from youth.
- e. Collecting rent.
- f. Inspecting rental units.
- g. Managing security deposits.
- h. Tracking progress of youth from housing perspective.

3. Transitional Advocate (1.8 FTE) Responsibilities

Facilitates participant's involvement in employment, education, and independent living skills training/practices, through utilization of the program's stepladder, workshops, home visits and core curriculum.

- a. Helps new participants move into an apartment/studio and gain necessary items to furnish the space as well as support with set up of WIFI and utilities.
- b. In collaboration with the social worker, monitors participant's compliance with program rules and responsibilities.
- c. Monitors housekeeping and daily living needs.
- d. Participates in team treatment review and planning.
- e. Provides problem solving, conflict resolution, and future-planning counsel.
- f. Maintains appropriate working relationships with private and public agencies for the purposes of effective case management and to support Contractor's vision to the greater community.
- g. Aids each youth as they develop and meet goals pertaining to personal, financial, educational, employment and housing objectives.
- h. Provides transportation and support with paperwork for resources and referrals.
- i. Supports financial literacy goals.
- j. Supports parenting youth.
- k. Assists in locating all medical/oral/sexual health services.

H. Partnerships with Community Organizations

Contractor shall develop partnerships with community organizations to support youth participating in or on the waitlist for the THP-Plus Program and youth are connected to available housing vouchers and other resources to access permanent housing. Partnerships will include:

1. Local Housing Authorities

Coordination with local housing authorities in order for youth to access available housing vouchers and other housing-related resources.

2. Independent Living Program (ILP)

Coordination with the Sonoma ILP contracted provider in order to share resources, trainings and information to enhance the provision of services to former foster youth.

3. Other organizations and partners to ensure that the needs of youth are met and youth are educated regarding available community services and support.

I. Trauma Informed Approach

Contractor shall ensure staff are trained and practices are in place that are reflective of a trauma informed approach.

J. Addressing Disproportionality

1. Contractor will have a sufficient level of culturally competent, trained and qualified paid staff to effectively carry out program activities, including youth engagement, supportive services and document translation.
2. Contractor shall maintain policies, procedures and practices that address systemic racism and equity issues for at-risk youth, especially around housing practices.

III. Housing Regulations

The Contractor's policies and procedures must demonstrate compliance with applicable laws:

A. Federal Regulations

1. Equal protection Clause (14th Amendment) guarantees equal protection under the law for groups of people, e.g. races, ethnicities, non-citizens, etc.
2. The Fair Housing Act (1968) prohibits discrimination based on race, color, religion, national origin, gender, handicap, family or pregnancy status
3. Section 504 of the Rehabilitation Act of 1973 prohibits discrimination on the basis of disability in housing and services programs receiving federal funding
4. The Americans with Disabilities Act, adopted in 1990, extends broad civil rights to people with disabilities
5. Three (3) Fair Housing Executive Orders (Kennedy, Carter, Clinton) further prohibit discrimination

B. State Regulations

1. The California Fair Employment and Housing Act, adopted in 1980, prohibits discrimination based on race, color, religion, sex, national origin, familial status, disability, marital status, ancestry, sexual orientation, or source of income. It is more extensive than the federal act and applies to all housing accommodations except owner-occupied single-family homes with one room or boarder.

2. The Unruh Civil Rights Act prohibits discrimination in business establishments, and has been extended to protect homosexuals, persons with less than desirable character, students, and individuals of a particular occupation and children.

C. Local Regulations

All City and County Housing Discrimination Ordinances apply.

IV. Compliance with Welfare and Institutions Code

To comply with Welfare and Institutions Code, the Contractor must demonstrate that:

- A. The program serves only eligible participants who are ages eighteen (18) until the age of twenty-five (25), have emancipated from foster care or probation, and have completed or are pursuing a County-approved TILP.
- B. The program will not discriminate based on race, gender, sexual orientation or disability, and youth receiving psychotropic medications will not be automatically excluded.
- C. The functions of property management and service provider are separated.
- D. The provider plan includes a description of the participant application process and selection criteria.
- E. The Contractor has a plan for monitoring placements.
- F. The Contractor must have written policies in place regarding: education requirements, work requirements, savings requirements, personal safety, visitors, emergencies, medical requirements, disciplinary measures, child care, pregnancy, curfew, apartment cleanliness, budgeting, care of furnishings, cars, lending or borrowing money, dating, and ground rules for termination.

V. Tenant Rights

To respect the rights of adult program participants, the Contractor must demonstrate that:

- A. Tenants will be allowed the greatest amount of freedom possible in order to prepare them for self-sufficiency.
- B. Tenants have the right to be free from arbitrary and capricious rules, the right to understand all rules in writing in appropriate languages and formats, the right to appeal any loss of benefits or services before they are suspended (unless imminent physical harm to someone else would result) and the right to a grievance procedure.
- C. Tenant's right's to confidentiality is respected. This right applies to the dissemination, storage, retrieval and acquisition of identifiable information. The agency shall not release information about a tenant's receipt of services without a written release from the tenant.
- D. Tenant's privacy is respected. Information from the tenant shall be requested from the tenant only when the information is specifically necessary for the provision of services. Tenants shall not be required to supply information as a condition of obtaining services without verifying the necessity of the information.

- E. There is a contract between Contractor and participant that sets out specific responsibilities of each.
- F. Tenants are given a choice regarding what services to access, as long as the goals of the THP-Plus TILP are being met.
- G. Any funds retained by the Contractor on behalf of the tenant shall be deposited in an interest-bearing savings account in any bank or savings and loan institution whose deposits are insured by the FDIC or by the Federal Savings and Loan Insurance Corporation. The principal and interest shall be distributed to the tenant when he/she leaves the program, or earlier, if permitted by the THP-Plus program guidelines.

VI. Employee Regulations

To ensure the safety of the program participants, the Contractor must demonstrate that it will provide a sufficient level of culturally competent, trained and qualified staff to effectively carry out program activities. The Contractor will:

- A. Perform background checks on all employees.
- B. Adhere to strict employment criteria, including consideration of employee's age, drug or alcohol history, and experience working with persons in this age group.
- C. Provide a training program to educate employees who work with participants.

VII. County Responsibilities

County responsibilities include the assurance that THP-Plus programs consistently achieve the goal of providing safe, affordable housing, and comprehensive supportive services containing a clear, consistent oversight framework.

The County will perform the following oversight functions:

- A. Annual site visit
- B. Youth Engagement

County will engage with contracted partners to gather input from youth on housing needs.

- C. Vouchers for Permanent Housing

The FYC Housing Analyst shall lead a collaborative effort to coordinate existing vouchers and other services that support permanent housing for youth. County shall invite the Contractor to routine collaborative meetings to identify youth who should receive a voucher. Contractor shall only refer former Sonoma County dependents from child welfare for the vouchers.

County shall ensure that the Contractor is included in collaborative meetings. Contractor shall participate in discussions and decisions about prioritization for vouchers if there is not a sufficient number of vouchers available for eligible youth.

- D. Program Reports

County staff members will review quarterly program reports provided by the Contractor. Additionally, the County must submit an annual ILP/THP-Plus report

to the California Department of Social Services (CDSS) and bi-annual reporting to the Housing and Community Development Department.

E. THP-Plus Collaboration Meeting

County will convene meeting with youth housing providers at least twice annually. County will also convene meetings of local providers that offer services to foster and transitional age youth.

F. Monitoring

Annual monitoring will take place to ensure the appropriate use of THP-Plus funds and that all applicable State and Federal Housing regulations are met.

G. The FYC Housing Analyst will lead a collaborative process with Contractor to discuss and prioritize youth for referral and intake for the program with input from FYC leadership.

VIII. Outcomes

The Contractor is required to collect, manage and provide data in a quarterly report to Family, Youth and Children's Services Division of the Human Services Department to report overall enrollment and progress in the following program goal areas:

A. Goal 1: The THP-Plus program will assist program participants to secure stable housing.

Measure 1: Annually, 50% of the THP-Plus enrolled tenants will successfully maintain their THP-Plus placement.

Measure 2: Annually, 75% of the participants exiting the THP-Plus Program will secure and maintain housing for a least one year.

B. Goal 2: The THP-Plus program will increase the employability of the program participants.

Measure 1: Of the THP-Plus youth not employed at the time of entry, 75% will obtain employment or enter into a vocational training program or internship within six months of entering the program.

Measure 2: 75% of THP-Plus youth will increase their incomes within one year of entering the transitional housing program.

C. Goal 3: THP-Plus program will encourage emancipated youth to further their educational goals.

Measure 1: 75% of participants in or exiting the program will obtain their high school diploma or equivalent.

D. Goal 4: THP-Plus program will assist emancipated youth in connecting to health care services and other community-based resources.

Measure 1: 100% of THP-Plus participants will be enrolled in Medi-Cal or other private/public health insurance programs.

Measure 2: 90% of THP-Plus youth will obtain information about community services such as food banks, food stamps, legal services, financial aid programs, and individual development accounts.

- E. Goal 5: Of the total population of youth served, there will be an increase in youth who report having a consistent relationship with a caring adult.

Measure 1: 60% THP-Plus youth will report an increase in health and quality of their relationships with caring peers and adults.

IX. Reporting and Record Keeping

- A. Contractor shall provide quarterly reports that include the following information:
1. Baseline information for each youth on the following indicators: Housing, Education, Employment, Physical/Mental Health and Permanency.
 2. Data on youth race/ethnicity.
 3. Data that specifically addresses the five goals listed in the Outcomes Section of the Scope of Work.
 4. Referral, wait list and enrollment data for the THP-Plus program, including referrals from all sources.
- B. Quarterly reports will be provided by the 20th of the month following the last month of the quarter. If the 20th falls on a weekend or a holiday, the report will be provided by the following workday.
- | | |
|--------------------------|------------|
| July through September | October 20 |
| October through December | January 20 |
| January through March | April 20 |
| April through June | July 20 |
- C. Contractor will provide monthly enrollment information through the invoicing process.
- D. Contractor will maintain enrollment projections to ensure program is enrolled to capacity without exceeding contract limits.
- E. Twice annually, Contractor will collect data and report on the following indicators per the reporting requirements of the grant funds received from California Department of Housing and Community Development:
1. Number of youth served from foster care and probation systems
 2. Race and gender identity of youth served
 3. Housing and employment status
 4. Other information as required for state reporting. County shall provide reporting template to Contractor at the start of the contract year.
- F. Annually, Contractor will collect data and report on the following indicators per the reporting requirements from the California Department of Social Services Independent Living Program (ILP) Annual Report:
1. Number of youth served
 2. Outcomes for youth as listed in the Outcomes Section of this Scope of Work
 3. Other information as required for this report. County shall provide a reporting template to the Contractor when it becomes available.

G. Contractor shall maintain accurate tenant files and records to satisfy County reporting requirements.

H. Anti-Racist Results Based Accountability (AR-RBA)

When the AR-RBA planning process is initiated by the County, the County and Contractor will create and maintain an AR-RBA Plan to develop performance measures. Development of outcomes related to the contract will be a collaborative effort between the County and Contractor.

1. Contractor will apply, document, and report on performance measures and activities detailed in the AR-RBA Plan.
2. At the request of the County, Contractor shall ensure that the program director overseeing this program attends AR-RBA Training, led by Sonoma County Human Services Department Upstream Team.
3. At the requests of the County, Contractor shall participate in Turn the Curve meetings twice annually to review and discuss performance measure outcomes.
4. Contractor will disaggregate the performance measures by demographics and geographic area for reporting.
5. The AR-RBA Plan may be modified at any time as agreed to in writing by both parties.

X. Program Coordination and Evaluation

Contractor will:

- A. Attend County meetings and/or training sessions and other regularly scheduled meetings as required to assist in continuous improvement efforts.
- B. Attend housing coordination meetings with the County and other community partners to coordinate the utilization of housing vouchers and potentially other related services.
- C. At the request of and in coordination with the County and/or other parties, participate in THP-Plus Program evaluation, and provide data and information needed to facilitate the evaluation. Evaluation elements may include site visits, review of youth outcomes, and youth surveys and feedback.
- D. Provide materials and information when requested by the County to satisfy annual THP-Plus re-certification requirements.
- E. Allow for and conduct annual site visits that, if possible, include site inspections.

Exhibit B: Fiscal Provisions/ Budget

Effective 07/01/2025

2. Services and Rates

2.3 Monthly Rate Per Client. Contractor to be paid as follows:

- \$4,250 per Individual Foster Youth per month
- \$2,850 per Individual Foster Youth with a housing voucher per month
- \$4,900 per Pregnant or Parenting Foster Youth per month
- \$4,250 per Pregnant or Parenting Foster Youth with a housing voucher per month

Rates may be pro-rated for partial month enrollment. Rates may be amended as needed through a formal amendment process with prior approval from the FYC Contract Administrator.

Except as expressly modified in this Amendment, the terms and conditions of Agreement Number FYC-TLC-THP-2426 shall remain in full force.

IN WITNESS WHEREOF, the parties hereto have caused this Amendment to be fully executed by their authorized representatives.

This Amendment shall be effective on and as of the date of the last signature.

CONTRACTOR

TLC Child & Family Services

By: _____
Name: Susan Fette
Title: Executive Director

Date: _____

COUNTY OF SONOMA

By: _____
Name: Angela Struckmann
Title: Director, Human Services
Department

Date: _____

APPROVED AS TO SUBSTANCE FOR
COUNTY

By: _____
Name: Donna Broadbent
Title: Director, Family, Youth & Children
Division

[] EXEMPT FROM COUNTY COUNSEL
REVIEW

APPROVED AS TO FORM FOR COUNTY

By: _____
County Counsel

[] CERTIFICATES OF INSURANCE ON FILE
WITH COUNTY

[] INSURANCE REQUIREMENT CHANGES
APPROVED, WAIVED, OR EXEMPTED
BY RISK MANAGEMENT

By: _____