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

**SUBMITTAL DATE:**  
June 18, 2007

FORM APPROVED  
COUNTY COUNSEL

JUN 18 2007  
BY *Debra Courmoyer*

**FROM:** Department of Mental Health  
**SUBJECT:** Purchasing Agreements for Homeless Housing

- RECOMMENDED MOTION:** Move that the Board of Supervisors:
1. Authorize the Purchasing Agent to establish and amend individual Purchasing Agreements, up to \$100,000 for homeless housing services, for an aggregate amount not to exceed \$1,000,000.
  2. Authorize the purchasing Agent to shift funds as needed among the various Purchase Orders and to establish new Purchasing Agreements, up to \$100,000 and the aggregate of \$1,000,000, without prior Board approval, annually through June 30, 2011.
  3. Exempt the Purchasing Agent from the requirement to report sole source contracts up to \$100,000 not to exceed the aggregate amount of \$1,000,000.

**BACKGROUND:** The Western Adult Region, Adult Systems of Care Program has been awarded various grants to provide housing services to the mentally ill homeless population of Riverside County. Funding awarded to the Department of Mental Health include: FEMA, Emergency Services Grant, Men's Permanent Housing, Women's Permanent Housing, Emergency Housing Assistance Program (EHAP), AB2034 and MHSA funding. Continued on page 2...

*Jerry Wengert*  
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 Jerry Wengert, Director of Mental Health

<b>FINANCIAL DATA</b>	Current F.Y. Total Cost:	\$ 1,000,000	In Current Year Budget:	YES
	Current F.Y. Net County Cost:	\$ 0	Budget Adjustment:	NO
	Annual Net County Cost:	\$ 0	For Fiscal Year:	2007/08-2009/11

<b>SOURCE OF FUNDS:</b> 100% Grant funds	<b>Positions To Be Deleted Per A-30</b>	<input type="checkbox"/>
<b>APPROVE</b>	<b>Requires 4/5 Vote</b>	<input type="checkbox"/>

**C.E.O. RECOMMENDATION:**  
 BY: *Debra Courmoyer*  
 \_\_\_\_\_  
 County Executive Office Signature  
 Debra Courmoyer

Policing  
 Consent  
 Policing  
 Consent

Dep't Recomm.:  
 Per Exec. Ofc.:

Prev. Agn. Ref.: 12/4/01, 3.32  
 6/29/04, 3.19

District: All      Agenda Number:

3.43

**SUBJECT: Purchasing Agreements for Homeless Housing**

**BACKGROUND (CONT'D)...**

The Adult Systems of Care Program established Purchase Orders to provide emergency shelter, transitional/temporary housing, permanent housing, assisted living, residential detoxification, and independent living/housing services to the mentally ill homeless population of Riverside County.

The Department of Mental Health has considered program completion as the target group's ability to live independently in non-subsidized housing with linkages to the necessary community resources to maintain their independence. In most cases, the Department has been successful in assisting its clients in obtaining entitlement benefits such as disability income, Social Security, and Veteran's benefits in their efforts to live independently. Due to the disability (mental illness) of the clients the Department serves, maintaining permanent subsidized housing for a period of time has been a challenge. However, once stabilized, the Department has been able to successfully transition clients out of subsidized housing into independent non-subsidized housing. Clients continue to receive supportive services through the Adult System of Care once they begin living independently. This has been our goal with participants in the program so that grant funds can be used to provide housing to more participants.

On June 29, 2004, Agenda Item 3.19, the Board authorized the Purchasing Agent to establish Purchase Orders with vendors to provide emergency shelter, transitional/temporary housing, and permanent housing for Riverside County's mentally ill homeless population on behalf of the Department of Mental Health for an amount not greater than \$100,000 each up to a total aggregate of \$1,000,000. This authorization was approved through June 30, 2007. Any agreement greater than \$100,000 would require the Board's approval. Additionally, the Board exempted the Purchasing Agent from the requirement to report sole source agreements under \$100,000 when adding facilities to the existing list of vendors. Due to the nature of the clients served by this program, maintaining vendor agreements has been difficult. However, the flexibility afforded the Department through the Board's approval has allowed the search and acquisition of additional vendors when an immediate need has presented itself.

The Program has developed a housing policy for establishing new contracts, renewing existing contracts, and sets forth a schedule for frequency of inspections. This policy requires an inspection of the proposed facility(ies) and submission of a housing proposal outlining the services offered and costs in order to issue a contract. Services anticipated, but are not limited to, client transportation, meal preparation, 24-hour access to the facility(ies) and features such as refrigerators, kitchenettes, and proximity to public transportation for client able to live independently. Thereafter, inspections occur after the first six (6) months and continue on an annual basis unless more frequent inspections are indicated by site conditions.

The range of rates for each housing type is as follows:

Type of Housing	Average Daily Rate for Single Occupancy	Average Monthly Cost for Single Occupancy
Emergency Shelter (Motels/Hotels)	\$35 - \$50	N/A (less than 30 days)
Transitional/Temporary(Room & Board)	\$18 - \$21	\$550 - \$650
Board and Care *	\$30 - \$34	\$916 - \$1035
Independent Living/Permanent (Apt.)	\$18 - \$25	\$550 - \$750
Residential Detoxification	\$50 - \$85	N/A (14 days or less)

\*Rates for Board and Care are determined by the State of California, Community Care Licensing Division.

SUBJECT: Purchasing Agreements for Homeless Housing

The purchase orders will be effective from July 1, 2007 through June 30, 2008 and will be eligible for renewal for up to three additional years for an amount not greater than \$100,000 each up to the total aggregate of \$1,000,000. If it is necessary to issue a contract in excess of \$100,000, the Department will submit the contract for Board approval.

There are sufficient funds in the Department's FY 07/08 budget for placement of Riverside County's mentally ill, homeless population in the housing facilities described above. No additional county funds are required.