

FORM APPROVED COUNTY COUNSEL
 BY: *[Signature]* 11/4/14
 DATE: GREGORY P. PRIAMOS

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

245



FROM: Department of Public Social Services

SUBMITTAL DATE:
 October 23, 2014

SUBJECT: Agreement with Housing Authority of the County of Riverside for CalWORKs Housing Support Program / Rapid Re-Housing Services to CalWORKs Participants from November 1, 2014 through June 30, 2015. [Districts All] [\$843,682 total]; [State Funding: 100.00%].

RECOMMENDED MOTION: That the Board of Supervisors:

1. Accept the grant funding between DPSS and the California Department of Social Services in the amount of \$1,000,000.00 for the period of November 1, 2014 through June 30, 2015.
2. Approve, ratify and authorize the Chair of the Board to sign the attached Agreement # CW-02962 with Housing Authority of Riverside County, for the period of November 1, 2014 through June 30, 2015 for an amount not to exceed \$ 843,682.
3. Authorize the Purchasing Agent, in accordance with Ordinance No. 459, to exercise renewal options, based on the availability of fiscal funding, and to sign amendments that do not change the substantive terms of the Agreement, including amendments to the compensation provision that do not exceed the annual CPI rates.
4. Authorize the Director of DPSS to administer the Agreement with the Housing Authority of the County of Riverside.

[Signature: Susan von Zabern]
 Susan von Zabern
 Director

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost:	POLICY/CONSENT (per Exec. Office)
COST	\$ 843,682.00	\$ 0.00	\$ 843,682.00	\$ 0.00	Consent <input type="checkbox"/> Policy <input checked="" type="checkbox"/>
NET COUNTY COST	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	
SOURCE OF FUNDS: Federal Funding: 0%		State Funding: 100%;		Budget Adjustment: No	
County Funding: 0%;		Realignment Funding: 0%;		Other Funding: 0%	
				For Fiscal Year: 14-15	

C.E.O. RECOMMENDATION: APPROVE

BY: *[Signature: Jennifer L. Sargent]*
 Jennifer L. Sargent

County Executive Office Signature

MINUTES OF THE BOARD OF SUPERVISORS

- A-30
- 4/5 Vote
- 5.
- Positions Added
- Change Order

Prev. Agn. Ref.: District: All Agenda Number:

3-77

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

FORM 11: Agreement with Housing Authority of the County of Riverside for CalWORKs Housing Support Program / Rapid Re-Housing Services to CalWORKs Participants from November 1, 2014 through June 30, 2015. [Districts All] [\$843,682 total]; [State Funding: 100.00%].

DATE: October 23, 2014

PAGE: Page 2 of 3

BACKGROUND:

Summary

On August 15, 2014, DPSS submitted a request for funding from the California Department of Social Services (CDSS) to implement a CalWORKs Housing Support Program for Riverside County. On September 5, 2014, the County of Riverside received confirmation of funding from CDSS for the Housing Support Program. The goal for the DPSS CalWORKs Housing Support Program (HSP) is to help homeless families receiving CalWORKs secure permanent housing by removing barriers.

DPSS will leverage existing resources and systems and partner with the Housing Authority of the County of Riverside to quickly implement the CalWORKs Housing Support Program (HSP) and will provide immediate housing and supportive services for between 150-200 CalWORKs families that are currently homeless and receiving services through the DPSS Family Stabilization Unit.

Due to the limited funding available in FY 2014-15, CDSS is requiring counties to expend HSP funds on only those CalWORKs families who are homeless, as defined below:

1. Lacking a fixed and regular nighttime residence; or
2. Having a primary nighttime residence that is a supervised publically or privately operated shelter designed to provide temporary living accommodations; or
3. Residing in a public or private place not designated for, or ordinarily used as, a regular sleeping accommodation for human beings, or
4. In receipt of a judgment for eviction, as ordered by a court.

Impact on Residents and Businesses

This project will provide much needed assistance to individuals or families in the CalWORKs / Rapid Re-Housing program and provide support to CalWORKs families that are currently homeless and need immediate permanent housing before they are able to progress towards self-sufficiency. Housing stability is one of the greatest challenges our CalWORKs families face. In Riverside County, we have identified 3,790 CalWORKs families (almost 8% of the total CalWORKs population) that are homeless.

SUPPLEMENTAL:

Additional Fiscal Information

The County of Riverside, Department of Public Social Services received funding in the amount of \$1,000,000.00 for the period of November 1, 2014 through June 30, 2015 for the CalWORKs / Rapid Re-Housing program. The funding breakdown is as follows:

Operating costs (84% of total):	\$ 843,682
Administrative costs (11% of total):	\$ 108,944
Data collection and tracking (5% of total):	\$ 47,374
Total:	<u>\$1,000,000</u>

The budget adjustment was included in the first quarter budget report.

SUBMITTAL TO THE BOARD OF SUPERVISORS, COUNTY OF RIVERSIDE, STATE OF CALIFORNIA
FORM 11: Agreement with Housing Authority of the County of Riverside for CalWORKs Housing Support Program / Rapid Re-Housing Services to CalWORKs Participants from November 1, 2014 through June 30, 2015. [Districts All] [\$843,682 total]; [State Funding: 100.00%].

DATE: October 23, 2014

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Contract History and Price Reasonableness

On August 15, 2014, DPSS submitted a request for funding from California Department of Social Services (CDSS) to implement a CalWORKs Housing Support Program for Riverside County. On September 5, 2014, the County of Riverside received confirmation of funding from CDSS for the Housing Support Program.

ATTACHMENTS (if needed, in this order):

- A. **GRANT AWARD LETTER**
- B. **CONTRACT #CW-02962 HOUSING AUTHORITY OF THE COUNTY OF RIVERSIDE (4 COPIES)**

SvZ:ab

Riverside County Department of Public Social Services
 Contracts Administration Unit
 10281 Kidd Street
 Riverside, CA 92503

MEMORANDUM OF UNDERSTANDING: CW-02962

AGENCY: Housing Authority of the County of Riverside

AGREEMENT TERM: November 1, 2014 - June 30, 2015

MAXIMUM REIMBURSABLE AMOUNT: \$843,682

WHEREAS, the Department of Public Social Services hereinafter referred to as DPSS, desires to enter into a Memorandum of Understanding (MOU) with the Housing Authority of the County of Riverside to provide Rapid Re-Housing services to CalWORKs participants eligible for the CalWORKs Housing Support Program;

WHEREAS, Housing Authority of the County of Riverside, hereinafter referred to as Housing Authority, is qualified to provide Rapid Re-Housing services to eligible CalWORKs participants;

WHEREAS, DPSS desires Housing Authority, to perform these services in accordance with the TERMS and CONDITIONS (T&C) attached hereto and incorporated herein by this reference. The T&C specify the responsibilities of DPSS and Housing Authority;

NOW THEREFORE, DPSS and Housing Authority do hereby covenant and agree that Housing Authority shall provide said services in return for monetary compensation, all in accordance with the terms and conditions contained herein of this Memorandum of Understanding.

Authorized Signature for DPSS:	Authorized Signature for: Housing Authority of the County of Riverside:
Printed Name of Person Signing: Jeff Stone	Printed Name of Person Signing: Jeff Stone
Title: Chair, Board of Supervisors	Title: Chairman, Board of Commissioners
Address: 4060 County Circle Drive Riverside, CA 92503	Address: 5555 Arlington Avenue Riverside, CA 92504
Date Signed:	Date Signed:

FORM APPROVED COUNTY COUNSEL
 BY:  ERIC STOPHER
 DATE: 11/12/14

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List of Exhibits:

Exhibit A – Budget

Exhibit B – DPSS Form 2076A (Contractor Payment Request)

DPSS Form 2076 B (Contractor Expenditure Report)

Instructions for 2076A and 2076B

Exhibit C – CalWORKs Rapid Re-Housing Referral Form

Exhibit D – DPSS Monthly Program Report

Exhibit E – DPSS Vehicle Monthly Mileage Log Report

TERMS AND CONDITIONS

I. DEFINITIONS

- A. "AU" refers to the CalWORKs Assistance Unit. The assistance unit is defined as a group of persons, living in the same home, aided or not aided.
- B. "CDSS" refers to the California Department of Social Services.
- C. "CW" refers to the CalWORKs program. CalWORKs is a welfare program that gives cash aid and services to eligible California families. CalWORKs is part of the DPSS Self Sufficiency Division.
- D. "DPSS" refers to the County of Riverside and its Department of Public Social Services, which has administrative responsibility for this Agreement.
- E. "Eligible Family" or "Eligibility" refers to Housing Support Program (HSP) eligibility. HSP eligible families must be homeless as defined by this MOU and have at least one member who is either receiving or eligible to receive CalWORKs aid.
- F. "FSS" refers to Family Stabilization Services and to the DPSS Family Stabilization Services part of Welfare to Work within the Self Sufficiency Division of DPSS.
- G. "HA" refers to the Housing Authority of the County of Riverside.
- H. "Homeless" is defined as (1) lacking a fixed or regular nighttime residence, or (2) having a primary nighttime residence that is a supervised publically or privately operated shelter designed to provide temporary living accommodations, or (3) residing in a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings, or (4) in receipt of a judgment or eviction, as ordered by a court.
- I. "HPU" refers to the DPSS Homeless Programs Unit.
- J. "HSP" refers to the CalWORKs Housing Support Program. The Housing Support Program provides cash and/or voucher assistance to qualifying homeless CalWORKs families, as defined by CDSS.
- K. "HSP team" refers to the collaborative between CalWORKs (CW), Welfare-to-Work (WTW) and its Family Stabilization Services, Homeless Programs Unit (HPU), and the Housing Authority. The HSP team provides a full array of supportive services and housing assistance to qualifying CalWORKs families.
- L. "JV" refers to a Journal Voucher.
- M. "MOU" is the acronym for Memorandum of Understanding.
- N. "RRH" refers to Rapid Re-Housing. Rapid Re-Housing is an evidence-based homelessness prevention and housing program that provides direct housing assistance and services to prevent individuals and families from becoming homeless and help those who are experiencing homelessness to be quickly re-housed and stabilized.
- O. "State" refers to the State of California and its Department of Social Services.

- P. "WTW" refers to the CalWORKs Welfare-to-Work program, part of the Self Sufficiency Division of DPSS. Welfare-to-Work is a program aimed at assisting welfare recipients prepare for and obtain gainful employment.

II. OBJECTIVES

- A. The primary goal of the CalWORKs Housing Support Program (HSP) is to help homeless families receiving CalWORKs cash aid to secure permanent housing by:
1. Providing HSP eligible families an array of evidence-based supportive services proven to help them become self-sufficient.
 2. Providing HSP eligible families with Rapid Re-Housing assistance to help them secure permanent housing.
 3. Reducing barriers to gaining self-sufficiency, permanent housing, and maintaining housing stability for HSP eligible families.
- B. The goal of the HSP team is to work cooperatively to help homeless families receiving CalWORKs aid secure permanent housing by:
4. Coordinating program services across all support service units.
 5. Leveraging existing program resources and systems.
 6. Utilizing existing program networks and economies of scale.

III. DPSS RESPONSIBILITIES

- A. Assign staff to be liaison between: DPSS CalWORKs Family Stabilization Services and Homeless Programs Unit and Housing Authority.
- B. DPSS shall assume ultimate responsibility for determining the following:
1. Families to be enrolled in HSP.
 2. HSP clients referred to Housing Authority for RRH assistance.
 3. Prioritization of HSP client enrollment.
- C. DPSS shall identify and enroll eligible families into the CalWORKs program.
- D. DPSS shall screen and identify CalWORKs families for HSP eligibility.
- E. DPSS shall enroll eligible CalWORKs families into HSP.
- F. DPSS shall refer HSP enrolled families to Housing Authority for RRH services and assistance using CalWORKs Rapid Re-Housing Referral Form (Exhibit C) from Family Stabilization Services to the Homeless Programs Unit (HPU). HPU will send to the Housing Authority. All HSP client referrals using Exhibit C shall be made via the following modes:

1. Electronic PDF submittal of Exhibit C by DPSS to authorized Housing Authority RRH program personnel; and
- G. DPSS shall enter all program enrollment information, program services provided, program outcomes, and claims for each HSP client in the required state and county reporting tools and databases.
- H. DPSS shall make all required HSP reports and reimbursement claims to the state.
- I. DPSS shall notify Housing Authority when previously referred HSP clients are terminated or no longer eligible for HSP assistance within five (5) business days of HSP ineligibility determination.
- J. DPSS shall reimburse Housing Authority for the provision of RRH assistance to referred HSP clients in accordance with DPSS Form 2076A – Contractor Payment Request and DPSS Form 2076B – Contractor Expenditure Report, attached hereto as Exhibit B and incorporated herein by this reference. DPSS shall verify all claims are for eligible HSP participants and approve all claims according to said verification.
- K. DPSS shall provide Housing Authority with all necessary HSP reporting and billing forms, including the instructions for said forms
- L. DPSS shall provide technical assistance to Housing Authority RRH personnel.

IV. HOUSING AUTHORITY RESPONSIBILITIES

A. SCOPE OF SERVICE

1. Assign staff to be liaison between Housing Authority and DPSS.
2. Housing Authority shall receive and enroll into the RRH program all HSP clients referred to Housing Authority by DPSS.
3. Housing Authority shall provide RRH services and assistance to all HSP clients referred to Housing Authority by DPSS. Rapid Rehousing services will include the following:
 - Assist families in obtaining permanent housing.
 - Employs Housing Navigator(s) that serve as the primary point of contact for housing services, including:
 - Assistance with immediate housing and/or bridge housing
 - Receives, assesses and triages referrals from DPSS CalWORKs FSS Unit
 - Identifies appropriate permanent housing options for CalWORKs families
 - Identification of housing barriers
 - Rental search assistance and assistance with housing applications, supportive and subsidized housing paperwork; surveying rental markets for market rate options and advocating for families with prospective landlords
 - Comprehensive housing advocacy
 - Assistance with completing rental applications and lease documents
 - Obtains prior authorization from the appropriate DPSS FSS staff member for rental amounts, deposit amounts and any utility payments prior to the family entering into any agreements. Transportation services with the goal of rapidly re-housing CalWORKs families

- Landlord recruitment
- Attends case conferencing meetings to coordinate services with case managers and other providers
- Provides transportation assistance for the purpose of rapidly re-housing CalWorks families

Conducts follow-up activities to support family in maintaining housing post lease-up

- Maintains client files and accurate documents housing services provided.
- Maintains client related data tracking systems which includes data required to be input in HMIS.
- Prepares case-related reports, including outcomes, successes and challenges related to the on-going evaluation of the program.
- Completes follow-up and retention services and provides back-up documentation in client file to support reported outcomes.
- Outreach to property management companies, realtors, landlords, housing developers and other housing service providers to identify new and existing opportunities for CalWorks families in accessing housing and housing related supportive services.
- Attends coordination meetings related to the CalWorks Housing Support Program as needed.
- Provides access to existing rental search workshops and tenant education workshops offered by the Housing Authority
- Process landlord paperwork for payment and security deposits and on-going rental subsidies as authorized by DPSS FSS staff.

4. Housing Authority shall complete and submit to DPSS monthly a form listing clients referred and services provided by the 10th day of the following month. The exact form is pending receipt of data requirements from CDSS.
5. Housing Authority shall notify DPSS when previously referred HSP clients are terminated due to failure to comply with housing program requirements within five (5) business days of RRH ineligibility determination.
6. Housing Authority shall submit forms 2076A - Contractor Payment Request and DPSS Form 2076B – Contractor Expenditure Report, attached hereto as Exhibit B and incorporated herein by this reference, to DPSS Fiscal no later than the 30th day of the month after the claiming period (calendar month) in which RRH assistance was provided to DPSS referred HSP clients. Housing Authority shall include supporting documentation that corresponds with the RRH services rendered for each claiming period.
7. Housing Authority agrees to participate in any evaluations of the CalWORKs Housing Support Program conducted by the DPSS Research and Decisions Support (RADS) Unit.

B. REPORTING

Housing Authority shall:

1. Complete DPSS monthly program reports to comply with state reporting requirements. Report and data requirements to be determined by CDSS at a later time.
2. Submit Exhibit D by the 10th business day of the calendar month after the month in which RRH services were provided to DPSS referred HSP clients.

3. Complete and submit to DPSS a year-end program report no later than July 31, 2015 or earlier in a format to be determined by DPSS.
4. Work in conjunction with DPSS to ensure that DPSS has all necessary program information requested by DPSS.
5. Input client data into the Homeless Management Information System (HMIS) on a monthly basis.

C. FISCAL

1. MAXIMUM REIMBURSABLE AMOUNT

Total payment under this MOU shall not exceed \$843,682.00 for the period November 1, 2014 through June 30, 2015.

2. LINE ITEM BUDGET

FY 14/15 CalWORKs Housing Budget		
Budget Job Code Title	Amount	Description
Salaries		
HA RRH Program Support	\$100,000	Salary (no benefits) for two (2) full time contract Housing Navigators to provide direct housing assistance to CalWORKs families.
Operating Expenses		
Travel Expense	\$10,000	Includes fuel costs, vehicle maintenance and vehicle insurance.
RRH Housing Assistance	\$733,682	Includes direct assistance for security deposits, rent and utilities.
Total Operating Expenses	\$743,682	
Total FY 14/15 Budget	\$843,682	

3. ALLOWABLE COSTS

Housing Authority shall receive reimbursement for providing RRH services and assistance to DPSS referred HSP clients up to the MRA amount of this MOU, and as detailed in the Budget, attached hereto as Exhibit A, and incorporated herein by this reference.

4. PAYMENT OF COSTS

- a. To request payments pursuant to this MOU, Housing Authority billings shall be submitted monthly to DPSS using the DPSS Form 2076A – Contractor Payment Request and DPSS Form 2076B – Contractor Expenditure Report, Exhibit B no later than the 30th day of the calendar month after the claiming period in which RRH services and assistance were provided to DPSS referred HSP clients.
- b. Each claim submitted for payment shall be accompanied by a completed **Exhibit B, DPSS Form 2076A Contractor Payment Request** and **DPSS Form 2076B Contractor Expenditure Report**, and applicable billing summary worksheets.

- c. Payroll Register will be attached to each billing and will include employee name(s), hours, wage rate(s), wage amount(s) and pay dates.
- d. Time and activity shall include employee names, dates worked, and hours and salary costs allocated to the CalWORKs Housing program.
- e. Travel expenses claims which include vehicle fuel costs, vehicle maintenance costs, and vehicle insurance costs shall include DPSS Vehicle Monthly Mileage Log Report (Exhibit E) and any other supporting documentation such as proof of payments or receipts.
- f. Housing assistance claims which includes security deposits, rent and utility costs shall include proof of payments such as copies of the check(s) or other receipts.
- g. DPSS will review all forms and supporting documentations and process the claim within thirty (30) calendar days of receipt of the claim by DPSS and forward to the Auditor-Controller's office for payment. Any missing forms or supporting documentation from the claim may result in a payment delay.
- h. An estimated billing for June will be due to be received by DPSS no later than the first Friday of June 2015. The actual billing for June 2015 will be submitted to DPSS by July 30, 2015.

5. DISALLOWANCE

In the event Housing Authority receives payment for services under this MOU which is later disallowed for nonconformance with the terms and conditions herein by DPSS, Housing Authority shall be notified by DPSS and the disallowed amount shall be reimbursed to DPSS via a journal entry initiated by DPSS.

D. ADMINISTRATIVE

1. CONFIDENTIALITY

Each party shall ensure that case record information is kept confidential when it identifies an individual by name, address, or other information. Confidential information requires special precautions to protect it from loss, unauthorized use, access, disclosure, modification, and destruction. As a contracted provider under this MOU, the Housing Authority and its employees, volunteers, consultants, subcontractors or agents performing services under this MOU are bound by social services confidentiality requirements specifically Welfare and Institutions Code (W&IC) section 10850 concerning client records and client information shared by DPSS.

2. CLIENT CIVIL RIGHTS COMPLIANCE

Housing Authority shall further establish and maintain written referral procedures under which any person, applying for or receiving services hereunder, may seek resolution from Riverside County DPSS Civil Rights Coordinator of a complaint with respect to any alleged discrimination in the provision of services by Probation's personnel.

Civil Rights Complaints should be referred to:

Civil Rights Coordinator
 Riverside County Department of Public Social Services
 10281 Kidd Street
 Riverside, CA 92503
 (951) 358-3030

3. CHILD ABUSE REPORTING

Housing Authority is a mandated reporter under Penal Code Sections 11165 -11174.3, Housing Authority shall establish a procedure acceptable to DPSS and in accordance with applicable laws to ensure that all employees, volunteers, consultants, subcontractors or agents performing services under this Contract report child abuse or neglect to a child protective agency as defined in the Penal Code.

4. COMPLIANCE WITH RULES, REGULATIONS, REQUIREMENTS AND DIRECTIVES

Housing Authority shall comply with all rules, regulations, requirements, and directives of the California Department of Social Services, other applicable state agencies, and funding sources which impose duties and regulations upon DPSS, which are equally applicable and made binding upon Housing Authority as though made with Housing Authority directly.

V. GENERAL

A. EFFECTIVE PERIOD

This MOU is effective November 1, 2014 through June 30, 2015.

B. NOTICES

All notices, claims, correspondence, and/or statements authorized or required by this Agreement shall be addressed as follows:

DPSS: Department of Public Social Services
 Contracts Administration Unit
 P.O. Box 7789
 Riverside, CA 92513

AGENCY: Housing Authority of the County of Riverside
 5555 Arlington Street
 Riverside, CA 92504

All notices shall be deemed effective when they are made in writing, addressed as indicated above, and deposited in the United States mail. Any notices, correspondence, reports and/or statements authorized or required by this MOU, addressed in any other fashion will not be acceptable, except invoices and other financial documents, which must be addressed to:

Department of Public Social Services
 Fiscal/Management Reporting Unit
 4060 County Circle Drive
 Riverside, CA 92503

C. AVAILABILITY OF FUNDING

DPSS' obligation for payment of any MOU is contingent upon the availability of funds from which payment can be made.

D. DISPUTES

Except as otherwise provided in this MOU, any dispute concerning a question of fact arising under this MOU, which is not disposed by this MOU, shall be disposed by DPSS which shall furnish the decision in writing. The decision of DPSS shall be final and conclusive. Housing Authority shall proceed diligently with the performance of the MOU pending DPSS' decision. There will be three phases of Dispute Resolution and they are as follows:

1. Phase 1

This phase of dispute resolution will be called "Phase 1 Informal Resolution," and it will be conducted between the DPSS liaison and the Housing Authority liaison using the MOU and other supporting documentation maintaining a level of reason, logic and common sense. Phase 1 must be documented.

2. Phase 2

This phase of dispute resolution will be called "Phase 2 Formal Resolution," and it will be between the Deputy Director of the Contracts Administrative Unit and/or his/her designee(s) and the Director of Housing Authority or designee. This incident must be written as a note to file.

3. Phase 3

This phase of dispute resolution will be called "Phase 3 Formal Dispute Resolution," and will be conducted by the Director of Housing Authority and The Director of DPSS.

E. MODIFICATION OF TERMS

No addition to or alteration of the terms of this MOU whether by written or verbal understanding of the parties, their officers, agents, or employees shall be valid unless made in writing and formally approved and executed by both parties.

F. TERMINATION

This MOU shall automatically renew annually, unless cancelled by either party. This MOU can be cancelled without cause upon thirty (30) day written notice.

G. ENTIRE AGREEMENT

This MOU constitutes the entire agreement between the parties hereto with respect to the subject matter hereof, and all prior or contemporaneous agreements of any kind or nature relating to the same shall be deemed to be merged herein.

Exhibit A

Budget Job Code Title	FY 14-15 Budget	
HA RRH Program Support	\$100,000	Salary (no benefits) for two (2) full time contract Housing Navigators to provide direct housing assistance to CalWORKs families.
Program Operations	\$10,000	Costs for vehicle fuel, vehicle maintenance and vehicle insurance to transport CW families during housing search.
RRH Housing Assistance	\$733,682	Includes direct assistance for security deposits, rent and utilities.
Total Budget	\$843,682	

COUNTY OF RIVERSIDE
DEPARTMENT OF PUBLIC SOCIAL SERVICES

CONTRACTOR PAYMENT REQUEST

Exhibit: B

To: Riverside County
Department of Public Social Services
Attn: Management Reporting Unit
4060 County Circle Drive
Riverside, CA 92503

From: _____
Remit to Name

Address

City State Zip Code

Contractor Name

Contract Number

Total amount requested _____ for the period of _____ 20

Select Payment Type(s) Below:

Advance Payment \$ _____
(if allowed by Contract/MOU)
 Unit of Service Payment \$ _____
_____ # of Units X (\$) _____
_____ # of Units X (\$) _____

Actual Payment \$ _____
(Same amount as 2076B if needed)
_____ # of Units X (\$) _____
_____ # of Units X (\$) _____
_____ # of Units X (\$) _____

Any questions regarding this request should be directed to: _____
Name Phone Number

I hereby certify under penalty of perjury that to the best of my knowledge the above is true and correct

Authorized Signature Title Date

FOR DPSS USE ONLY (DO NOT WRITE BELOW THIS LINE)

Business Unit (5) _____
Account (6) _____
Fund (5) _____
Dept ID (10) _____
Program (5) _____
Class (10) _____
Project/Grant (15) _____
Vendor Code (10) _____

Purchase Order # (10) _____ Invoice # _____
Amount Authorized _____
If amount authorized is different from amount request, please explain:

Program (if applicable) _____ Date _____
Management Reporting Unit _____ Date _____
Contracts Administration Unit _____ Date _____
General Accounting Section _____ Date _____

COUNTY OF RIVERSIDE DEPARTMENT OF PUBLIC SOCIAL SERVICES CONTRACTOR EXPENDITURE REPORT (2076B)	Exhibit: B
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CONTRACTOR:

ACTUAL EXPENDITURES FOR (MM/YYYY)

CONTRACT #:

EXPENSE CATEGORY	APPROVED BUDEGETED AMOUNT	CURRENT EXPENDITURES	CUMULATIVE EXPENDITURES	UNEXPENDED BUDGETED AMOUNT
		BILLABLE AMOUNT		

List each item as outlined in contract budget.

TOTAL BUDGET/EXPENSES				

IN-KIND CASH CONTRIBUTION

List each type of contribution				
TOTAL IN-KIND/CASH MATCH				

CLIENT FEES COLLECTED	CURRENT PERIOD	YEAR TO DATE
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DEPARTMENT OF PUBLIC SOCIAL SERVICES FORMS

Mailing Instructions: When completed, these forms will summarize all of your claims for payment. Your Claims Packet will include **DPSS 2076A, 2076B** (if required).
invoices, payroll verification, and copies of canceled checks attached, receipts, bank statements, sign-in sheets, daily logs, mileage logs, and other back-up documentation needed to comply with Contract/MOU.

Mail Claims Packet to address shown on upper left corner of DPSS 2076A.
[see method, time, and schedule/condition of payments].
(Please type or print information on all DPSS Forms.)

DPSS 2076A
CONTRACTOR PAYMENT REQUEST

"Remit to Name"
The legal name of your agency.

"Address"
The remit to address used when this contract was established for your agency. **All address changes must be submitted for processing prior to use.**

"Contractor Name"
Business name, if different than legal name *(if not leave blank)*.

"Contract Number"
Can be found on the first page of your contract.

"Amount Requested"
Fill in the total amount and billing period you are requesting payment for.

"Payment Type"
Check the box and enter the dollar amount for the type(s) of payment(s) you are requesting payment for.

"Any questions regarding..."
Fill in the name and phone number of the person to be contacted should any questions arise regarding your request for payment.

"Authorized Signature, Title, and Date (Contractor's)"
Self-explanatory (required). Original Signature needed for payment.

EVERYTHING BELOW THE THICK SOLID LINE IS FOR DPSS USE ONLY AND SHOULD BE LEFT BLANK.

CalWORKs RAPID REHOUSING REFERRAL FORM

Referral Date _____ Assessed Level (1-4) _____ Office _____

CLIENT NAME: _____
 Current Address: _____
 City, State, Zip Code: _____
 Phone: _____ Alternate Phone: _____
 Email: _____ @ _____

HOUSEHOLD COMPOSITION

Member's Full Name	Relationship	Birthdate	Age	Sex	Social Security No.

INCOME INFORMATION

What is the total annual income of all household members? (Include wages, salaries and tips; other income such as alimony, child support; and Social Security, AFDC or other benefits)

Member's Full Name	Source of Income	Frequency (weekly, monthly, etc.)	Total Monthly Amount
Total Monthly Household Income			

DPSS STAFF CONTACT INFO

REFERRING CASE WORKER NAME _____
 PHONE _____ EMAIL _____
 SIGNATURE _____ DATE _____

DPSS Monthly Program Report

DPSS Monthly Program Report will comply with state reporting requirements. Report and data requirements will be determined by CDSS at a later time.

DPSS VEHICLE MONTHLY MILEAGE LOG

Vehicle	Employee								Vehicle Fuel & Maintenance												
	First Name	Last Name	Employee ID	Program	Phone #	Client Name	Starting Location	Destination (Location)	Purpose of Trip	Date Out	Time Out	Date In	Time In	Beginning Mileage	Ending Mileage	Total Mileage	Fuel Cost*	Type of Maintenance	Cost of Maintenance*		

Note: All fields are required when fueling the vehicles or making any vehicle maintenance.