

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

504



**FROM:** Department of Public Social Services (DPSS)

**SUBMITTAL DATE:**  
February 9, 2016

**SUBJECT:** Ratify and Approve the First Amendment to Agreement #CW-03145-01 to provide CalWORKs Housing Support Program / Rapid Re-Housing Services to CalWORKs Customers for the Housing Authority on behalf of DPSS for one year. [Districts All] \$800,000 total; State Funding: 43.0%, Federal Funding: 57.0%.

**RECOMMENDED MOTION:** That the Board of Supervisors:

1. Ratify and authorize the Chairman of the Board to sign the attached First Amendment to Agreement #CW-03145-01 with Housing Authority of Riverside County, for the period of July 1, 2015 through June 30, 2016 to increase the funding amount by \$800,000 for a total amount not to exceed \$1,500,000.
2. Authorize the Purchasing Agent, in accordance with Ordinance No. 459, to sign amendments that do not change the substantive terms of the Agreement, including amendments to the compensation provision that do not exceed 10% contingency, based on the availability of fiscal funds for required services as approved to form, by County Counsel.
3. Approve and direct the Auditor Controller to make budget adjustment shown on "Schedule A."

slh

*Susan von Zabern*  
Susan von Zabern  
Director

| FINANCIAL DATA  | Current Fiscal Year: | Next Fiscal Year: | Total Cost: | Ongoing Cost: | POLICY/CONSENT<br>(per Exec. Office)  |
|---|----------------------|-------------------|-------------|---------------|---|
| COST  | \$ 800,000           | \$ 0              | \$ 800,000  | \$ 0          | Consent <input type="checkbox"/> Policy <input checked="" type="checkbox"/> |
| NET COUNTY COST   | \$ 0                 | \$ 0              | \$ 0        | \$ 0          |   |
| SOURCE OF FUNDS: Federal Funding: 57.0% State Funding: 43.0%; |                      |                   |             |               | Budget Adjustment: Yes  |
|   |                      |                   |             |               | For Fiscal Year: 15/16  |

**C.E.O. RECOMMENDATION:**

APPROVE

BY:

County Executive Office Signature

*Jennifer L. Sargent*  
Jennifer L. Sargent

MINUTES OF THE BOARD OF SUPERVISORS

FINANCIAL PROCEDURES APPROVED

PAUL ANGULO, CPA, AUDITOR-CONTROLLER  
BY: *Suzana Garcia-Bocanegra*  
Suzana Garcia-Bocanegra

PURCHASING & FLEET SERVICES  
BY: *Lisa Brandl*  
Lisa Brandl, Director  
Departmental Concurrence

FORM APPROVED COUNTY COUNSEL  
BY: *Gregory P. Priamos*  
GREGORY P. PRIAMOS  
DATE: *1/11/16*

☐ A-30  
☒ 4/5 Vote  
☐ Positions Added  
☐ Change Order

Prev. Agn. Ref.: 8/18/15, 3-55

District: ALL

Agenda Number:

3-11

**SUBMITTAL TO THE BOARD OF SUPERVISORS, COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**  
**FORM 11:** Ratify and Approve the First Amendment to Agreement #CW-03145-01 to provide CalWORKs Housing Support Program / Rapid Re-Housing Services to CalWORKs Customers for the Housing Authority on behalf of DPSS for one year. [Districts All] \$800,000 total; State Funding: 43.0%, Federal Funding: 57.0%.  
**DATE:** February 9, 2016  
**PAGE:** Page 2 of 3

**BACKGROUND:**

**Summary**

The goal for the Riverside County Department of Public Social Services (DPSS) CalWORKs Housing Support Program (HSP) is to help homeless families receiving CalWORKs benefits to secure permanent housing, thus removing a significant barrier to participation in the Welfare-to-Work (WTW) program and facilitating progress toward employment and self-sufficiency.

DPSS will leverage existing resources and systems to partner with the Housing Authority (HA) of the County of Riverside to continue to maintain the CalWORKs Housing Support Program (HSP) that was implemented last year. This program will provide immediate housing and supportive services for 280 CalWORKs families that are homeless and receiving services through the DPSS Family Stabilization Services (FSS) program. The additional funding of \$800,000 to the Housing Authority will provide permanent housing placement and short-term rent subsidies for additional homeless CalWORKs families, beyond the 150-200 families originally estimated to be served.

**Impact on Residents and Businesses**

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

**SUPPLEMENTAL:**

**Contract History and Price Reasonableness**

On Monday, June 15, 2015, the California State Senate and Assembly passed a 2015-16 budget that included \$35 million General funds allocated for the Housing Support Program. DPSS previously received \$1,000,000 for the period of July 1, 2015 through June 30, 2016 for the CalWORKs / Rapid Re-Housing program. An amount of \$700,000 was allocated for the Housing Authority and \$300,000 for DPSS Operational Costs. The \$300,000 previously allocated for DPSS' Operational Costs will be moved to the Housing Authority to service additional families. On October 1, 2015, DPSS received additional funding in the amount of \$500,000. The funding breakdown is as follows:

Operational Costs -- HA:     \$ 1,500,000

Total: \$ 1,500,000

DPSS negotiated the agreement with Housing Authority of the County of Riverside without competition in accordance with California Department of Social Services (CDSS) manual section 23-650, paragraph 1.14, which states that contracts may be negotiated without formal advertising "for any service to be rendered by any federal, state or local governmental agency, public university, public college or other public educational institution."

**Additional Fiscal Information**

Funding for this agreement will be budgeted through the normal County budgeting process; reference Attachment A: Budget Adjustment.

**ATTACHMENTS:**

A. Budget Adjustment

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

**FORM 11:** Ratify and Approve the First Amendment to Agreement #CW-03145-01 to provide CalWORKs Housing Support Program / Rapid Re-Housing Services to CalWORKs Customers for the Housing Authority on behalf of DPSS for one year. [Districts All] \$800,000 total; State Funding: 43.0%, Federal Funding: 57.0%.

**DATE:** February 9, 2016

**PAGE:** Page 3 of 3

**B.** Contract #CW-03145-01 Amendment #1 Housing Authority of the County of Riverside (4 Copies)

SvZ:ab

## **ATTACHMENT A: Budget Adjustment**

The California Department of Social Services accepted Riverside County Department of Public Social Services proposal for the California Work Opportunity and Responsibility to Kids (CalWORKs) Housing Support Program for Fiscal Year 2015-16 on October 2, 2015 that increased the allocation from \$1,000,000 to \$1,500,000, an increase of \$500,000. The current budget for this program is \$843,082. To utilize the additional funding the Department of Public Social Services would like to request the following budget adjustments:

### **FY 15/16 Schedule A – Budget Adjustment**

#### **Increase Estimated Revenue:**

|   |           |
|---|-----------|
| 10000-5100100000-760000 Fed-Public Assistance Admin   | \$374,443 |
| 10000-5100100000-750300 CA-Public Asst Administration | \$282,475 |

#### **Increase Appropriations:**

|   |           |
|---|-----------|
| 10000-5100100000-530440 Client Services | \$656,918 |
|---|-----------|

RIVERSIDE COUNTY DEPARTMENT OF PUBLIC SOCIAL SERVICES  
AMENDMENT # 1  
MEMORANDUM OF UNDERSTANDING (MOU) WITH

Housing Authority of the County of Riverside  
Rapid Re-Housing Services to CalWORKs Customers

MEMORANDUM  
OF UNDERSTANDING: CW-03145-01

CONTRACT TERM: July 1, 2015 through June 30, 2016

EFFECTIVE DATE  
OF AMENDMENT: July 1, 2015

MAXIMUM AMOUNT: \$1,500,000.00

The Memorandum of Understanding (MOU) between the Riverside County Department of Public Social Services, hereinafter referred to as DPSS, and Housing Authority of the County of Riverside, hereinafter referred to as Contractor, is amended in the following particulars and no others:

1. DPSS and Contractor agree to modify the MOU as stated herein, inclusive of all previously executed amendments.
2. On page 1, the Recitals Page, and every page thereafter, amend all references to the MOU number to read: CW-03145-01.
3. On page 1, the Recitals Page, under Maximum Reimbursable Amount, amend amount to read "\$1,500,000.00".
4. On page 7, Amend Section IV. HOUSING AUTHORITY RESPONSIBILITIES, subsection C. 1, Fiscal, Maximum Reimbursable Amount, to read: "Total payment under this MOU shall not exceed \$1,500,000.00."
5. On page 7, Section IV. HOUSING AUTHORITY RESPONSIBILITIES, subsection C. 2, Fiscal, Line Item Budget, delete in its entirety and replace with the following:

| FY 15/16 CalWORKs Housing Budget – Revised 02-09-16 |             |   |
|---|-------------|---|
| Budget Job Code Title                               | Amount      | Description   |
| <b>Salaries</b>                                     |             |   |
| HA RRH Program Support                              | \$210,000   | Salary (including fringe and benefits) for four (4) full time Housing Navigators to provide direct housing assistance to CalWORKs families. The Housing Navigators may be contracted, TAP or full-time regular staff.   |
| <b>Operating Expenses</b>                           |             |   |
| Travel Expense                                      | \$10,000    | Costs for mileage at the county rate on the DPSS Vehicle Mileage Log report to transport CW families during housing search. If County vehicles are not available rental cars may be used for a maximum of \$30 per day. |
| Postage   | \$10,000    | Costs for mailing HSP customer related communication.   |
| RRH Housing Assistance                              | \$1,270,000 | Includes direct assistance for security deposits, rent, utilities, storage, remote/gate fees and other approved related permanent housing services. .   |
|   |             |   |
| <b>Total Operating Expenses</b>                     | \$1,500,000 |   |
| <b>Total FY 15/16 Budget</b>                        | \$1,500,000 |   |

6. On page 12, delete Exhibit A in its entirety and replace with the following:

| FY 15/16 CalWORKs Housing Budget – Revised 02-09-16 |             |   |
|---|-------------|---|
| Budget Job Code Title                               | Amount      | Description   |
| <b>Salaries</b>                                     |             |   |
| HA RRH Program Support                              | \$210,000   | Salary (including fringe and benefits) for four (4) full time Housing Navigators to provide direct housing assistance to CalWORKs families. The Housing Navigators may be contracted, TAP or full-time regular staff.   |
| <b>Operating Expenses</b>                           |             |   |
| Travel Expense                                      | \$10,000    | Costs for mileage at the county rate on the DPSS Vehicle Mileage Log report to transport CW families during housing search. If County vehicles are not available rental cars may be used for a maximum of \$30 per day. |
| Postage   | \$10,000    | Costs for mailing HSP customer related communication.   |
| RRH Housing Assistance                              | \$1,270,000 | Includes direct assistance for security deposits, rent, utilities, storage, remote/gate fees and other approved related permanent housing services.   |
| <b>Total Operating Expenses</b>                     | \$1,500,000 |   |
| <b>Total FY 15/16 Budget</b>                        | \$1,500,000 |   |

The undersigned, as authorized representatives of DPSS and Contractor, respectively, certify the establishment of the Amendment #1 to the MOU.

Riverside County

Housing Authority of the County of  
Riverside

\_\_\_\_\_  
John J. Benoit  
Chairman, Board of Supervisors

\_\_\_\_\_  
John Tavaglione  
Chairman, Board of Commissioners

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

FORM APPROVED COUNTY COUNSEL  
BY: ERIC STOPHER 1/11/16  
DATE