

**SUBMITTAL TO THE BOARD OF COMMISSIONERS
HOUSING AUTHORITY
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**

619



FROM: Housing Authority

SUBMITTAL DATE:
January 28, 2016

SUBJECT: Ratify and Approve Amendment No. One Memorandum of Understanding CW-03145-01 for Rapid Re-Housing Services to CalWorks Customers Between the Riverside County Department of Public Social Services and the Housing Authority of the County of Riverside, All Districts; [\$800,000], Federal Funding 57%, State Funding 43%; Project is CEQA Exempt

RECOMMENDED MOTION: That the Board of Commissioners:

1. Find that the project is exempt from California Environmental Quality Act (CEQA) pursuant to State CEQA Guidelines Section 15061(b)(3);
2. Ratify and Approve the attached Amendment No. One Memorandum of Understanding CW-03145-01 for Rapid Re-Housing Services to CalWorks Customers Between the Riverside County Department of Public Social Services and the Housing Authority of the County of Riverside increasing the grant received by the Authority by \$800,000, for a new total maximum amount of \$1,500,000 (Amendment);
3. Authorize the Chairman of the Board of Commissioners to execute the attached Amendment;

(Continued)

[Signature]

Robert Field
Executive Director

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost:	POLICY/CONSENT (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%, State Funding 43%
Budget Adjustment: No
For Fiscal Year: 2015/16

C.E.O. RECOMMENDATION:

APPROVE

[Signature]

BY: Imelda Delos Santos

County Executive Office Signature

MINUTES OF THE HOUSING AUTHORITY BOARD OF COMMISSIONERS

On motion of Commissioner Jeffries, seconded by Commissioner Ashley and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Jeffries, Tavaglione, Washington, Benoit and Ashley
 Nays: None
 Absent: None
 Date: February 9, 2016
 xc: Housing Authority

Kecia Harper-Ihem
Clerk of the Board
By: *[Signature]*
Deputy

Prev. Agn. Ref.: 10.1 of 09/01/15 **District:** ALL **Agenda Number:**

FORM APPROVED COUNTY COUNSEL
BY: GREGORY P. PRIAMOS DATE: 1/14/16

FISCAL PROCEDURES APPROVED
PAUL ANGULO, CPA, AUDITOR-CONTROLLER
BY: Susana Garcia-Bocanegra 1/26/16

A-30 Positions Added
 4/5 Change Order
 Vote

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

Housing Authority

FORM 11: Ratify and Approve Amendment No. One Memorandum of Understanding CW-03145-01 for Rapid Re-Housing Services to CalWorks Customers Between the Riverside County Department of Public Social Services and the Housing Authority of the County of Riverside, All Districts; [\$800,000], Federal Funding 57%, State Funding 43%; Project is CEQA Exempt

DATE: January 28, 2016

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RECOMMENDED MOTION: (Continued)

4. Authorize the Executive Director, or designee, to take all necessary steps to implement the Amendment including, but not limited to signing subsequent and necessary documents, subject to approval by County Counsel; and
5. Authorize the Executive Director, or designee, to (a) sign amendments to the Memorandum of Understanding CW-03145-01 (MOU) that do not change the substantive terms of the MOU, including amendments to the compensation provision that do not exceed 10% contingency, based on the availability of fiscal funds for required services, and (b) take all necessary steps to implement such amendments including, but not limited to signing subsequent and necessary documents, subject to approval by County Counsel.

BACKGROUND:

Summary

On September 1, 2015, the Housing Authority of the County of Riverside (Authority) Board of Commissioners (Board) approved Memorandum of Understanding CW-03145 (MOU) between the Authority and the Riverside County Department of Public Social Services (DPSS) in the amount of \$700,000 with an agreement term commencing July 1, 2015 and terminating June 30, 2016. The fully executed MOU is attached. The purpose of the MOU was to grant funds to the Authority to implement the DPSS CalWORKs Housing Support Program (HSP), which addresses the critical housing needs of homeless families receiving CalWORKs benefits.

DPSS desires to increase the grant amount by \$800,000, for a new total grant amount of \$1,500,000. The proposed Amendment No. One Memorandum of Understanding CW-03145-01 for Rapid Re-Housing Services to CalWorks Customers between the DPSS and the Authority (Amendment) is attached. The Amendment memorializes (a) the increased maximum reimbursable grant amount to be received by the Authority from DPSS; (b) an increase in the Calworks Housing Budget adding postage expense of \$10,000 and increasing the rapid rehousing assistance expense from \$480,000 to \$1,270,000; and (c) a change in the MOU number from CW-03145 to CW-03415-01. All other terms of the MOU shall remain the same. County Counsel has approved the Amendment as to form.

The proposed MOU was delayed due to delays in state appropriations and DPSS did not receive these additional funds until on or around October 1, 2015; as such the Amendment requires ratification. DPSS is presenting an equivalent Form 11 to the Riverside County Board of Supervisors for approval on or around February 9, 2016. Staff recommends that the Board ratify and approve the attached Amendment.

(Continued)

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

Housing Authority

FORM 11: Ratify and Approve Amendment No. One Memorandum of Understanding CW-03145-01 for Rapid Re-Housing Services to CalWorks Customers Between the Riverside County Department of Public Social Services and the Housing Authority of the County of Riverside, All Districts; [\$800,000], Federal Funding 57%, State Funding 43%; Project is CEQA Exempt

DATE: January 28, 2016

PAGE: 3 of 3

BACKGROUND:

Summary (Continued)

Pursuant to the California Environmental Quality Act (CEQA), the Amendment was reviewed and determined to be categorically exempt from CEQA under State CEQA Guidelines Section 15061(b) (3), General Rule or "Common Sense" exemption. It can be seen with certainty that there is no possibility that the Amendment may have a significant effect on the environment, as the grant of funds awarded in the Amendment will have only financial effects and will not lead to any direct or reasonably indirect physical environmental impacts. A Notice of Exemption will be filed by Authority staff with the County Clerk within 5 days of the approval of the Amendment.

Impact on Citizens and Businesses

The program will reduce the trauma and individual financial cost of homelessness for families and reduce the public cost associated with homelessness and extreme poverty. Families who are stably housed have a much higher success rate in obtaining employment and higher wages and rely less on public benefit programs as a means of support.

SUPPLEMENTAL:

Additional Fiscal Information

The Housing Authority's housing services will be covered 100% by state and federal funding provided by DPSS. No general funds or Housing Authority administrative funds will be expended on this project.

Attachments:

- A. Amendment No. One Memorandum of Understanding CW-03145-01 for Rapid Re-Housing Services to CalWorks Customers
- B. Memorandum of Understanding CW-03145

Attachment A

Amendment Number One Memorandum of Understanding CW-03145-01 for Rapid Re-Housing Services to CalWorks Customers

CLERK'S COPY

to Riverside County Clerk of the Board, Stop 1010

Post Office Box 1147, Riverside, Ca 92501-1147

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:

FEB 09 2016 10-2 Page 1 of 3

FEB 02 2016 3-11

FY 15/16 CalWORKs Housing Budget – Revised 02-09-16		
Budget Job Code Title	Amount	Description
Salaries		
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.
Operating Expenses		
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.
Total Operating Expenses	\$1,500,000	
Total FY 15/16 Budget	\$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
Salaries		
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.
Operating Expenses		
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.
Total Operating Expenses	\$1,500,000	
Total FY 15/16 Budget	\$1,500,000	

ATTEST
 KECIA HARPER-IHEM, Clerk



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


ATTEST:
 KECIA HARPER-IHEM, Clerk
 By  DEPUTY


 John J. Benoit
 Chairman, Board of Supervisors


 JOHN J. BENOIT
 CHAIRMAN, BOARD OF COMMISSIONERS

FEB 02 2016
 Date

FEB 09 2016
 Date

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

FORM APPROVED COUNTY COUNSEL
 BY: 
 JAILAR BROWN
2-7-16
 DATE

Attachment B

Memorandum of Understanding CW-03145

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

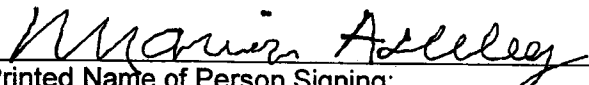
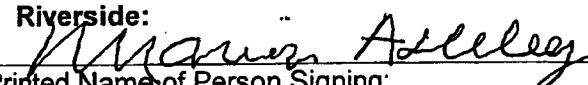
MEMORANDUM OF UNDERSTANDING: CW-03145
 AGENCY: Housing Authority of the County of Riverside
 AGREEMENT TERM: July 1, 2015 - June 30, 2016
 MAXIMUM REIMBURSABLE AMOUNT: \$700,000


WHEREAS, the Department of Public Social Services hereinafter referred as DPSS, desires to enter into a Memorandum of Understanding (MOU) with the Housing Authority of the County of Riverside and its contracted collaborators to provide Rapid Re-Housing services to CalWORKs participants eligible for the Housing Support Program and to continue to provide subsidies for those HSP Retention Service eligible families who go off aid due to employment;


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: Marion Ashley	Printed Name of Person Signing: Marion Ashley
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: 08.18.15	Date Signed: SEP 01 2015

ATTEST:
 KECIA HARPER-IHEM, Clerk

 DEPUTY

ATTEST:
 KECIA HARPER-IHEM, Clerk

 DEPUTY

08.18.15 3-55

FORM APPROVED COUNTY COUNSEL
 BY:  8-12-15
 JHAILA R. BROWN DATE

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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 – HSP 14 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. "EFT" refers to electronic funds transfer, which is the electronic transfer of money from one bank account to another.
- F. "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.
- G. ESC refers to the "Employment Services Counselor" for Family Stabilization Services. The Employment Services Counselor delivers HSP services to eligible CalWORKs families participating in HSP.
- H. "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.
- I. "HA" refers to the Housing Authority of the County of Riverside.
- J. "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.
- K. "HPU" refers to the DPSS Homeless Programs Unit.
- L. "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.
- M. "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.
- N. "Intensive Case Management" is one of the elements of Family Stabilization Services that uses intensive services by a team composed of the FSS ESC and a Mental Health Clinical Therapist.

- O. "MOU" is the acronym for Memorandum of Understanding.
- P. "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.
- Q. "State" refers to the State of California and its Department of Social Services.
- R. "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 customers in preparing for and obtaining 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 Rapid Re-Housing supportive services proven to help them become self-sufficient. Evidence based services are those services proven effective through the RRH based model.
 - 2. Providing HSP eligible families with Rapid Re-Housing assistance to help them secure permanent housing.
 - 3. Reducing barriers that interfere with WTW participation and progress to self-sufficiency to gain self-sufficiency, permanent housing, and maintain 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:
 - 1. Coordinating program services across all support service units.
 - 2. Leveraging existing program resources and systems.
 - 3. Utilizing existing program networks and economies of scale.

III. DPSS RESPONSIBILITIES

- A. Assign staff to be liaison between DPSS CalWORKs Family Stabilization Services, 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 Housing Authority. The FSS ESC will send each referral 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 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:
 - 3.1 Assists families in obtaining permanent housing.
 - 3.2 Employs Housing Navigator(s) that serve as the primary point of contact for housing services, including:
 - 3.2.1 Assists with immediate housing and/or bridge housing.
 - 3.2.1.1 Receives, assesses and triages referrals from DPSS CalWORKs FSS Unit.
 - 3.2.2 Identifies appropriate permanent housing options for CalWORKs families.

- 3.2.3 Identifies housing barriers.
 - 3.2.4 Assists with rental search assistance and with housing applications, supportive and subsidized housing paperwork; surveying rental markets for market rate options and advocating for families with prospective landlords.
 - 3.2.5 Comprehensive housing advocacy.
 - 3.2.6 Assists with completing rental applications and lease documents.
 - 3.2.7 Obtains prior authorization from the appropriate DPSS FSS staff member for rental amounts, deposit amounts, transportation services and any utility payments prior to the family entering into any agreements with the goal of rapidly re-housing CalWORKs families.
 - 3.2.8 Landlord recruitment.
 - 3.2.9 Attends case conferencing meetings to coordinate services with case managers and other providers.
 - 3.2.10 Provides transportation assistance for the purpose of rapidly re-housing CalWORKs families.
 - 3.2.11 Conducts follow-up activities to support family in maintaining housing post lease-up
 - 3.3 Maintains client files and accurate documents housing services provided.
 - 3.4 Maintains client related data tracking systems which includes data required to be input in HMIS.
 - 3.5 Prepares case-related reports, including outcomes, successes and challenges related to the on-going evaluation of the program.
 - 3.6 Completes follow-up and retention services and provides back-up documentation in client file to support reported outcomes.
 - 3.7 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.
 - 3.8 Attends coordination meetings related to the CalWORKs Housing Support Program as needed.
 - 3.9 Provides access to existing rental search workshops and tenant education workshops offered by the Housing Authority
 - 3.10 Processes landlord paperwork for payment and security deposits and on-going rental subsidies as authorized by DPSS FSS staff including the ongoing subsidies for HSP services approved by Housing Authority and other non-profit Rapid Rehousing Providers.
 - 3.11 Housing Authority may contract out Rapid Re-housing services to other collaborating non-profit agencies in Riverside County.
4. Housing Authority shall complete and submit to DPSS monthly a form listing clients referred and services provided by the 10th of the following month. Housing Authority shall submit reports by the 10th of each month for services rendered in each preceding month according to data reporting instructions on the California Department of Social Services (herein referred to as CDSS) data reporting HSP 14 form.
 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 10th 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, Analysis and Decision Support (RADS) Unit and/or CDSS.
8. Housing Authority agrees to make every attempt to permanently house HSP customers within 20 working days.
9. Housing Authority sustains contractual ability to sub-contract rapid –rehousing services as needed.

B. REPORTING

Housing Authority shall:

1. Complete HSP 14 part C (Exhibit D) to comply with the state reporting requirements and provide the report and data to DPSS by the 10th of each month for services rendered in each preceding month.
2. Submit part C of 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, 2016 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.

C. FISCAL

1. MAXIMUM REIMBURSABLE AMOUNT

Total payment under this MOU shall not exceed \$700,000.00 for the period July 1, 2015 through June 30, 2016.

2. LINE ITEM BUDGET

FY 15/16 CalWORKs Housing Budget		
Budget Job Code Title	Amount	Description
Salaries		
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.

Operating Expenses		
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.
RRH Housing Assistance	\$480,000	Includes direct assistance for security deposits, rent and utilities.
Total Operating Expenses	\$700,000	
Total FY 15/16 Budget	\$700,000	

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 10th 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 expense claims which include mileage at the county rate shall include DPSS Vehicle Monthly Mileage Log Report (Exhibit E) and any other supporting documentation such as proof of payments or receipts. If County vehicles are not available, the maximum reimbursable amount will be \$30 per day for rental cars. Supporting documentation such as proof of payments or receipts will be included on **Exhibit B, DPSS Form 2076A Contractor Payment Request and DPSS Form 2076B Contractor Expenditure Report**, and applicable billing summary worksheets.
- f. Housing assistance claims which include security deposits, rent, rental subsidies and utility deposits and/or utility arrearages shall include proof of payments such as copies of the check(s) or other receipts and supporting documentation. Supporting documentation shall include the clients name and CIV case number.

- 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. Payment will be received via Electronic Funds Transfer (EFT). 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 2016. The actual billing for June 2016 will be submitted to DPSS by July 30, 2016.

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 in the next subsequent payment.

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. ADULT ABUSE REPORTING

Housing Authority is a mandated reporter under California Welfare and Institutions code 15630, Housing Authority shall establish a procedure acceptable to DPSS and in accordance with applicable laws to report suspected elder or dependent adult abuse in accordance with applicable laws to ensure that all employees, volunteers, consultants, subcontractors or agents performing services under this Contract report suspected elder or dependent adult abuse to an Adult Protective agency as defined under this code.

5. 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 July 1, 2015 through June 30, 2016 and shall automatically renew for successive one year periods, through June 30, 2020, contingent upon the availability of fiscal funding, unless terminated or otherwise modified as provided herein.

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

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.
Program Operations	\$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.
RRH Housing Assistance	\$480,000	Includes direct assistance for security deposits, rent and utilities.
Total Budget		