

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



ITEM  
3.30  
(ID # 2711)

MEETING DATE:

Tuesday, December 6, 2016

FROM: PUBLIC SOCIAL SERVICES:

SUBJECT: PUBLIC SOCIAL SERVICES: Ratify and Approve the Second Amendment to Agreement #CW-03145-02 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]; [Total Cost \$1,875,000; 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 Second Amendment to Agreement #CW-03145-02 with Housing Authority of Riverside County, for the period of July 1, 2016 through June 30, 2017 for a total amount not to exceed \$1,500,000; and,
2. Authorize the Director, or designee, to (a) sign amendments to the Memorandum of Understanding #CW-03145-02 (MOU) based on the availability of funding, and as approved by County Counsel to sign amendments that do not change the substantive terms of the agreement and sign amendments to the compensation provisions that do not exceed 10% annually, 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.

ACTION: 4/5 Vote

*Susan Von Zabern*  
Susan Von Zabern, Director of Public Social Services

*Susana Garcia*  
Susana Garcia

11/17/2016

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost
COST	\$1,875,000	\$	\$1,875,000	\$
NET COUNTY COST	\$	\$	\$	\$
SOURCE OF FUNDS: State Funding: 43.0%, Federal Funding: 57.0%.			Budget Adjustment:	Yes
			For Fiscal Year:	16/17

C.E.O. RECOMMENDATION: Approve.

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Ashley, seconded by Supervisor Washington and duly carried, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Jeffries, Tavaglione, Washington and Ashley  
Nays: None  
Absent: Benoit  
Date: December 6, 2016  
xc: DPSS, Auditor

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

3 Deputy 30

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

3. Approve and direct the Auditor Controller to make budget adjustment shown on "Attachment A".

**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 facilitates 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 continue to provide immediate housing and supportive services for 280 CalWORKs families that are homeless and receiving services through the DPSS Family Stabilization Services (FSS) program. DPSS has received \$1,875,000 for the period July 1, 2016 through June 30, 2017 and has allocated \$1,500,000 for HA and \$375,000 will be allocated to DPSS for administrative costs of temporary shelter and moving expenses for homeless CalWORKs families being 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 July 27, 2016, DPSS received a letter for the 2016-17 budget allocation augmentation for the Housing Support Program. DPSS received \$1,500,000 for the period of July 1, 2016 through June 30, 2017 for the CalWORKs / Rapid Re-Housing program. September 26, 2016, DPSS received another letter for the 2016-17 budget allocation augmentation, increasing the allocation augmentation by \$375,000, for a total of \$1,875,000. The \$1,500,000 will be allocated for the Housing Authority and the additional funding of \$375,000 will be dedicated to DPSS for administrative costs of temporary shelter and moving expenses for homeless CalWORKs families being served. The funding breakdown is as follows:

Operational Costs -- HA: \$1,500,000  
DPSS: \$ 375,000  
Total: \$1,875,000

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STATE OF CALIFORNIA**

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
- B. Contract #CW-03145-02 Amendment #2 Housing Authority of the County of Riverside (3 Copies)

SvZ:mr

  
\_\_\_\_\_  
Susana Garcia

11/17/2016

  
\_\_\_\_\_  
Lisa Brandl, Director of Purchasing and Fleet Services

11/15/2016

  
\_\_\_\_\_  
Gregory V. Priamos, Director County Counsel

11/15/2016

  
\_\_\_\_\_  
Jennifer Sargent

11/28/2016

## **ATTACHMENT A: Budget Adjustment**

The California Department of Social Services (CDSS) accepted Riverside County Department of Public Social Services (DPSS) proposal for the California Work Opportunity and Responsibility to Kids (CalWORKs) Housing Support Program for Fiscal Year 2016-17 on September 26, 2016 that increased the allocation from \$1,500,000 to \$1,875,000, an increase of \$375,000. To utilize the additional funding the DPSS would like to request the following budget adjustments:

### **Increase Appropriations:**

10000-5100100000-530440 Client Services	\$375,000
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### **Increase Estimated Revenue:**

10000-5100100000-760000 Fed-Public Assistance Admin	\$213,750
10000-5100100000-750300 CA-Public Asst Administration	<u>\$161,250</u>
	\$375,000

CLERK'S COPY

to Riverside County Clerk of the Board, Stop 1010

Post Office Box 1147, Riverside, Ca 92502-1147

Thank you.

RIVERSIDE COUNTY DEPARTMENT OF PUBLIC SOCIAL SERVICES  
AMENDMENT # 2

MEMORANDUM OF UNDERSTANDING (MOU) WITH

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

MEMORANDUM

OF UNDERSTANDING: CW-03145-02

CONTRACT TERM: July 1, 2016 through June 30, 2017

EFFECTIVE DATE  
OF AMENDMENT: July 1, 2016

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-03145-02.
3. On page 1, the Recitals Page, under Maximum Reimbursable Amount, amend amount to read "\$1,500,000.00".
- A. On page 3, Amend Section I. DEFINITIONS, subsection C., to read "'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."
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:

50127-03145-02

FY 16/17 CalWORKs Housing Budget – Revised 09-26-16		
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. Program Support also includes the HR TAP fee.
<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>	<b>\$1,500,000</b>	
<b>Total FY 16/17 Budget</b>	<b>\$1,500,000</b>	

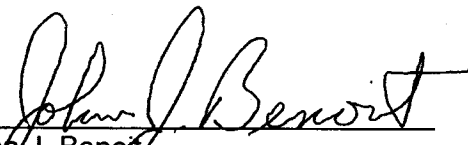
6. On page 12, delete Exhibit A in its entirety and replace with the following:

FY 16/17 CalWORKs Housing Budget – Revised 09-26-16		
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. Program Support also includes the HR TAP fee.
<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>	<b>\$1,500,000</b>	
<b>Total FY 16/17 Budget</b>	<b>\$1,500,000</b>	

The undersigned, as authorized representatives of DPSS and Contractor, respectively, certify the establishment of the Amendment #2 to the MOU.

Riverside County

Housing Authority of the County of  
Riverside

  
John J. Benoit  
Chairman, Board of Supervisors


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

DEC 06 2016

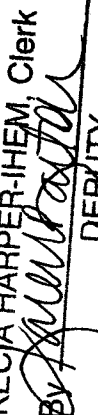
Date

Date

FORM APPROVED COUNTY COUNSEL

BY:   
ERIC STOTTER

DATE

ATTEST:  
KECIA HARPER-IHEM, Clerk  
By  DEPUTY