

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



ITEM
10.1
(ID # 6068)

MEETING DATE:

Tuesday, January 23, 2018

FROM : HOUSING AUTHORITY:

SUBJECT: HOUSING AUTHORITY: Ratify and Approve Amendment No. Five Memorandum of Understanding CW-03145-05 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; [\$1,175,000], State Funding 100%; 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 Riverside County Department of Public Social Services Amendment #05 Memorandum of Understanding (MOU) with Housing Authority of the County of Riverside Rapid Re-Housing Services to CalWORKS Customers (Amendment) identified as #CW-03145-05 with a contract period from July 1, 2017 through June 30, 2018, in an amount not to exceed \$1,175,000;
3. Authorize the Chairman of the Board of Commissioners to sign the attached Amendment;

ACTION: Policy

Robert Field, Assistant County Executive Officer/EDA 1/4/2018

MINUTES OF THE BOARD OF COMMISSIONERS

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

Ayes: Jeffries, Tavaglione, Washington, Perez and Ashley
Nays: None
Absent: None
Date: January 23, 2018
xc: Housing Authority

Kedia Harper-Ihem
Clerk of the Board
By:
Deputy

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

RECOMMENDED MOTION: That the Board of Commissioners:

4. Authorize the Deputy 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 Deputy Executive Director, or designee, to (a) sign amendments to the underlying Riverside County Department of Public Social Services Memorandum of Understanding CW-03145 approved by the Housing Authority on September 1, 2015 and effective July 1, 2015 (Original MOU) that do not change the substantive terms of the Original 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 to the Original MOU including, but not limited to, signing subsequent and necessary documents, subject to approval by County Counsel.

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost
COST	\$1,175,000	\$0	\$1,175,000	\$0
NET COUNTY COST	\$0	\$0	\$0	\$0
SOURCE OF FUNDS: STATE FUNDING 100%			Budget Adjustment:	Yes
			For Fiscal Year:	2017/18

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

Summary

The Department of Public Social Services (DPSS) has received funding from the California Department of Social Services (CDSS) to implement a CalWORKs Housing Support Program for the County of Riverside. The goal for the DPSS CalWORKs Housing Support Program (HSP) is to help homeless families receiving CalWORKs secure permanent housing by removing barriers. DPSS has selected the Housing Authority of the County of Riverside (HACR) to administer the housing service component of the CalWORKs HSP based on HACR's experience, fiscal capacity and the agency's ability to quickly implement the program for the last four years.

On September 1, 2015 the Board of Commissioners approved Memorandum of Understanding #CW-03145 (Original MOU) between DPSS and HACR with a term from July 1, 2015 through June 30, 2016, in which HACR agreed to leverage existing housing resources and landlord connections to partner with DPSS to quickly implement the HSP. Housing services include, but are not limited, to landlord recruitment, tenant education, housing navigation, housing placement and housing oriented case management services. The Original MOU provided up to \$700,000 in funds to HACR for the duration of the term, with automatic renewals for 1 year periods, through June 30, 2020, contingent upon the availability of funding. The Original MOU was thereafter amended four times as discussed below:

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

1. Amendment #1, effective July 1, 2015, increased the maximum reimbursement amount to \$1,500,000;
2. Amendment #2, effective July 1, 2016, exercised the first one-year renewable option and extended the contract term to June 30, 2017;
3. Amendment #3, effective May 1, 2017, reduced the maximum reimbursement amount to \$775,000;
4. Amendment #4, effective July 1, 2017, exercised the second, one-year renewable option and extended the contract term to June 30, 2018.

DPSS has recently awarded HACR \$1,175,000 in state funds to meet the needs of 225 CalWORKs families that are currently homeless and receiving services through the DPSS Family Stabilization Unit for FY 2017-18. The increase in award amount is memorialized in the attached Riverside County Department of Public Social Services Amendment #05 Memorandum of Understanding (MOU) with Housing Authority of the County of Riverside Rapid Re-Housing Services to CalWORKS Customers (Amendment #5) identified as #CW-03145-05. Amendment #5 maintains the existing contract period which runs from July 1, 2017 through June 30, 2018, and increases the award amount from \$775,000 to a new not to exceed amount of \$1,175,000. HACR staff recommends the Board of Commissioners approve the attached Amendment #5.

As detailed in the line item program budget attached to Amendment #5 as Exhibit A, 82% (\$969,226) of the new award amount will be used to provide direct housing assistance to participating families in the form of security deposits, utility deposits, and short term rental subsidies to support housing stabilization, cover transportation costs to assist families in locating an appropriate rental unit, and postage. The remaining 18% (\$205,775) of the new award amount will cover Housing Navigator staff who will provide housing locator and stabilization services to participating families. HACR staff recommends the Board of Commissioners approve the attached Amendment #5 which increases the award amount under the Original MOU to the not to exceed amount of \$1,175,000. Amendment #5 has been approved as to form by County Counsel.

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

Impact on Residents and Businesses

This project is designed to address the most critical need of homeless families who are receiving CalWORKs services – housing. With stable housing, these families can take full

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

advantage of CalWORKS wrap around services including employment services and other community resources which improve the well-being and self-sufficiency levels of low income families. It is estimated that over 3,790 CalWORKS families are homeless or near homeless within the County of Riverside. Participating families and the community will benefit from reductions in the number of families experiencing homelessness; reductions in the duration of time a family is homeless; and reducing the amount and duration of CalWORKS financial assistance by rapidly stabilizing families in crisis. In summary, the program will reduce the trauma and individual financial cost of homelessness for families and reduce the public cost associated of homelessness and extreme poverty. Families who are stably housed have a much higher success rate in obtaining employment and higher wages.

Additional Fiscal Information

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

Contract History and Price Reasonableness

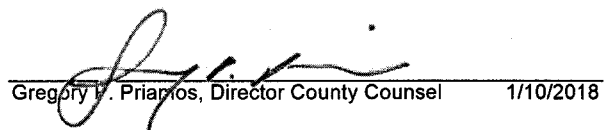
The Housing Authority has a historical partnership with the Department of Public Social Services to provide housing and supportive services to homeless individuals and families. The two departments currently partner on five existing housing programs via contracts funded through U.S. Department of Housing and Urban Development's Continuum of Care program.

ATTACHMENTS:

- Riverside County Department of Public Social Services Amendment #05 Memorandum of Understanding (MOU) with Housing Authority of the County of Riverside Rapid Re-Housing Services to CalWORKS Customers #CW-03145-05

RF:HM:CH:MW:SE:TT


Rohini Dasika, Principal Management Analyst 1/16/2018


Gregory V. Priamos, Director County Counsel 1/10/2018

RIVERSIDE COUNTY DEPARTMENT OF PUBLIC SOCIAL SERVICES
 AMENDMENT # 05
 MEMORANDUM OF UNDERSTANDING (MOU) WITH
 HOUSING AUTHORITY OF THE COUNTY OF RIVERSIDE
 RAPID RE-HOUSING SERVICES TO CALWORKS CUSTOMERS

MEMORANDUM
 OF UNDERSTANDING: CW-03145-05

ORIGINAL CONTRACT TERM: July 1, 2015 – June 30, 2016

CONTRACT TERM
 EXTENDED TO: June 30, 2018

EFFECTIVE DATE
 OF AMENDMENT: July 1, 2017

MAXIMUM REIMBURSABLE
 AMOUNT: \$1,175,000.00

This Fifth Amendment to the Memorandum of Understanding CW-03145 (hereinafter the "MOU"), effective July 1, 2017, is made by and between the County of Riverside, a political subdivision of the State of California, on behalf of its Department of Public Social Services (hereinafter referred to as "DPSS"), and the Housing Authority of the County of Riverside (hereinafter referred to as "Housing Authority").

WHEREAS, DPSS and Housing Authority have entered into that certain MOU, effective July 1, 2015; and,

WHEREAS, the MOU has been amended by that certain Amendment # 1, effective July 1, 2015, increasing the maximum reimbursement amount to \$1,500,000; by that certain Amendment # 2, effective July 1, 2016, exercising the first one-year renewable option and extending the contract term to June 30, 2017; by that certain Amendment # 03, effective May 1, 2017, reducing the maximum reimbursement amount to \$775,000; and by that certain Amendment # 04, effective July 1, 2017, exercising the second, one-year renewable option and extending the contract term to June 30, 2018;

NOW THEREFORE, DPSS and Housing Authority agree as follows:

1. On page 1, and every page thereafter, all references to the MOU number CW-03145-04 is hereby replaced with CW-03145-05.
2. On page 1, MAXIMUM REIMBURSABLE AMOUNT is hereby amended to read "\$1,175,000.00".
3. On page 7, IV. HOUSING AUTHORITY RESPONSIBILITIES, C. FISCAL, 1. MAXIMUM REIMBURSABLE AMOUNT, is hereby amended to read:

"Total payment under this MOU shall not exceed \$1,175,000.00 for the period July 1, 2017 through June 30, 2018."

COPY

4. On page 7, IV. HOUSING AUTHORITY RESPONSIBILITIES, C. FISCAL, 2. LINE ITEM BUDGET, is hereby deleted in its entirety and replaced with the following:

FY 17/18 CalWORKs Housing Budget – Revised 11/3/2017		
Budget Job Code Title	Amount	Description
Salaries		
HA RRH Program Support	\$144,039.70	Direct housing assistance to CalWORKs families (fringe and benefits). Up to 3.00 FTEs. Program Support also includes the HR TAP fee.
Workers Compensation	\$61,731.30	Workers Compensation
Operating Expenses		
Travel Expense	\$12,000.00	Costs for mileage at the county rate on the DPSS Vehicle Mileage Log report to transport CW families during housing search, transporting clients, meetings to view units, landlord/property management offices, conducting inspections, weekly housing orientation, FSS Meetings and any other HSP related meetings. If County vehicles are not available rental cars may be used for a maximum of \$30 per day.
Postage	\$10.00	Costs for mailing HSP customer related communication.
RRH Housing Assistance	\$957,219.00	Includes direct assistance for security deposits, rent, utilities, storage, remote/gate fees and other approved related permanent housing services.
Total Operating Expenses	\$1,175,000.00	
Total FY 17/18 Budget	\$1,175,000.00	

5. On page 12, Exhibit A is hereby deleted in its entirety and replaced with the following:

FY 17/18 CalWORKs Housing Budget – Revised 11/3/2017		
Budget Job Code Title	Amount	Description
Salaries		
HA RRH Program Support	\$144,039.70	Direct housing assistance to CalWORKs families (fringe and benefits). Up to 3.00 FTEs. Program Support also includes the HR TAP fee.
Workers Compensation	\$61,731.30	Workers Compensation
Operating Expenses		
Travel Expense	\$12,000.00	Costs for mileage at the county rate on the DPSS Vehicle Mileage Log report to transport CW families during housing search, transporting clients, meetings to view units, landlord/property management offices, conducting inspections, weekly housing orientation, FSS Meetings and any other HSP

		related meetings. If County vehicles are not available rental cars may be used for a maximum of \$30 per day.
Postage	\$10.00	Costs for mailing HSP customer related communication.
RRH Housing Assistance	\$957,219.00	Includes direct assistance for security deposits, rent, utilities, storage, remote/gate fees and other approved related permanent housing services.
Total Operating Expenses	\$1,175,000.00	
Total FY 17/18 Budget	\$1,175,000.00	

IN WITNESS WHEREOF, the undersigned, as authorized representatives of DPSS and Housing Authority, respectively, certify the establishment of Amendment # 05 to the MOU.

Authorized Signature for The County of Riverside, Department of Public Social Services:	Authorized Signature for Housing Authority of the County of Riverside:
Printed Name of Person Signing: Chuck Washington	Printed Name of Person Signing: Carrie Harmon
Title: Chairman, Board of Supervisors	Title: Deputy Executive Director
Date Signed:	Date Signed: