

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



ITEM  
3.17  
(ID # 6745)

MEETING DATE:  
Tuesday, May 1, 2018

FROM : PUBLIC SOCIAL SERVICES:

SUBJECT: DEPARTMENT OF PUBLIC SOCIAL SERVICES: Approve Amendment #6 to Memorandum of Understanding #CW-03145 with the Housing Authority of the County of Riverside to provide Rapid Re-Housing Services to CalWORKs Customers, on behalf of DPSS. [All Districts]; [Total Cost for FY 17/18 \$1,435,000, FY 18/19 \$1,175,000 - 43% State Funding, 57% Federal Funding]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve and authorize the Board Chairman to execute Amendment #6 to Memorandum of Understanding CW-03145 with the Housing Authority of the County of Riverside, providing rapid re-housing services for CalWORKs customers. The amendment increases the maximum reimbursement by \$260,000, to an amount not to exceed \$1,435,000, for FY 17/18 and extends the contract term for one year, from July 1, 2018 through June 30, 2019, in an amount not to exceed \$1,175,000, with a one-year renewable option.
2. Authorize the Director of DPSS, or designee, to take all necessary steps to administer and implement the Memorandum of Understanding #CW-03145 and amendments thereto approved by this Board, including subsequent and necessary documents for such administration and implementation, subject to approval as to form by County Counsel.
3. Approve and direct the Auditor Controller to make the budget adjustment shown on "Attachment A".

ACTION: 4/5 Vote Required, Policy

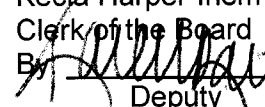
  
Susan Von Zabern, Director of Public Social Services 4/17/2018

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MINUTES OF THE BOARD OF SUPERVISORS

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

Ayes: Jeffries, Tavaglione, Perez and Ashley  
Nays: None  
Absent: Washington  
Date: May 1, 2018  
xc: DPSS, Auditor

Kecia Harper-Ihem  
Clerk of the Board  
By:   
Deputy

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

<b>FINANCIAL DATA</b>	<b>Current Fiscal Year:</b>	<b>Next Fiscal Year:</b>	<b>Total Cost:</b>	<b>Ongoing Cost</b>
<b>COST</b>	\$1,435,000	\$1,175,000	\$2,610,000	\$0
<b>NET COUNTY COST</b>	\$0	\$0	\$0	\$0
<b>SOURCE OF FUNDS:</b> State Funding: 43.0%; Federal Funding: 57.0%.			<b>Budget Adjustment:</b> Yes	
			<b>For Fiscal Year:</b> 17/18 and 18/19	

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

**BACKGROUND:**

**Summary**

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

This program will continue providing immediate housing and supportive services for at least 275 homeless CalWORKs families receiving services through the DPSS Family Stabilization Services (FSS) program. DPSS received \$1,929,000 and allocated \$1,175,000 to HA for the period July 1, 2017 through June 30, 2018 and this amendment will increase the maximum reimbursement amount by \$260,000 to \$1,435,000, with the remaining \$494,000 allocated to DPSS for temporary shelter services. In addition, this amendment will renew and extend the term to allow HA to continue providing services for the period July 1, 2018 through June 30, 2019, in an amount not to exceed \$1,175,000, with a one-year renewable option through June 30, 2020.

The goal of the DPSS CalWORKs Housing HSP is to help homeless families receiving CalWORKs benefits 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.

**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 homeless and need immediate, permanent housing before they are able to progress toward employment and self-sufficiency. Housing stability is one of the greatest challenges that CalWORKs families face. It is estimated that over 3,790 CalWORKs families (almost 8% of the total CalWORKs population) are homeless or near homeless within the County of Riverside. Participating

**SUBMITTAL TO THE BOARD OF SUPERVISORS COUNTY OF RIVERSIDE,  
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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.

**SUPPLEMENTAL:**

**Additional Fiscal Information**

Funding for this agreement will be budgeted through the normal county budget process; reference Attachment A: Budget Adjustment

**Contract History and Price Reasonableness**

The Original MOU provided up to \$700,000 in funds to HA 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 five times as discussed below:

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.
5. Amendment #5, effective July 1, 2017, increased the maximum reimbursement the award amount from \$775,000 to a new not to exceed amount of \$1,175,000.

Amendment #6 increases the award amount under the original MOU to the not to exceed amount of \$1,435,000 for direct housing assistance to participating families and extends the term through June 30, 2019, for an amount not to exceed \$1,175,000, with a one-year renewable option. Amendment #6 has been approved as to form by County Counsel.

In July 2017, DPSS received a letter for the FY 2017-18 budget allocation, increasing it by \$119,000, for a total of \$1,619,000. During the mid-year reallocation survey, Riverside County requested an additional \$310,000 for a total of \$1,929,000. Of this, \$260,000 will be added to the Housing Authority contract for a total of \$1,435,000. The remaining funding of \$494,000 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: \$1,435,000  
DPSS: \$ 494,000  
Total: \$1,929,000

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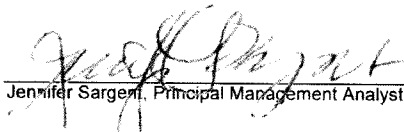
DPSS negotiated an agreement with Housing Authority of the County of Riverside without competition, in accordance with California Department of Social Services (CDSS) manual section 23-650, paragraph 1.14, which states that contracts may be negotiated without formal advertising "for any service to be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

Prev. Agn. Ref.: 01/23/18 (3.20); 12/06/16 (#3.30)

**ATTACHMENTS:**

**Attachment A:**            **BUDGET ADJUSTMENT**

**Attachment B:**            **AMENDMENT # 06 TO MOU # CW-03145**

  
\_\_\_\_\_  
Jennifer Sargent, Principal Management Analyst

4/24/2018

  
\_\_\_\_\_  
Misley Wang, Supervising Accountant

4/16/2018

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

4/12/2018

**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 (CaWORKs) Housing Support Program for Fiscal Year 2017-18 on February 20, 2018 that increased the allocation from \$1,500,000 to \$1,929,000, an increase of \$429,000. To utilize the additional funding the DPSS would like to request the following budget adjustments:

Increase Appropriations:

10000-5100100000-530440 Client Services	\$429,000
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Increase Estimated Revenue:

10000-5100100000-760000 Fed-Public Assistance Admin	\$244,530
10000-5100100000-750300 CA-Public Asst Administration	<u>\$184,470</u>
	\$429,000

RIVERSIDE COUNTY DEPARTMENT OF PUBLIC SOCIAL SERVICES  
 AMENDMENT # 06  
 MEMORANDUM OF UNDERSTANDING WITH  
 HOUSING AUTHORITY OF THE COUNTY OF RIVERSIDE  
 RAPID RE-HOUSING SERVICES TO CALWORKS CUSTOMERS

MEMORANDUM  
 OF UNDERSTANDING: CW-03145-06

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

CONTRACT TERM  
 EXTENDED TO: June 30, 2019

EFFECTIVE DATE  
 OF AMENDMENT: May 1, 2018

MAXIMUM REIMBURSABLE  
 AMOUNT: \$1,435,000.00 for FY 17/18  
 \$1,175,000.00 for FY 18/19

WHEN DOCUMENT IS FULLY EXECUTED RETURN  
**CLERK'S COPY**  
 to Riverside County Clerk of the Board, Stop 1010  
 Post Office Box 1147, Riverside, Ca 92502-1147  
 Thank you.

This Amendment # 06 to the Memorandum of Understanding # CW-03145 (hereinafter "Amendment # 06"), effective May 1, 2018, 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, approved by the Riverside County Board of Supervisors on August 18, 2015, Agenda Item 3-55, and 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; 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; and by that certain Amendment # 05, effective July 1, 2017, increasing the maximum reimbursement amount to \$1,175,000;

**NOW THEREFORE**, DPSS and Housing Authority agree as follows:

1. On page 1, and every page thereafter, all references to the MOU number CW-03145-05 is hereby replaced with CW-03145-06.
2. On page 1, MAXIMUM REIMBURSABLE AMOUNT is hereby amended to read:

"MAXIMUM REIMBURSABLE  
 AMOUNT: \$1,435,000.00 for FY 17/18  
 \$1,175,000.00 for FY 18/19"

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 \$1,435,000.00 for the period July 1, 2017 through June 30, 2018 and \$1,175,000.00 for the period July 1, 2018 through June 30, 2019."

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:

<b>FY 17/18 CalWORKs Housing Budget – Revised 2/20/2018</b>		
<b>Budget Job Code Title</b>	<b>Amount</b>	<b>Description</b>
<b>Salaries</b>		
HA RRH Program Support	\$144,039.70	Direct housing assistance to CalWORKs families (fringe and benefits). Program Support also includes the HR TAP fee.
Workers Compensation	\$61,731.30	Workers Compensation
<b>Operating Expenses</b>		
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. 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	\$1,217,219.00	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>\$1,435,000.00</b>	
<b>Total FY 17/18 Budget</b>	<b>\$1,435,000.00</b>	

<b>FY 18/19 CalWORKs Housing Budget – Revised 2/20/2018</b>		
<b>Budget Job Code Title</b>	<b>Amount</b>	<b>Description</b>
<b>Salaries</b>		
HA RRH Program Support	\$144,039.70	Direct housing assistance to CalWORKs families (fringe and benefits). Program Support also includes the HR TAP fee.
Workers Compensation	\$61,731.30	Workers Compensation
<b>Operating Expenses</b>		
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.
<b>Total Operating Expenses</b>	<b>\$1,175,000.00</b>	
<b>Total FY 18/19 Budget</b>	<b>\$1,175,000.00</b>	

5. On page 10, V. General, A. EFFECTIVE PERIOD is hereby amended to read:

“This MOU is effective July 1, 2015 through June 30, 2019 and may be renewed for successive one year periods, through June 30, 2020, by mutual written amendment, contingent upon the availability of fiscal funding, unless terminated or otherwise modified as provided herein.”



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

<b>FY 17/18 CalWORKs Housing Budget – Revised 2/20/2018</b>		
<b>Budget Job Code Title</b>	<b>Amount</b>	<b>Description</b>
<b>Salaries</b>		
HA RRH Program Support	\$144,039.70	Direct housing assistance to CalWORKs families (fringe and benefits). Program Support also includes the HR TAP fee.
Workers Compensation	\$61,731.30	Workers Compensation
<b>Operating Expenses</b>		
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. 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	\$1,217,219.00	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>\$1,435,000.00</b>	
<b>Total FY 17/18 Budget</b>	<b>\$1,435,000.00</b>	



FY 18/19 CalWORKs Housing Budget – Revised 2/20/2018		
Budget Job Code Title	Amount	Description
<b>Salaries</b>		
HA RRH Program Support	\$144,039.70	Direct housing assistance to CalWORKs families (fringe and benefits). Program Support also includes the HR TAP fee.
Workers Compensation	\$61,731.30	Workers Compensation
<b>Operating Expenses</b>		
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.
<b>Total Operating Expenses</b>	<b>\$1,175,000.00</b>	
<b>Total FY 18/19 Budget</b>	<b>\$1,175,000.00</b>	

**IN WITNESS WHEREOF**, the undersigned, as authorized representatives of DPSS and Housing Authority, respectively, certify the establishment of Amendment # 06 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: <b>CHUCK WASHINGTON</b>
Title: Chairman, Board of Supervisors	Title: <b>CHAIRMAN, BOARD OF SUPERVISORS</b>
Date Signed: <b>MAY 01 2018</b>	Date Signed: <b>MAY 08 2018</b>

ATTEST:  
 By  KECIA HARPER-IHEM  
 DEPUTY CLERK

ATTEST:  
 KECIA HARPER-IHEM, Clerk  
 BY 

FORM APPROVED COUNTY COUNSEL  
 BY:  DANIELLE D. MALAND  
 DATE: 4/11/18