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

ITEM
10.1
(ID # 9923)

MEETING DATE:
Tuesday, June 4, 2019

FROM : HOUSING AUTHORITY:

SUBJECT: HOUSING AUTHORITY: Approve Amendment No. 8 to Memorandum of Understanding CW-03145 between the Housing Authority of the County of Riverside and the County of Riverside Department of Public Social Services to provide Rapid Re-Housing Services to CalWORKs Customers ; All Districts; [$167,924- 100% Federal Funding]

RECOMMENDED MOTION: That the Board of Commissioners:

1. Ratify and Approve the attached Amendment #08 to Memorandum of Understanding CW-03145 between the Housing Authority of the County of Riverside and the County of Riverside Department of Public Social Services, to Provide Rapid Re-Housing Services for CalWORKs customers, increasing the maximum reimbursable amount for FY 18/19 by $167,924, for a total amount not to exceed $1,825,244 for FY 18/19;

2. Authorize the Executive Director, or designee, to execute the attached Amendment #08 to Memorandum of Understanding CW-03145; and

3. Authorize the Executive Director, or designee, to take all necessary steps to administer and implement the Memorandum of Understanding CW-03145 and any amendments thereto as approved by this Board, including subsequent and necessary documents for such administration and implementation, subject to approval by County Counsel.

ACTION:Policy

Robert Field, Assistant County Executive Officer/ECD 5/21/2019

MINUTES OF THE BOARD OF COMMISSIONERS

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

Ayes:	Jeffries, Spiegel, Washington, Perez and Hewitt
Nays:	None
Absent:	None
Date:	June 4, 2019
xc:	Housing Authority

Kecia Harper
Clerk of the Board
By: _____ Deputy

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

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost
COST	$167,924	$0	$1, 825,244	$0
NET COUNTY COST	$0	$0	$0	$0
SOURCE OF FUNDS: Federal Funding 100%			**Budget Adjustment: No**	
			For Fiscal Year: 2018/2019	

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

Summary

The 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 benefits to secure permanent housing, thus removing a significant barrier to participation in the Welfare-to-Work program, and facilitating progress toward employment and self-sufficiency. DPSS selected the Housing Authority of the County of Riverside (HA) to administer the housing service component of the CalWORKs HSP, based on the 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. As of January 1, 2019, DPSS had received $2,547,000 for the current fiscal year, and allocated $1,657,320 to the HA for the period of July 1, 2018 through June 30, 2019. On March 15, 2019, DPSS received email notification from CDSS of a new augmentation of $167,924; an official County Fiscal Letter will be released in the coming weeks. The additional $167,924 will be added to the HA contract for FY 18/19. The proposed MOU amendment would increase the maximum reimbursement amount to the HA by $167,924, totaling $1,825,244, to cover current fiscal year costs. The County of Riverside Board of Supervisors approved the attached proposed MOU amendment on May 21, 2019 on behalf of DPSS.

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 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.

Contract History and Price Reasonableness

The Original MOU provided up to $700,000 in funds to the 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 subsequently amended seven times as described 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 amount from $775,000 to a new not to exceed amount of $1,175,000;
6. Amendment #6, effective May 1, 2018, increased the maximum reimbursement amount for FY 17/18 by $260,000 to a new not to exceed amount of $1,435,000 and exercised the third, one-year renewal option and extended the contract term to June 30, 2019 in an amount not to exceed $1,175,000 for FY 18/19;and
7. Amendment #7, effective January 1, 2019, increased the maximum reimbursement amount for FY 18/19 to a not to exceed amount of $1,657,320, extended the term of the MOU through June 30, 2020, and established a maximum reimbursement amount for FY 19/20 in an amount not to exceed $1,657,320.

Amendment #8 increases the maximum reimbursement amount for FY 18/19 to a not to exceed amount of $1,825,244. Amendment #8 has been approved as to form by County Counsel.

ATTACHMENTS:

Attachment A: AMENDMENT #08 TO MOU #CW-03145

Rohini Dasika, Principal Management Analyst 5/28/2019

Gregory P. Priamos, Director County Counsel 5/22/2019

RIVERSIDE COUNTY DEPARTMENT OF PUBLIC SOCIAL SERVICES
AMENDMENT # 08
MEMORANDUM OF UNDERSTANDING WITH
HOUSING AUTHORITY OF THE COUNTY OF RIVERSIDE
RAPID RE-HOUSING SERVICES TO CALWORKS CUSTOMERS

MEMORANDUM OF UNDERSTANDING:	CW-03145-08
ORIGINAL CONTRACT TERM:	July 1, 2015 – June 30, 2016
CONTRACT TERM EXTENDED TO:	June 30, 2020
EFFECTIVE DATE OF AMENDMENT:	May 1, 2019
MAXIMUM REIMBURSABLE AMOUNT:	$1,825,244.00 for FY 18/19 $1,657,320.00 for FY 19/20

This Amendment # 08 to the Memorandum of Understanding # CW-03145 (hereinafter "Amendment # 08"), effective May 1, 2019, 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; by that certain Amendment # 05, effective July 1, 2017, increasing the maximum reimbursement amount to $1,175,000; by that certain Amendment # 06, effective May 1, 2018, increasing the maximum reimbursement amount for FY 17/18 to $1,435,000, exercising the third one-year renewable option and extending the contract term to June 30, 2019, and establishing the maximum reimbursement amount for FY 18/19 at $1,175,000; and by that certain Amendment #07, effective January 1, 2019, increasing the maximum reimbursement amount for FY 18/19 to $1,657,320, exercising the fourth one-year renewable option and extending the contract term to June 30, 2020, and establishing the maximum reimbursement amount for FY 19/20 at $1,657,320; and,

WHEREAS, DPSS and Housing Authority desire to amend the MOU again to increase the maximum reimbursement amount for FY 18/19 to $1,825,244;

JUN 0 4 2019 10.1

NOW THEREFORE, DPSS and Housing Authority agree as follows:

1. On page 1, and every page thereafter, all references to the MOU number CW-03145-07 is hereby replaced with CW-03145-08.

2. On page 1, MAXIMUM REIMBURSABLE AMOUNT is hereby amended to read:

   "MAXIMUM REIMBURSABLE AMOUNT: $1,825,244.00 for FY 18/19
   $1,657,320.00 for FY 19/20"

3. Section IV. HOUSING AUTHORITY RESPONSIBILITIES, A. SCOPE OF SERVICE, 6., is hereby amended to read:

   "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 Programs no later than the 30th 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."

4. Section IV. HOUSING AUTHORITY RESPONSIBILITIES, C. FISCAL, 1. MAXIMUM REIMBURSABLE AMOUNT, is hereby amended to read:

   "Total payment under this MOU shall not exceed $1,825,244.00 for the period July 1, 2018 through June 30, 2019 and $1,657,320.00 for the period July 1, 2019 through June 30, 2020."

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

FY 18/19 CalWORKs Housing Budget – Revised 03/12/2019		
Budget Job Code Title	**Amount**	**Description**
Salaries		
HA RRH Program Support	$265,600.00	Direct housing assistance to CalWORKs families (fringe and benefits). Program Support also includes the HR TAP fee.
Workers Compensation	$130,400.00	Workers Compensation
Other		
Conferences/Training	$5,000.00	Travel/Conference/Training
Travel Expense	$28,000.00	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.
RRH Housing Assistance	$1,396,244.00	Includes direct assistance for security deposits, rent, utilities,

		storage, remote/gate fees and other approved related permanent housing services.
Total Operating Expenses	$1,825,244.00	
Total FY 18/19 Budget for HA	$1,825,244.00	

FY 19/20 CalWORKs Housing Budget – Revised 10/15/2018		
Budget Job Code Title	**Amount**	**Description**
Salaries		
HA RRH Program Support	$290,600.00	Direct housing assistance to CalWORKs families (fringe and benefits). Program Support also includes the HR TAP fee.
Workers Compensation	$130,400.00	Workers Compensation
Other		
Conferences/Training	$5,000.00	Travel/Conference/Training
Travel Expense	$28,000.00	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.
RRH Housing Assistance	$1,203,320.00	Includes direct assistance for security deposits, rent, utilities, storage, remote/gate fees and other approved related permanent housing services.
Total Operating Expenses	$1,657,320.00	
Total FY 19/20 Budget for HA	$1,657,320.00	

6. Section IV. HOUSING AUTHORITY RESPONSIBILITIES, C. FISCAL, 4. PAYMENT OF COST, b. is hereby amended to read:

   "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. Designated program liaison will provide approval prior to reimbursement. Beginning July 1, 2019, billings shall be submitted to DPSS using the Exhibit F, DPSS Journal Entry Worksheet and Instructions, attached hereto and incorporated herein by this reference."

7. Section IV. HOUSING AUTHORITY RESPONSIBILITIES, C. FISCAL, 4. PAYMENT OF COST, g. is hereby amended to read:

   "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). However, as of July 1, 2019, payment will be processed via Journal

Entry within thirty (30) calendar days of receipt of the claim by DPSS. Any missing forms or supporting documentation from the claim may result in a payment delay."

8. Exhibit A is hereby deleted in its entirety and replaced with the following:

FY 18/19 CalWORKs Housing Budget – Revised 03/12/2019		
Budget Job Code Title	**Amount**	**Description**
Salaries		
HA RRH Program Support	$265,600.00	Direct housing assistance to CalWORKs families (fringe and benefits). Program Support also includes the HR TAP fee.
Workers Compensation	$130,400.00	Workers Compensation
Other		
Conferences/Training	$5,000.00	Travel/Conference/Training
Travel Expense	$28,000.00	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.
RRH Housing Assistance	$1,396,244.00	Includes direct assistance for security deposits, rent, utilities, storage, remote/gate fees and other approved related permanent housing services.
Total Operating Expenses	$1,825,244.00	
Total FY 18/19 Budget for HA	$1,825,244.00	

FY 19/20 CalWORKs Housing Budget – Revised 10/15/2018		
Budget Job Code Title	**Amount**	**Description**
Salaries		
HA RRH Program Support	$290,600.00	Direct housing assistance to CalWORKs families (fringe and benefits). Program Support also includes the HR TAP fee.
Workers Compensation	$130,400.00	Workers Compensation
Other		
Conferences/Training	$5,000.00	Travel/Conference/Training
Travel Expense	$28,000.00	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.
RRH Housing Assistance	$1,203,320.00	Includes direct assistance for security deposits, rent, utilities, storage, remote/gate fees and other

		approved related permanent housing services.
Total Operating Expenses	$1,657,320.00	
Total FY 19/20 Budget for HA	$1,657,320.00	

9. Exhibit F – DPSS Journal Entry Worksheet and Instructions shall be added to the MOU as attached hereto and incorporated herein. The List of Exhibits on the Table of Contents shall be amended to include Exhibit F – DPSS Journal Entry Worksheet and Instructions.

10. Miscellaneous. All other terms and conditions of the MOU not modified herein shall remain unchanged and in full force and effect.

11. Effective Date. This Amendment # 08 shall become effective May 1, 2019.

IN WITNESS WHEREOF, the undersigned, as authorized representatives of DPSS and Housing Authority, respectively, certify the establishment of Amendment # 08 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: Kevin Jeffries	Printed Name of Person Signing: V. Manuel Perez
Title: Chairman, Board of Supervisors	Title: Chairman, Board of Commissioners
Date Signed: 5/21/19	Date Signed: JUN 04 2019

FORM APPROVED COUNTY COUNSEL
BY: _____ 5/16/19
DANIELLE D. MALAND DATE

ATTEST:
KECIA R. HARPER, Clerk
By _____
DEPUTY

FORM APPROVED COUNTY COUNSEL
BY: _____ 5/16/19
JHAILA R. BROWN DATE

ATTEST:
KECIA R. HARPER, Clerk
By _____
DEPUTY

COUNTY OF RIVERSIDE
JOURNAL ENTRY WORKSHEET

Exhibit F

TRANS TYPE: JE **JE DATE:** **FY:**

JE NUMBER: _____

Debit Doc Total	Credit Doc Total
$0.00	$0.00

SET ID: RIVCO

Line #	BUS UNIT (5)	FUND (5)	DEPT ID (10)	ACCOUNT (6)	PROGRAM (5)	PROJECT/GRANT (15)	CLASS (10)	DESCRIPTION (30)	(+) DEBIT AMOUNT	(-) CREDIT AMOUNT
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										

CASH DEBIT

APPROVED BY _____ DATE _____

PREPARED BY _____ PHONE _____

CASH CREDIT

APPROVED BY _____ DATE _____

PREPARED BY _____ PHONE _____