

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



ITEM: 3.26  
(ID # 11469)

**MEETING DATE:**

Tuesday, March 10, 2020

**FROM:** PUBLIC SOCIAL SERVICES:

**SUBJECT:** DEPARTMENT OF PUBLIC SOCIAL SERVICES: Approve the First Amended and Restated Memorandum of Understanding CW-03145-09 with the Housing Authority of the County of Riverside to provide Rapid Re-Housing Services to CalWORKs Customers on behalf of DPSS. [All Districts]; [\$549,312 - 100% Federal Funding]

**RECOMMENDED MOTION:** That the Board of Supervisors:

1. Approve the First Amended and Restated Memorandum of Understanding CW-03145-09 with the Housing Authority of the County of Riverside to provide rapid re-housing services for CalWORKs customers on behalf of DPSS, effective upon signature by both parties, to increase the maximum reimbursable amount for FY 19/20 by \$549,312, for an amount not to exceed \$2,206,632 for FY 19/20; authorize the Chairman of the Board to sign the memorandum of understanding on behalf of the County.
2. Authorize the Director of DPSS, or designee, based on the availability of fiscal funding and as approved by County Counsel to: sign amendments that make modifications to the statement of work that stay within the intent of the agreement; and sign amendments to the compensation provisions that do not exceed the sum total of twenty percent (20%) of the total annual cost of the agreement.

**ACTION:Policy**

  
Sayori Baldwin, DPSS Director 3/3/2020

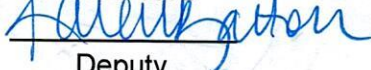
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**MINUTES OF THE BOARD OF SUPERVISORS**

On motion of Supervisor Perez, seconded by Supervisor Hewitt 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: March 10, 2020  
xc: DPSS

Kecia R. Harper  
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>	\$549,312	\$0	\$2,206,632	\$0
<b>NET COUNTY COST</b>	\$0	\$0	\$0	\$0
<b>SOURCE OF FUNDS:</b> Federal Funding 100%.			<b>Budget Adjustment:</b>	No
			<b>For Fiscal Year:</b>	19/20

**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 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 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 324 homeless CalWORKs families receiving services through the DPSS Family Stabilization Services (FSS) program. As of July 1, 2019, DPSS received \$2,547,000 for the current fiscal year, and allocated \$1,657,320 to HA for the period July 1, 2019 through June 30, 2020. On October 3, 2019, DPSS received email notification from the California Department of Social Services of a new augmentation of \$599,040. The official CFL has been received. An additional \$549,312 will be added to the Housing Authority contract for FY 19/20. This amendment would increase the maximum reimbursement amount by \$549,312, totaling \$2,206,632 to cover current fiscal year costs. The remaining \$939,408.00 will be dedicated to DPSS for administrative costs, 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 and families in the CalWORKs Rapid Re-housing program, and will provide support to homeless CalWORKs families that 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

**SUBMITTAL TO THE BOARD OF SUPERVISORS COUNTY OF RIVERSIDE,  
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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 with 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 annually 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 eight times as discussed below:

1. Amendment #1, effective July 1, 2015, increased the maximum reimbursement amount to \$1,500,000 annually;
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 annually;
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 annually;
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.
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.
8. Amendment #8, effective May 1, 2019, increased the maximum reimbursement amount for FY 18/19 to a not to exceed amount of \$1,825,244.

This First Amended and Restated MOU increases the maximum reimbursement amount for FY 19/20 to a not to exceed amount of \$2,206,632. The First Amended and Restated MOU has been approved as to form by County Counsel.

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."

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Prev. Agn. Ref.: 05/21/2019 (3.22); 01/08/2019 (3.30); 05/01/2018 (3.17); 01/23/18 (3.20);  
12/06/16 (#3.30);

**ATTACHMENTS:**

**ATTACHMENT A: FIRST AMENDED AND RESTATED MOU # CW-03145-09**

  
\_\_\_\_\_  
Gregory F. Priamos, Director County Counsel 3/3/2020

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

MEMORANDUM OF UNDERSTANDING: CW-03145-09

AGENCY: Housing Authority of the County of Riverside

TERM: July 1, 2015 - June 30, 2020

MAXIMUM REIMBURSABLE AMOUNT: \$1,500,000 for FY 15/16  
 \$ 775,000 for FY 16/17  
 \$1,435,000 for FY 17/18  
 \$1,825,244 for FY 18/19  
 \$2,206,632 for FY 19/20

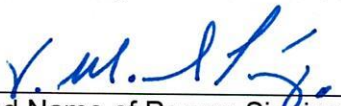

This First Amended and Restated Memorandum of Understanding, CW-03145-09, (hereinafter referred to as the "MOU"), effective upon signature by both parties, is made and entered into by and between the Housing Authority of the County of Riverside (hereinafter referred to as "Housing Authority") and the 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").


**WHEREAS**, DPSS and Housing Authority previously entered into that certain Memorandum of Understanding, CW-03145, for rapid re-housing services to eligible CalWORKs participants, approved by the Riverside County Board of Supervisors on August 18, 2015, Agenda Item 3-55, and the Housing Authority Board of Commissioners on September 1, 2015, Agenda Item 10-1, and effective July 1, 2015 (hereinafter referred to as the "Original MOU"); and

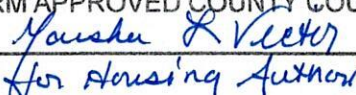
**WHEREAS**, DPSS and Housing Authority previously entered into that certain First Amendment, CW-03145-01, approved by the Riverside County Board of Supervisors on February 2, 2016, Agenda Item 3-11, and the Housing Authority Board of Commissioners on February 9, 2016, Agenda Item 10-2, and effective July 1, 2015; that certain Second Amendment, CW-03145-02, approved by the Riverside County Board of Supervisors on December 6, 2016, Agenda Item 3.30, and executed by Housing Authority on February 7, 2017, and effective July 1, 2016; that certain Third Amendment, CW-03145-03, executed July 6, 2017 and effective May 1, 2017; that certain Third Amendment, CW-03145-03A, executed August 15, 2017 and effective June 1, 2017; that certain Fourth Amendment, CW-03145-04, executed July 12, 2017 and effective July 1, 2017; that certain Fifth Amendment, CW-03145-05, approved by the Riverside County Board of Supervisors on January 23, 2018, Agenda Item 3.20, and the Housing Authority Board of Commissioners on January 23, 2018, Agenda Item 10.1, and effective July 1, 2017; that certain Sixth Amendment, CW-03145-06, approved by the Riverside County Board of Supervisors on May 1, 2018, Agenda Item 3.17, and the Housing Authority Board of Commissioners on May 8, 2018, Agenda Item 10.1, and effective May 1, 2018; that certain Seventh Amendment, CW-03145-07, approved by the Riverside County Board of Supervisors on January 8, 2019, Agenda Item 3.30, and the Housing Authority Board of Commissioners on January 8, 2019, Agenda Item 10.2, and effective January 1, 2019; and that certain Eighth Amendment, CW-03145-08, approved by the Riverside County Board of Supervisors on May 21, 2019, Agenda Item 3.22, and the Housing Authority Board of Commissioners on June 4, 2019, Agenda Item 10.1, and effective May 1, 2019; and

**WHEREAS**, DPSS and Housing Authority now desire to amend and restate the Original MOU, as amended, in its entirety to revise the line item budget and increase the maximum reimbursable amount for FY 19/20;

**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 (T&C) of this MOU attached hereto and incorporated herein by this reference. The T&C specify the responsibilities of DPSS and Housing Authority.

<b>Authorized Signature for DPSS:</b> 	<b>Authorized Signature for Housing Authority:</b> 
Printed Name of Person Signing: V. Manuel Perez	Printed Name of Person Signing: V. Manuel Perez
Title: Chairman, Board of Supervisors	Title: Chairman, Board of Commissioners
Date Signed:  MAR 10 2020	Date Signed:  MAR 10 2020

FORM APPROVED COUNTY COUNSEL  
 BY:  1/28/20  
 DANIELLE D. MALAND DATE  
 for DPSS

FORM APPROVED COUNTY COUNSEL  
 BY:  1/29/20  
 Yousha R. Victor DATE  
 for Housing Authority

ATTEST:  
 KECIA R. HARPER, Clerk  
 By:   
 DEPUTY

ATTEST:  
 KECIA R. HARPER, Clerk  
 By:   
 DEPUTY

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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 – Special Programs Monthly Vehicle Mileage Log Report
- Exhibit F – DPSS Journal Entry Worksheet and Instructions

**TERMS AND CONDITIONS****I. DEFINITIONS**

- A. "CDSS" refers to the California Department of Social Services.
- B. "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.
- C. "DPSS" refers to the County of Riverside and its Department of Public Social Services, which has administrative responsibility for this MOU.
- D. "EFT" refers to electronic funds transfer, which is the electronic transfer of money from one bank account to another.
- E. "Eligible Family(ies)" 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.
- F. "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.
- G. "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.
- H. "HA" or "Housing Authority" refers to the Housing Authority of the County of Riverside.
- I. "Homeless" is defined as (1) lacking a fixed or regular nighttime residence, or (2) having a primary nighttime residence that is a supervised publicly 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.
- J. "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.
- K. "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.
- L. "MOU" refers to this Memorandum of Understanding, including all exhibits attached.
- M. "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.
- N. "State" refers to the State of California and its Department of Social Services.



- O. "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 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 mode:

1. Electronic PDF submittal of Exhibit C by DPSS to authorized Housing Authority RRH program personnel.
- 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 Re-Housing 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.
    - 3.2.2 Receives, assesses and triages referrals from DPSS CalWORKs FSS Unit.
    - 3.2.3 Identifies appropriate permanent housing options for CalWORKs families.
    - 3.2.4 Identifies housing barriers.
    - 3.2.5 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.
    - 3.2.6 Comprehensive housing advocacy.
    - 3.2.7 Assists with completing rental applications and lease documents.
    - 3.2.8 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.
- 3.2.9 Landlord recruitment.
  - 3.2.10 Attends case conferencing meetings to coordinate services with case managers and other providers.
  - 3.2.11 Provides transportation assistance for the purpose of rapidly re-housing CalWORKs families.
  - 3.2.12 Conducts follow-up activities to support family in maintaining housing post lease-up
  - 3.3 Maintains client files and accurately 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 Re-Housing 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 10<sup>th</sup> of the following month. Housing Authority shall submit reports by the 10<sup>th</sup> 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 2076B – Contractor Expenditure Report, attached hereto as Exhibit B and incorporated herein by this reference, to DPSS Programs no later than the 30<sup>th</sup> 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 Re-Housing services as needed.

**B. REPORTING**

Housing Authority shall:

1. Effective July 1, 2015 through June 30, 2018, complete HSP 14 part C (Exhibit D) to comply with the State reporting requirements and provide the report and data to DPSS by the 10<sup>th</sup> of each month for services rendered in each preceding month.
2. Effective July 1, 2015 through June 30, 2018, submit part C of Exhibit D by the 10<sup>th</sup> 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 of each year 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 annual payment to Housing Authority under this MOU shall not exceed:

FISCAL YEAR PERIOD	ANNUAL PAYMENT
July 1, 2015 through June 30, 2016	\$1,500,000.00
July 1, 2016 through June 30, 2017	\$775,000.00
July 1, 2017 through June 30, 2018	\$1,435,000.00
July 1, 2018 through June 30, 2019	\$1,825,244.00
July 1, 2019 through June 30, 2020	\$2,206,632.00
Total	\$7,741,876.00

**2. LINE ITEM BUDGET**

FY 15/16 CalWORKs Housing Budget – Revised 02-09-16		
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.
<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 15/16 Budget</b>	<b>\$1,500,000</b>	

<b>FY 16/17 CalWORKs Housing Budget – Revised 07-27-17</b>		
<b>Budget Job Code Title</b>	<b>Amount</b>	<b>Description</b>
<b>Salaries</b>		
HA RRH Program Support	\$129,000	Salary (including fringe and benefits) for two (2) 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	\$2,100	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	\$500	Costs for mailing HSP customer related communication.
RRH Housing Assistance	\$642,500	Includes direct assistance for security deposits, rent, utilities, storage, remote/gate fees and other approved related permanent housing services.

<b>Total Operating Expenses</b>	\$775,000	
<b>Total FY 16/17 Budget</b>	\$775,000	

<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>	\$1,435,000.00	
<b>Total FY 17/18 Budget</b>	\$1,435,000.00	

<b>FY 18/19 CalWORKs Housing Budget – Revised 03/12/2019</b>		
<b>Budget Job Code Title</b>	<b>Amount</b>	<b>Description</b>
<b>Salaries</b>		
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
<b>Other</b>		
Conferences/Training	\$5,000.00	Travel/Conference/Training
Travel Expense	\$28,000.00	Costs for mileage at the County of Riverside rate on the DPSS Vehicle Mileage Log report to transport CW families during housing search. If County of Riverside 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.
<b>Total Operating Expenses</b>	<b>\$1,825,244.00</b>	
<b>Total FY 18/19 Budget for HA</b>	<b>\$1,825,244.00</b>	

<b>FY 19/20 CalWORKs Housing Budget – Revised 01/08/2020</b>		
<b>Budget Job Code Title</b>	<b>Amount</b>	<b>Description</b>
<b>Salaries</b>		
HA RRH Program Support	\$481,486.00	Direct housing assistance to CalWORKs families (fringe and benefits). Program Support also includes the HR TAP fee and Workers Compensation.
Conferences/Training	\$3,000.00	Travel/Conference/Training
Vehicle Use Expense	\$30,000.00	Costs for mileage at the County of Riverside rate on the DPSS Vehicle Mileage Log report to transport CW families during housing search. If County of Riverside vehicles are not available rental cars may be used plus applicable fuel costs.
RRH Housing Assistance	\$1,692,146.00	Includes direct assistance for security deposits, rent, utilities, storage, remote/gate fees, appliances, furniture and other approved related permanent housing services.
<b>Total HA Operating Expenses</b>	<b>\$2,206,632.00</b>	
<b>Total FY 19/20 Budget for HA</b>	<b>\$2,206,632.00</b>	

### 3. ALLOWABLE COSTS

Housing Authority shall receive reimbursement for providing RRH services and assistance to DPSS referred HSP clients up to the maximum reimbursable 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. 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.
- 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. The TAP payroll report is submitted via Excel.
- 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 of Riverside rate shall include Special Programs Monthly Vehicle Mileage Log Report (Exhibit E) and any other supporting documentation such as proof of payments or receipts. If County of Riverside vehicles are not available, rental cars may be used, plus applicable fuel costs. 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, utility deposits and/or utility arrearages, storage, remote/gate fees, appliances, furniture and other approved related permanent housing services 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). 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.

- h. An estimated billing for June will be due to be received by DPSS no later than the first Friday of June. The actual billing for June will be submitted to DPSS by July 30<sup>th</sup>.

## 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 Housing Authority'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 MOU 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 MOU 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, 2020 and may be renewed for successive one year periods, by mutual written amendment, 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 MOU 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 can be terminated without cause by either party upon thirty (30) days prior written notice to the other party.

#### 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  
Budget**

<b>FY 15/16 CalWORKs Housing Budget – Revised 02-09-16</b>		
<b>Budget Job Code Title</b>	<b>Amount</b>	<b>Description</b>
<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.
<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 15/16 Budget</b>	<b>\$1,500,000</b>	

<b>FY 16/17 CalWORKs Housing Budget – Revised 07-27-17</b>		
<b>Budget Job Code Title</b>	<b>Amount</b>	<b>Description</b>
<b>Salaries</b>		
HA RRH Program Support	\$129,000	Salary (including fringe and benefits) for two (2) 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	\$2,100	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	\$500	Costs for mailing HSP customer related communication.
RRH Housing Assistance	\$642,500	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>\$775,000</b>	
<b>Total FY 16/17 Budget</b>	<b>\$775,000</b>	

<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 03/12/2019</b>		
<b>Budget Job Code Title</b>	<b>Amount</b>	<b>Description</b>
<b>Salaries</b>		
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
<b>Other</b>		
Conferences/Training	\$5,000.00	Travel/Conference/Training
Travel Expense	\$28,000.00	Costs for mileage at the County of Riverside rate on the DPSS Vehicle Mileage Log report to transport CW families during housing search. If County of Riverside 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.
<b>Total Operating Expenses</b>	<b>\$1,825,244.00</b>	
<b>Total FY 18/19 Budget for HA</b>	<b>\$1,825,244.00</b>	

<b>FY 19/20 CalWORKs Housing Budget – Revised 01/08/2020</b>		
<b>Budget Job Code Title</b>	<b>Amount</b>	<b>Description</b>
<b>Salaries</b>		
HA RRH Program Support	\$481,486.00	Direct housing assistance to CalWORKs families (fringe and benefits). Program Support also includes the HR TAP fee and Workers Compensation.
Conferences/Training	\$3,000.00	Travel/Conference/Training
Vehicle Use Expense	\$30,000.00	Costs for mileage at the County of Riverside rate on the DPSS Vehicle Mileage Log report to transport CW families during housing search. If County of Riverside vehicles are not available rental cars may be used plus applicable fuel costs.
RRH Housing Assistance	\$1,692,146.00	Includes direct assistance for security deposits, rent, utilities, storage, remote/gate fees, appliances, furniture and other approved related permanent housing services.
<b>Total HA Operating Expenses</b>	<b>\$2,206,632.00</b>	
<b>Total FY 19/20 Budget for HA</b>	<b>\$2,206,632.00</b>	



Exhibit B

COUNTY OF RIVERSIDE
DEPARTMENT OF PUBLIC SOCIAL SERVICES

CONTRACTOR PAYMENT REQUEST

To: Riverside County
Department of Public Social Services
Attn: Management Reporting Unit
4060 County Circle Drive
Riverside, CA 92503

From:
Remit to Name
Address
Contractor Name
Contract Number

Total amount requested \_\_\_\_\_ for the period of \_\_\_\_\_ 20 \_\_\_\_\_

Select Payment Type(s) Below:

- Advance Payment (if allowed by Contract/MOU) \$ \_\_\_\_\_
Actual Payment \$ \_\_\_\_\_ (Same amount as 2076B if needed)
Unit of Service Payment \$ \_\_\_\_\_ # of Units) X (\$) \_\_\_\_\_
# of Units) X (\$) \_\_\_\_\_
# of Units) X (\$) \_\_\_\_\_

Any questions regarding this request should be directed to: \_\_\_\_\_
Name Phone Number

I hereby certify under penalty of perjury that to the best of my knowledge the above is true and correct

Authorized Signature Title Date

FOR DPSS USE ONLY (DO NOT WRITE BELOW THIS LINE)

Business Unit (5) Purchase Order # (10) Invoice #
Account (6) Amount Authorized
Fund (5) If amount authorized is different from amount request, please explain:
Dept ID (10)
Program (5) Program (if applicable) Date
Class (10) Management Reporting Unit Date
Project/Grant (15) Contracts Administration Unit Date
Vendor Code (10) General Accounting Section Date

## DEPARTMENT OF PUBLIC SOCIAL SERVICES FORMS

Mailing Instructions: When completed, these forms will summarize all of your claims for payment. Your Claims Packet will include DPSS 2076A, 2076B (if required), invoices, payroll verification, and copies of canceled checks attached, receipts, bank statements, sign-in sheets, daily logs, mileage logs, and other back-up documentation needed to comply with Contract/MOU.

Mail Claims Packet to address shown on upper left corner of DPSS 2076A.  
[see method, time, and schedule/condition of payments].  
(Please type or print information on all DPSS Forms.)

DPSS 2076A

## CONTRACTOR PAYMENT REQUEST

## "Remit to Name"

The legal name of your agency.

## "Address"

The remit to address used when this contract was established for your agency. All address changes must be submitted for processing prior to use.

## "Contractor Name"

Business name, if different than legal name (if not leave blank).

## "Contract Number"

Can be found on the first page of your contract.

## "Amount Requested"

Fill in the total amount and billing period you are requesting payment for.

## "Payment Type"

Check the box and enter the dollar amount for the type(s) of payment(s) you are requesting payment for.

## "Any questions regarding..."

Fill in the name and phone number of the person to be contacted should any questions arise regarding your request for payment.

## "Authorized Signature, Title, and Date (Contractor's)"

Self-explanatory (required). Original Signature needed for payment.

EVERYTHING BELOW THE THICK SOLID LINE IS FOR DPSS USE ONLY AND SHOULD BE LEFT BLANK.



**Exhibit C**

Riverside County Department of Public Social Services  
**HOUSING SUPPORT PROGRAM RAPID REHOUSING REFERRAL FORM**

Referral Date: \_\_\_\_\_ Office: \_\_\_\_\_

CUSTOMER NAME: \_\_\_\_\_  
City State Zip Code

CURRENT ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ ALTERNATE PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

**HOUSEHOLD COMPOSITION**

First and Last Name	Relationship to Applicant	Birthdate	Age	Sex	Social Security No.

**INCOME INFORMATION**

What is the total annual income of all household members? (Include wages, salaries and tips; other income such as alimony, child support and Social Security, CalWORKs or other benefits)

Customer's Full Name	Source of Income	Frequency (Weekly, Monthly, etc.)	Total Monthly Amount
<b>Total Monthly Household Income</b>			

**DPSS STAFF CONTACT INFORMATION**

Referring Case Worker Name \_\_\_\_\_  
 Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Phone \_\_\_\_\_ Email \_\_\_\_\_

DPSS 4452 (8/18) RAPID REHOUSING REFERRAL FORM

Exhibit D

STATE OF CALIFORNIA - HEALTH AND HUMAN SERVICES AGENCY

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES  
DATA SYSTEMS AND SURVEY DESIGN BUREAU

**CalWORKs Housing Support Program (HSP)  
Monthly Status Report  
HSP 14**

DOWNLOAD REPORT FORM FROM:  
<http://www.cdss.ca.gov/dssdb/>  
E-MAIL COMPLETED REPORT FORM TO:  
[admhsp14@dss.ca.gov](mailto:admhsp14@dss.ca.gov)

COUNTY NAME	VERSION	REPORT MONTH	REPORT YEAR
When completing the report each month, complete Items 1 and 11 first, using last month's report as reported to CDSS as the source.			
<b>PART A. REQUESTS/REFERRALS FOR SERVICES</b>			<b>Total Requests/ referrals</b>
<b>Requests/referrals Issued</b>			
1. Requests/referrals pending at the end of last month, as reported to CDSS in Item 10 on last month's report.....			1
2. Requests/referrals adjustment (correction) (Item 3 minus Item 1, positive or negative number, automatically calculated)..... <i>This item is a correction to last month's Item 10 entry. If Item 2 is zero, leave the Item 2 Explanation box in the Comments section blank. If Item 2 is not zero, explain the reason for the adjustment/correction in the Item 2 Explanation box.</i>			2
3. Requests/referrals pending at the beginning of the month.....			3
4. Requests/referrals received during the month.....			4
5. Total requests/referrals on hand during the month (Item 3 plus Item 4).....			5
<b>Requests/referrals Denied</b>			
6. Requests/referrals denied during the month (Sum of Items 6a through 6e)..... In Items 6a through 6e, select the primary reason for the denial.			6
a. Family does not have a CalWORKs recipient.....			7
b. Family is not in an eligible residence situation (not homeless or not in imminent danger of becoming homeless).....			8
c. Family does not meet additional county eligibility criteria.....			9
d. HSP funding is not available.....			10
e. Other denials including withdrawals (Explain in Item 6e Explanation box).....			11
<b>Requests/referrals Approved</b>			
7. Requests/referrals approved during the month.....			12
8. Of the requests/referrals approved in Item 7, total persons in the family (Sum of Items 8a through 8d)..... In Items 8a through 8d, include all persons in the family's request/referral, including those not in the CalWORKs Assistance Unit.			13
a. Age 0 - 23 months.....			14
b. Age 2 - 5 years.....			15
c. Age 6 to 17 years.....			16
d. Age 18 years and older.....			17
9. Of the requests/referrals approved in Item 7, the family's residence status at time of approved request/referral (Item 9a plus Item 9b, also Item 9 is equal to Item 7).....			18
a. Family lacking fixed and regular nighttime residence (Item 9a1 plus Item 9a2).....			19
1) Family having a primary nighttime residence that is a supervised publically or privately operated shelter designed to provide temporary living accommodations.....			20
2) Family residing in a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings.....			21
b. Family in receipt of a judgment for eviction, as ordered by the court.....			22
10. Requests/referrals pending at the end of the month (Item 5 minus Item 6 minus Item 7) (This month's Item 10 will be next month's Item 1).....			23

PART B. CASELOAD MOVEMENT			Total Cases
<b>Active Cases</b>			
11. Cases carried forward from last month, as reported to CDSS in Item 19 on last month's report.....			24
12. Cases adjustment (correction) (Item 13 minus Item 11, positive or negative number, automatically calculated)..... <i>This item is a correction to last month's Item 19 entry. If Item 12 is zero, leave the Item 12 Explanation box in the Comments section blank. If Item 12 is not zero, explain the reason for the adjustment in the Item 12 Explanation box.</i>			25
13. Cases at the beginning of the month.....			26
14. New cases added during the month (Same as Item 7 Requests/referrals approved).....			27
15. Total cases on hand during the month (Item 13 plus Item 14).....			28
<b>Cases Discontinued (Family Exits)</b>			
	In Permanent Housing	Not in Permanent Housing	Total Cases
16. Cases discontinued (family exits) during the month (Sum of Items 16a through 16g, also equal to Item 17)..... In Items 16a through 16g, select the primary reason for exiting.	29	30	31
a. Family completed the HSP (HSP services were provided, but are no longer needed).....	32	33	34
b. Family no longer has a CalWORKs recipient.....	35	36	37
c. Family is non-compliant with HSP requirements.....	38	39	40
d. Family is no longer eligible per county requirements (includes cases in which family reached the county's funding maximum).....	41	42	43
e. Family moved out of the county.....			44
f. Family whereabouts are unknown.....			45
g. Family has other reason for exiting (Explain in Item 16g Explanation box).....	46	47	48
17. Of the cases in Item 16, the family's housing situation at exit (Sum of Items 17a through 17h, Item 17 is also equal to Item 16).....	49	50	51
a. Family is in permanent housing and is not receiving a subsidy.....	52		
b. Family is in permanent housing and is receiving a subsidy.....	53		
c. Of those reported in Item 9b, family retained permanent housing after receipt of judgment for eviction, as ordered by the court.....	54		
d. Family is sharing housing with relatives/friends.....	55	56	57
e. Family is in a shelter or nighttime residence that is a supervised publically or privately operated shelter.....		58	
f. Family is residing in a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings.....		59	
g. Family has unknown housing situation.....			60
h. Family has other housing situation (Explain in Item 17h Explanation box).....	61	62	63
18. Of the cases in Items 17a, 17b, 17d, and 17h, families in permanent housing at the time of exit (Sum of Items 18a through 18d)..... In Items 18a through 18d, select the length of time in HSP after placed in permanent housing.	64		
a. One calendar month or less (includes families receiving only deposit and/or 1st month's rent).....	65		
b. Two - three months.....	66		
c. Four - five months.....	67		
d. Six months or more.....	68		

Case Status at the End of the Month		Total Cases
19. Cases on hand at the end of the month (Item 15 minus Item 16) (This month's Item 19 will be next month's Item 11).....		69
20. Of the cases in Item 19, the housing status of the family at the end of the month (Sum of Items 20a through 20c, Item 20 is also equal to Item 19).....		70
a. Family is not in permanent housing.....		71
b. Family was placed or moved into permanent housing during the month (Sum of Items 20b1 through 20b4, Item 20b is to be completed ONLY in the month the family obtains permanent housing).....		72
In Items 20b1 through 20b4, select the calendar days between request/referral and placement in permanent housing.		
1) 13 days or less.....		73
2) 14 - 29 days.....		74
3) 30 - 45 days.....		75
4) 46 days or more.....		76
c. Family is in ongoing permanent housing.....		77
PART C. FINANCIAL ASSISTANCE		Total Cases
21. Of the cases in Item 15, cases that were issued financial assistance during the month (Unduplicated cases).....	78	79
Cell 78 is the sum of all HSP expenditures, Items 22 through 30, issued to the family, automatically calculated. Cell 79 is an unduplicated HSP case count, requiring an entry.		
In Items 22-30, select all the services that apply.		
22. Total rental assistance issued to the family during the month (Item 22a plus Item 22b).....	80	81
a. Full monthly rental subsidy issued (Sum of Items 22a1 through 22a6).....	82	83
1) Less than \$501.....	84	85
2) \$501 - \$750.....	86	87
3) \$751 - \$1,000.....	88	89
4) \$1,001 - \$1,300.....	90	91
5) \$1,301 - \$1,800.....	92	93
6) More than \$1,800.....	94	95
7) Of the cases in Item 22a (Cell 83), median amount of the full monthly rental assistance expenditures.....	96	
b. Partial rental assistance issued (Sum of Items 22b1 through 22b6) (Cases in which the family pays some portion of the monthly rent).....	97	98
1) Less than \$501.....	99	100
2) \$501 - \$750.....	101	102
3) \$751 - \$1,000.....	103	104
4) \$1,001 - \$1,300.....	105	106
5) \$1,301 - \$1,800.....	107	108
6) More than \$1,800.....	109	110
7) Of the cases in Item 22b (Cell 98), median amount of the partial monthly rental assistance expenditures.....	111	
23. Security deposits issued during the month.....	112	113
24. Utility deposits issued during the month.....	114	115
25. Utility payments issued during the month.....	116	117
26. Moving costs issued during the month.....	118	119
27. Motel or hotel vouchers issued during the month.....	120	121
28. Paid shelter costs issued during the month.....	122	123
29. Making home habitable costs issued during the month.....	124	125
30. Other financial assistance issued during the month (Explain in Item 30 Explanation box).....	126	127

PART D. HOUSING AND RELOCATION SERVICES			Total Cases
31. Of the cases in Item 15, cases that were issued housing and/or relocation services during the month (Unduplicated cases).....			128
32. Of the cases in Item 31, services provided during the month (Sum of Items 32a through 32f).....			129
In Items 32a through 32f, select all services that apply.			
a. Case management.....			130
b. Landlord engagement.....			131
c. Housing search and placement.....			132
d. Legal services.....			133
e. Credit repair.....			134
f. Other (Explain in Item 32f Explanation box).....			135
<b>COMMENTS</b>			
<u>General Comments</u>			
<u>Item 2 Explanation</u>			
<u>Item 6e Explanation</u>			
<u>Item 12 Explanation</u>			
<u>Item 16g Explanation</u>			
<u>Item 17h Explanation</u>			
<u>Item 30 Explanation</u>			
<u>Item 32f Explanation</u>			
<u>Revised Report Explanation (Complete if Revised is selected. If Initial is selected this box remains blank)</u>			
CONTACT PERSON	TELEPHONE	EXTENSION	FAX
JOB TITLE/CLASSIFICATION	E-MAIL		DATE SUBMITTED



**Exhibit E**

Special Programs Monthly Vehicle Mileage log
*Use This Form to report all usage of County Vehicle Mileage in Compliance with Board Policy D-2, D-10

Vehicle #: \_\_\_\_\_  
 Vehicle Description: \_\_\_\_\_

\*Please Print Legibly.

Date	Employee ID	Name	Destination(s)	Purpose of Trip	Program	Mileage Reading	
						Start	End

\*Use a New Sheet for Each Month

# Exhibit F

**COUNTY OF RIVERSIDE  
JOURNAL ENTRY WORKSHEET**

TRANS TYPE: JE    JE DATE: \_\_\_\_\_    FY: \_\_\_\_\_  
JE NUMBER: \_\_\_\_\_

SET ID: RIVCO

Debit Doc Total	Credit Doc Total
\$0.00	\$0.00

Line #	BUS UNIT (6)	FUND (6)	DEPT ID (10)	ACCOUNT (6)	PROGRAM (6)	PROJECT/GRANT (16)	CLASS (10)	DESCRIPTION (30)	(+) DEBIT AMOUNT	(-) CREDIT AMOUNT
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										

CASH DEBIT

CASH CREDIT

APPROVED BY \_\_\_\_\_ DATE \_\_\_\_\_  
PREPARED BY \_\_\_\_\_ PHONE \_\_\_\_\_

APPROVED BY \_\_\_\_\_ DATE \_\_\_\_\_  
PREPARED BY \_\_\_\_\_ PHONE \_\_\_\_\_

CREATED BY: Pamela Ferris  
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