

AMENDMENT NUMBER 1

to the
MEMORANDUM OF UNDERSTANDING
BETWEEN

Sonoma County Human Services Department

AND

Community Development Commission

to provide

Housing Locator for Housing Assistance Response Team (HART)

Funding Amount: \$449,577

Term: **02/01/2019-06/30/2022**

Funding Sources: Cal OES Domestic Violence Housing First Program and Federal Temporary Assistance for Needy Families (TANF) and State/local funds

Catalog of Federal Domestic Assistance (CFDA) Number: 93.558

HSD Agreement Number: ET-CDC-HART-1820

I. Preamble

On February 1, 2019, the Sonoma County Human Services Department (hereinafter "Human Services"), and the Sonoma County Community Development Commission (hereinafter "CDC") executed a Memorandum of Understanding (hereinafter "MOU") for the provision of SonomaWORKS Home Visiting Services.

As provided by Article XI. Merger, the parties hereby evidence their intent and desire to amend the MOU, specifically as follows:

1. Update Preamble to include the addition of California Department of Social Services (CDSS) Housing Support Program (HSP) funding;
2. Extend the Term of the Agreement to June 30, 2022; and
3. Replace Exhibit A, Scope of Work.

RECITALS

- A. The purpose of this Amendment is to modify the terms and conditions of the MOU between Human Services and CDC.
- B. The parties hereto are desirous of modifying the MOU in accordance with the terms and conditions set forth herein.

SPECIFIC PROVISIONS

Preamble

This Memorandum of Understanding (hereinafter "MOU"), dated as of February 1, 2019 (hereinafter "Effective Date"), is by and between the Sonoma County Human Services Department (hereinafter "Human Services"), and the Sonoma County Community Development Commission (hereinafter "CDC").

Whereas, Human Services clients experiencing housing instability or homelessness; and

Whereas, Sonoma County has received funding from the California Office of Emergency Services (CalOES) and California Department of Social Services (CDSS) Housing Support Program (HSP) to provide housing location assistance to victims of domestic violence and to SonomaWORKS clients; and

Whereas, CDC has the expertise in the delivery of services contemplated by this MOU; and

Whereas, both Human Services and CDC have a mutual goal of serving the citizens of Sonoma County,

Now, therefore, the parties agree as follows:

General Provisions

II. Term of Memorandum of Understanding

- A. The term of this Memorandum of Understanding shall be from February 1, 2019 through June 30, 2022 unless terminated earlier in accordance with the provisions in II.B.

Exhibit A: Scope of Work

A. Housing Support Program (HSP) Housing First Program

The Housing Support Program (HSP) Housing First Program addresses the housing needs of SonomaWORKS clients experiencing homelessness and housing instability.

CDC Responsibilities

- a. CDC will provide up to a full-time Housing Locator to recruit and engage landlords to identify potential rental properties; negotiate financial arrangements to encourage landlords to rent to those receiving subsidies; provide financial incentives to landlords, including reimbursement for additional security deposits, paying last month's rent, assistance in bringing a unit up to habitability standards, and paying for tenant screening reports; provide intensive personalized location assistance; fill out applications and advocate on behalf of participant with potential landlord; arrange for shared or innovative housing arrangements for participants when appropriate; and complete initial inspections of rental units for habitability standards prior to move in.
 - i. Housing Locator will coordinate with the Housing Support Program case managers and with the referring SonomaWORKS staff to find appropriate housing and funding for participants.
 - a. Financial assistance will be funded by the referring Human Services Division's Homeless Housing funding resources, as each program allows.
 - ii. Housing Locator will collaborate with Human Services staff to develop the HSP, including the coordination of operational issues, program evaluation, and the development of performance measures and reporting tools.
 - iii. Housing Locator will split office time between the CDC and Employment and Training Division offices to allow for coordination and collaboration among the housing team. The position will be supervised by CDC staff.
 - iv. CDC must report data and outcomes using the Homeless Management Information System (HMIS).
 - v. CDC will adhere to the HMIS requirements for timely data collection, data entry and data quality.
 - vi. CDC will provide participation and outcome data to Human Services by the 15th day of the month following which services occurred or as discussed with Human Services.
 - vii. CDC will work with Human Services to develop specific data reporting expectations and reporting requirements.

Human Services Responsibilities

- a. Human Services will refer participants for Housing Location assistance.

- b. Human Services will ensure that individuals referred have necessary supportive services and other supports to optimize success.
- c. Human Services will determine the duration of housing support, including extensions and length of financial assistance.
- d. Human Services will require participants to sign a release form to authorize the exchange of confidential information between Human Services and CDC.
- e. Human Services will take the lead on program development.
- f. Human Services will organize and plan meetings between CDC and Human Services staff as needed.

B. FISCAL PROVISIONS

1. Compensation

- a. As compensation for services contemplated by this MOU, CDC shall receive a maximum of \$449,577 or 129,859 per fiscal year, for the services provided by one (1) FTE time-limited Housing Locator position. Compensation amount includes \$20,000 per fiscal year for administrative expenses.

2. Cost Claims

- a. CDC shall submit to Human Services quarterly cost reports for which reimbursement is sought.
- b. CDC shall not claim reimbursement under this MOU for expenditures reimbursed or financed by any other federal, state, or local government source. No supplantation of program financing by CDC is contemplated or allowed.

IN WITNESS WHEREOF, the parties hereto have executed this MOU as the Effective Date.

Community Development Commission

Human Services Department

By: _____
Geoffrey Ross
Executive Director

By: _____
Karen Fies
Director

Date: _____

Date: _____

Reviewed for Content

By: _____
Katherine Greaves
Division Director
Employment & Training Division