



LASSEN COUNTY

Health and Social Services Department

G4

- ☒ **HSS Administration**
- ☐ **Public Guardian**
336 Alexander Avenue
Susanville, CA 96130
(530) 251-8128
- ☐ **Grant and Loans Division**
1445 Paul Bunyan Road
Susanville, CA 96130
(530) 251-8309
- ☐ **Behavioral Health**
555 Hospital Lane
Susanville, CA 96130
(530) 251-8108/8112

Chestnut Annex
1400-A & B Chestnut Street
Susanville, CA 96130
(530) 251-8112
- ☐ **Patients' Rights Advocate**
336 Alexander Avenue
Susanville, CA 96130
(530) 251-8322
- ☐ **Public Health**
1445 Paul Bunyan Road
Susanville, CA 96130
(530) 251-8183
- ☐ **Environmental Health**
1445 Paul Bunyan Road
Susanville, CA 96130
(530) 251-8183
- ☐ **Community Social Services**
336 Alexander Avenue
Susanville, CA 96130

**LassenWORKS
Business & Career Network**
PO Box 1359
1616 Chestnut Street
Susanville, CA 96130
(530) 251-8152

Child & Family Services
1600 Chestnut Street
Susanville, CA 96130
(530) 251-8277

Adult Services
PO Box 429
1445 Paul Bunyan Road
Susanville, CA 96130
(530) 251-8158
- ☐ **HSS Fiscal**
PO Box 1180
Susanville, CA 96130
(530)251-2614

Date: January 28, 2020

To: David Teeter, Chairman
Lassen County Board of Supervisors

From: Barbara Longo, Director
Health and Social Services

Subject: Amendment to the Memorandum of Understanding with
Partnership HealthPlan of California for the Local Innovation
Grant on Housing

Background:

In October 2018, the Board of Supervisors took action to approve the original Memorandum of Understanding (MOU) between Partnership HealthPlan of California (PHC) and Lassen County Health and Social Services.

Lassen County received a grant for \$323,225.00 from PHC in response to our application of funding. HSS is utilizing PHC's Local Innovation Grant to fund a tenant based housing rehabilitation program. This program will provide financial assistance in the form of low-interest loans and grants to local property owners for the cost of necessary repairs that will provide the low-income tenant with a healthy, safe, sanitary, and code compliant property.

The amendment to this MOU will extend the Term, update the Grant Proposal documents and replace the Payment Schedule. The total amount of the Grant will not be changed with this amendment.

Fiscal Impact:

There is no impact to County General Funds. This is a Revenue Agreement.

Action Requested:

1) Approve the Amendment; and 2) Authorize the County Administrative Officer to execute the Amendment.



AMENDMENT NO. 1 TO MEMORANDUM OF UNDERSTANDING

Between

Partnership HealthPlan of California ("PHC")

And

Lassen County through its Health and Social Services Department ("Grantee")

July 1, 2018

This amendment (the "Amendment") is made by Partnership HealthPlan of California ("PHC") and Lassen County through its Health and Social Services Department ("Grantee"), parties to the Memorandum of Understanding for the Local Innovation Grant on Housing ("Agreement") dated July 1, 2018. This Amendment is to be effective the last date of signature.

RECITALS

WHEREAS, the Parties entered into a Memorandum of Understanding dated July 1, 2018;

WHEREAS, the Parties desire to amend the terms of the Agreement as set forth below:

1. Term and Termination: The term of the Agreement is amended as such to extend the term from July 1, 2020 to December 31, 2021.
2. Attachment B – Payment Schedule: Attachment B – Payment Schedule is deleted in its entirety and is replaced with the new Attachment B – Payment Schedule which is hereby attached and incorporated into the Agreement.
3. Attachment C – Grant Proposal: The Budget for Innovation Grants on Housing and Revised Request documents of Attachment C - Grant Proposal are deleted in their entirety and are replaced with the revised Budget for Innovation Grants and Revised Request documents which are hereby attached and incorporated into the Agreement.

FURTHERMORE, except as specifically modified and amended hereby, all of the terms, provisions, requirements and specifications contained in the Agreement will remain in full force and effect.

This Amendment may be executed by electronic signature or in one or more counterparts, each of which shall be deemed an original, but all of which, together, shall constitute one agreement.

IN WITNESS THEREOF, the Parties hereto have caused their duly authorized representatives to execute this Amendment to be effective the date indicated above.

<<SIGNATURE PAGE TO IMMEDIATELY FOLLOW>>

**PARTNERSHIP HEALTHPLAN
OF CALIFORNIA "PHC"**

By: _____

Name: _____

Title: _____

Date: _____

LASSEN COUNTY

By: _____

Name: Barbara Longo

Title: Director, Health and Social Services

Date: _____

LASSEN COUNTY

Approved as to Form:

By: _____

Name: Robert M. Burns

Title: Lassen County Counsel

Date: 1-22-20

LASSEN COUNTY

By: _____

Name: Richard Egan

Title: County Administrative Officer

Date: _____

ATTACHMENT B
PAYMENT SCHEDULE

Disbursement and Amount	Scheduled Date	Deliverables
30% of grant funds	Within 45 days of executed MOU	<ul style="list-style-type: none"> • Execution of amended MOU • Written program guidelines for the Tenant-Based Rental Assistance Program
30% of grant funds	Within 60 days after first six months of Program Year One	<ul style="list-style-type: none"> • Written progress report as detailed in Attachment A, the budget and sustainability plans, with revisions if needed.
30% of grant funds	Within 60 days after the completion of Program Year One	<ul style="list-style-type: none"> • Written progress report as detailed in Attachment A, the budget and sustainability plans, with revisions if needed.
10% of grant funds	Within 60 days after the completion of Program Year two	<ul style="list-style-type: none"> • Written final progress report as detailed in Attachment A, including a description of the expenditure of grant funds.



Budget for Innovation Grants on Housing

Organization/Contractor: Lassen County Health and Social Services

Project Title: Tenant-Based Rental Assistance Program

Project Period: 24 months from MOU execution

Project Director Name/Title: Barbra Longo

Phone: (530) 251-8128

Email: blongo@co.lassen.ca.us

A. Project Staff Salary and Benefits

Name	Title	Salary	Benefits	FTE%	Total
	Housing Program Coordinator	\$51,673.00	\$20,652.00	10%	\$7,232.50
	Housing Grants Specialist	\$42,952.00	\$19,228.00	10%	\$6,218.00
	Accounting Technician	\$23,884.00	\$10,007.00	10%	\$3,389.10
Total Salary and Benefits					\$16,839.60

B. Other Direct Costs

Item	Description/Justification	Total
Tenant Based Rental Assistance	20-30 Participants	\$290,224.15
General Administrative Costs	Five Percent (5%) of Allocation	\$16,161.25
If Including Equipment		
Equipment Type	Purpose	
Total Other Direct Costs		\$306,385.40

C. Subcontract(s)

Organization	Contact Person	Activity	Total
Total Subcontract(s)			\$0.00

Project Director

12/13/19
Date

TOTAL BUDGET REQUEST \$323,225.00

COUNTY OF LASSEN
HEALTH AND SOCIAL SERVICES
PHC's Local Innovation Grants on Housing
Request for Proposals (RFP)

Revised Request

Lassen County's Health and Social Services Department is pleased to submit for review a revised request for funding to Partnership Health of California's (PHC) Local Innovation Grants on Housing. The County is proposing to fund a Tenant-Based Rental Assistance Program to provide very low-income individuals or families with assistance in securing and/or stabilizing in rental housing.

Tenant-Based Rental Assistance Program

The Tenant-Based Rental Assistance Program will provide assistance to eligible households who need help securing and maintaining housing. These funds will be used to assist eligible households with security deposits, time-limited rent subsidies, utility assistance, move-in assistance (application fees, furnishings, utilities, U-Haul), and other housing supports that ensure household's ability to obtain and maintain housing. Rental assistance will be time limited (up to 12 months).

The program will require a minimum of tenant contribution (30 percent of their household income) towards the rent costs. The rental subsidy will cover the difference between the reasonable rental rate and the tenant's contribution. Reasonable rental rates will be determined by HUD's FMR schedule. The guidelines for this Program will be modeled after similar Rapid Re-Housing Programs that incorporate housing case management and supportive services.

Target Population

The target population for the Tenant-Based Rental Assistance Program will be PHC members with very low-income who are homeless or at risk of homelessness. Eligible households must qualify with an annual gross income at or below the very low income category of the California Department of Housing and Community Development's Official State Income Limits.

Projected Number of Households to be Served

Lassen County Health and Social Services hopes to serve 20-30 households through the Tenant-Based Rental Assistance Program

How Success Will Be Measured

Success of the Tenant-Based Rental Assistance Program will be measured by tracking the total amount of households served, the number of homeless households who secure housing, and the number of evictions prevented.