

MEMORANDUM OF UNDERSTANDING

Between

Northstar, Supported Living Services, Inc.

And

**El Dorado County Department of Human Services, Community Services Division –
Public Housing Authority**

For

**Supportive Services for Housing Choice Voucher Program
for Clients with Disabilities**

This Memorandum of Understanding (MOU) is a supportive services agreement entered into by and between the El Dorado County Department of Human Services Public Housing Authority (hereinafter referred to as EDCPHA) and Northstar, Supported Living Services, Inc. (hereinafter referred to as "Contractor"). This MOU sets forth each partner's role and responsibilities relative to the Housing Choice Voucher Rental Assistance Program.

WITNESSETH

WHEREAS, the EDCPHA is responsible for administering the Housing Choice Voucher rental assistance program, and

WHEREAS, the EDCPHA provides rental assistance to disabled households, and

WHEREAS, Northstar, Supported Living Services, Inc., has the experience and expertise to provide supportive services to disabled clients.

NOW, THEREFORE, EDCPHA and Northstar, Supported Living Services, Inc. mutually agree as follows:

I. PURPOSE

The purpose of this Memorandum of Understanding, hereinafter referred to as MOU, is to establish a cooperative working relationship among the parties and to define roles and responsibilities with respect to providing affordable rental housing and supportive services to disabled households.

II. TERM OF AGREEMENT

The MOU shall be effective upon execution by all parties and shall remain in effect until terminated by written notification by either party to the Agreement.

III. SCOPE OF SERVICES

1. EDCPHA agrees to:

- A. Provide rental assistance to wait-list, eligible disabled households through the Housing Choice Voucher program.
- B. Communicate with partner to determine the necessary supportive services for mutual clients to ensure success in obtaining safe, affordable housing.
- C. Communicate with partner the ongoing needs for mutual clients in order to ensure continued success in maintaining safe, affordable housing.
- D. Assistance in gaining access to other supportive services

2. Northstar, Supported Living Services, Inc. agrees to:

- A. Provide the following supportive services to mutual clients:
 - a. Assist clients to budget funds to cover the cost of moving
 - b. Assist clients to budget security deposit funds
 - c. Assist clients to budget utility hook-up fees
 - d. Medical care

- e. Assist clients to arrange transportation for rental housing selection
 - f. Assist clients to arrange transportation to appointments with EDCPHA
 - g. Educational opportunities
 - h. Employment
 - i. Child care
 - j. Assistance in gaining access to other supportive services
 - k. Identification of private funding sources to cover the cost of unit modifications
- B. Northstar, Supported Living Services, Inc. agrees to submit to the EDCPHA on a quarterly basis the Client Services Summary Report (Attachment A) for mutual clients.

V. COMPENSATION

For the purposes of this Agreement, no compensation shall be exchanged by either party.

VI. MODIFICATION

This Agreement may be amended by mutual consent of the parties hereto. Said amendments shall become effective only when in writing and fully executed by duly authorized officers of the parties hereto. Either party may terminate this Agreement for any reason upon thirty (30) days written notice to the other party.

VII. GOALS

Jointly, the parties to this Memorandum of Understanding agree to work together to:

1. Provide disabled households with safe, affordable rental housing;
2. Ensure clients remain housed after initial placement;
3. Provide clients with tools to become self-sufficient.

VIII. NOTICES TO PARTIES:

All notices to be given by the parties hereto shall be in writing. Notices to EDCPHA shall be addressed as follows:

DOUG NOWKA, DIRECTOR
DEPARTMENT OF HUMAN SERVICES
HOUSING AND COMMUNITY DEVELOPMENT PROGRAMS
550 MAIN STREET, SUITE C
PLACERVILLE, CA 95667
ATTN: JOYCE ALDRICH
PROGRAM MANAGER

Or such other location/person as EDCPHA directs.

Notices to Northstar, Supported Living Services, Inc. shall be addressed as follows:

NORTHSTAR SERVICES
ATTENTION: CLAUDIA BOLTON, PRESIDENT
4171 STARKES GRADE ROAD
PLACERVILLE, CA 95667

IX. TIME IS OF THE ESSENCE

Time is hereby expressly declared to be of the essence in this Agreement and of each and every provision hereof, and each such provision is hereby made and declared to be a material, necessary, and essential part of this Agreement.

X. CONTRACT ADMINISTRATOR

The County officer or employee with responsibility for administering this Agreement is Joyce Aldrich, Program Manager, Human Services Department, or successor.

REQUESTING CONTRACT ADMINISTRATOR CONCURRENCE:

By: Joyce Aldrich Dated: 11/15/07
Joyce Aldrich, Program Manager
Human Services Department

REQUESTING DEPARTMENT HEAD CONCURRENCE:

By: D. Nowka Dated: 11/20/07
Doug Nowka, Director
Human Services Department

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the dates indicated below, the latest of which shall be deemed to be the effective date of this Agreement.

-- COUNTY OF EL DORADO --

Dated: _____

By: _____

Chairman
Board of Supervisors
"County"

acting as the governing board of
the El Dorado County Public
Housing Authority

ATTEST:
Cindy Keck, Clerk
of the Board of Supervisors

By: _____ Date: _____
Deputy Clerk

-- CONTRACTOR --

Dated: 1-10-08

NORTHSTAR, SUPPORTED LIVING SERVICES, INC.
A CALIFORNIA CORPORATION

By: Claudia Bolton

Claudia Bolton
President
"Contractor"

By: [Signature]
Corporate Secretary

Dated: 1/17/08

