

**MEMORANDUM OF UNDERSTANDING  
(\$525,000)**

Between

**Santa Barbara County  
Public Health Department**

and

**Santa Barbara County  
Community Services  
Housing and Community Development**



**Housing for Medically Vulnerable Seniors Program**  
Whole Person Care Pilot

## **Memorandum of Understanding**

### **For**

### **Medically Vulnerable Seniors Supportive Housing Program**

This Memorandum of Understanding (MOU) is entered into by and between County of Santa Barbara Department of Community Services Housing and Community Development Division (HCD) and the Public Health Department (PHD). This MOU is a nonbinding statement of intent between the parties regarding staffing and administrative activities. It confers no legal obligations or rights upon the parties and is not a contract for any purposes.

### **Recitals**

Whereas:

1. The County of Santa Barbara ("County") has received funds from the State of California ("State") under the Whole Person Care Pilot program, hereafter referred to as "WPC"; and
2. On November 6, 2018, the County Board of Supervisors approved accepting a grant from Department of Health Care Services in the amount of \$1,166,412 in funding for a whole person care pilot project; and
3. On June 15, 2021 the County Board of Supervisors approved one sub-recipient agreements with New Beginnings Counseling Center for \$498,750 for Supportive Housing Placement and Stabilization Services for medically fragile seniors; and
4. PHD administers the WPC Program on behalf of the County; and
5. HCD has extensive expertise in overseeing local, state and federal funding for supportive housing and will administer the agreement with New Beginnings Counseling Center; and
6. Both PHD and HCD will mutually benefit by cooperatively working to undertake the housing projects as detailed in the sub-recipient agreement before the Board of Supervisors on June 15, 2021; and
7. This MOU does not obligate the County to proceed with supportive housing or take any specific action regarding the Project; and

**NOW, THEREFORE, IT IS AGREED:**

1. Scope of Work

A Housing Program Specialist position will oversee any review process for supportive housing proposals, contracting, project development, invoicing, monitoring and incorporation of evidence-based housing and service models.

The supportive housing project has a three-year pilot program for supportive housing for medically vulnerable seniors.

2. Responsibilities of HCD:

- a. Facilitate start up meetings, monthly meetings, referral processing and project monitoring.
- a. Review all invoices and quarterly reports to track project progress. Through cost reimbursement, HCD will reimburse the supportive housing provider for the scope of work and will request reimbursement from PHD through the preparation of Journal Entries,
- b. Administer contracts necessary for the tasks set forth in the Project Scopes of Work in compliance with generally accepted accounting principles and County Expenditure Payment processing procedures.
- h. Ensure Release of Information is in place for data collection, sharing and reporting between supportive housing provider, Public Health and HCD. The client database used by the Housing and Community Development Division is the Homeless Management Information System (HMIS), and clients benefited by the supportive housing services will be included in HMIS.
- c. Provide administration of the Homeless Management Information System where client level data will be gathered and shared to measure project outcomes.
  - i. Project outcomes include but are not limited to the following:

Unduplicated number of persons served
% of participants that will move into permanent housing during enrollment
% of participants that will regularly engage in primary care
% of participants that will decrease number of emergency department visits
% of participants that will decrease number of hospitalizations
% of participants gaining new or increasing income during enrollment
% of participants that will improve health outcomes during enrollment

- d. Compliance with all applicable federal and state labor requirements. HCD shall, and require providers to, retain all records pertaining to this MOU. Records shall be retained for a period of not less than five years following project completion.
- e. Project management and oversight for supportive housing components.
- f. HCD will work cooperatively with Public Health on responding to any external monitoring.
- g. Quarterly submission of project budget spreadsheet to Public Health showing itemized costs.
- h. Quarterly submission of a quarterly progress report during the three-year pilot project in accordance with the contracts.
- i. The HCD Point of Contact with this contract is Kimberlee Albers, Homeless Assistance Programs Manager and Miriam Moreno, Housing Program Specialist or other staff assigned.

3. Responsibilities of Public Health:

- b. Participate in monthly meetings to strengthen program outcomes.
- c. Refer target population to the project. Provide public health nurse support of project participants post-placement on an as needed basis.
- d. Distribute funding to Community Services through funds transfer via journal entry process.
- e. Work cooperatively with HCD on responding to any external monitoring.
- f. Cooperate with, provide technical assistance and guidance to service provider and HCD necessary for successful implementation of the supportive housing project.
- g. The Public Health Point of Contact with this MOU is Dana Gamble, Interim Deputy Director Public Health Department.

4. Financial Arrangements:

- a. It is understood by the parties hereto that the funds being used for the purposes of this Agreement are provided to County by the State from Department of Health Care Services. Notwithstanding any other provision of this Agreement, the maximum amount of Whole Person Care pilot funds provided to HCD

pursuant to this Agreement shall not exceed \$525,000 with \$26,250 (8,750 annually) as administrative fees for HCD and \$498,750 for allocation to New Beginnings Counseling Center for successful completion of outlined scope of work.

5. Termination of MOU:

Either Public Health or HCD may terminate this MOU with 30 days advance written notice to the other party. Upon termination all work shall cease and Public Health shall pay for any eligible expenses that have been completed prior to termination.

6. Term of this MOU:

This MOU begins on July 1, 2021 and ends on June 30, 2024.

7. Time of Essence:

Time is of essence in the performance of this MOU.

8. Ownership / Retention of Documents and Copies:

This Agreement may be executed in duplicate or in counterparts. Public Health shall retain one official original of all major documents created under this MOU. Public Health shall provide HCD a copy of each document by regular mail or email attachment.

9. No Third-Party Beneficiaries:

There are no third-party beneficiaries under this MOU.

10. Captions:

The captions of the sections are for convenience and reference only, and are not intended to be construed to define or limit the provisions to which they relate.

IN WITNESS WHEREOF, the parties have entered into this MOU on the date appearing below.

COUNTY OF SANTA BARBARA  
PUBLIC HEALTH

Date \_\_\_\_\_

DocuSigned by:  
By Van Do-Reynoso  
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Van Do-Reynoso  
Director  
Public Health Department

COUNTY OF SANTA BARBARA  
COMMUNITY SERVICES DEPARTMENT

Date \_\_\_\_\_

DocuSigned by:  
By Geo Chapjian  
516A633ACF984E9...

George Chapjian  
Director  
Department of Community Services