

Shelter Plus Care Expansion

Memorandum of Agreement

Between Marin Housing Authority and Buckelew Programs
for the Provision of Service Coordinator
To Shelter Plus Care Residents
July 1, 2008- June 30, 2009

This is an Agreement between the Housing Authority of the County of Marin, (hereinafter called "Marin Housing") and Buckelew Programs (hereinafter called "Buckelew") for the provision of service coordination to the residents of Marin Housing's Shelter Plus Care residents.

I. Purpose

Marin Housing has created the Shelter Plus Care (S+C) Program for the purpose of helping people who are homeless and who have a serious mental illness find and maintain permanent housing in Marin County. Marin Housing is contracting with Buckelew to continue to supervise Rob Weis, a Service Coordinator with expertise in serving low income individuals with mental health needs. The Buckelew Service Coordinator (hereinafter "BPSC") shall work as a team with Marin Housing's existing Shelter Plus Care Service Coordinators (hereinafter "SPCSC") to provide services to residents of Marin Housing's Shelter Plus Care Program.

II. Liaison and Supervision

MHA's representative for matters relating to this Agreement shall be its Executive Director; the Contractor's representative shall be its Executive Director.

III. Scope of Services

Buckelew shall perform and carry out, in a satisfactory manner, as determined by Marin Housing, the work pertaining to the Shelter Plus Care program as set forth in Exhibit A, Scope of Services, and Exhibit B, Budget.

IV. Compensation and Method of Payment

A. Maximum Payment Obligation.

In consideration of Contractor's performance of the aforementioned services and in accordance with the Budget and Scope of Services (Exhibits A and B), Marin Housing's maximum obligation to Buckelew for the one-year term of this contract shall not exceed total actual documented expenditures of Seventy-Two Thousand and one hundred dollars (\$72,100.00).

B. Method of Payment

Buckelew shall submit a monthly request for payment in arrears of work performed and other expenses. Marin Housing shall disburse funds consistent with the budget (Exhibit B) and the maximum amount of the contract.

Buckelew must provide evidence of insurance and a signed Hold Harmless Agreement (Exhibit D) prior to the execution of this contract.

Marin Housing will not disburse funds prior to receipt of a monthly invoice. The monthly invoice must be submitted with backup documentation for all line item expenses including copies of employee paychecks and timesheets. The invoices are due by the fifteenth of the following month.

Marin Housing shall incur obligations only in accordance with the approved budget and shall not deviate there from without a mutually agreed upon budget revision, approved in writing by Marin Housing. Variances of 10% or less in any budget line items will not require a budget revision.

V. Term

This contract shall be effective on July 1, 2008 and shall continue through June 30, 2009.

VI. Entire Contract

The Contract shall consist of the following component parts:

This Contract

Exhibit A - Scope of Services

Exhibit B - Budget

Exhibit C - General Provisions

Exhibit D - Hold Harmless Agreement

Exhibit E – SPC Case Manger/Service Coordinator Position Description

In witness thereof, Marin Housing and Buckelew have executed this Contract on July 1, 2008, in San Rafael, County of Marin, and State of California.

**HOUSING AUTHORITY OF
THE COUNTY OF MARIN**

BUCKELEW PROGRAMS

By: _____

Dan Nackerman
Executive Director

By: _____

Steve Ramsland
Executive Director