

**SAMPLE
RESIDENT SERVICES PROJECT**

Memorandum of Agreement

Between Marin Housing Authority and CONTRACTOR
for the Provision of Service Coordination
To Elderly and Disabled Public Housing Residents
September 1, 2010 – August 30, 2013

This is an Agreement between the Housing Authority of the County of Marin, (hereinafter called “Marin Housing”) and CONTRACTOR (hereinafter called “CONTRACTOR”) for the provision of service coordination to the residents of Marin Housing’s five Elderly and Disabled Public Housing sites.

I. Purpose

Marin Housing has created Resident Services Project for the purpose of assisting Marin Housing Authority’s Elderly and Disabled Public Housing tenants improve their living conditions and enable them to age-in-place and avoid placement in a full-care facility to the greatest extent possible. Marin Housing is contracting with CONTRACTOR to provide clinically supervised Service Coordination with expertise in serving low income seniors and persons with disabilities. The CONTRACTOR’S staff (hereinafter “Service Coordinator”) shall work as a team with Marin Housing Authority’s Property Manager, on-site resident manager and other property management staff to coordinate services to tenants of Marin Housing’s five Elderly/Disabled Public Housing sites.

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

CONTRACTOR shall perform and carry out, in a satisfactory manner, as determined by Marin Housing, the work pertaining to the Resident Services Project 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 CONTRACTOR for each of the three year term of this contract shall not exceed total actual documented expenditures of \$68,000 per year (\$68,000). *(NOTE: May be slightly higher depending upon the cost for training and administration.)*

B. Method of Payment

CONTRACTOR 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. CONTRACTOR 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 monthly invoice. The 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 after the end of the 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.

MHA will reimburse the Service Coordinator directly for documented mileage and preapproved travel and training expenses incurred. The Service Coordinator will submit monthly reimbursement requests to the Property Manager.

V. Term

This contract shall be effective on September 1, 2010 and shall continue through August 31, 2013.

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 - Sample Service Coordinator Position Description

In witness thereof, Marin Housing and CONTRACTOR have executed this Contract on September 1, 2010, in San Rafael, County of Marin, and State of California.

**HOUSING AUTHORITY OF
THE COUNTY OF MARIN**

CONTRACTOR

By: _____
Dan Nackerman
Executive Director

By: _____