

**INTERAGENCY COUNCIL ON HOMELESSNESS
MEMORANDUM OF AGREEMENT**

This Memorandum of Agreement ("Agreement") entered into this 21st day of June, 2011 by and among the State of Rhode Island, Corporation for Supportive Housing ("CSH"), the Rhode Island Foundation (the "Foundation"), Rhode Island Housing and Mortgage Finance Corporation ("Rhode Island Housing") and United Way of Rhode Island ("United Way").

RECITALS

WHEREAS, the total number of people served at emergency shelters in Rhode Island last year was 4,284, including 688 families; and

WHEREAS, homelessness has continued to be a major problem in the State of Rhode Island as affordable housing remains difficult to attain and the affects of homelessness continue to adversely impact the State's general welfare and economy; and

WHEREAS, the State's significant interest in developing effective strategies and solutions to address the problems of homelessness, including preventing discharge from State care into homelessness, ensuring that all Rhode Islanders have access to a safe and affordable home, and connecting the homeless to mainstream services requires collaboration by all levels of government and coordination of resources from the state, the federal government, the community, volunteers and faith-based organizations, as well as businesses; and

WHEREAS, on March 1, 2011, Governor Chafee issued Executive Order 11-05 (the "Executive Order") re-establishing the Interagency Council on Homelessness (the "Council"); and

WHEREAS, the Council provides the framework necessary to bring together the leaders of those State departments and agencies whose resources and expertise are critical to creating the kind of systems change needed to end homelessness in Rhode Island; and

WHEREAS, in order for the Council to achieve the goal of ending homelessness in Rhode Island, it needs staffing support that possesses knowledge of local, state and national models for creating systems change, understanding of the needs of Rhode Island's homeless population and the federal and state programs available to assist them, and the ability to work with members of the Council to coordinate these resources; and

WHEREAS, the parties to this Agreement are committed to ensuring that the Council has the tools it needs to be effective and believe that, by working together through an innovative public/private relationship, they can ensure that those tools are available.

NOW THEREFORE, the parties hereto agree that it is in the best interests of all concerned to enter into this Agreement.

1) **Parties to the Agreement.**

- a) The Governor of the State of Rhode Island is responsible for overseeing those State departments and agencies that administer funding, programs or services for homeless Rhode Islanders, which constitute the Council. For purposes of clarity, such departments and agencies include the Office of Housing and Community Development and the Housing Resources Commission, which are responsible for policy, planning and programs related to housing and homelessness.
- b) CSH is a national nonprofit organization which brings together people, skills, and resources to help communities create permanent housing with services to prevent and end homelessness. CSH advances its mission by providing high-quality advice and development expertise, by making loans and grants to supportive housing sponsors, by strengthening the supportive housing industry, and by reforming public policy to make it easier to create and operate supportive housing.
- c) The Foundation is a proactive community and philanthropic leader dedicated to meeting the needs of the people of Rhode Island. The Foundation's efforts related to housing are focused on decreasing homelessness and increasing affordable housing by supporting organizations and related programs that work across the full spectrum of housing issues. The Foundation seeks to support organizations that are solution-based, address systems change and are dedicated to creating better outcomes for Rhode Islanders.
- d) Rhode Island Housing is a public corporation and instrumentality of the State of Rhode Island, created pursuant to Chapter 55 of Title 42 of the Rhode Island General Laws, and exercising public and essential governmental functions. Rhode Island Housing works to ensure that all people who live or work in Rhode Island can afford a safe, healthy home that meets their needs. Rhode Island Housing administers much of the state and federal funding Rhode Island receives to finance the development of affordable homes and provide housing and services to homeless Rhode Islanders. It also reinvests all of its own earnings back into the community through programs that include rental assistance for homeless Rhode Islanders and emergency housing assistance to prevent homelessness.
- e) United Way is a philanthropic organization whose mission is to mobilize the caring power of our community to improve the lives of people in need. It supports programs and organizations that help people with immediate needs, but its goal is to create long-lasting changes that prevent problems from happening in the first place. More than just a funder, United Way is a partner in change, working with a broad range of people and organizations to identify and resolve pressing community issues, including the problem of homelessness.

- 2) **Purpose.** The purpose of this Agreement is to define the understandings and expectations of the parties hereto in order to provide the Council with the support needed to effectively coordinate the work and resources of the participating organizations, with the goal of ending homelessness in Rhode Island. Within this innovative public/private relationship, the parties hereto will:
- a) Staff the position of Coordinator for the Council (the “Coordinator”) to support the work of the Council;
 - b) Establish a collaborative relationship between state government and the private sector to address the problem of homelessness;
 - c) Support the coordination of governmental, nonprofit and private providers, programs and services to create systems change;
 - d) Identify the performance outcomes to be achieved through this collaboration during the Term of this Agreement (as defined in Section 6) and work together to ensure that those performance outcomes are met; and
 - e) Communicate the progress of the Council in addressing the needs of homeless Rhode Islanders.
- 3) **Responsibilities of Parties.** The following are the roles of the parties hereto:
- a) The State of Rhode Island shall provide office space and operational support for the Coordinator in the offices of the Governor or his staff. Through the Executive Order, the Governor directed the members of the Council (which includes a representative of the Governor’s office) to participate in its scheduled meetings, which shall be called by the Chair, and report to him their findings and recommendations for reducing chronic homelessness and improving services to Rhode Island’s homeless.
 - b) CSH shall staff the Coordinator position pursuant to a separate agreement, the Scope of Work and Responsibilities of which are outlined in Attachment A. For purposes of clarity, the parties hereto understand and acknowledge that the responsibilities outlined in Attachment A are included as part of this Agreement for information purposes only. Through this position, CSH shall offer the Council examples of local and national best practices for creating systems change and ending homelessness and performance outcome measures to determine the effectiveness of the Council’s work. The Coordinator shall report to the Chair of the Council and the Governor but will remain an employee of, and shall receive any and all compensation or benefits related to this Agreement solely through, CSH. The parties estimate and expect that approximately 80% of the CSH Rhode Island employee’s time shall be dedicated to fulfilling the responsibilities of the Coordinator position, with the remaining approximately 20% of the CSH Rhode

Island employee's time dedicated to supporting CSH's other activities in Rhode Island. Notwithstanding the foregoing, the parties agree and acknowledge that the Coordinator shall not engage in any activity on behalf of CSH that would present a conflict of interest with the purposes set forth in this Agreement and the Scope of Work and Responsibilities of the Coordinator position set forth in Attachment A.

- c) The Foundation, Rhode Island Housing and United Way (collectively, the "Funders") will provide the funding to support the Coordinator position as set forth in the budget set forth in Attachment B. pursuant to separate agreements. For purposes of clarity, the parties hereto understand and acknowledge that the budget (Attachment B) is included as part of this Agreement for information purposes only.

4) **Reporting and Oversight.**

- a) The parties shall convene quarterly with the Coordinator to discuss progress and challenges and establish or refine performance outcomes to measure the success of the collaboration.
- b) Prior to the end of the Term, the parties hereto will convene to discuss the effectiveness of the collaboration and the potential for its continuation.

- 5) **Amendments.** Any of the parties to this Agreement may recommend amendments to this Agreement at any time. Notwithstanding the foregoing sentence, no provisions of this Agreement may be amended except in writing signed by duly authorized representatives of each of the parties to this Agreement.

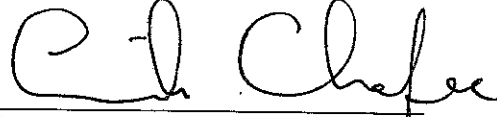
6) **Term.**

- a) This Agreement is effective as of the date first above written and shall remain in force and effect for one year, with the option to renew for up to one year with the written agreement of all parties (such period of time, until expired hereunder or terminated hereby, the "Term").
- b) Notwithstanding the foregoing paragraph, this Agreement may be terminated by any party upon sixty days prior written notice to the other parties.

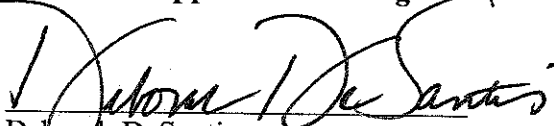
[Signatures on the following page]

IN WITNESS WHEREOF, this Agreement has been executed by the duly authorized representatives of each of the parties as of the date first above written.

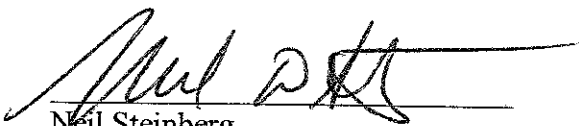
State of Rhode Island

By: 
The Honorable Lincoln Chafee
Governor

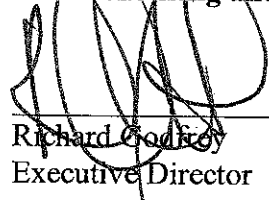
Corporation for Supportive Housing

By: 
Deborah DeSantis
President and CEO

The Rhode Island Foundation

By: 
Neil Steinberg
President and CEO

Rhode Island Housing and Mortgage Finance Corporation

By: 
Richard Godfrey
Executive Director

United Way of Rhode Island

By: 
Anthony Maione
President and CEO

Attachment A

Scope of Work and Responsibilities

A private-public investment collaboration among United Way of Rhode Island, Rhode Island Foundation and Rhode Island Housing and Mortgage Finance Corporation will provide the funding to support a high-level policy and planning position (the "Interagency Council Coordinator") staffed by a Corporation for Supportive Housing ("CSH") employee and housed with the staff of the Office of the Governor in order to expedite the work of the Interagency Council on Homelessness (the "Council").

Responsibilities of the Interagency Council Coordinator:

- Serve as staff to the Council, and report to the Governor's office and the Chair of the Council, but will remain an employee of CSH. This position will work in collaboration with, and not be duplicative of, efforts of existing State departments and agencies, including but not limited to the Office of Housing and Community Development and the Housing Resources Commission.
- Advise and consult with members of the Council and their representatives on best practices for addressing homelessness, drawing from CSH's national and local experience working with government and community-based organizations on homelessness issues.
- Help to identify opportunities to align and coordinate the work of member agencies to achieve the most effective outcomes.
- Identify and help to coordinate state and federal resources to assist homeless Rhode Islanders.
- Help to coordinate and facilitate collaboration between Council members and related initiatives, such as Reaching Home Rhode Island, Rhodes to Independence and Health Care Reform/Global Waiver, Governor's Re-entry Council, and the Council of Behavioral Healthcare.
- Coordinate Council participation in the update of the 10-year plan to end homelessness with the Housing Resources Commission.
- Assist state agencies in implementing strategies to address issues impacting homelessness.
- Coordinate communication about the 10-year plan, implementation strategies and the work of the Council with Council members and staff, the funders collaborative and other community stakeholders.

- Improve coordination between the work of the Council and other community partners involved in the implementation of the 10-year plan to end homelessness.
- Develop performance outcomes to measure the effectiveness of the work of the Council and report regularly to the Council on progress in achieving those goals.
- Manage strategic planning associated with the Council's goals, programs and initiatives.
- CSH, through the Coordinator, shall offer the Council examples of local and national best practices for creating systems change and ending homelessness and performance outcome measures to determine the effectiveness of the Council's work.

Attachment B

Budget

CSH Rhode Program Budget July 1, 2011 - June 30, 2012

	Total	7/1/11 - 12/31/11			1/1/2012 - 6/30/2012				
		Total	80% ICH	20% Other CSH R	Total	80% ICH	20% Other CSH R		
Expenses									
Salaries & Wages (1 FTE)	\$ 91,800	\$ 73,440	\$ 18,360	\$ 45,900	\$ 36,720	\$ 9,180	\$ 45,900	\$ 36,720	\$ 9,180
Payroll Taxes and Fringe Benefits	\$ 26,622	\$ 21,297	\$ 5,325	\$ 13,311	\$ 10,648	\$ 2,663	\$ 13,311	\$ 10,648	\$ 2,662
Travel and Meals	\$ 1,050	\$ 840	\$ 210	\$ 500	\$ 400	\$ 100	\$ 550	\$ 440	\$ 110
Rent and Maintenance	\$ 1,200	\$ -	\$ 1,200	\$ 1,200	\$ -	\$ 1,200	\$ -	\$ -	\$ -
Insurance	\$ 636	\$ 509	\$ 127	\$ 212	\$ 170	\$ 42	\$ 424	\$ 339	\$ 85
Other OTPS (Other than Personnel Services)									
Telephone	\$ 3,090	\$ 2,472	\$ 618	\$ 1,545	\$ 1,236	\$ 309	\$ 1,545	\$ 1,236	\$ 309
Other Admin Expense	\$ 1,000	\$ 800	\$ 200	\$ 500	\$ 400	\$ 100	\$ 500	\$ 400	\$ 100
Office Supplies and Furnishing	\$ 313	\$ 250	\$ 63	\$ 313	\$ 250	\$ 63	\$ -	\$ -	\$ -
Postage and Messenger	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Duplicating/Copying	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Annual Dues (HAC and RICH)	\$ 413	\$ 110	\$ 303	\$ 275	\$ -	\$ 275	\$ 138	\$ 110	\$ 28
Employee Trainings/Seminars	\$ 2,250	\$ 2,100	\$ 150	\$ 1,500	\$ 1,500	\$ -	\$ 750	\$ 600	\$ 150
Miscellaneous	\$ 1,568	\$ 1,568	\$ -	\$ 479	\$ 479	\$ -	\$ 1,089	\$ 1,089	\$ -
Meetings/Conference Expense	\$ 4,500	\$ 420	\$ 4,080	\$ 4,100	\$ 100	\$ 4,000	\$ 400	\$ 320	\$ 80
Total Operating Expenses	\$ 134,441	\$ 103,806	\$ 30,636	\$ 69,835	\$ 51,903	\$ 17,932	\$ 64,607	\$ 51,903	\$ 12,704
Expenses Before Overhead	\$ 134,441	\$ 103,806	\$ 30,636	\$ 69,835	\$ 51,903	\$ 17,932	\$ 64,607	\$ 51,903	\$ 12,704
Overhead (15.6%)	\$ 20,973	\$ 16,194	\$ 4,779	\$ 10,894	\$ 8,097	\$ 2,797	\$ 10,079	\$ 8,097	\$ 1,982
Total Expenses	\$ 155,414	\$ 120,000	\$ 35,415	\$ 80,729	\$ 60,000	\$ 20,729	\$ 74,685	\$ 60,000	\$ 14,685
Revenues									
Rhode Island Housing	\$ 30,000	\$ 30,000	\$ -	\$ 15,000	\$ 15,000	\$ -	\$ 15,000	\$ 15,000	\$ -
United Way Rhode Island	\$ 40,000	\$ 40,000	\$ -	\$ 20,000	\$ 20,000	\$ -	\$ 20,000	\$ 20,000	\$ -
Rhode Island Foundation	\$ 50,000	\$ 50,000	\$ -	\$ 25,000	\$ 25,000	\$ -	\$ 25,000	\$ 25,000	\$ -
Bank of America	\$ 10,000	\$ -	\$ 10,000	\$ 5,000	\$ -	\$ 5,000	\$ 5,000	\$ -	\$ 5,000
Open Society Institute Re-entry	\$ 9,846	\$ -	\$ 9,846	\$ 9,846	\$ -	\$ 9,846	\$ -	\$ -	\$ -
Total Revenue	\$ 139,846	\$ 120,000	\$ 19,846	\$ 74,846	\$ 60,000	\$ 14,846	\$ 65,000	\$ 60,000	\$ 5,000
Excess of Revenues over Expenses	\$ (15,568)	\$ 0	\$ (15,568)	\$ (5,883)	\$ 0	\$ (5,883)	\$ (9,685)	\$ 0	\$ (9,685)