

**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
THE CITY OF EMERYVILLE  
AND  
THE CITY OF OAKLAND  
FOR FAMILY FRONT DOOR SERVICES  
FY 2018/2019**

**1. Background**

The City of Emeryville has allocated a total of \$25,000 towards the operation of the North County Family Front Door (FFD) as part of the Alameda County Coordinated Entry System.

**2. Purpose of Memorandum of Understanding**

The purpose of this Memorandum of Understanding (“MOU”) is to identify the services to be provided by the City of Oakland and the responsibilities of the City of Oakland and the City of Emeryville pursuant to the FFD funded under this MOU.

**3. Scope of Services**

The City of Oakland will perform or arrange for the performance of services under this MOU in the manner and time provided herein as described in Exhibit A attached hereto (“Services”). Any subcontract funded under this MOU shall be subject to the terms and conditions of this MOU.

**4. Budget**

The Budget and Terms and Conditions of Payment is attached hereto as Exhibit B and incorporated herein as part of this MOU. Budget modifications shall not alter: 1) the basic scope of Services required to be performed under this MOU; 2) the time period for the Services to be performed under this MOU; or, 3) the total amount of the authorized budget of this MOU (see Exhibit B), unless set forth in a written amendment to this MOU signed by the City of Oakland and the City of Emeryville.

**5. Method of Payment**

The City of Emeryville agrees to provide funds in an amount not to exceed \$25,000 to the City of Oakland for performance of the Services. Payment shall be made pursuant to the terms and conditions set forth in Exhibit B. Sums not so paid shall be retained by the City of Emeryville.

## **6. Indemnity and Insurance**

The City of Oakland shall indemnify, defend and hold harmless the City of Emeryville, its officers, agents, and employees, from and against any and all liability, loss expense (including reasonable attorney's fees), or claims of injury or damage arising out of the performance of this MOU but only in proportion to and to the extent such liability, loss, expense (including attorney's fees) claims or injury or damage are caused by or result from any negligent or willful act or omission of the City of Oakland or any of its officials, agents, employees or volunteers in the performance of the Services.

The City of Oakland shall provide evidence of self-insurance.

The City of Oakland shall require grantees providing Services to indemnify, defend and hold harmless the City of Emeryville, its officers, agents, and employees from and against any and all liability, loss expense (including reasonable attorney's fees), or claims of injury or damage arising out of the performance of this MOU but only in proportion to and to the extent such liability, loss, expense (including attorney's fees) claims or injury or damage are caused by or result from any negligent or willful act or omission of the grantees or any of its officials, agents, employees or volunteers in the performance of the Services. In addition, the City of Oakland shall require the grantees to maintain General Liability, Workers' Compensation, Automobile, and Professional Liability Insurance coverage as deemed appropriate by the City of Oakland. The City of Oakland shall require that the City of Emeryville, its officials, agents and employees are named as an additional insured on the required general liability and automobile liability insurance policies, which shall be the primary insurance. Proof of coverage will be provided to the City of Emeryville within ten days of the execution of the contract with a grantee providing Services.

## **7. Fiscal Administration, Record Keeping and Reporting**

The City of Oakland shall ensure that providers maintain on a current basis documentation of services provided, and all related documents and records to assure proper accounting of funds and performance under the terms of this MOU, including sections A and B below.

A. The City of Oakland agrees to establish and maintain fiscal controls and accounting procedures in accordance with generally accepted accounting principles. The City of Oakland shall ensure that funds under this MOU are properly disbursed, are adequately controlled, and are accounted for separately from all other funds controlled by the City of Oakland.

B. The City of Oakland agrees to keep records that fully disclose the amount, date, purpose, payee, and disposition of the proceeds of the MOU; the total cost of programs supported by funds under this MOU, and the amount and disposition of that portion of the total costs provided by other sources. The procedure developed by the City of Oakland must provide for the accurate and timely recordation of the receipt of funds, expenditures, and unexpended balances.

The City of Oakland agrees that the City of Emeryville will have the right to review, obtain, and copy all records pertaining to performance under this MOU. The City of Oakland agrees to provide the City of Emeryville with any relevant information requested and shall permit the City of Emeryville to access its premises upon reasonable notice, during normal business hours for the purpose of inspecting and copying such books, records, accounts, and other material that may be relevant to this MOU. The City of Oakland further agrees to maintain such records for a period of three (3) years after final payment under this MOU.

**8. Compliance with Regulations**

The City of Oakland agrees, and will ensure that providers agree, to comply with all applicable laws, statutes and regulations applicable to the delivery of the provider's services.

**9. Term**

The term of this MOU is July 1, 2018 through June 30, 2019.

**10. Waivers and Litigation**

A. Waivers: No waiver of any breach of this MOU shall be held to be a waiver of any prior or subsequent breach. The failure of either party to enforce at any time the provisions of this MOU or to require at any time performance by the other party of these provisions shall in no way be construed to be a waiver of such provisions nor to affect the validity of this MOU or the right of a party to enforce these provisions.

B. Litigation: If any provision of this MOU, or an underlying obligation, is held invalid by a court of competent jurisdiction, such invalidity, shall not affect any other provisions of this MOU and the remainder of this MOU shall remain in full force and effect. All provisions of this MOU are and shall be deemed severable. The City of Oakland shall notify the City of Emeryville immediately of any claim or action undertaken by or against it, which affects or may affect this MOU or the City of Emeryville and shall take such action with response to the claim or action as is consistent with the terms of the MOU.

**12. Termination of this MOU**

The City of Emeryville may terminate this MOU immediately for cause, which shall include as an example but not as a limitation:

- A. Material failure, for any reason, of the City of Oakland to fulfill in a timely and proper manner its obligations under this MOU, including compliance with local, State and Federal laws and regulations and applicable directives;
- B. Material failure to meet the performance standards contained in other sections of this MOU; and

C. Improper use or reporting of funds provided under this MOU.

**13. Amendments**

This MOU may be amended only with the written agreement of both parties.

IN WITNESS, WHEREOF, the parties hereto have caused this MOU to be executed this \_\_\_\_ day of \_\_\_\_\_, 2018.

CITY OF EMERYVILLE

CITY OF OAKLAND

BY: \_\_\_\_\_

Carolyn Lehr  
City Manager

BY: \_\_\_\_\_

Sabrina B. Landreth  
City Administrator

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Approved as to form:

Administering Agency Approval  
For Forwarding:

BY: \_\_\_\_\_



Michael Guina  
City Attorney

BY: \_\_\_\_\_

Sara Bedford, Director  
Human Services Department

Date: \_\_\_\_\_

Date: \_\_\_\_\_

City of Oakland Resolution No. 86919  
Approved As To Form and Legality:

BY: \_\_\_\_\_

Deputy City Attorney

**Exhibit A**  
**Scope of Services**

**North County Family Coordinated Entry System**

1. The funding provided to the City of Oakland pursuant to this MOU shall be used for the North County Family Front Door (FFD). The FFD is a coordinated entry system for homeless families. The program is a collaboration amongst the Building Futures with Women and Children (BFWC), East Oakland Community Project (EOCP), and the City of Oakland's Human Services Department. The FFD provides a single point of entry for families in North County who are experiencing a housing crisis. Literally homeless families are assessed and prioritized for a range of interventions including housing navigation (case management) interim housing, rapid rehousing and permanent supportive housing. The FFD also works to secure shelter for those families that need it. The majority of literally homeless families are assisted with rapid rehousing assistance. Non-literally homeless families are provided with "problem solving" referrals and assistance to maintain or locate housing outside of the homeless services system
2. Operation of the FFD identified above shall include the following:
  - A. A toll free call in number accessible during regular business hours;
  - B. Intake/assessment, housing problem solving, prioritization, matching to homeless services resources, housing navigation, and referrals to mainstream systems; and
  - C. Services may be provided by phone, in the office by appointment, or on the streets/in the community depending on a family's preference
3. The City of Oakland shall submit a report within sixty (60) days after the end of the MOU period, in a format approved by the City of Emeryville, which shall include the total number of unduplicated Emeryville homeless families who were assisted through the system. The City of Oakland and its Grantee will implement a broad definition of connection to Emeryville to best capture the total number of unduplicated Emeryville homeless families served (e.g. did they lose their housing in Emeryville, did they sleep in Emeryville last night, do they frequently spend the day in Emeryville, do they work or go to school in Emeryville?). The report will include the total number of unduplicated Emeryville homeless families served, and basic demographic information (age, gender, race, ethnicity, and income).
4. City of Oakland may use funding for FFD for the purchase of supplies and services related to the execution of the program described above including but not limited to staffing costs and client transportation costs.

**Exhibit B**  
**Budget and Terms and Conditions of Payment**

1. A maximum of \$25,000 is available from the City of Emeryville under this MOU for the services identified in Exhibit A.
2. City of Oakland shall invoice the City of Emeryville for the total amount of funds provided by this MOU in a single letter invoice. An invoice must be submitted before June 30, 2019, unless an extension is approved in writing by the City of Emeryville.
3. An expenditure which is not authorized by this MOU or which cannot be adequately documented shall be disallowed and must be reimbursed to the City of Emeryville. Expenditures for work not described in Exhibit A shall only be deemed authorized if the performance of such work is approved in writing by the City of Emeryville.