

January 28, 2014

Karen Roper, Executive Director
Orange County Housing Authority
1770 North Broadway
Santa Ana, CA 92706

Re: MDRC Family Self-Sufficiency Program Evaluation Site Agreement

Dear: Karen Roper

Welcome to the **Family Self-Sufficiency (FSS) Program Evaluation** (or the “Evaluation”). The U.S. Department of Housing and Urban Development (HUD) has launched a national study of the Family Self-Sufficiency (FSS) program to learn more about its effectiveness for housing voucher holders. The FSS program is designed to increase employment and earnings and reduce reliance on government subsidies among public housing and voucher recipients. HUD has chosen our organization, MDRC, a nonprofit, nonpartisan education and social policy research organization, to conduct the Evaluation, which will involve approximately 20 housing authorities in states around the country.

Further, HUD has approved the activities and requirements that Orange County Housing Authority (OCHA) will fulfill under this agreement, including the release of data and program information which MDRC has requested.

In order to conduct this Evaluation, MDRC has assembled an FSS Study Team, many of whom will be working with you. The Study Team consists of MDRC staff and consultants, as well as academics from NYU and Baruch College and research partners at Branch Associates. M. Davis and Company Inc. will serve as our survey firm. Our Study Team is dedicated to helping your organization participate in the Evaluation.

We are looking forward to working with you. The purpose of this letter is to set forth respective roles and responsibilities of your organization and MDRC. This letter is our agreement. By signing this letter, you agree to your organization’s participation in the Evaluation in accordance with the terms set forth below, including Exhibits A and B, which are attached and incorporated in this letter. Exhibit A is the Reference Sheet, containing information particular to this organization and identifying the names of those occupying titles referred to in this Agreement. Exhibit B sets forth the data that is needed for the Evaluation.

1. Term of the Agreement. The term of our Agreement is from the date of this letter through September 30, 2018 (the “Term”). The term is contingent upon HUD’s continuous funding of the OCHA Family Self-Sufficiency (FSS) program so that participation in the Evaluation is feasible. It is agreed and understood between the parties that in the event HUD does not fund the OCHA FSS program in sufficient amount to make participation feasible, this agreement becomes null and void and OCHA is held harmless from fulfilling any of the provisions of this agreement and is not required to reimburse MDRC for any payments made to or received by OCHA for work completed under this contract.

In the future, HUD may select and fund other researchers to conduct supplemental studies related to this one. Those researchers may contact you to request your participation in those studies. Your participation in those supplemental studies is optional, and this letter will not address them.

2. Payment.

- a. Amount of Site Payment. To offset expenses of the Evaluation, MDRC will provide your organization with \$40,000 (forty thousand dollars), to be paid in six installments, assuming satisfactory completion of tasks set forth below.
- b. Schedule of Installments. MDRC will provide the payments in six installments, on the schedule and according to the conditions described in the below schedule:

Installment Amount	Installment Date
\$10,000	Upon MDRC’s receipt of a counter-signed copy of this letter agreement. (early-2014)
\$10,000	Upon MDRC’s receipt of confirmation that your organization has enrolled 240 families in the FSS study, as well as your organization’s satisfactory completion of FSS enrollment logs or forms, as determined by MDRC. Expected to be in the second year of the Evaluation (Q4/2014 or any agreed upon extension thereof).
\$5,000	July 1, 2015 (or any agreed upon extension thereof), contingent upon your organization’s continued completion of FSS research activities, as determined by MDRC and agreed upon by

	OCHA.
\$5,000	July 1, 2016 (or any agreed upon extension thereof), contingent upon your organization's continued completion of FSS research activities, as determined by MDRC and agreed upon by OCHA.
\$5,000	July 1, 2017 (or any agreed upon extension thereof), contingent upon your organization's continued completion of FSS research activities, as determined by MDRC and agreed upon by OCHA.
\$5,000	January 1, 2018 (or any agreed upon extension thereof), contingent upon your organization's continued completion of FSS activities, as determined by MDRC and agreed upon by OCHA.

- c. Payment Requests. Upon the accomplishment of the activities set forth in the above Installment Schedule, complete the Installment Schedule Request Form, including the Payment Request Cover Sheet, **Exhibit C**, and submit it to the FSS Evaluation Liaison. Once the FSS Project Director has signed off on the request, MDRC will make the Installment Payment. The payment will generally be made within 30 days of the Evaluation Liaison's receipt of the Request.
- d. Use of Payment. MDRC expects that this payment will be used to offset expenses related to the Evaluation, including: travel for FSS management and staff to and from the one day kick-off training; participation in FSS Evaluation Learning Network events; reimbursement for FSS management and staff time spent extracting administrative data (such as HUD 50058 and FSS program data); participation in the implementation research visit; and assistance with the enrollment process. Any remaining funds after these Evaluation requirements have been met may be spent on expenses related to your FSS program operations.
3. Your Program Operations. During the Term, please continue to operate your FSS program as you would in the absence of this Evaluation. All performance standards currently applicable to your FSS funding and all eligibility criteria for participants requesting program services will remain the same. In order to assure that your participation in this study of FSS does not cause your program

to experience any penalty, HUD may issue certain waivers or directives designed to prevent any such disadvantage. With respect to your normal intake procedures, MDRC may request that you make some changes to your recruitment procedures. The MDRC Study Team will work to develop a process for Evaluation activities that minimizes disruption to your program operations as much as possible.

4. Support for Your Organization during the Evaluation. At every step in the Evaluation, MDRC, through the Study Team, will provide support for your organization. Members of the Study Team will conduct a training session for your program staff on research procedures (the “Kick-off Training”) on a jointly agreed date. At the Kick-off Training, the Study Team will provide program staff with a random assignment manual tailored to your organization. This Kick-off Training will, among other matters, explain and describe the random assignment process to be used in the Evaluation and train staff on data collection procedures, including informed consent. It is your responsibility to make all appropriate staff (i.e. program managers, specialists, case managers) available for the Kick-off Training. After the Kick-off Training, the Study Team will provide ongoing support and technical assistance to your program on Evaluation matters. Support will include regular phone calls and emails and may include in-person visits by the Study Team to the program.

The Informed Consent Process for Families. Your organization will be responsible for obtaining informed consent from families enrolling in the study. When a new family applies for program services and agrees to be in the study, intake staff will help adult participants fill out an FSS Evaluation Informed Consent Form and then conduct random assignment.

5. Random Assignment. The random assignment process will be conducted in accordance with the procedures mutually agreed to by you and MDRC and described in the FSS random assignment manual provided at the Kick-off Training. When conducting random assignment, OCHA will use MDRC’s web-based system (provided by MDRC) to collect basic demographic and background information from the voucher holder and other adults in his/her household who also agree to enroll in the study. Upon completion of data collection, MDRC’s web-based system will automatically assign at random about half of eligible households to the FSS group and the remaining half to a control group that will not receive FSS services. The system will display the results of random assignment to intake staff. Intake staff or other designated staff person will inform clients about their assignment to the FSS program or control group.

Your staff will conduct random assignment during your program’s expected 12- month enrollment period, the start date of which is specified on the Reference Sheet. The enrollment period will continue until you have enrolled 240 families in the Evaluation.

Your organization may exempt a maximum of two FSS eligible households from random assignment over the course of the Evaluation, among people who would otherwise be eligible for the Evaluation. Before you grant an exemption to a family, please schedule a telephone call with your FSS Evaluation Liaison at MDRC to notify him/her of the circumstances for which an exemption is recommended. Following the telephone call, follow up the conversation with a written notice via email.

Your program will refer households who are randomly assigned to the control group with lists of alternative services in the community. You will share with the Study Team the list of providers of alternative services.

6. Recruitment. Our research design requires that 240 families consent to participate in the FSS study; 120 families will receive FSS services and 120 families will be assigned to the control group and will receive information on services available in the community. Recruitment of families for the FSS study is your responsibility, but the Study Team will work closely with you to build on your existing outreach and assessment processes so that more eligible families learn about FSS so that targeted number (insert) of families is recruited.
7. Embargo Period. You will work with the Study Team to ensure that the roster of FSS and control group members is maintained throughout the three -year Embargo Period (as defined in this paragraph) and made available to program staff and will take steps to prevent participants who were randomly assigned to the control group from receiving FSS program services during the Embargo Period. The Embargo Period will begin on the day a participant is randomly assigned and will end 3 years after enrollment into the study. Following the end of the embargo period, sites should not actively conduct outreach to control group members for the remainder of the study.
8. Implementation Study. During the Term, you may be asked to host implementation study visits by the Study Team. The Study Team will give advance notice of any site visit, and will coordinate the visit with the Program Liaison (see paragraph 10) to minimize the disruption of program activities. During each visit, the Study Team will interview staff and observe program operations. You agree to make staff available to members of the Study Team and allow them to observe your program activities during this visit. The Study Team may ask for assistance in scheduling interviews with participants, and community partners, and administrators with access to additional data for the benefit cost study.
9. Data and documentation to be shared with MDRC

OCHA agrees to extract and transmit by secure means to MDRC the following types of data on Evaluation enrollees who have signed Informed Consent Forms:

- Identifying information to facilitate MDRC's matching to other agency databases listed in the FSS Informed Consent Form
- Contact information to facilitate locating and interviewing Evaluation enrollees
- Enrollee and household characteristics
- Enrollee and household employment, income, and housing status
- Use of FSS program services and the FSS Escrow Account

Specific data elements will be determined by consultation between the MDRC FSS data manager (Stephen Freedman) and the OCHA liaison. A comprehensive list of data elements that may be requested can be found in **Exhibit B**.

File Delivery Schedule

OCHA agrees to extract and transmit files to MDRC on a[n] semi-annual/annual basis. The first shipment will be scheduled as soon as possible after OCHA and MDRC establish a data sharing understanding per Exhibit B. Subsequent deliveries, through 2018 will be transmitted in January (January and July) of each year.

File Contents and Format

Per this agreement, OCHA will extract data into a file format that facilitates reading of individual records into SAS. Examples of usable formats for MDRC include: ASCII (fixed position; tab delimited; comma delimited); Excel spreadsheet; and.csv. OCHA and MDRC will confer on specific file formats before OCHA prepares the first extract of each file.

OCHA and MDRC will confer on the structure and contents of each file that OCHA will extract. MDRC has experience in reading in and merging data from multiple extract files (for example, a unique file for particular types of FSS services) but can also read in data from large, multi-use files, in which only a small proportion of fields on each record have recorded data.

Unless otherwise agreed to, OCHA agrees to create cumulative files, which will also record updates and corrections to previously saved records. Initially, each extract file will contain data from the first date of enrollment in FSS to the last day of the month prior to the scheduled delivery date. At a later date, per agreement between OCHA and MDRC, each successive file could contain data for specified time periods, such as for the previous 12 months.

10. Liaisons. You will work with MDRC to designate a staff person from your program as a Program Liaison to work with the Study Team to schedule and participate in regular conference calls and any site visits. This Program Liaison

will provide regular updates to the Study Team on changes in FSS. In addition, MDRC has designated a member of the Study Team to act as the Evaluation Liaison to your FSS program. The names of the liaisons are listed on the Reference Sheet, Exhibit A.

11. Notice of Changes in Personnel or Program. You must notify your FSS Evaluation Liaison at MDRC in writing within one week, but preferably in advance, of a change in your organization's Program Liaison. Please also inform your MDRC Evaluation Liaison of any significant changes in the components, staffing, or operation of your FSS program during the Term. This includes, for example, significant cuts or increases in funding that would affect the services delivered to the approximately 120 families in your FSS program who are participating in the FSS evaluation; changes in hours/days of operation; and other programmatic changes. The Program Liaison may also provide notice of changes to the Study Team during regular check-ins.
12. Review of Written Materials and Publicity. You shall provide MDRC, via written notice to your Evaluation Liaison, with FSS-related materials prepared for marketing during the enrollment period. MDRC will review these materials and provide you with any comments and/or approval to use the materials. You will promptly notify both your MDRC Evaluation Liaison of any requests for FSS -related press interviews in advance of such interviews. The prohibitions of this paragraph do not include marketing, presentations, or press activities related to your program that do not mention FSS or are not directly related to FSS.
13. Program Information and Research Information/Rights in Data.
 - a. Program Information.
 - i. Definition. MDRC considers all data and records within your custody that are collected and used in the ordinary course of business to be "Program Information."
 - ii. Ownership. You shall retain ownership of all Program Information at all times and you may use Program Information as you wish, consistent with the obligations under your HUD funding and any other funding agreements.
 - b. Research Information. There are two types of Research Information:
 - i. All data compiled or collected by the Study Team, survey firm, and your organization specifically for the Evaluation under this Agreement (i.e., information that is not collected and used in the ordinary course of business) is Research Information, whether such data is in your custody or ours. This category of Research

Information includes data collected in MDRC's random assignment system; enrollees' signed informed consent forms; random assignment results (FSS- and control group designations); data collected through interviews with FSS and control group members and OCHA staff; and observations of program operations. All information described in this subsection is the property of MDRC and is subject to the terms of HUD's agreement with MDRC for the Evaluation.

- ii. MDRC considers that when copies of FSS Program Information or other types of administrative data on FSS and control group members are extracted and transferred to MDRC for research purposes, in accordance with this Agreement, those copies become Research Information and will be protected by MDRC as described below.
 - c. Rights in Data. In accordance with its agreement with HUD to conduct this national study, MDRC must provide HUD with reports regarding the study and any data that forms the basis of MDRC's analyses. HUD claims ownership of the data and reserves the right to make the data available to others for independent analysis. You will not perform any analyses of the data that is provided for the study nor will you engage others to do so without first seeking written permission from MDRC, which in turn must obtain written permission from HUD.
14. MDRC's Confidentiality Pledge. As required by its agreement with HUD, MDRC will keep all Research Information in the strictest confidence, only making it available within the Study Team to those with a need to access it. MDRC will comply with all applicable confidentiality and privacy laws and rules, and shall cause its employees, consultants, and subcontractors and subcontractors' employees and consultants to so comply. No personally identifiable data will be referred to in any report without the permission of the person involved. MDRC's undertaking to keep Research Information confidential does not include information suggesting that a person might be seriously harmed. In such case, MDRC may be required to make a report to law enforcement or other agency. In addition, MDRC must comply with the requirements of MDRC's Institutional Review Board ("IRB") and submit to the IRB all materials required for continuing IRB oversight.
15. Your Confidentiality Pledge. You may not divulge or disseminate to any third party any Research Information that becomes known to you during performance of this Agreement and/or which is in your custody. You will keep all Research Information that contains personally identifiable information (i.e., contact information, Social Security Numbers) confidential and secure by storing it in a locked cabinet or password-protected electronic file until it is sent to MDRC. Use of or disclosure to any third party of any such confidential

information is a breach of the terms of this Agreement. If you have any reason to believe that there has been a breach of confidentiality of Research Information, whether through deliberate or inadvertent disclosure, you will notify the FSS Project Director within 24 hours of the discovery of the breach or possible breach. Upon completion of this Agreement, you will please follow written instructions from MDRC regarding the disposition of any Research Information in your possession. Program Information is subject to the confidentiality and privacy laws and rules applicable to your program.

16. Survival of Confidentiality Provisions. The provisions in this Agreement regarding confidentiality will continue to bind you when the Agreement is completed or otherwise terminated.
17. Insurance. During the Term, you shall maintain all appropriate insurance for your program services. Your insurance policies should be placed with suitably-licensed carriers with appropriate ratings. MDRC will provide all appropriate insurance for its work on the Evaluation.
18. Indemnification. Both you and MDRC shall defend, indemnify and hold harmless the other party and its officers, employees and agents from any and all claims, judgments or liabilities to which they may be subject because of any act or omission of the violating party, its employees, agents, representatives or subcontractors in connection with the Agreement, or because of any negligence or any fault or default of the violating party, its employees, agents, representatives or subcontractors; provided, however, that nothing in this paragraph shall impose any liability on a party for the acts, omissions, negligence or fault of the other party or its officers, employees and agents.
19. Federal Funding. As a recipient of federal funds under this agreement, your organization must comply with the requirements of Office of Management and Budget (OMB) Circular A-133 and as necessary, notify MDRC in a timely manner of completion of required audits. For more information about OMB Circular A-133, please see www.whitehouse.gov/sites/default/files/omb/assets/a133/a133_revised_2007.pdf.
20. Termination. MDRC is expecting to enjoy a mutually beneficial relationship with you during the Term. Both parties are committing to involvement for that entire period. If, however, circumstances make either party's continued participation in the Evaluation infeasible, that party will provide the other with immediate written notice to the FSS Project Director, the Program Liaison and the signatories to this agreement, who will try to resolve the matter. The parties will continue their efforts toward resolution by appealing to their respective chief executive officers. Only upon the exhaustion of such efforts will the parties terminate this Agreement, at an agreed date.

Thank you and please sign below to signal your agreement with this letter.

Sincerely,

Jesús M. Amadeo
Senior Vice President

Acknowledged and Agreed to:

Orange County Housing Authority

Karen Roper, Executive Director

Date

APPROVED AS TO FORM
OFFICE OF THE COUNTY COUNSEL
ORANGE COUNTY, CALIFORNIA

By  Deputy
Date: 12/20/2013

Exhibit A**FSS REFERENCE SHEET**

For the convenience of the parties, we have prepared this FSS Reference Sheet as an attachment to the MDRC Family Self-Sufficiency Program Evaluation Site Letter Agreement. Below is information specific to the Evaluation at your organization.

Name and Address of Organization:	Orange County Housing Authority 1770 North Broadway Santa Ana, CA 92706
Organization's Signatory (Name and Title):	Karen Roper Executive Director, OCHA
Payment Checks to be made out to the following name and sent to the following address:	Orange County Housing Authority 1770 North Broadway Santa Ana, CA 92706
Organization's EIN:	95-2850588
Enrollment Period Start Date:	February 20, 2014
Kick-off Training Date:	February 19, 2014
Program Liaison to MDRC:	Marie Vu Phone: (714) 480-2732 Email: Marie.vu@occr.ocgov.com
MDRC Evaluation Liaison to Program (FSS):	Michelle Ware (510) 844-2237 Michelle.Ware@mdrc.org
FSS Project Director:	James Riccio (212) 340-8822 James.riccio@mdrc.org
Please Return Signed Agreement To:	Rachel Wagner MDRC 16 East 34th Street, 19 th Floor New York, NY 10016

Exhibit B

MDRC Data Needs for the HUD Family Self-Sufficiency Program Evaluation

This exhibit outlines the types of data items that MDRC will request from Orange County Housing Authority (OCHA) for the National Family Self-Sufficiency Program evaluation. MDRC will make a more detailed data request, including names of specific data elements, following consultation between MDRC's data collection team and the OCHA Data Liaison. MDRC also requests that OCHA provide MDRC's Data Team with pertinent documentation on the structure and contents of OCHA's database or files from which FSS Evaluation data will be extracted.

MDRC will request that OCHA extract the following types of data on Evaluation enrollees who have signed Informed Consent Forms:

- Identifying information to facilitate MDRC's matching to other agency databases listed in the FSS Informed Consent Form
- Contact information to facilitate locating and interviewing study participants
- Participant and household characteristics
- Participant and household employment, receipt of public assistance, and income
- Use of FSS program services and the FSS Escrow Account
- Rent and housing status

Ideally, MDRC would like to collect data that OCHA recorded about the study participant or his/her household at different points in time before and after their enrollment in the study, especially

- Annual re-examinations that occurred in the two years leading up to study enrollment
- Re-examination or updates recorded around the time of enrollment in the FSS Evaluation
- Annual re-examinations that occur after enrollment—through 2018
- Updates that record changes in income and/or rent levels, as available
- Updates that record changes in FSS program status and use or forfeiture of the FSS Escrow Fund
- Updates that record changes in Housing Choice Voucher program status, including exits from the program

A more specific list of types of requested data items follows:

Personally Identifying Information (PII)

From HUD 50058 or other administrative data retrieved by program staff; or through matching to the OCHA database.

- Identifiers for Household head:
 - Social Security Number, Full name, Date of birth
 - Agency name, PHA code, Housing Authority Household ID number, Member number
 - Address, Phone numbers, Email addresses
 - Contact information of family or friends (to facilitate locating the study participant for follow-up survey interviews)
- Identifiers (SSN, Full Name, Date of Birth, Contact Information), Member Number, and Relationship Code of each of the study participant's dependent children under the age of 18 years, who reside with the study participant. MDRC's request to access these data is specified in the Informed Consent Form. Study participants who sign the ICF authorize MDRC to collect these data for the Evaluation.
- Identifiers (SSN, Full Name, Date of Birth, Contact Information), Member Number, and Relationship Code of any other adult household members who sign an Informed Consent Form.

Non-PII Identifiers

MDRC will create a randomly-generated ID number, called the Research ID, to facilitate secure data transmission between MDRC and service providers, research partners, or with the FSS Evaluation's survey contractor. MDRC and the Data Liaison will discuss the best way of storing this ID for tracking purposes.

Data Extracted from HUD Form 50058- or related HA administrative data

If available, MDRC is interested in having this information for two years prior to the participant's date of random assignment and following random assignment, through June 2018. If OCHA has the software capacity to extract only the most recently created records for each HCV household ("point-in-time" data), MDRC requests that OCHA (1) verify and inform MDRC that no reasonable and inexpensive procedures for accessing historical data are available; and, if so, (2) periodically extract and transmit to MDRC point-in-time data. MDRC further requests that OCHA take reasonable steps to insure that point-in-time data are accurate and up-to-date at the time of data extraction. MDRC will review and refine this list in consultation with the Data Liaison.

Action

- Type of action (New admission, Annual Re-examination, Interim Re-examination.)

- Effective date of action
- Correction
- Date of admission to program
- Date of reexamination
- FSS participation indicator
- Special program indicator (Enhanced Voucher, Welfare-to-Work Voucher)

Household

- Gender
- Relationship to head of household (Relation codes)
- Citizenship
- Disability status
- Race
- Ethnicity
- Number of household members

Unit to be Occupied

- Address of housing unit
- Address where household receives mail, if other (to facilitate locating the participant for survey interviews)
- Structure type

Income

- Member number associated with income
- Income Code
- Dollars per Year
- Income After Exclusions

Total Tenant Payment (TTP)

- Total monthly income
- Adjusted monthly income
- Welfare rent per month
- Minimum rent per month
- Enhanced voucher minimum rent
- Total Tenant Payment
- Most recent TTP
- Rent hardship exemption indicator

Housing Choice Vouchers

- Housing type
- Payment standard
- Gross rent
- Rent to owner
- Utility allowance
- Total Housing Assistance Payment
- Total family share
- HAP to owner

- Total rent to owner
- Tenant rent to owner

Homeownership voucher program

Family Self-Sufficiency program services, program status, and use of FSS Escrow Account

- Extracted from HUD Form 50058 or related HA administrative data collected at annual re-examinations or as updates between re-examinations that occur after the participant's date of random assignment through 2018. Data are to be extracted semi-annually, unless OCHA and MDRC agree to adopt a different data delivery schedule:
 - FSS program status: enrollment, progress, exit
 - Head of household employment status
 - Employment start date
 - Employee benefits received
 - Years of schooling received by head of household
 - Types of public assistance received
 - Number of children receiving childcare assistance
 - Service/Training
 - Type (Education/Training, GED, ...)
 - Needed per FSS contract?
 - Need met through participation in FSS program?
 - Service provider type
 - Initial start date of contract of participation
 - Initial end date of contract of participation
 - Extended end of contract of participation
 - Number of family members with Individual Training and Services Plan
 - FSS Escrow Account
 - Current FSS account monthly credit
 - Current FSS account balance
 - FSS account amount disbursed to family
 - Exit from FSS program
 - Did family complete FSS contract?
 - Did family move to homeownership?
 - If not, primary reason for exit

MDRC requests that OCHA extract additional data on use of FSS program services from specialized OCHA-specific program services tracking tables or databases or from stand-alone spreadsheets, electronic case notes, or paper forms or files.

- To the extent such data are available; OCHA agrees to assist MDRC in collecting additional data on use of FSS program services. Data would be collected in a

mutually agreed-upon manner from sources that OCHA (in consultation with MDRC) will determine as being reasonably accurate and complete. Sources may include one or more of the following types of data: specialized OCHA-specific program services tracking tables or databases or stand-alone spreadsheets, electronic case notes, or paper forms or files. MDRC will work with OCHA's Data Liaison and other administrators and program staff members to determine what, if any, additional program data are available, and an appropriate method of data collection, which could include (1) onsite transcription of data by MDRC staff from sources made available by OCHA; or (2) manual data entry by OCHA staff members in a spreadsheet or database application provided by MDRC. Data would be collected 14 months after the end of random assignment and annually thereafter through 2018, unless OCHA and MDRC agree to adopt a different data delivery schedule. Likely data items would include:

- Services
 - Service type
 - Provider type
 - Referral date
 - Referral status: referred, started, did not start
 - Start Date
 - End Date
 - Current status: enrolled, participating, completed, on-hold, exited, employed
 - Degree/credential received
- Supportive services issued
 - Types of supportive service, milestone bonus, or financial incentive
 - Total amount of supportive services or financial incentives received
 - Issuance dates
- Employment
 - Start date
 - Starting hours per week
 - Starting wage
 - Starting pay period
 - Currently employed?
 - Employment end date

Signed Informed Consent Forms and other data collected from paper records

MDRC will collect the following types of paper forms recorded by OCHA staff members:

- Signed Informed Consent Forms for each study participant
- “Back-up” Baseline Information Forms and Participant Contact Forms, recorded when online access was unavailable

If OCHA has available equipment and staff time, MDRC requests that OCHA work with MDRC to develop procedures for scanning and securely transmitting electronic copies of these forms to MDRC. Otherwise, MDRC will work with OCHA to develop procedures for batching, securely shipping, and tracking these forms to MDRC.

Adding or modifying data items to facilitate the FSS Evaluation

MDRC requests that OCHA maintain in an easily retrievable format for program staff the following information on study participants:

- Date of random assignment
- Random assignment result: FSS group or control group MDRC’s Research ID Number
- For households in the control group: End date of embargo on receiving FSS program services. Per agreement: on the 3-year anniversary of the household’s date of random assignment

OCHA agrees either to create one new data field or modify an existing field in its Housing software or FSS-related database to facilitate use for the FSS Evaluation; or, alternatively, to create a spreadsheet, list, or other type of stand-alone file. OCHA may also retain this information in a free format text field referred as “notes”.

Record retention

MDRC requests that OCHA retain HUD Form 50058- and FSS-related data for households in the FSS group and control group through June 30, 2019—or as long as possible within OCHA’s legal and technical requirements.

Exhibit C: Payment Request Cover Sheet

TO:	MDRC 16 East 34th ST New York, NY 10016 ATTN:	Michelle Ware _____ FSS Evaluation Liaison
FROM:	Organization Name:	Orange County Housing Authority _____
	Federal Tax ID #:	_____
MDRC Project Name:		MDRC Family Self-Sufficiency Program Evaluation _____
MDRC Contract Number:		GS-10F-0245N _____
MDRC Project Director:		James Riccio _____
Date of Request:		_____
Installment #:		_____
Total amount requested		\$ _____

"I certify that the services identified in this request have been provided and documents prepared in accordance with the site agreement and installment schedule."

Signature _____

Print Name and Title of Authorizing Official _____

Date _____

Instructions:

Complete and submit this Payment Request Cover Sheet along with the completed Installment Schedule Request Form. The request should be submitted when meeting the requirements listed under the installment date. Please contact your FSS Evaluation Liaison prior to submitting the request to confirm agreement that the requirements have been met.

Please fill in all blank areas of this cover sheet. The "date of request", "installment #" and "total amount requested" should match the installment # and date indicated on the Installment Schedule Request Form.

Exhibit C: Installment Schedule Request Form**Organization Name:**

Installment #	Installment Amount	Installment Date	Date Requested	MDRC HUD FSS Project Director Approval (MDRC to complete)
1	\$10,000	Upon MDRC's receipt of a counter-signed copy of letter agreement (early -2014).		
2	\$10,000	Upon MDRC's receipt of confirmation that your organization has enrolled 240 families in the FSS study, as well as your organization's satisfactory completion of FSS enrollment logs or forms, as determined by MDRC. Expected to be in the second year of the Evaluation (Q4/2014 or any agreed upon extension thereof).		
3	\$5,000	July 1, 2015 (or any agreed upon extension thereof), contingent upon your organization's continued completion of FSS research activities, as determined by MDRC and agreed upon by OCHA.		
4	\$5,000	July 1, 2016 (or any agreed upon extension thereof), contingent upon your organization's continued completion of FSS research activities, as determined by MDRC and agreed upon by OCHA.		
5	\$5,000	July 1, 2017 (or any agreed upon extension thereof), contingent upon your organization's continued completion of FSS research activities, as determined by MDRC and agreed upon by OCHA.		
6	\$5,000	January 1, 2018 (or any agreed upon extension thereof), contingent upon your organization's continued completion of FSS activities, as determined by MDRC and agreed upon by OCHA.		

Instructions: Please fill in your organization's name and the date for the installment # for which you are requesting payment. The MDRC HUD FSS Project Director will sign-off on each request using the last column. Please leave this area blank.