

**HOUSING COMMISSION  
PALM DESERT HOUSING AUTHORITY  
STAFF REPORT**

---

MEETING DATE: July 9, 2025

PREPARED BY: Jessica Gonzales, Housing Manager

SUBJECT: REQUEST TO AUTHORIZE REGISTRATION WITH RENTAL  
ASSISTANCE PROVIDERS AS A PAYEE FOR PALM DESERT HOUSING  
AUTHORITY RESIDENT SUPPORT

---

**RECOMMENDATION:**

Recommend that the Housing Authority Board:

1. Authorize staff to register the Palm Desert Housing Authority as a payee/vendor with local and regional rental assistance providers to facilitate receipt of rental assistance funds on behalf of eligible residents.
2. Authorize the Executive Director to approve registration with any additional nonprofit and government-based service providers.

**BACKGROUND/ANALYSIS:**

In recent years, the Palm Desert Housing Authority (Housing Authority) has worked with several local and regional organizations that provide financial assistance to low-income households for rent payments and move-in costs. These programs help support housing stability, prevent displacement, and reduce vacancy loss at Housing Authority-owned affordable housing communities.

Up until now, rental assistance providers only required confirmation from the property management. The criteria for Residents to receive support from these organizations has recently changed. To streamline the assistance process and allow these organizations to remit funds directly to the Housing Authority on behalf of approved, qualifying residents, the Housing Authority must now register as a payee/vendor with the respective organizations. Typical registration requirements include submission of:

- A completed W-9 Form
- A vendor setup form
- Remittance/payment instructions

Organizations providing this support include those set forth in the table below, and any additional nonprofit and government-based service providers that may be approved by the Executive Director.

Housing Commission  
Palm Desert Housing Authority  
Recommend Vendor Registration for Rental Assistance Programs to Accept Resident Payments

<b>Organization</b>	<b>Eligibility Highlights</b>	<b>Types of Assistance Offered</b>
Jewish Family Services	Low-income households; varies by funding availability	Past due rent, Security deposit, First month's rent, May assist with utilities
Riverside County Department of Public Social Services- Adult Protective Services	Must be 60 years or older or a dependent adult	Past due rent, Move-in assistance (security deposit or first month's rent), Limited to at-risk seniors
Catholic Charities	Income-eligible families and individuals in crisis	Rental arrears, Security deposit, Possibly utility support, Case-by-case basis
Inland Empire Health Plan (IEHP)	Must be a current IEHP member	Partial rent support (e.g., half of amount due), Move-in costs (typically either first month or deposit)

Staff is recommending authorization to register the Housing Authority as a payee and to complete documentation for payment acceptance with each of the organizations. This will allow staff to move forward with the necessary registrations and efficiently support qualifying residents.

In addition, Staff is recommending authorization for the Executive Director to evaluate and approve registration of the Housing Authority with similar additional nonprofit and government-based service providers.

**FINANCIAL IMPACT:**

There is no impact on the General Fund with this action.