

**SUBMITTAL TO THE BOARD OF SUPERVISORS  
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**



705

**FROM:** Economic Development Agency

**SUBMITTAL DATE:**  
November 17, 2010

**SUBJECT:** Agreement for Use of HOME Funds for the Security Deposit Assistance Program

**RECOMMENDED MOTION:** That the Board of Supervisors:

1. Approve the attached agreement for use of HOME funds between the County of Riverside and the Housing Authority of the County of Riverside ;
2. Authorize the Chairman of the Board of Supervisors to execute said agreement; and
3. Authorize the Assistant County Executive Officer/EDA, or designee, to take all necessary steps to implement this agreement, including, but not limited to, signing subsequent essential and relevant documents.

**BACKGROUND:** (Commences on Page 2)

*RF Field*

Robert Field  
Assistant County Executive Officer/EDA

|                       |                               |            |                         |         |
|-----------------------|-------------------------------|------------|-------------------------|---------|
| <b>FINANCIAL DATA</b> | Current F.Y. Total Cost:      | \$ 200,000 | In Current Year Budget: | Yes     |
|                       | Current F.Y. Net County Cost: | \$ 0       | Budget Adjustment:      | No      |
|                       | Annual Net County Cost:       | \$ 0       | For Fiscal Year:        | 2010/11 |

**COMPANION ITEM ON BOARD OF DIRECTORS AGENDA:** Yes

|   |   |                          |
|---|---|--------------------------|
| <b>SOURCE OF FUNDS:</b> Home Investment Partnerships Act (HOME) Grant Funds | <b>Positions To Be Deleted Per A-30</b> | <input type="checkbox"/> |
|   | <b>Requires 4/5 Vote</b>                | <input type="checkbox"/> |

**C.E.O. RECOMMENDATION:** APPROVE

BY: *Jennifer L. Sargent*  
Jennifer L. Sargent

**County Executive Office Signature**

Policy  
 Policy  
 Consent  
 Consent  
 Dep't Recomm.:  
 Per Exec. Ofc.:

Prev. Agn. Ref.: N/A

District: ALL

Agenda Number:

ATTACHMENTS FILED  
WITH THE CLERK OF THE BOARD

**3.36**

FISCAL PROCEDURES APPROVED  
 ROBERT E. BYRD, AUDITOR-CONTROLLER  
 BY: *Samuel Wong* 10/27/10  
 SAMUEL WONG  
 COUNTY CLERK  
 FORM APPROVED COUNTY COUNSEL  
 BY: *Anita C. Willis* 11/20/10  
 ANITA C. WILLIS  
 DATE

**BACKGROUND:** The Housing Authority of the County of Riverside has requested \$200,000 to fund the Security Deposit Assistance (SDA) Program. The goal of the program is to remove the initial barrier that families encounter as they attempt to find a suitable, decent housing unit to rent.

The SDA Program is designed to provide a one-time grant to pay for the security deposit for very low-income families earning 50% of the area median income. The maximum grant per family is limited to the lesser of 50% of the actual total security deposit or half of the Section 8 contract rent. The applicants are limited to eligible participants who have recently been selected from the waiting list, have a Section 8 Voucher, and are in the process of finding a unit to rent. Existing Section 8 Voucher holders are also eligible if: the owner of the unit has selected to sell the property, the property is under foreclosure, or there is an unforeseen emergency condition that is through no fault of the family. It is anticipated that this program would benefit approximately 440 families at an average cost of \$450 per family.

County Counsel has reviewed and approved to form the attached agreement. Staff recommends that the Board of Supervisors approve the attached agreement.

1                                   **AGREEMENT FOR THE USE OF HOME FUNDS FOR**  
2                                   **THE SECURITY DEPOSIT ASSISTANCE PROGRAM**

3                   This Agreement is made and entered into this \_\_\_\_ day of \_\_\_\_\_,  
4 2010 by and between the COUNTY OF RIVERSIDE ("COUNTY"), a political subdivision  
5 of the State of California and the HOUSING AUTHORITY OF THE COUNTY OF  
6 RIVERSIDE ("AUTHORITY"), a public body, corporate and politic in the State of  
7 California.

8                                   W I T N E S E T H:

9                   **WHEREAS**, the Home Investment Partnership Act (HOME) Program,  
10 which was enacted under Title II of the Cranston-Gonzalez National Affordable Housing  
11 Act of 1990 (the "Act"), has as its purposes: to expand the supply of decent, affordable  
12 housing for low- and very-low income families; to build State and local capacity to carry  
13 out affordable housing programs; and to provide for coordinated assistance to  
14 participants in the development of affordable low-income housing; and

15                   **WHEREAS**, COUNTY has qualified as an "Urban County" for purposes of  
16 receiving HOME funds which are to be used to assist and undertake essential housing  
17 assistance activities pursuant to the Act; and

18                   **WHEREAS**, AUTHORITY is eligible under the Act to apply and receive  
19 HOME funds and to perform those activities described herein; and

20                   **WHEREAS**, HOME-assisted activities described herein comply with the  
21 objectives as required under 24 CFR Part 92; and

22                   **WHEREAS**, HOME-assisted activities described herein are consistent  
23 with COUNTY's Five-Year Consolidated Plan.

24                   **NOW, THEREFORE**, COUNTY and AUTHORITY mutually agree as  
25 follows:

26                   1.     **PURPOSE**. COUNTY has agreed to grant Two Hundred Thousand  
27 Dollars (\$200,000) of HOME funds to AUTHORITY upon the terms and conditions set  
28 forth herein for a Security Deposit Assistance Program (the "SDA Program"). All HOME

1 funds for the SDA Program will be used to provide security deposit assistance to very  
2 low-income households that meet the eligibility requirements as identified in **Exhibit A**  
3 which is attached hereto and by this reference incorporated herein.

4           2.    AUTHORITY'S OBLIGATIONS: AUTHORITY hereby agrees to  
5 undertake and complete the following activities, subject to its receipt of the HOME  
6 funds:

- 7           a.    Conduct all necessary due diligence, review and verification  
8                needed to complete and submit to COUNTY the SDA  
9                Program Application, as shown in **Exhibit B**, which is  
10               attached hereto and by this reference incorporated herein.
- 11           b.    Provide funding to eligible participants of the SDA Program,  
12                perform move-in inspections and certify that the housing unit  
13                meets Section 8 Housing Quality Standards prior to  
14                approving the SDA Program application.
- 15           c.    Operate the SDA Program within the area of the County of  
16                Riverside.
- 17           d.    Monitor the program to ensure compliance as AUTHORITY  
18                under the applicable federal HOME regulations set forth at  
19                24 CFR Part 92 and the terms of this Agreement.

20           3.    COUNTY'S OBLIGATIONS: COUNTY hereby agrees to undertake  
21 and complete the following activities, subject to its receipt of HOME funds from U.S.  
22 Department of Housing and Urban Development:

- 23           a.    Provide a total amount of HOME funds identified in Section 1  
24                to AUTHORITY for financing of eligible participants of the  
25                SDA Program.
- 26           b.    Comply with all of its obligations as participating recipient  
27                under the applicable regulations set forth at 24 CFR Part 92.

28           4.    PRIOR COUNTY APPROVAL. AUTHORITY shall obtain

1 COUNTY's approval, through its Economic Development Agency ("EDA"), of all items  
2 requiring such approvals as described in this Agreement.

3 5. TERM OF AGREEMENT. This Agreement shall become effective  
4 upon the Effective Date, as defined in Section 36, and shall continue in full force and  
5 effect for a period of five (5) years.

6 6. COMPLETION SCHEDULE. AUTHORITY shall proceed with all  
7 activities under the SDA Program within the term of this Agreement.

8 7. EXTENSION OF TIME. COUNTY may grant an extension to the  
9 completion schedule for the purpose of completing AUTHORITY's activities which  
10 cannot be completed. AUTHORITY shall request said extension in writing, stating the  
11 reasons therefore, and may be granted only by receiving written approval from  
12 COUNTY, which approval shall not be unreasonably withheld. Every term, condition,  
13 covenant, and requirement of this Agreement shall continue in full force and effect  
14 during the period of any such extension.

15 8. LETTER TO PROCEED. AUTHORITY shall not initiate nor incur  
16 expenses for the HOME funded activity covered under the terms of this Agreement prior  
17 to receiving written authorization to proceed.

18 9. REALLOCATION OF FUNDS. If substantial progress toward  
19 completion, as determined by COUNTY, of the activity is not made in accordance with  
20 the completion schedule specified, the funds allocated, reserved, or placed in a HOME  
21 Investment Trust Fund may be reallocated by COUNTY after at least sixty (60) days'  
22 prior written notice is given to AUTHORITY.

23 10. CONDITIONS FOR DISPOSITION OF FUNDS. COUNTY, through  
24 its EDA, shall: (1) make payments of the HOME funds to AUTHORITY as designated in  
25 **Exhibit A**, and (2) monitor the SDA Program to ensure compliance with applicable  
26 federal, state and local laws, regulations ordinances and the terms of this Agreement.

27 11. DISTRIBUTION OF FUNDS. The HOME Investment Trust Fund  
28 account established in the United States Treasury is managed through the U.S.

1 Department of Housing and Urban Development (HUD), Integrated Disbursement and  
2 Information System (IDIS) for the HOME Investment Partnerships Program. The IDIS  
3 System is a computerized system which manages, disburses, collects, and reports  
4 information on the use of HOME funds in the United States Treasury Account. Any  
5 disbursement of funds is expressly conditioned upon the satisfaction of conditions set  
6 forth in **Section 2** and **Section 10** and the satisfactory receipt of copies of the SDA  
7 Program Application for each recipient. COUNTY shall pay AUTHORITY the sum  
8 specified in **Section 1** above on a "cost-as-incurred" basis for all eligible approved costs  
9 shown in **Exhibit A**.

10           12. FINANCIAL RECORDS. AUTHORITY shall maintain financial,  
11 programmatic, statistical, and other supporting records of its operations and financial  
12 activities in accordance with the requirements of the HOME Investment Partnerships  
13 Program Final Rule, and the regulations as amended promulgated thereunder, which  
14 records shall be open to inspection and audit by authorized representatives of  
15 COUNTY, HUD, and the Comptroller General of the United States during regular  
16 working hours. COUNTY, HUD, and the Comptroller General, or any of their  
17 representatives, have the right of access to any pertinent books, documents, papers, or  
18 other records of AUTHORITY, in order to make audits, examinations, excerpts, and  
19 transcripts. Said records shall be retained for such time as may be required by the  
20 regulations of the HOME Program, but in no case for less than five years after the SDA  
21 Program completion date; except that records of individual income verifications, and  
22 inspections must be retained for the most recent five year period, until five years after  
23 the affordability period terminates. If any litigation, claim, negotiation, audit, or other  
24 action has been started before the expiration of the regular period specified, the records  
25 must be retained until completion of the action and resolution of all issues which arise  
26 from it, or until the end of the regular period, whichever is later.

27           13. COMPLIANCE WITH LAWS AND REGULATIONS. By executing  
28 this Agreement, AUTHORITY hereby certifies that it will adhere to and comply with all

1 federal, state and local laws and regulations, and in particular, with the following as they  
2 may be applicable to AUTHORITY's use of funds granted pursuant to the HOME  
3 Investment Partnerships Program as enacted under Title II of the Act:

4 a. The HOME Investment Partnership Program and its implementing  
5 regulations set forth as 24 CFR Part 92, as it now exists and may  
6 hereafter be amended.

7 b. Section 92.350 Other Federal requirements and non discrimination.

8 As set forth in 24 CFR part 5, sub part A, AUTHORITY is required  
9 to include the following requirements in the SDA Program: non  
10 discrimination and equal opportunity under Section 282 of the Act;  
11 disclosure; debarred, suspended or ineligible contractors; and drug-  
12 free workplace.

13 c. Section 92.351 Affirmative marketing and minority outreach  
14 program. AUTHORITY must adopt affirmative marketing  
15 procedures and requirements. These must include:

16 (1) Methods for informing the public, owners, and potential  
17 tenants about Federal fair housing laws and the affirmative  
18 marketing policy (e.g., the use of the Equal Housing  
19 Opportunity logotype or slogan in press releases and  
20 solicitations for owners, and written communication to fair  
21 housing and other groups).

22 (2) Requirements and practices that AUTHORITY must adhere  
23 to in order to carry out the affirmative marketing procedures  
24 and requirements (e.g., use of commercial media, use of  
25 community contacts, use of the Equal Housing Opportunity  
26 logotype or slogan, and display of fair housing poster).

27 (3) Procedures to be used by AUTHORITY to inform and solicit  
28 applications from persons in the housing market area who

1 are not likely to apply without special outreach (e.g., use of  
2 community organizations, employment centers, fair housing  
3 groups, or housing counseling agencies).

4 (4) Records that will be kept describing actions taken by  
5 AUTHORITY to affirmatively market units and records to  
6 assess the results of these actions.

7 (5) A description of how AUTHORITY will annually assess the  
8 success of affirmative marketing actions and what corrective  
9 actions will be taken where affirmative marketing  
10 requirements are not met.

11 d. Section 92.352 Environmental review. The environmental effects of  
12 each activity carried out with HOME funds must be assessed in  
13 accordance with the provisions of the National Environmental  
14 Policy Act of 1969 (NEPA) (42 U.S.C. 4321) and the related  
15 authorities listed in HUD's implementing regulations at 24 CFR  
16 Parts 50 and 58.

17 e. Section 92.353 Displacement, relocation, and acquisition. The  
18 relocation requirements of Title II and the acquisition requirements  
19 of Title III of the Uniform Relocation Assistance and Real Property  
20 Acquisition Policies Act of 1970, and the implementing regulations  
21 at 24 CFR Part 42. AUTHORITY must ensure that it has taken all  
22 reasonable steps to minimize the displacement of persons as a  
23 result of the SDA Program assisted with HOME Funds.

24 f. Section 92.355 Lead-based paint. Housing assisted with HOME  
25 funds is subject to the lead-based paint requirements of 24 CFR  
26 Part 35 issued pursuant to the Lead-Based Paint Poisoning  
27 Prevention Act (42 U.S.C. 4821, et seq. ). The lead-based paint  
28 provisions of 24 CFR 982.401 (j), except 24 CFR 982.401 (j)(1)(i),



1 also apply, irrespective of the applicable property standard under  
2 §92.251.

3 g. Section 92.356 Conflict of Interest. In the procurement of property  
4 and services by AUTHORITY, the conflict of interest provisions in  
5 24 CFR 85.36 and 24 CFR 85.42, respectively shall apply. Section  
6 92.356 shall cover all cases not governed by 24 CFR 85.36 and 24  
7 CFR 84.42.

8 h. Section 3 of the Housing and Urban Development Act of 1968. To  
9 the greatest extent feasible, opportunities for training and  
10 employment arising from HOME Funds will be provided to low-  
11 income persons residing in the program service area. To the  
12 greatest extent feasible, contracts for work to be performed in  
13 connection with HOME Funds will be awarded to business  
14 concerns that are located in or owned by persons residing in the  
15 program service area. Contracts funded from Section 3 covered  
16 funding sources must abide by the Section 3 Clause prescribed at  
17 24 CFR 135.38.

18 i. Section 92.358 Consultant Activities. No person providing  
19 consultant services in an employer-employee type relationship shall  
20 receive more than a reasonable rate of compensation for personal  
21 services paid with HOME funds.

22 j. AUTHORITY shall carry out its activity pursuant to this Agreement  
23 in compliance with all federal laws and regulations described in  
24 Subpart E of Part 92 of the Code of Federal Regulations, except  
25 that:

26 (1) AUTHORITY does not assume COUNTY'S environmental  
27 responsibilities described at 24 CFR Part 92.352; and

28 (2) AUTHORITY does not assume COUNTY'S responsibility for

1 initiating the review process under the provisions of 24 CFR  
2 Part 92.352.

3 k. Uniform Administrative Requirements of 24 CFR 92.505 Part 84  
4 and 85 "Common Rule", OMB Circular Nos. A-87 (for government  
5 entities), A-122 (for non-profit organizations), and the following  
6 §§85.6, 85.12, 85.20, 85.22, 85.26, 85.32 through 85.34, 85.36,  
7 85.44, 85.51 and 85.52 (for government entities), and the following  
8 §§84.2, 84.5, 84.13 through 84.16, 84.21, 84.22, 84.26 through  
9 84.28, 84.30, 84.31, 84.34 through 84.37, 84.40 through 84.48,  
10 84.51, 84.60 through 84.62, 84.72, and 84.73 (for non-profit  
11 organizations).

12 14. INCOME TARGETING REQUIREMENTS. AUTHORITY will  
13 provide loan to eligible participants of the SDA Program for very low-income households  
14 whose incomes do not exceed fifty percent (50%) median family income for Riverside  
15 County, adjusted by family size, at the time of occupancy.

16 15. FEDERAL REQUIREMENTS. AUTHORITY shall comply with the  
17 provisions of the Act and any amendments thereto and the federal regulations and  
18 guidelines now or hereafter enacted pursuant to the Act.

19 16. REPAYMENT INCOME. COUNTY must record the receipt and  
20 expenditure of HOME repayment income in accordance with the standards specified in  
21 24 CFR 92.503.

22 17. NONDISCRIMINATION. AUTHORITY shall abide by §570.601 and  
23 §570.912 of Title 24 of the Federal Code of Regulations, which require that no person in  
24 the United States shall, on the grounds of race, color, religion, national origin, or sex, be  
25 excluded from participation in, be denied the benefits of, or be subjected to  
26 discrimination under any program or activity funded in whole or in part with Community  
27 Development funds.

28 18. PROHIBITION AGAINST CONFLICTS OF INTEREST

- 1 a. AUTHORITY and its assigns, employees, agents,  
2 consultants, officers and elected and appointed officials shall  
3 become familiar with and shall comply with the conflict of  
4 interest provisions in OMB Circular A-110, 24 CFR 85.36, 24  
5 CFR 84.42, 24 CFR 92.356 and Policy Manual #A-11,  
6 attached hereto as Exhibit "C" and by this reference  
7 incorporated herein.
- 8 b. AUTHORITY understands and agrees that no waiver or  
9 exception can be granted to the prohibition against conflict of  
10 interest except upon written approval of HUD pursuant to 24  
11 CFR 92.356(d). Any request by AUTHORITY for an  
12 exception shall first be reviewed by COUNTY to determine  
13 whether such request is appropriate for submission to HUD.  
14 In determining whether such request is appropriate for  
15 submission to HUD, COUNTY will consider the factors listed  
16 in 24 CFR 92.356(e).
- 17 c. Prior to any funding under this Agreement, AUTHORITY  
18 shall provide COUNTY with a list of all employees, agents,  
19 consultants, officers and elected and appointed officials who  
20 are in a position to participate in a decision-making process,  
21 exercise any functions or responsibilities, or gain inside  
22 information with respect to the HOME activities funded under  
23 this Agreement. AUTHORITY shall also promptly disclose to  
24 COUNTY any potential conflict, including even the  
25 appearance of conflict that may arise with respect to the  
26 HOME activities funded under this Agreement.
- 27 d. Any violation of this section shall be deemed a material  
28 breach of this Agreement, and the Agreement shall be

1 immediately terminated by COUNTY.

2 19. RELIGIOUS ACTIVITIES. Under federal regulations, 24 CFR  
3 92.257 HOME funds may not be provided to primarily religious organizations, such as  
4 churches, for any activity including secular activities. In addition, HOME funds may not  
5 be used to rehabilitate or construct housing owned by primarily religious organizations  
6 or to assist primarily religious organizations in acquiring housing. However, HOME  
7 funds may be used by a secular entity to acquire housing from a primarily religious  
8 organization, and a primarily religious entity may transfer title to property to a wholly  
9 secular entity and the entity may participate in the HOME program in accordance with  
10 the requirements set forth at 24 CFR 92.257. The entity may be an existing or newly  
11 established entity, which may be an entity established by the religious organization.  
12 The Security Deposit Assistance Program must be used exclusively by AUTHORITY for  
13 secular purposes, available to all persons regardless of religion. In particular, there  
14 must be no religious or membership criteria for tenants of the property.

15 20. PROGRAM MONITORING AND EVALUATION. AUTHORITY shall  
16 maintain financial, programmatic, statistical and other supporting records of its  
17 operations and financial activities in accordance with the requirements of the HOME  
18 Program under 24 CFR 92.508. Except as otherwise provided for in this Agreement,  
19 AUTHORITY shall maintain and submit records to COUNTY within ten business days of  
20 COUNTY's request which clearly documents AUTHORITY's performance under each  
21 requirement of the HOME Documents. A list of document submissions and timeline are  
22 shown in **Exhibit A** and such list may be amended from time to time subject to HUD  
23 and COUNTY reporting requirements.

24 21. EVENTS OF DEFAULT. The occurrence of any of the following  
25 events shall constitute an "Event of Default" under this Agreement:

- 26 a. Monetary Default. (1) AUTHORITY's use of HOME funds for  
27 uses inconsistent with terms and restrictions set forth in this  
28 Agreement;

- 1                   b.    Non-Monetary Default - Operation. (1) Discrimination by  
2                   AUTHORITY on the basis of characteristics prohibited by  
3                   this Agreement or applicable law; (2) any material adverse  
4                   change in the condition of AUTHORITY that gives COUNTY  
5                   reasonable cause to believe that the SDA Program cannot  
6                   be operated according to the terms of this Agreement;
- 7                   c.    Bankruptcy, Dissolution and Insolvency. AUTHORITY's (1)  
8                   filing for bankruptcy, dissolution, or reorganization, or failure  
9                   to obtain a full dismissal of any such involuntary filing  
10                  brought by another party before the earlier of final relief or  
11                  sixty (60) days after such filing; (2) making a general  
12                  assignment for the benefit of creditors; (3) applying for the  
13                  appointment of a receiver, trustee, custodian, or liquidator, or  
14                  failure to obtain a full dismissal of any such involuntary  
15                  application brought by another party before the earlier of  
16                  final relief or sixty (60) days after such filing; (4) insolvency;  
17                  or (5) failure, inability or admission in writing of its inability to  
18                  pay its debts as they become due.

19                  22.   NOTICE OF DEFAULT AND OPPORTUNITY TO CURE. For  
20                  monetary and non-monetary events of default, COUNTY shall give written notice to  
21                  AUTHORITY, of any event of default by specifying: (a) the nature of the event of default  
22                  or the deficiency giving rise to the default, (b) the action required to cure the deficiency,  
23                  if an action to cure is possible, and (c) a date, which shall not be less than ninety (90)  
24                  calendar days from the mailing of the notice, by which such action to cure must be  
25                  taken. COUNTY agrees that AUTHORITY and any beneficiary permitted by this  
26                  Agreement (collectively, the "Interested Parties") shall have the right to cure any and all  
27                  defaults under this Agreement

28                  23.   COUNTY REMEDIES. Upon the happening of an event of default

1 and a failure by AUTHORITY or other Interested Party to cure said default within the  
2 time specified in the notice of default (if an action to cure is specified in said notice),  
3 COUNTY's obligation to disburse HOME funds shall terminate, and COUNTY may also  
4 in addition to other rights and remedies permitted by this Agreement or applicable law,  
5 proceed with any or all of the following remedies in any order or combination COUNTY  
6 may choose in its sole discretion:

- 7 a. Terminate this Agreement.
- 8 b. Bring an action in equitable relief (1) seeking the specific  
9 performance by AUTHORITY of the terms and conditions of  
10 this Agreement, and/or (2) enjoining, abating, or preventing  
11 any violation of said terms and conditions, and/or (3) seeking  
12 declaratory relief.
- 13 c. Pursue any other remedy allowed at law or in equity.

14 24. AUTHORITY'S REMEDIES. Upon the fault or failure of COUNTY  
15 to meet any of its obligations under this Agreement, AUTHORITY may:

- 16 a. Demand payment from COUNTY of any sums due  
17 AUTHORITY; and/or
- 18 b. Bring an action in equitable relief seeking the specific  
19 performance by COUNTY of the terms and conditions of this  
20 Agreement; and/or
- 21 c. Pursue any other remedy allowed at law or in equity.

22 25. AUTHORITY'S WARRANTIES. AUTHORITY represents and  
23 warrants (1) that it is duly organized, validly existing and in good standing under the  
24 laws of the State of California, (2) that it has the full power and authority to undertake  
25 the SDA Program and to execute this Agreement, (3) that the persons executing and  
26 delivering this Agreement are authorized to execute and deliver such documents on  
27 behalf of AUTHORITY and (4) that neither AUTHORITY nor any of its principals is  
28 presently debarred, suspended, proposed for debarment, declared ineligible, or

1 voluntarily excluded from participation in connection with the transaction contemplated  
2 by this Agreement.

3 26. AUTHORITY certifies, to the best of its knowledge and belief, that:

4 a. No federally appropriated funds have been paid or will be  
5 paid, by or on behalf of the undersigned, to any person for  
6 influencing or attempting to influence an officer or employee  
7 of any agency, a member of Congress, an officer or  
8 employee of Congress, or an employee of a member of  
9 Congress in connection with the awarding of any federal  
10 contract, the making of any federal grant, the making of any  
11 federal loan, the entering into of any cooperative agreement,  
12 and the extension, continuation, review, amendment, or  
13 modification of any federal contract, grant, loan, or  
14 cooperative agreement.

15 b. If any funds other than federally appropriated funds have  
16 been paid or will be paid to any person for influencing or  
17 attempting to influence an officer or employee of any  
18 agency, a member of Congress, an officer or employee of  
19 Congress, or an employee of a member of Congress in  
20 connection with this federal contract, grant, loan, or  
21 cooperative agreement, the undersigned shall complete and  
22 submit Standard Form-LLL, "Disclosure Form to Report  
23 Lobbying," in accordance with its instructions.

24 c. The undersigned shall require that the language of this  
25 certification be included in the award documents for all sub-  
26 awards at all tiers (including subcontracts, sub-grants, and  
27 contracts under grants, loans, and cooperative agreements)  
28 and that AUTHORITY shall certify and disclose accordingly.

1 This certification is a material representation of fact upon  
2 which reliance was placed when this transaction was made  
3 or entered into.

4 27. HOLD HARMLESS AND INDEMNIFICATION. AUTHORITY shall  
5 indemnify, defend and hold harmless COUNTY, its elected officials, its members and its  
6 respective agents, servants, and employees of and from any and all liabilities, claims,  
7 debts, damages, demands, suits, actions, and causes of action whatsoever kind, nature  
8 of sort including, but not by way of limitation, wrongful death, expense of the defense of  
9 said parties, and the payment of reasonable attorneys' fees, arising out of or in  
10 connection with the performance by AUTHORITY under this Agreement; except for,  
11 however, any claims or damages arising from the sole negligence, fraud or  
12 misrepresentation of COUNTY or its representatives.

13 28. TERMINATION.

14 a. AUTHORITY. AUTHORITY may terminate this Agreement  
15 consistent with the Act, the regulations consistent  
16 implementing the Act, and 24 CFR 85.44.

17 b. COUNTY. Notwithstanding the provisions of Section 31(a),  
18 COUNTY may suspend or terminate this Agreement upon  
19 written notice to AUTHORITY of the action being taken and  
20 the reason for such action:

21 (1) In the event AUTHORITY fails to perform the  
22 covenants herein contained at such times and in such  
23 manner as provided in this Agreement after the  
24 applicable notice and cure provision hereof; or

25 (2) In the event there is a conflict with any federal, state  
26 or local law, ordinance, regulation or rule rendering  
27 any of the provisions of this Agreement invalid or  
28 untenable; or



1 (3) In the event the funding from the Department of  
2 Housing and Urban Development referred to in  
3 Section 1 above is terminated or otherwise becomes  
4 unavailable.

5 c. This Agreement may be terminated or funding suspended in  
6 whole or in part for cause in accordance with 24 CFR 85.43.  
7 Cause shall be based on the failure of AUTHORITY to  
8 materially comply with either the terms or conditions of this  
9 Agreement after the applicable notice and cure provision  
10 hereof. Upon suspension of funding, AUTHORITY agrees  
11 not to incur any costs related thereto, or connected with, any  
12 area of conflict from which COUNTY has determined that  
13 suspension of funds is necessary. The award may be  
14 terminated for convenience in accordance with 24 CFR  
15 85.44.

16 d. Upon expiration of this Agreement, AUTHORITY shall  
17 transfer to COUNTY any HOME funds on hand at the time of  
18 expiration of the Agreement as well as any accounts  
19 receivable held by AUTHORITY which are attributable to the  
20 use of HOME funds awarded pursuant to this Agreement.

21 29. ENTIRE AGREEMENT. It is expressly agreed that this Agreement  
22 embodies the entire agreement of the parties in relation to the subject matter hereof,  
23 and that no other agreement or understanding, verbal or otherwise, relative to this  
24 subject matter, exists between the parties at the time of execution.

25 30. SEVERABILITY. Each paragraph and provision of this Agreement  
26 is severable from each other provision, and if any provision or part thereof is declared  
27 invalid, the remaining provisions shall nevertheless remain in full force and effect.

28 31. MINISTERIAL ACTS. The Assistant County Executive

1 Officer/EDA, or designee(s), are authorized to take such ministerial actions as may be  
2 necessary or appropriate to implement the terms, provisions, and conditions of this  
3 Agreement as it may be amended from time to time by COUNTY.

4           32. MODIFICATION OF AGREEMENT. COUNTY or AUTHORITY  
5 may consider it in its best interest to change, modify or extend a term or condition of this  
6 Agreement. Any such change, extension or modification, which is mutually agreed  
7 upon by COUNTY and AUTHORITY shall be incorporated in written amendments to this  
8 Agreement. Such amendments shall not invalidate this Agreement, nor relieve or  
9 release COUNTY or AUTHORITY from any obligations under this Agreement, except  
10 for those parts thereby amended. No amendment to this Agreement shall be effective  
11 and binding upon the parties, unless it expressly makes reference to this Agreement, is  
12 in writing and is signed and acknowledged by duly authorized representatives of all  
13 parties.

14           33. ASSIGNMENT. AUTHORITY will not make any sale, assignment,  
15 conveyance or lease of any trust or power, or transfer in any other form with respect to  
16 this Agreement, without prior written approval of COUNTY. Any proposed transferee  
17 shall have the qualifications and financial responsibility, as reasonably determined by  
18 COUNTY necessary and adequate to fulfill the obligations undertaken in this Agreement  
19 by AUTHORITY. Any proposed transferee shall, by instrument in writing, for itself and  
20 its successor and assigns, and expressly for the benefit of COUNTY, assume all of the  
21 obligations of AUTHORITY under this Agreement and agree to be subject to all the  
22 conditions and restrictions to which AUTHORITY is subject.

23           34. NOTICES. All notices, requests, demands and other  
24 communication required or desired to be served by either party upon the other shall be  
25 addressed to the respective parties as set forth below or the such other addresses as  
26 from time to time shall be designated by the respective parties and shall be sufficient if  
27 sent by United States first class, certified mail, postage prepaid, or express delivery  
28 service with a receipt showing the date of delivery:

1            COUNTY

AUTHORITY

2            Assistant Director of Housing  
3            Riverside County  
4            Economic Development Agency  
5            3403 Tenth Street, Suite 500  
6            Riverside, CA 92501

                 Assistant Director of the  
                 Housing Authority of the  
                 County of Riverside  
                 5555 Arlington Avenue  
                 Riverside, CA 92504

7            35.    COUNTERPARTS. This Agreement may be signed by the different  
8            parties hereto in counterparts, each of which shall be an original but all of which  
9            together shall constitute one and the same agreement.

10           36.    EFFECTIVE DATE. The effective date of this Agreement is the  
11           date the parties execute the Agreement. If the parties execute the Agreement on more  
12           than one date, then the date first above written shall be the effective date.

13           ///

14           ///

                 (SIGNATURES ON NEXT PAGE)

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26           ///

27           ///

28           ///

1           **IN WITNESS WHEREOF**, the COUNTY and DEVELOPER have executed this  
2 Agreement as of the date first above written.

3  
4 COUNTY:

AUTHORITY:

5  
6 COUNTY OF RIVERSIDE

HOUSING AUTHORITY OF THE  
COUNTY OF RIVERSIDE

7  
8 By: \_\_\_\_\_  
9     MARION ASHLEY, Chairman  
10    Board of Supervisors

By: \_\_\_\_\_  
MARION ASHLEY, Chairman  
Board of Commissioners

11  
12 APPROVED AS TO FORM:

13 PAMELA J. WALLS  
14 County Counsel

15 By:  \_\_\_\_\_  
16 ANITA WILLIS, Deputy

17  
18 ATTEST:  
19 KECIA HARPER-IHEM  
Clerk of the Board

20  
21 By \_\_\_\_\_  
Deputy

22  
23  
24           **(Signatures on this page need to be notarized)**





## EXHIBIT A

**Authority:** Housing Authority of the County of Riverside  
**Address:** 5555 Arlington Avenue, Riverside, CA 92504  
**Program:** Security Deposit Assistance Program  
**Location:** Within the areas of the County of Riverside

### **Description:**

The Security Deposit Assistance (SDA) Program is designed to provide a one-time grant to eligible participants, as defined herein, to pay for the security deposit of new participants in the Section 8 Housing Choice Voucher Program to lease a rental property. No Assistance can be provided for temporary shelters. The goal of the program is to remove the initial barrier that families encounter as they attempt to find a suitable unit to rent. California state law prohibits landlords or property owners from requesting a security deposit greater than two (2) months of the total amount of the contract rent as a security deposit for an un-furnished unit.

### **Eligible Applicants:**

The Program is limited to eligible families or participants who have recently been selected from the waiting list and have an approved Section 8 Voucher and who are in the process of finding a unit to rent.

Existing Section 8 Voucher can only be eligible if any of the following conditions apply:

1. The owner of the unit has selected to sell the property;
2. An unforeseen emergency that is through no fault of the family.

The grant will be made to the Housing Authority on a "cost-as-incurred" basis for all eligible approved cost under this Agreement. Once a family moves from the unit, the family retains the deposit amount to assist them with the relocation process. The maximum grant per family is limited to the lesser of 50% of the actual total security deposit or half of the Section 8 contract rent.

It is anticipated that this program would benefit approximately 440 families at an average cost of \$450/family.

Matching funds in a minimum amount of twenty-five percent (25%) of the total HOME allocation are required. The HOME match in the amount of \$50,000 will be satisfied from the excess match carried over Fiscal 2010-2011.

The Housing Authority shall submit to the County copies of the HUD Section 50058 approval Form and Security Deposit Assistance Program Application.

**EXHIBIT "B"**

**Security Deposit Assistance Program Application**

Original Section 8 Admittance Date \_\_\_\_\_

Date: \_\_\_\_\_ Housing Voucher or Certification # \_\_\_\_\_

Phone \_\_\_\_\_ Race Code: \_\_\_\_\_ Hispanic: Y \_\_\_ N \_\_\_

Address (including zip): \_\_\_\_\_  
(address for which assistance is requested)

Landlord \_\_\_\_\_

Head of Household: Name & Address \_\_\_\_\_

\_\_\_\_\_ Phone \_\_\_\_\_

Move in date \_\_\_\_\_ Household Income \$ \_\_\_\_\_ ( % ) \_\_\_\_\_ Section 8 Subsidy \_\_\_\_\_

Monthly Rent \$ \_\_\_\_\_ Tenant Contribution \$ \_\_\_\_\_ Female Head of Household? Y \_\_\_ N \_\_\_

Total Tenant Payment \$ \_\_\_\_\_ Size of Household \_\_\_\_\_ Head of Household Code \_\_\_\_\_

Amount Requested: \_\_\_\_\_ Security Deposit \_\_\_\_\_ Payable To: \_\_\_\_\_

# of Bdrms: \_\_\_\_\_ New Contract? Y \_\_\_ N \_\_\_ Months in Contract w/ Tenant: \_\_\_\_\_ (1-24)

Under the Housing Authority of the County of Riverside Security Deposit Assistance Program, payment will be provided for the security deposit not to exceed 50% of the actual security deposit or half of the contract rent, whichever is less. Payment will be provided directly to the Landlord. This assistance is provided with the intent to provide rental assistance to the eligible Section 8 tenant; however the Riverside County Economic Development Agency is under no obligation to the tenant, the Landlord, or any other party until (1) the rental unit has passed inspection and meets housing quality standards (HQS); (2) the rental unit has been approved by the Housing Authority of the County of Riverside Section 8 program; (3) a Dwelling Lease Agreement and Housing Assistance Payment contract have been fully executed by all parties.

\_\_\_\_\_  
Head of Household Signature

\_\_\_\_\_  
(2) Head of Household Signature

I certify that the client's income has been verified as stated above and the property that assistance is applied for meets applicable property standards, according to Section 8. I also agree to make client records available upon request from EDA, Dept. of HUD, or other authorized agency. ATTACH COPY OF HUD FORM 50058.

Certified by \_\_\_\_\_ Date \_\_\_\_\_  
Housing Authority Eligibility Specialist

Approved  Denied \_\_\_\_\_  
Housing Authority Program Manager Official Signature Date

Reason or Denial \_\_\_\_\_

**Race of Head of household Code**

- 11 - White
- 12 - Black or African American
- 13 - Asian
- 14 - American Indian or Alaska Native
- 15 - Native Hawaiian or Other Pacific Islander
- 16 - American Indian or Alaska Native & White
- 17 - Asian & White
- 18 - Black or African American & White
- 19 - American Indian or Alaska Native & Black or African American
- 20 - Other Multi Racial

**Head of Household Code**

- 1 - Single/Non Elderly
- 2 - Elderly
- 3 - Related/Single Parent
- 4 - Related/Two Parent
- 5 - Other

**New Contract?**

- Y - Yes, tenant is newly assisted
- N - No, tenant's assistance has been renewed



Prohibition Against Conflicts of Interest  
**EXHIBIT "C"**

§ 92.356 Conflict of interest.

(a) **Applicability.** In the procurement of property and services by participating jurisdictions, State recipients, and sub-recipients, the conflict of interest provisions in 24 CFR 85.36 and 24 CFR 84.42, respectively, apply. In all cases not governed by 24 CFR 85.36 and 24 CFR 84.42, the provisions of this section apply.

(b) **Conflicts prohibited.** No persons described in paragraph (c) of this section who exercise or have exercised any functions or responsibilities with respect to activities assisted with HOME funds or who are in a position to participate in a decision making process or gain inside information with regard to these activities, may obtain a financial interest or benefit from a HOME-assisted activity, or have an interest in any contract, subcontract or agreement with respect thereto, or the proceeds thereunder either for themselves or those with whom they have family or business ties, during their tenure or for one year thereafter.

(c) **Persons covered.** The conflict of interest provisions of paragraph (b) of this section apply to any person who is an employee, agent, consultant, officer, or elected official or appointed official of the COUNTY, State recipient, or sub-recipient which are receiving HOME funds.

(d) **Exceptions: Threshold requirements.** Upon the written request of the recipient, HUD may grant an exception to the provisions of paragraph (b) of this section on a case-by-case basis when it determines that the exception will serve to further the purposes of the HOME Investment Partnerships Program and the effective and efficient administration of the COUNTY's program or project. An exception may be considered only after the recipient has provided the following:

(1) A disclosure of the nature of the conflict, accompanied by an assurance that there has been public disclosure of the conflict and a description of how the public disclosure was made; and

(2) An opinion of the recipient's attorney that the interest for which the exception is sought would not violate State or local law.

(e) **Factors to be considered for exceptions.** In determining whether to grant a requested exception after the recipient has satisfactorily met the requirements of paragraph (d) of this section, HUD shall consider the cumulative effect of the following factors, where applicable:

(1) Whether the exception would provide a significant cost benefit or an essential degree of expertise to the program or project which would otherwise not be available;

(2) Whether the person affected is a member of a group or class of low-income persons intended to be the beneficiaries of the assisted activity, and the exception will permit such person to receive generally the same interests or benefits as are being made available or provided to the group or class;

(3) Whether the affected person has withdrawn from his or her functions or responsibilities, or the decision making process with respect to the specific assisted activity in question;

(4) Whether the interest or benefit was present before the affected person was in a position as described in paragraph (c) of this section;

Prohibition Against Conflicts of Interest  
**EXHIBIT "C"**

- (5) Whether undue hardship will result either to the COUNTY or the person affected when weighed against the public interest served by avoiding the prohibited conflict;
- (6) Any other relevant considerations.

Owners/Participants and Developers.

- (1) No owner, developer or sponsor of a project assisted with HOME funds (or officer, employee, agent or consultant of the owner, developer or sponsor) whether private, for profit or non-profit (including a community housing development organization (CHDO) when acting as an owner, developer or sponsor) may occupy a HOME-assisted affordable housing unit in a project. This provision does not apply to an individual who receives HOME funds to acquire or rehabilitate his or her principal residence or to an employee or agent of the owner or developer of a rental housing project who occupies a housing unit as the project manager or maintenance worker.
- (2) Exceptions. Upon written request of AUTHORITY or developer, the COUNTY may grant an exception to the provisions of paragraph (f)(1) of this section on a case-by-case basis when it determines that the exception will serve to further the purpose of the HOME program and the effective and efficient administration of the owner's, AUTHORITY's or developer's HOME-assisted project. In determining whether to grant a requested exception, the COUNTY shall consider the following factors:
  - (i) Whether the person receiving the benefit is a member of a group or class of low-income persons intended to be the beneficiaries of the assisted housing, and the exception will permit such person to receive generally the same interests or benefits as are being made available or provided to the group or class;
  - (ii) Whether the person has withdrawn from his or her functions or responsibilities, or the decision making process with respect to the specific assisted housing in question;
  - (iii) Whether the tenant protection requirements of § 92.253 are being observed;
  - (iv) Whether the affirmative marketing requirements of § 92.351 are being observed and followed; and
  - (v) Any other factor relevant to the COUNTY's determination, including the timing of the requested exception.

Prohibition Against Conflicts of Interest  
**EXHIBIT "C"**

Community Development  
Block Grant  
Policy Manual  
I.D. # A-11

TOPIC: CONFLICT OF INTEREST CODED  
RIVERSIDE COUNTY  
ECONOMIC DEVELOPMENT AGENCY

DATE: MARCH 1999

This Conflict of Interest Code is written to comply with Federal Regulations (24 CFR Part 85). These Regulations. "Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments" require that grantees and sub-grantees will maintain a written code of standards of conduct governing the performance of their employees engaged in the award and administration of contracts.

- 1) No employee, officer or agent of the grantee shall participate in the selection, in the award or in the administration of a contract supported by Federal Funds if a conflict of interest, real or apparent, would be involved.
- 2) Such a conflict will arise when:
  - i) The employee, officer or agent;
  - ii) Any member of the immediate family;
  - iii) His/Her partners, or;
  - iv) An organization which employs, or is about to employ any of the above has a financial or other interest in the firm's selection for award.
- 3) The grantee's or sub-grantee's officers, employees or agents will neither solicit nor accept gratuities, favors or anything of monetary value from contractors or parties to sub-agreements except as noted in Section 4.
- 4) A grantee's or sub-grantee's officers, employees or agents will be presumed to have a financial interest in a business if their financial interest exceeds the following:
  - i) Any business entity in which the official has a direct or indirect investment worth one thousand dollars (\$1,000) or more.

Prohibition Against Conflicts of Interest  
**EXHIBIT "C"**

Community Development  
Block Grant  
Policy Manual  
I.D. # A-11

TOPIC: CONFLICT OF INTEREST CODE  
RIVERSIDE COUNTY  
ECONOMIC DEVELOPMENT AGENCY

DATE: March 1999

- ii) Any real property in which the official has a direct or indirect interest worth one thousand dollars (\$1,000) or more.
  - iii) Any source of income, other than gifts and other than loans by a commercial lending institution in the regular course of business on terms available to the public without regard to official status, aggregating two hundred fifty dollars (\$250) or more in value provided to, received by or promised to the official within 12 months prior to the time when the decision is made.
  - iv) Any business entity in which the official is a director, officer, partner, trustee, employee, or holds any position of management.
  - v) Any donor of, or any intermediary or agent for a donor of, a gift or gifts aggregating two hundred fifty dollars (\$250) or more in value provided to, received by, or promised to the official within 12 months prior to the time when the decision is made.
- 5) For purposes of Section 4, indirect investment or interest means any investment or interest owned by the spouse or dependent child of an official, by an agent on behalf of an official, or by a business entity or trust in which the official, the official's agents, spouse, and dependent children own directly, indirectly, or beneficially a 10-percent interest or more.