

- **Any Combination of the Three Types of Rental Assistance Above** – Total not to exceed 24 months during any 3 year period, including any payment for last month's rent.

3. **Rapid Re-Housing** – individuals and families who are literally homeless, meaning those who qualify under 401(1) McKinney-Vento Act of the definition of homeless. Short and medium-term rental assistance and housing relocation and stabilization services are eligible activities. Staff salaries related to carrying out Rapid Re-Housing activities are also eligible.

Pursuant to 25 CCR Section 8408, no subpopulation targeting will be permitted in homelessness prevention activities unless the following documentation is provided to the Department prior to the award of funds:

- Evidence of an unmet need for the subpopulation proposed for targeting; and
- Evidence of existing funding in the CoC Service Area for programs that address the needs of all of the excluded populations.

4.1 Housing Relocation and Stabilization Services - See 3.1 Housing Relocation and Stabilization Services above.

4.2 Short and Medium-Term Rental Assistance – See 3.2 Short and Medium-Term Rental Assistance above.

5. **HMIS** – the HEARTH Act makes HMIS participation a statutory requirement for ESG subrecipients. Victim service providers cannot and Legal Services Organizations may choose not to, participate in HMIS. Providers that do not participate in HMIS must use a comparable database that produces unduplicated, aggregate reports instead. Activities funded under this component must comply with HUD’s standards on participation, data collection and reporting under a local HMIS. A maximum of 10% of all funds awarded within each CoC service area may be used for HMIS activities.

5.1 Hardware, Equipment and Software Costs

5.2 Staffing: Paying salaries for operating HMIS

5.3 Training and Overhead

5.1 Hardware, Equipment and Software Costs

- Purchasing or leasing computer software
- Purchasing software or software licenses
- Purchasing or leasing equipment, including telephones, faxes, and furniture

5.2 Staffing: Paying salaries for operating HMIS, including:

- Data collection
- Completing data entry
- Monitoring and reviewing data quality
- Completing data analysis
- Reporting to the HMIS Lead
- Training staff on using the HMIS or comparable database
- Implementing and complying with HMIS requirements

5.3 Training and Overhead

- Obtaining technical support
- Leasing office space
- Paying charges for electricity, gas, water, phone service and high-speed data transmission necessary to operate or contribute data to HMIS
- Paying costs of staff to travel to and attend HUD-sponsored and HUD-approved training on HMIS and programs authorized by Title IV of the McKinney-Vento Homeless Assistance Act
- Paying staff travel costs to conduct intake
- Paying participation fees charged by the HMIS Lead

6. **Administration** - Within the CoC Allocation, grant administration funds will be provided automatically through the AE's contract with HCD. Local government's applicants in the BoS are eligible to receive grant administration. The amounts available are announced in HCD's NOFA.

6.1 General Management / Oversight / Coordination

6.2 Training on ESG Requirements

6.3 Consolidated Plan

6.4 Environmental Review

6.1 General Management / Oversight / Coordination – Costs of overall program management, coordination, monitoring, and evaluation

- Administrative services performed under third party contracts or agreements, including general legal services, accounting services, and audit services
- Other costs for goods and services required for administration of the program, including rental or purchase of equipment, insurance, utilities, office supplies, and rental and maintenance (but not purchase) of office space
- Staff salaries, wages, and related costs of staff engaged in eligible program administration activities

6.2 Training on ESG Requirements

- Costs of providing training on ESG requirements and attending HUD-sponsored ESG trainings

6.3 Consolidated Plan

- Costs of preparing and amending the ESG and homelessness related sections of the consolidated plan in accordance with ESG requirements and 24 CFR part 91

6.4 Environmental Review

- Costs of carrying out the environmental review responsibilities under 24 CFR § 576.407 of the HUD regulations

7. Indirect Costs

- In general, ESG funds may be used to pay indirect costs in accordance with the Federal Office of Management and Budget (OMB) Circular A-87 (2 CFR part 225), or A-122 (2 CFR part 230), as applicable.
- Nonprofit or local government ESG homeless service providers may request up to 10% of their ESG funds for indirect costs in accordance with OMB requirements; or a higher rate if approved for a higher rate by a federal agency. Evidence of the approval of this higher rate by the federal agency must be provided to HCD, if the indirect costs of more than 10% are being requested.

8. Ineligible Costs

General: Any activities determined by the Department of Housing and Community Development to be not allowable, reasonable or allocable per the regulation standards.

1. Emergency Shelter

▪ Legal Services:

○ Ineligible Costs:

- Legal Services for immigration and citizenship matters
- Issues related to mortgages
- Retainer fee arrangements and contingency fee arrangements
- Substance abuse treatment services for inpatient detoxification and other inpatient drug or alcohol treatment are ineligible costs

2. Homelessness Prevention and Rapid Re-housing

▪ Housing Relocation and Stabilization Services:

○ Ineligible Costs:

- Payment of temporary storage fees in arrears
- No financial assistance to a household for a purpose and time period supported by another public source
- Credit Repair assistance does not include the payment or modification of a debt

▪ Rental Assistance

○ Ineligible Cost:

- Late payment penalties.

3. Administration

▪ General management / Oversight / Coordination

○ Ineligible Cost:

- Purchase of office space.

DEPARTMENT OF PUBLIC SOCIAL SERVICES FORMS

Mailing Instructions: When completed, these forms will summarize all of your claims for payment. Your Claims Packet will include **DPSS 2076A, 2076B** (if required), invoices, payroll verification, and copies of canceled checks attached, receipts, bank statements, sign-in sheets, daily logs, mileage logs, and other back-up documentation needed to comply with Contract/MOU.

Mail Claims Packet to address shown on upper left corner of DPSS 2076A.
[see method, time, and schedule/condition of payments].
(Please type or print information on all DPSS Forms.)

DPSS 2076A
CONTRACTOR PAYMENT REQUEST

"Remit to Name"

The legal name of your agency.

"Address"

The remit to address used when this contract was established for your agency. **All address changes must be submitted for processing prior to use.**

"Contractor Name"

Business name, if different than legal name *(if not leave blank)*.

"Contract Number"

Can be found on the first page of your contract.

"Amount Requested"

Fill in the total amount and billing period you are requesting payment for.

"Payment Type"

Check the box and enter the dollar amount for the type(s) of payment(s) you are requesting payment for.

"Any questions regarding..."

Fill in the name and phone number of the person to be contacted should any questions arise regarding your request for payment.

"Authorized Signature, Title, and Date (Contractor's)"

Self-explanatory (required). **Original Signature needed for payment.**

EVERYTHING BELOW THE THICK SOLID LINE IS FOR DPSS USE ONLY AND SHOULD BE LEFT BLANK.

SUPPORTING DOCUMENTATION

The general rule for supporting documentation is that for any program cost that is to be reimbursed (or used as match), provide the invoice which documents that a cost was incurred, and a receipt, or a copy of a check, a check stub, or copy of bank statement to substantiate the amount paid. Supporting documentation must be **legible, clear, and organized**. DPSS must be able to tie your request to the amounts claimed after each line item on the Claim Form. Costs can only be reimbursed if they have been included in the original Technical Submission.

Documentation for like line items should be clipped together and identified with a summary sheet or label identifying the Line Item Number or the Activity as listed on the Claim Form. A spreadsheet itemizing the expenses, or at a minimum, an adding machine tape showing the expenses with a matching amount on the claim form is helpful. The clearer the information is that you provide, the quicker we will be able to process the claim.

It is also helpful to complete the ESG Request for Funds (RFF) for each claim. In addition, if there are any equipment items to be purchased, prior to purchase, the ESG Equipment Request Form must be submitted and approved by the State, prior to the purchase of the equipment. Along with submission of the Equipment Request Form, 3 comparable bids for the item in question are required.

The Fiscal Management Reporting Unit reviews each claim for expenses that are:

- Allowable
- Allocable
- Reasonable

CLAIM DOCUMENTATION REQUIRED BY DPSS

RAPID REHOUSING / EMERGENCY SHELTER
● Lease agreement (does not need to be submitted with each claim. Must be submitted each time a lease expires or changes.)
● Invoice or documentation of rent amount and due date
● Proof of payment (receipt and cancelled check or check stub)
STAFF (Street Outreach, Rapid Rehousing, Emergency Shelter)
● ESG Program Individual Staff Breakdown form
● Time Sheet
● Time and Activity Report
● Pay Stub or Payroll Report
EXPENSES (Street Outreach, Rapid Rehousing, Emergency Shelter)
● Invoice or receipt that is dated and has a detailed explanation of charges.
● Proof of payment (cancelled check or check stub)

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
 EMERGENCY SOLUTIONS GRANT PROGRAM
 DIVISION OF FINANCIAL ASSISTANCE (REV 12/16)
 2020 West El Camino, 4th Floor
 Sacramento, CA 95833
 Phone: (916) 263-2771
 Fax: (916) 263-3391

EXHIBIT N-2



EMERGENCY SOLUTIONS GRANT PROGRAM REQUEST FOR FUNDS

Grantee Name:	Contact Person:
Address:	Contact Person Title:
City:	E-mail:
State & Zip:	Phone No.:

EXPENDITURES						
BUDGET COMPONENT	APPROVED BUDGET AMOUNT	PREVIOUSLY DRAWN TOTAL	REQUESTED DRAW AMOUNT	NEW DRAWN TOTAL	BALANCE REMAINING	
Street Outreach	\$1,000,000		\$0	\$0	\$1,000,000	
Emergency Shelter	\$100,000		\$0	\$0	\$100,000	
Homelessness Prevention	\$10		\$0	\$0	\$10	
Rapid Re-housing	\$151		\$0	\$0	\$151	
HMIS			\$0	\$0	\$0	
Administration			\$0	\$0	\$0	
TOTAL	\$1,100,161	\$0	\$0	\$0	\$1,100,161	

BUDGET COMPONENT	APPROVED AMOUNT	PERCENT APPROVED	INDIRECT COSTS PREVIOUSLY DRAWN	INDIRECT COSTS REQUESTED THIS DRAW	TOTAL INDIRECT COSTS DRAWN	PERCENT OF INDIRECT COSTS UTILIZED
Indirect Costs	\$110,016	10%	\$12,053	\$0	\$12,053	10.96%

Note: (Limited to 10% of Total Application Amount or higher with letter from HUD)

**By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise.*

HCD USE ONLY	
Contract Manager Signature	Date

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
DIVISION OF FINANCIAL ASSISTANCE
EMERGENCY SOLUTIONS GRANT PROGRAM (Rev 12/16)
2020 West El Camino Ave, 4th Floor
Sacramento, CA 95833
Phone: (916) 263-2771
Fax: (916) 263-3391

EXHIBIT N-3



EMERGENCY SOLUTIONS GRANT PROGRAM INDIVIDUAL STAFF BREAKDOWN

SUMMARY OF STAFF TO BE PAID WITH ESG FUNDS

- List all the positions and titles with a brief job description that corresponds with the eligible activity for each staff person to be paid with ESG Fund.
- Also attach a duty statement for all position titles listed.

Contract Number:

Grantee Name:

Purposed Activity	Staff Title	Brief Description of Job

* Modify row heights to accommodate text and add rows within the box if needed.



EMERGENCY SOLUTIONS GRANT PROGRAM
 EQUIPMENT REQUEST FORM

Date: (01/01/0000) Request Number:
 Contract Name: Contract Number: Fiscal Year (20XX-XX):

INSTRUCTIONS

Complete this form for equipment purchases for any item costs over \$1000 (made by a Non-Profit Organization) or Over \$5,000 (Unit of General Purpose Local Government). Only one form per item. If you have multiple items that exceed outlined amounts above, a form will need to be submitted for each.

approval is received proceed to purchase item and fill out section B and C. Print document and sign in Blue Ink. Color Scan item and email back to HCD for final confirmation of equipment purchase and expense incurred.

EQUIPMENT REQUEST BREAKDOWN

Complete this section and attach copies of all bids (3 required)

Item Description:

Bid Amount	Vendor	Bid Selected	Justification for Selection
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

Requested Amount:

HCD USE ONLY

Requested Amount: \$0

HCD Approval: Approved/Not Approved

Justification if Partial Approval or Non-Approval:

Amount Approved by HCD:

Amount Disallowed by HCD: \$0

Total Approval Amount: \$0

PURCHASE VALIDATION

Item Purchased: Item Purchase Price:

Vendor/ Contractor: HCD Approved Amount: \$0

Invoice Date: Additional Notes:

Invoice Number:

Item Serial Number:

CERTIFICATION

Signing this certification indicates that the information provided is accurate and documentation can be provided to validate purchase above.

Authorized Representatives Name: Authorized Representatives Title:

Authorized Representatives Signature: Date:

HCD USE ONLY

HCD Item Verification Approval:

Contract Manager Signature: Date:

**Riverside County Department of Public Social Services
Contracts Administration Unit
10281 Kidd Street
Riverside, CA 92503**

AGREEMENT: HO-03466

CONTRACTOR: Path of Life Ministries

ACTIVITIES: Homeless Assistance Program

TERM: December 28, 2016 - July 21, 2018

MAXIMUM REIMBURSABLE AMOUNT: \$46,362.00

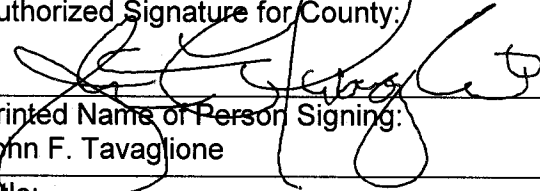
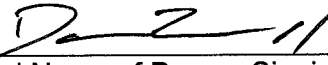
ESG PROGRAM COMPONENT: Emergency Shelter

This Agreement is made and entered into by and between the County of Riverside, hereinafter referred to as "County," and the Path of Life Ministries, hereinafter referred to as the "Subrecipient."

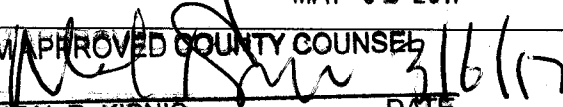
WHEREAS, the County has entered into a grant agreement with the State of California Department of Housing and Community Development (HCD), hereinafter referred to as the "Grantor," pursuant to the Emergency Solutions Grants (ESG) Program (CFDA 14.231), codified as 24 CFR Parts 91 and 576 and Subtitle C of Title IV of the Stewart B. McKinney-Vento Homeless Assistance Act as amended by S. 896 the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act of 2009, 42 U.S.C. 11371-11378 et seq.; and

WHEREAS, the Department of Public Social Services, hereinafter referred to as "DPSS," has been designated by the County to provide coordination and administration of the County's Continuum of Care Program, and Emergency Solutions Grants Program as described in the County's grant agreement with the Grantor.

NOW THEREFORE, DPSS and the Subrecipient do hereby covenant and agree that the Subrecipient will provide said services in return for monetary compensation, all in accordance with the terms and conditions contained herein this Agreement.

Authorized Signature for County: 	Authorized Signature for Path of Life Ministries: 
Printed Name of Person Signing: John F. Tavaglione	Printed Name of Person Signing: Damien O'Farrell
Title: Chair, Board of Supervisors	Title: Chief Executive Officer
Address: 10281 Kidd St. Riverside, CA 92503	Address: PO Box 1445 Riverside, CA 92502
Date Signed: MAY 02 2017	Date Signed:

ATTEST:
 KECIA HARPER-IHEM, Clerk
 COUNTY CLERK

BY:  3/6/17
 NEAL R. KIPNIS DATE

MAY 02 2017 3,23

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LIST OF EXHIBITS

EXHIBIT A – Scope of Work and Project Application, DPSS RFP-#DPARC-512

EXHIBIT B – Budget Summary/Budget Narrative

EXHIBIT C – HEARTH ACT 2009, 24 CFR Parts 91 and 576

EXHIBIT D – The Emergency Solutions Grant State of California Regulations

EXHIBIT E – County of Riverside Continuum of Care Written Standards

EXHIBIT F – County of Riverside Continuum of Care Charter

EXHIBIT G-1 (INDIVIDUAL) Vulnerability Index Service Prioritization Decision Assistance Tool (VI-SPDAT)

EXHIBIT G-2 (FAMILY) Vulnerability Index Service Prioritization Decision Assistance Tool (VI-SPDAT)

EXHIBIT H – HUD System Performance Measures, An Introductory guide to understanding system-level performance measurement

EXHIBIT I – 2-1-1 Riverside County Agency Registration Form

EXHIBIT J – 2-1-1 Riverside County Program Registration Form

EXHIBIT K – Assurance of Compliance

EXHIBIT L – ESG Eligible Expense Guide

EXHIBIT M – DPSS 2076A, DPSS 2076B & Instructions

EXHIBIT N-1 DPSS Fiscal's ESG Supporting Documentation Instructions

EXHIBIT N-2 HCD's Emergency Solutions Grant Program Request for Funds

EXHIBIT N-3 HCD'S Emergency Solutions Grant Program Individual Staff Breakdown

EXHIBIT N-4 HCD'S Emergency Solutions Grant Program Equipment Request Form (if applicable).

I. DEFINITIONS

As used in this Agreement, the following terms are defined below unless the context indicates otherwise.

- A. The term "2-1-1" refers to 2-1-1 Riverside County—a designated 3-digit number that allows callers to receive up-to-date information and referrals to health and human service agencies.
- B. The term "Application" refers to the approved application and its submissions prepared by the Subrecipient.
- C. The term "DPSS" refers to the County of Riverside and its Department of Public Social Services, which has administrative responsibility for this Agreement.
- D. The term "HCD" refers to State of California Department of Housing and Community Development.
- E. The term "HMIS" refers to the Riverside County Homeless Management Information System.
- F. The term "Participants" refers to individuals who utilize Supportive Housing Services, including referral services or individuals who are residents or former residents of the housing project.
- G. The term "Project" refers to housing and/or supportive services for facilitating the movement of homeless individuals through the Continuum of Care into independent permanent housing.
- H. The term "RFP" refers to DPSS Request for Proposal.
- I. The terms "Subrecipient" or "Contractor" refer to the Path of Life Ministries, the entity under agreement with DPSS to operate the project on a daily basis.
- J. The term "Subcontract" refers to any contract, purchase order, or other purchase agreement, including modifications and change orders to the foregoing, entered into by the Contractor with a subcontractor to furnish supplies, materials, equipment, and services for the performance of any of the terms and conditions contained in this Agreement.
- K. The term "Subcontractor" means any supplier, vendor, or firm, that furnishes supplies, materials, equipment, or services to or for the Contractor or another subcontractor.

II. DPSS RESPONSIBILITIES

- A. DPSS shall assure that the services provided by the Subrecipient comply with all applicable federal, state, county, and local government laws, rules, regulations, policies and procedures.
- B. DPSS shall assign staff to serve as liaison and program coordinator between DPSS and the Subrecipient. This staff will provide the Subrecipient programmatic consultation and advise the Subrecipient of all-pertinent existing guidelines and regulations. Additionally, the staff will provide or arrange for consultation and technical assistance to the Subrecipient as needed.
- C. DPSS will assign staff to monitor the performance of the Subrecipient in performing the terms, conditions, and specifications of this Agreement. DPSS, at its sole discretion, may monitor the performance of the Subrecipient through any combination of the following methods which may include, but are not limited to: 1) periodic reviews, including on-site visits; (2) evaluations of the quantity or level and quality of services provided by the Subrecipient; (3) annual inspection of all available fiscal statements and other records maintained by the Subrecipient; and (4) annual statements that the Subrecipient is required to complete under this Agreement.

III. SUBRECIPIENT RESPONSIBILITIES

- A. The Subrecipient shall be responsible for the overall administration of the Project, including overseeing all subcontractors, client services, and case management, medical care, social services support, and legal support. The Subrecipient will also provide client linkages to other sources of support. The Subrecipient will keep records and reports established to carry out the program in an effective and efficient manner. These records and reports must include racial and ethnic data on participants for program monitoring and evaluation.
- B. The Subrecipient shall provide services as set forth in the Project Application and Scope of Work, attached hereto as **Exhibit A**, and incorporated herein by these references.
- C. The Subrecipient must ensure that all ESG Program participants comply with the regulations applicable to the ESG program as set forth in 24 CFR Part 58, and 24 CFR Part 576. Additionally, nonprofit organizations funded by the ESG Program shall comply with the requirements of 24 CFR Part 84 as though they were subrecipients pursuant to 24 CFR Part 84. Also, Units of general local government funded by the ESG Program shall comply with the requirements of 24 CFR Part 85. In the even that any federal or state laws or regulations, including without limitation regulations by the Department of Housing and Urban Development ("HUD") add, delete, modify, or otherwise change any statutory or regulatory requirements concerning the use or administration of these funds, ESG Program participants shall comply with such requirements, as amended.
- D. The Subrecipient shall register its agency and/or program, as funded by DPSS, with 2-1-1 Riverside County, by faxing the 2-1-1 registration forms attached hereto as **Exhibits I and J**, respectively, and incorporated herein by these references, to (951) 686-7417. Registration is to take place at the time of execution of this Agreement, and updated on a quarterly basis, at minimum, if agency and/or program changes occur through the term of this Agreement.

For general inquiries regarding agency and/or program registration, Subrecipients may contact 2-1-1 by one of the following methods:

Telephone	(800) 464-1123 or (951) 686-4402 Monday through Friday - 8:00 am to 5:00 pm
U.S. Postal Service	P.O. 5376, Riverside, CA 92517-5376
E-mail	211Updateinfo@connectRiverside.org

- E. The Subrecipient shall comply with the Educational Assurance requirements as stipulated in the McKinney-Vento Homeless Education Assistance Improvements Act.
- F. The Subrecipient agrees to participate in the Homeless Management Information System (HMIS).
 - 1. Participation is defined by HMIS training attendance, complying with Riverside County HMIS security policies and procedures, and entering required client data on a regular and timely basis.
 - 2. DPSS retains the rights to the HMIS and case management software application used in the operations of this property. DPSS grants the Subrecipient an exclusive perpetual license to use the HMIS software for the term of this Agreement.
 - 3. The Subrecipient shall ensure that employees using HMIS for client intake capture all required data fields, as set forth in the County of Riverside Continuum of Care HMIS Policies and Procedures Manual, which is located on the DPSS website: <http://dpss.co.riverside.ca.us/homeless-programs>.
 - 4. The Subrecipient must maintain a valid HMIS End User Agreement on file with DPSS, which is located on the DPSS website: <http://dpss.co.riverside.ca.us/homeless-programs>.

IV. FISCAL PROVISIONS

A. OBLIGATION

The Subrecipient shall be reimbursed by DPSS, for an amount not to exceed \$46,362. Said funds shall be spent according to the Budget shown below and attached hereto as **Exhibit B**.

BUDGET CATEGORY	Total
DIRECT STAFF SALARIES - .5 FTE (RSS 1)	\$21,340.20
DIRECT STAFF SALARIES - .5 FTE (RSS 2)	\$25,021.80
SUBRECIPIENT TOTAL	\$46,362.00

B. METHOD, TIME, AND CONDITION OF PAYMENTS

1. The Subrecipient will be paid the actual amount of each monthly invoice for payment. If the required supporting documentation is not provided, DPSS may delay payment until the information is received by DPSS.
2. All completed claims must be submitted on a monthly basis no later than 30 days after the end of each month in which the services were provided. All complete claims submitted in a timely manner shall be processed within forty-five (45) calendar days.
3. The Subrecipient shall submit **DPSS Forms 2076A, 2076B** (if applicable) (**Exhibit M**); and **HCD's Forms Emergency Solutions Grant Program Request for Funds, Emergency Solutions Grant Program Individual Staff Breakdown, and Emergency Solutions Grant Program Equipment Request Form** (if applicable) (**Exhibits N-2 through N-4**). Following the instructions set forth in **Exhibits M & N-1** attached hereto and incorporated herein by this reference for request of all payments.
4. Each claiming period shall consist of a calendar month claiming period. Subrecipient Invoice estimates for May and June are due no later than the 5th of June. Actual Subrecipient invoices for May and June are due no later than the 30th of July.
5. The Subrecipient shall ensure that funds provided under this Agreement are not used to pay developer's fees, to establish working capital, or operate deficit funds.

a. Cash Match Documentation

The Subrecipient must match all ESG funding on a dollar for dollar basis. Match must be used for the costs of eligible activities (**Exhibit A and Exhibit L**).

The Subrecipient shall provide cash match documentation as set forth in this Agreement and the Scope of Work (**Exhibit A**). Cash match documentation must be submitted with monthly billing claims. DPSS will verify utilization of the cash match through a monthly desk review and on-site monitoring visits. Matching funds provided by the Subrecipient must be money provided to the project by one or more of the following: the Subrecipient, the federal government, state and local governments, and/or private resources. Non-cash resources such as in-kind contributions of goods or services may be used to fulfill matching funds requirements. Matching funds provided by state or local government used in a matching contribution are subject to maintenance of effort requirements.

- b. In the event that the Subrecipient does not meet the requirements in paragraph 5.a. above, DPSS reserves the right to suspend or terminate this Agreement.
6. An expenditure which is not authorized by the Agreement, or which cannot be adequately documented, shall be disallowed and must be reimbursed to DPSS by the Subrecipient.

C. BUDGET MODIFICATIONS

After the effective date of this Agreement, no changes to program budget, funded homeless service providers, or eligible activities shall be made without prior approval from DPSS. Any changes to this Agreement must be made in writing and approved by DPSS prior to implementing the change. No requests will be approved retroactively.

For line item changes representing more than twenty five (25) percent of the overall project budget, a contract amendment is required.

a. Conditions for Approval

Changes may be approved if all of the following conditions are met:

- i. The Subrecipient delivers a written request to DPSS, no later than **ninety (90) days** prior to the end of the grant, and adequately documents the need for change; and
- ii. Approval is received by HCD.

b. Requests for Approval

Request will be forwarded to HCD for their approval and any one of the following will take place:

- i. HCD will approve change as requested;
- ii. HCD will approve change and reduce dollars;
- iii. HCD will deny request.

D. DISBURSEMENT OF FUNDS

DPSS shall disburse funds under this Agreement to the Subrecipient as follows:

1. The Subrecipient shall submit claims for reimbursement pursuant to the Budget listed in section IV.A. on a monthly basis.
2. Administrative costs are costs associated with accounting for the use of grant funds, preparing reports for submission to HCD, obtaining program audits, similar costs related to administering the grant after the award, and staff salaries associated with these administrative costs.

E. INSPECTION AND AUDITS

1. The Subrecipient shall maintain auditable books, records, documents, and other evidence pertaining to costs and expenses in this Agreement. The Subrecipient shall maintain these records for five (5) years after final payment has been made or until all pending DPSS, state, and federal audits, if any, are completed, whichever is later. If a restrictive covenant is in effect, records shall be maintained until the covenant expires.
2. Authorized representatives of DPSS and the federal government shall have access to any books, documents, papers, electronic data, and other records, which these representatives may determine to be pertinent to this Agreement for the purpose of performing an audit, evaluation, inspection, review, assessment, or examination. These representatives are authorized to obtain excerpts, transcripts, and copies, as they deem necessary. Further, these authorized representatives shall have the right, upon request, to inspect or otherwise evaluate the work performed under this Agreement and the premises in which it is being performed.
3. This access to records includes, but is not limited to, service delivery, referrals, and financial and administrative documents for five (5) years after final payment was made, or until all pending county, state, and federal audits are completed, whichever is later.

4. Should the Subrecipient disagree with any audit conducted by DPSS, the Subrecipient shall have the right to employ a licensed, Certified Public Account (CPA) to prepare and file with DPSS a certified financial and compliance audit (in compliance with generally accepted government auditing standards) of related services provided during the term of this Agreement. The Subrecipient will not be reimbursed by DPSS for such an audit.
5. In the event the Subrecipient does not make available its books and financial records at the location where they are normally maintained, the Subrecipient agrees to pay all necessary and reasonable expenses, including legal fees, incurred by DPSS in conducting any audit.
6. All Agreement deliverables and equipment furnished or utilized in the performance of this Agreement shall be subject to inspection by DPSS at all times during the term of this Agreement. The Subrecipient shall provide adequate cooperation to any employee assigned by DPSS in order to permit their determination of the Sub-recipient's conformity with specifications and adequacy of performance and services being provided in accordance with this Agreement.

F. WITHHELD PAYMENTS

1. Unearned payments under this Agreement may be suspended or terminated if grant funds to DPSS are suspended terminated, or if the Subrecipient refuses to accept additional conditions imposed on it by HCD or DPSS.
2. DPSS has the authority to withhold funds under this Agreement pending a final determination by DPSS of questioned expenditures or indebtedness to DPSS arising from past or present agreements between DPSS and the Subrecipient. Upon final determination by DPSS of disallowed expenditures or indebtedness, DPSS may deduct and retain the amount of the disallowed or indebtedness from the amount of the withheld funds.
3. Payments to the Sub-recipient may be withheld by DPSS if the Subrecipient fails to comply with the provisions of this Agreement.

G. FISCAL ACCOUNTABILITY

1. The Sub-recipient agrees to manage funds received through DPSS in accordance with sound accounting policies; incur and claim only eligible costs for reimbursement; and adhere to accounting standards established in OMB Circulars A-110, A-122, and A-133.
2. The Sub-recipient must establish and maintain on a current basis an accrual accounting system in accordance with generally accepted accounting principles and standards. Further, the Sub-recipient must develop an accounting procedure manual. Said manual shall be made available to DPSS upon request or during fiscal monitoring visits.

H. AVAILABILITY OF FUNDING

Funding for this Agreement is subject to the continuing availability of funds provided to DPSS during the Agreement period. DPSS will inform the Sub-recipient, immediately upon notice from HUD, of any limitation of the availability of funds. Both parties understand that DPSS makes no commitment to fund this project beyond the term of this Agreement

V. GENERAL PROVISIONS

A. TERM OF AGREEMENT

1. The Agreement shall be effective from December 28, 2016 – July 21, 2018.
2. All Program funds shall be expended by July 21, 2018.
3. All Final Reimbursement Requests from subrecipients shall be submitted within 20 days after the expenditure deadline.

B. BACKGROUND CHECKS

Contractors providing services to minors (detailed in **Exhibit A-Project Application**) shall be required to conduct criminal background records checks on all employees, subcontractors, and volunteers providing services under this Agreement. Prior to these individuals providing services to clients, the Contractor shall have received a criminal records clearance from the State of California Department of Justice (DOJ). A signed certification of such clearance shall be retained in each individual's personnel file.

C. CONFIDENTIALITY

The Contractor shall maintain the confidentiality of all information and records and comply with all other statutory laws and regulations relating to privacy and confidentiality.

Each party shall ensure that case record information is kept confidential when it identifies an individual by name, address, or other information. Confidential information requires special precautions to protect it from loss, unauthorized use, access, disclosure, modification, and destruction.

The parties to this Agreement shall keep all information that is exchanged between them in the strictest confidence, in accordance with Federal Law. All records and information concerning any and all persons referred to the Contractor shall be considered and kept confidential by the Contractor, its staff, agents, employees and volunteers. The Contractor shall require all of its employees, agents, subcontractors and volunteer staff who may provide services under this Agreement with the Contractor before commencing the provision of any such services, to maintain the confidentiality of any and all materials and information with which they may come into contact, or the identities or any identifying characteristics or information with respect to any and all participants referred to the Contractor by Riverside County.

Contractor shall ensure that no person will publish, disclose, use, permit, or cause to be published, disclosed, or used, any confidential information pertaining to any applicant or recipient of services under this Agreement. The Contractor agrees to inform all persons directly or indirectly involved in administration of services provided under this Agreement of the above provisions and that any person deliberately violating these provisions is guilty of a misdemeanor.

D. CONFLICT OF INTEREST

The Subrecipient covenants that it presently has no interest in, including but not limited to, other projects or independent agreements, and shall not acquire any such interest, direct or indirect, which is, or which the Subrecipient believes to be, incompatible in any manner or degree with the performance of services required to be performed under this Agreement. The Subrecipient further covenants that in the performance of this Agreement no person having any such interest shall be employed or retained by the Subrecipient under this agreement. The Subrecipient agrees to inform DPSS of all of the Subrecipient's interests, if any, which are or which the Subrecipient believes to be incompatible with any interest of DPSS. The County will make final determination of any dispute about conflict(s) of interest. A copy of the agency's Conflict of Interest policy should be submitted to DPSS upon execution of this contract.

E. DEFAULT

1. A default shall consist of any use of grant funds for a purpose other than as authorized by this Agreement or failure in the Subrecipient's duty to provide the supportive housing for the minimum term in accordance with the requirements of the provisions of the Emergency Solutions Grants Program regulations. In the event of an occurrence of default, DPSS and HCD may take one or more of the following actions:
 - a. Issue a letter of warning advising the Subrecipient of the default that establishes a date by which corrective actions must be completed and puts the Subrecipient on notice that more serious actions will be taken if the default is not corrected or is repeated;
 - b. Direct the Subrecipient to submit progress schedules for completing the approved activities;
 - c. Direct the Subrecipient to establish and maintain a management plan that assigns responsibilities for carrying out remedial actions;
 - d. Direct the Subrecipient to reimburse the program accounts for costs inappropriately charged to the program; and/or
 - e. Make recommendations to HCD to reduce or recapture the grant.
2. No delay or omission by the County in exercising any right or remedy available to it under this Agreement shall impair any such right or remedy or constitute a waiver of acquiescence in any Subrecipient default.

F. HOLD HARMLESS/INDEMNIFICATION

Contractor agrees to indemnify and hold harmless County, all Agencies, Districts, Special Districts and Departments of County, their respective directors, officers, Board of Supervisors, elected and appointed officials, employees, agents and representatives from any liability whatsoever, based or asserted upon any services of Contractor, its officers, employees, subcontractors, agents or representatives arising out of or in any way relating to this Agreement, including but not limited to property damage, bodily injury, death, or any other element of any kind or nature whatsoever arising from the performance of Contractor, its officers, agents, employees, subcontractors, agents or representatives from this Agreement. Contractor shall defend, at its sole expense, all costs and fees, including but not limited to attorney fees, cost of investigation, defense and settlements or awards, of County, all Agencies, Districts, Special Districts and Departments of County, their respective directors, officers, Board of Supervisors, elected and appointed officials,

employees, agents or representatives in any claim or action based upon such alleged acts or omissions.

With respect to any action or claim subject to indemnification herein by Contractor, Contractor shall, at their sole cost, have the right to use counsel of their choice, subject to the approval of County, which shall not be unreasonably withheld, and shall have the right to adjust, settle, or compromise any such action or claim without the prior consent of County; provided, however, that any such adjustment, settlement or compromise in no manner whatsoever limits or circumscribes Contractor's indemnification to County as set forth herein. Contractor's obligation to defend, indemnify and hold harmless County shall be subject to County having given Contractor written notice within a reasonable period of time of the claim or of the commencement of the related action, as the case may be, and information and reasonable assistance, at Contractor's expense, for the defense or settlement thereof. Contractor's obligation hereunder shall be satisfied when Contractor has provided to County the appropriate form of dismissal relieving County from any liability for the action or claim involved.

The specified insurance limits required in this Agreement shall in no way limit or circumscribe Contractor's obligations to indemnify and hold harmless County herein from third party claims.

In the event there is conflict between this clause and California Civil Code §2782, this clause shall be interpreted to comply with Civil Code §2782. Such interpretation shall not relieve the Contractor from indemnifying County to the fullest extent allowed by law.

G. INSURANCE

Without limiting or diminishing the CONTRACTOR'S obligation to indemnify or hold the COUNTY harmless, CONTRACTOR shall procure and maintain or cause to be maintained, at its sole cost and expense, the following insurance coverage's during the term of this Agreement. As respects to the insurance section only, the COUNTY herein refers to the County of Riverside, its Agencies, Districts, Special Districts, and Departments, their respective directors, officers, Board of Supervisors, employees, elected or appointed officials, agents or representatives as Additional Insureds.

Workers' Compensation:

If Contractor has employees as defined by the State of California, the Contractor shall maintain statutory Workers' Compensation Insurance (Coverage A) as prescribed by the laws of the State of California. Policy shall include Employers' Liability (Coverage B) including Occupational Disease with limits not less than \$1,000,000 per person per accident. Policy shall be endorsed to waive subrogation in favor of the County of Riverside; and, if applicable, to provide a Borrowed Servant/Alternate Employer Endorsement.

Commercial General Liability:

Commercial General Liability insurance coverage, including but not limited to, premises liability, contractual liability, products and completed operations liability, personal and advertising injury, cross liability coverage, covering claims which may arise from or out of Contractor's performance of its obligations hereunder. Policy shall name the COUNTY as additional Insured. Policy's limit of liability shall not be less than \$1,000,000 per occurrence combined single limit. If such insurance contains a general aggregate limit, it shall apply separately to this Agreement or be no less than two (2) times the occurrence limit.

Professional Liability:

If, at any time during the duration of this Agreement and any renewal or extension thereof, the Contractor, its employees, agents or subcontractors provide professional counseling for issues of medical diagnosis, medical treatment, mental health, dispute resolution or any other services for which it is the usual and customary practice to maintain Professional Liability Insurance, the Contractor shall procure and maintain Professional Liability Insurance (Errors & Omissions), providing coverage for performance of work included within this Agreement, with a limit of liability of not less than \$1,000,000 per occurrence and \$2,000,000 annual aggregate. If Consultant's Professional Liability Insurance is written on a claims made basis rather than an occurrence basis, such insurance shall continue through the term of this Agreement. Upon termination of this Agreement or the expiration or cancellation of the claims made insurance policy Consultant shall purchase at his sole expense either 1) an Extended Reporting Endorsement (also known as Tail Coverage); or 2) Prior Dates Coverage from a new insurer with at retroactive date back to the date of, or prior to, the inception of this Agreement; or, 3) demonstrate through Certificate of Insurance that Consultant has maintained continuous coverage with the same or original insurer. Coverage provided under items: Workers' Compensation, Commercial General Liability or Professional Liability will continue for a period of five (5) years beyond the termination of this Agreement.

Vehicle Liability:

If Contractor's vehicles or mobile equipment are used in the performance of the obligations under this Agreement, Contractor shall maintain liability insurance for all owned, non-owned or hired vehicles so used in an amount not less than \$1,000,000 per occurrence combined single limit. If such insurance contains a general aggregate limit, it shall apply separately to this Agreement or be no less than two (2) times the occurrence limit. Policy shall name the COUNTY as additional Insured.

General Insurance Provisions – All lines:

1. Any insurance carrier providing insurance coverage hereunder shall be admitted to the State of California and have an A.M. BEST rating of not less than an A: VIII(A:8) unless such requirements are waived, in writing, by the County Risk Manager. If the County's Risk Manager waives a requirement for a particular insurer such waiver is only valid for that specific insurer and only for one policy term.
2. The Contractor's insurance carrier(s) must declare self-insured retentions. If such self-insured retentions exceed \$500,000 per occurrence retentions shall have the prior written consent of the County Risk Manager before the commencement of operations under this Agreement. Upon notification of self-insured retention's unacceptable to the County, and at the election of the County's Risk Manager, Contractor's carriers shall either; 1) reduce or eliminate such self-insured retentions as respects this Agreement with the County, or 2) procure a bond which guarantees payment of losses and related investigations, claims administration, defense costs and expenses.
3. The Contractor shall cause insurance carrier(s) to furnish the County of Riverside with either 1) a properly executed original Certificate(s) of Insurance and original copies of Endorsements effecting coverage as required herein; and 2) if requested to do so orally or in writing by the County Risk Manager, provide original Certified copies of policies including all Endorsements and all attachments thereto, showing such insurance is in full force and effect. Further, said Certificate(s) and policies of insurance shall contain the covenant of the insurance carrier(s) that thirty (30) days written notice shall be given to the County of Riverside prior to any material modification, cancellation, expiration or reduction in coverage of such insurance. In the event of a material modification, cancellation, expiration, or reduction in coverage, this Agreement shall terminate forthwith, unless the County of Riverside receives, prior to such effective date, another properly executed original Certificate of Insurance and original copies of endorsements

or certified original policies, including all endorsements and attachments thereto evidencing coverages set forth herein and the insurance required herein is in full force and effect. CONTRACTOR shall not commence operations until the COUNTY has been furnished original Certificate (s) of Insurance and certified original copies of endorsements and if requested, certified original policies of insurance including all endorsements and any and all other attachments as required in this Section. An individual authorized by the insurance carrier to do so on its behalf shall sign the original endorsements for each policy and the Certificate of Insurance.

4. It is understood and agreed to by the parties hereto and the CONTRACTOR'S insurance shall be construed as primary insurance, and the County's insurance and/or deductibles and/or self-insured retentions or self-insured programs shall not be construed as contributory.
5. If, during the term of this Agreement or any extension thereof, there is a material change in the scope of services; or, there is a material change in the equipment to be used in the performance of the scope of work which will add additional exposures (such as the use of aircraft, watercraft, cranes, etc.); or, the term of this Agreement, including any extensions thereof, exceeds five (5) years the COUNTY reserves the right to adjust the types of insurance required under this Agreement and the monetary limits of liability for the insurance coverage's currently required herein, if; in the County Risk Manager's reasonable judgment, the amount or type of insurance carried by the CONTRACTOR has become inadequate.
6. Contractor shall pass down the insurance obligations contained herein to all tiers of subcontractors working under this Agreement.
7. The insurance requirements contained in this Agreement may be met with a program(s) of self-insurance acceptable to the County.
8. Contractor agrees to notify the County of any claim by a third party or any incident or event that may give rise to a claim arising from the performance of this Agreement.

H. INDEPENDENT CONTRACTOR

The Subrecipient is, and will at all times be deemed to be, an independent contractor and shall be wholly responsible for the manner in which it performs the services required of it by the terms of this Agreement. Nothing herein contained shall be construed as creating the relationship of employer and employee or principal and agent, between DPSS and the Subrecipient or any of the Sub-recipient's agents, employees, or volunteers. The Subrecipient assumes exclusively the responsibility for the acts of its employees as they relate to the services to be provided during the course and scope of their employment. The Subrecipient, its agents, employees, and volunteers shall not be afforded any of the rights and/or privileges afforded to employees of DPSS or the County of Riverside and shall not be considered in any manner to be employees of the County.

I. SUBCONTRACT FOR SERVICES

1. The Contractor shall not enter into any subcontract with any subcontractor who:
 - a. is presently debarred, suspended, proposed for debarment, and declared ineligible or voluntarily excluded from covered transactions by a federal department or agency.
 - b. has within a 3-year period preceding this Agreement been convicted of or had a civil judgment rendered against them for the commission of fraud, or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction; violation of Federal or State anti-trust status or

- commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- c. is presently indicated or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with commission of any of the offenses enumerated in the paragraph above; and
 - d. has within a 3-year period preceding this Agreement had one or more public transactions (Federal, State, or local) terminated for cause or default.
2. The Contractor shall be as fully responsible for the acts or omissions of its subcontractors, and of persons either directly or indirectly employed by them as for the acts or omissions of persons directly employed by the Contractor.
 3. The Contractor shall insert appropriate clauses in all subcontracts to bind subcontractors to the terms and conditions of this Agreement insofar as they are applicable to the work of subcontractors.
 4. The Contractor shall document, prior to grant execution, all services to be provided by a third party by a memorandum of understanding (MOU) between the recipient or sub-recipient and the third party that will provide the services, as per CFR 578.73, (c)(3).
 5. Nothing contained in this Agreement shall create any contractual relationship between any subcontractor and the County of Riverside, its Agencies, Districts, Special Districts and Departments, their respective directors, officers, Board of Supervisors, elected and appointed officials, employees, agents and representatives.

J. RECORDKEEPING AND REPORTING

1. The Sponsor agrees to collect and maintain records of participants for required federal, state, and county reports.
2. The Subrecipient shall submit the following reports:
 - a. Annual performance reports during the period of the grant consistent with HUD requirements for ESG funds;
 - b. A written completion report must be submitted within 60 days after expiration of the Standard Agreement and;
 - c. Additional reports may be requested by DPSS and/or HCD to meet other applicable reporting or audit requirements.

K. MONITORING GRANT ACTIVITIES

1. An onsite monitoring visit of the homeless service provider shall occur whenever deemed necessary by DPSS, but at least once during the grant period.
2. DPSS will monitor the performance of the Subrecipient based on a risk assessment and according to the terms of this Agreement.
3. DPSS will monitor the Subrecipient and funded project based on the performance measures used by HUD in ESG or the Continuum of Care program. In the event that project-level or system-wide performance consistently remains in the lowest quartile compared to all participant Service Areas in the Continuum of Care allocation, DPSS will work collaboratively with the Subrecipient to develop performance improvement plans which will be incorporated into this Standard Agreement and other agreements required under 25 CCR Section 8403.
4. If it is determined that a Subrecipient falsified any certification, application information, financial, or contract report, the Subrecipient shall be required to reimburse the full amount of the ESG award to DPSS, and may be prohibited from any further participation in the ESG program. DPSS may impose any other actions permitted under 24 CFR 576.501 (c).

L. SANCTIONS

Failure by the Subrecipient to comply with any of the provisions, covenants, requirements, or conditions of this Agreement including, but not limited to, reporting and evaluation requirements, shall be a material breach of this Agreement. In such event, DPSS may immediately terminate this Agreement under the provisions in paragraph "L" below, and may take any other remedies available by law, or otherwise specified in this Agreement. DPSS may also:

1. Afford the Subrecipient a time period within which to correct the breach, the period of which shall be established at the sole discretion of DPSS; and/or
2. Withhold funds pending correction of the breach.

M. TERMINATION

1. DPSS may immediately suspend or terminate this Agreement for cause upon written notice to the Subrecipient of the action being taken. Cause shall be established if:
 - a. The Subrecipient fails to perform the covenants herein contained at such time and in such manner as provided in this Agreement; or
 - b. There is a conflict with any federal, state or local laws, ordinance, regulation or rule rendering any provision of this Agreement invalid or untenable.
2. DPSS may also terminate or suspend this agreement without cause. DPSS will provide ninety (90) days written notification stating the extent and effective date of termination. The ninety-day period begins when notice is deposited in the U.S. Mail, postage paid.
3. The Subrecipient may terminate this Agreement with cause upon written notice served upon DPSS stating the extent and effective date of termination. Contractor will provide ninety (90) days written notification stating the extent and effective date of termination. The ninety-day period begins when notice is deposited in the U.S. Mail, postage paid.
4. Upon termination of this Agreement, the Subrecipient shall not incur any obligations after any effective date of such termination, unless expressly authorized in writing by DPSS.
5. In the event the funding from HUD is reduced, terminated or otherwise becomes unavailable, DPSS shall provide written notice to the Subrecipient within five (5) working days from the date that HUD reduces, suspends or terminates the grant funding. This Agreement shall be either immediately terminated or amended to reflect said reduction in funds. DPSS shall make payments for all services performed up to the effective date of the termination.

N. GOVERNING LAW

This Agreement shall be construed and interpreted according to the laws of the State of California. Any legal action related to the interpretation or performance of this Agreement shall be filed only in the appropriate courts located in the County of Riverside, State of California. Should action be brought to enforce or interpret the provisions of the Agreement, the prevailing party shall be entitled to attorney's fees in addition to whatever other relief are granted.

O. NOTICES

All correspondence and notices required or contemplated by this Agreement shall be delivered to the respective parties at the addresses set forth herein. All other correspondence shall be delivered to the addresses shown below and are deemed submitted on the date of deposit in the U. S. Mail, postage prepaid to:

DPSS: Department of Public Social Services
(Agreement Issues) Contracts Administration Unit
10281 Kidd Street
Riverside, CA 92503

DPSS: Department of Public Social Services
(Program Issues) Homeless Program Unit
4060 County Circle Drive
Riverside, CA 92503

DPSS: Department of Public Social Services
(Fiscal Issues) Management Reporting Unit
4060 County Circle Drive
Riverside, CA 92503

SUBRECIPIENT: Path of Life Ministries
Chief Executive Officer
PO Box 1445
Riverside, CA 92502

P. ASSIGNMENTS

The Subrecipient cannot assign any interest in this Agreement, and shall not transfer any interest in the same, whether by assignment or novation, without prior written consent of DPSS. Any attempt to assign any interest without DPSS written consent shall be void and of no further force or effect.

Q. DISPUTES

Except as otherwise provided in this Agreement, any dispute concerning a question of fact arising under this Agreement, which is not disposed of by Agreement, shall be disposed of by DPSS who shall furnish the decision in writing. The decision of DPSS shall be final and conclusive until determined by a court of competent jurisdiction to have been fraudulent or capricious, arbitrary, or so grossly erroneous as necessarily to imply bad faith. The Subrecipient shall proceed diligently with the performance of the Agreement pending DPSS' decision.

R. CHILD ABUSE REPORTING

The Contractor shall establish a procedure acceptable to DPSS to ensure that all employees, volunteers, consultants, subcontractors or agents performing services under this Agreement report child abuse or neglect to a child protective agency as defined in Penal Code, Section 11166.

S. ELDER AND DEPENDENT ABUSE REPORTING

The Contractor shall provide documentation of a policy and procedure acceptable to DPSS to ensure that all employees, volunteers, consultants, subcontractors, or agents performing under this Agreement report elder and dependent adult abuse pursuant to Welfare & Institutions Code Sections 15600 et seq. Suspected incidents of abuse should be immediately reported to DPSS, followed by a written report within two (2) working days.

T. CLIENTS CIVIL RIGHTS COMPLIANCE

1. Assurance of Compliance

The Contractor shall complete the Vendor Assurance of Compliance with Riverside County Department of Public Social Services Non-Discrimination in State and Federally Assisted Programs, attached hereto as **Exhibit K** and incorporated herein by this reference. The Contractor will sign and date **Exhibit K** and return it to DPSS along with the executed Agreement. The Contractor shall ensure that the administration of public assistance and social service programs are non-discriminatory. To the effect that no person shall because of ethnic group identification, age, sex, color, disability, medical condition, national origin, race, ancestry, marital status, religion, religious creed or political belief be excluded from participation in or be denied the benefits of, or be otherwise subject to discrimination under any program or activity receiving federal or state financial assistance.

2. Client Complaints

The Contractor shall further establish and maintain written referral procedures under which any person, applying for or receiving services hereunder, may seek resolution from Riverside County DPSS Civil Rights Coordinator of a complaint with respect to any alleged discrimination in the provision of services by Contractor's personnel.

Civil Rights Complaints should be referred to:

Civil Rights Coordinator
Riverside County Department of Public Social Services
10281 Kidd Street
Riverside, CA 92503
(951) 358-3030

3. Services, Benefits and Facilities

Contractor shall not discriminate in the provision of services, the allocation of benefits, or in the accommodation in facilities on the basis of color, race, religion, national origin, sex, age, sexual preference, physical or mental handicap in accordance with Title VI of the Civil Rights Act of 1964, 42 U.S.C. Section 2000d and all other pertinent rules and regulations promulgated pursuant thereto, and as otherwise provided by State law and regulations, as all may now exist or be hereafter amended or changed.

For the purpose of this Section, discrimination means denying a participant or potential participant any service, benefit, or accommodation that would be provided to another and includes, but is not limited to, the following:

- (a) Denying a participant any service or benefit or availability of a facility.

- (b) Providing any service or benefit to a participant which is different, or is provided in a different manner, or at a different time or place from that provided to other participants on the basis of race, color, creed or national origin.
- (c) Restricting a participant in any way in the enjoyment of any advantage or privilege enjoyed by others receiving any service or benefit. Treating a participant differently from others in satisfying any admission requirement or condition, or eligibility requirement or condition, which individuals must meet in order to be provided any service or benefit.

4. Cultural Competency

Contractor shall cause to be available bilingual professional staff or qualified interpreter to ensure adequate communication between clients and staff. Any individual with limited English language capability or other communicative barriers shall have equal access to services.

For the purpose of this Section, a qualified interpreter is defined as someone who is fluent in English and in the necessary second language, can accurately speak, read and readily interpret the necessary second language and/or accurately sign and read sign language. A qualified interpreter must be able to translate in linguistically appropriate terminology necessary to convey information such as symptoms or instructions to the client in both languages.

U. EMPLOYMENT PRACTICES

1. The Contractor shall not discriminate in its recruiting, hiring, promoting, demoting, or terminating practices on the basis of race, religious creed, color, national origin, ancestry, physical handicap, medical condition, marital status, age, or sex in the performance of this Agreement, and to the extent they shall apply, with the provisions of the California Fair Employment and Housing Act (commencing with Gov. Code section 12900 et. seq.), and the Federal Civil Rights Act of 1964 (P. L. 88-352).
2. In the provision of benefits, the Contractor shall certify and comply with Public Contract Code 10295.3, to not discriminate between employees with spouses and employees with domestic partners, or discriminate between the domestic partners and spouses of those employees.

For the purpose of this section, Domestic Partner means one of two persons who have filed a declaration of domestic partnership with the Secretary of State pursuant to Division 2.5 (commencing with Section 297) of the Family Code.

V. HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)

The Contractor in this Agreement is subject to all relevant requirements contained in the Health Insurance Portability and Accountability Act of 1996 (HIPAA), Public Law 104-191, enacted August 21, 1996, and the laws and regulations promulgated subsequent thereto. The Contractor hereto agrees to cooperate in accordance with the terms and intent of this Agreement for implementation of relevant law(s) and/or regulation(s) promulgated under this Law. The Contractor further agrees that it shall be in compliance, and shall remain in compliance with the requirements of HIPAA, and the laws and regulations promulgated subsequent hereto, as may be amended from time to time.

W. CLEAN AIR/WATER ACTS

As required in all contracts with an estimated total value in excess of \$100,000, the Subrecipient agrees to comply with all applicable requirements issued under Section 306 of the Clean Air Act (33 U.S.C. 1368), U.S. Executive Order 11738, and Environmental Protection Agency (EPA) regulations (40 CFR, Part 15). These laws and regulations require the Subrecipient not to use facilities on the EPA list of violating facilities and to report violations to the EPA.

X. LEAD-BASED PAINT

The Subrecipient and all subcontractors, if any, shall comply with the requirements, as applicable, of the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4821-4846) and implementing regulations issued pursuant thereto (24 CFR Part 35).

Y. SHELTER AND HOUSING STANDARDS

Emergency shelters must also meet the minimum safety, sanitation, and privacy standards at 24 CFR 576.403 (b), including but not limited to, accessibility standards in accordance with Section 504 of the Rehabilitation Act (29 U.S.C. 794) and implementing regulations at 24 CFR part 8; the Fair Housing Act (42 U.S.C. 3601 et seq.) and implementing regulations at 24 CFR part 100; and Title II of the Americans with Disabilities Act (42 U.S.C. 12131 et seq.) and 28 CFR part 35; where applicable.

For rapid rehousing projects where ESG assistance is provided, the assisted housing must meet the minimum habitability standards at 24 CFR 576.403 (c).

Z. FAITH-BASED ACTIVITIES

Pursuant to Section 8406 (b) (2) of the State Regulations, Subrecipient shall not require, as a condition of Program Participant housing, participation by Program Participants in any religious or philosophical ritual, service, meeting or rite.

AA ENVIRONMENTAL REQUIREMENTS

The Subrecipient shall supply all available, relevant information necessary for DPSS to perform for each property any environmental review as required under 24 CFR Part 50. The Subrecipient shall also carry out mitigating measures required by DPSS or select an alternate eligible property.

The subrecipient, or any subcontractor of the subrecipient, may not acquire, rehabilitate, convert, lease, repair, dispose of, demolish, or construct property for a project, or commit or expend ESG or local funds for eligible activities under this part, until HUD has performed an environmental review under 24 CFR Part 50 and the subrecipient has received HUD approval of the property.

For all funded applications, DPSS will inform the subrecipient any required additional environmental review.

AB AUTHORITY

The individuals executing this Agreement and the instruments referenced herein on behalf of the Subrecipient each represent and warrant that they have the legal power, right, and actual authority to bind the Subrecipient to the terms and conditions hereof and thereof.

AC DEBARMENT AND SUSPENSION

As a sub-grantee of federal funds under this Agreement, the Subrecipient certifies that it, and its principals:

1. Are not presently debarred, suspended, proposed for debarment, and declared ineligible or voluntarily excluded from covered transactions by a federal department or agency.
2. Have not within a 3-year period preceding this Agreement been convicted of or had a civil judgment rendered against them for the commission of fraud, or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction; violation of Federal or State anti-trust status or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
3. Are not presently indicated or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with commission of any of the offenses enumerated in the paragraph above; and
4. Have not within a 3-year period preceding this Agreement had one or more public transactions (Federal, State or local) terminated for cause or default.

AD COMPLIANCE WITH RULES, REGULATIONS, REQUIREMENTS, AND DIRECTIVES

The Subrecipient shall comply with all rules, regulations, requirements, and directives of the California Department of Social Services, other applicable state agencies, and funding sources which impose duties and regulations upon DPSS which are equally applicable and made binding upon the Subrecipient as though made with the Subrecipient directly. Subrecipient shall further comply with all applicable federal, state, and local laws, regulations, County of Riverside Continuum of Care Written Standards and ordinances pertinent to its operations and services to be performed hereunder, attached hereto as **Exhibits C-L**.

AE ENTIRE AGREEMENT

This Agreement constitutes the entire agreement between the parties hereto with respect to the subject matter hereof and all prior or contemporaneous agreements of any kind or nature relating to the same shall be deemed to be merged herein. Any modifications to the terms of this Agreement must be made in writing and signed by the parties herein. More specifically, the Subrecipient shall not change the population to be served or make any other change inconsistent with the Application without the prior approval of DPSS and HCD.

EXHIBIT A
SCOPE OF SERVICES
EMERGENCY SOLUTIONS GRANT

Path of Life Ministries (POLM) Emergency Shelter will provide critical and quality services to assist individuals and individuals with families experiencing homelessness. As part of a comprehensive continuum of services for individuals, guided by Individualized Service Plans, a POLM Case Manager will provide emergency shelter services to a minimum of **fifty-two (52) individuals** who are "literally homeless" with up to 90 days of emergency shelter, adding **thirteen (13) ESG beds**. POLM's Project Application for the 2016 ESG Continuum of Care competition, Request for Proposal #DPARC-512, shall become part **Exhibit A**. POLM's Budget Summary for the 2016 ESG Continuum of Care competition, Request for Proposal #DPARC-512, shall become **Exhibit B**.

Overview of proposed programs, activities, and/or services to be provided:

Emergency Shelter

The POLM emergency shelter is a low barrier entrance program serving homeless individuals and families experiencing homelessness throughout Riverside County. POLM shelter primary goal is to provide temporary shelter and stabilization services to participants that will be then guided toward self-sufficiency and stable housing through effective housing navigation, case management, Trauma Informed Care, Motivation Interviewing, and Assertive Community Treatment. Participation begins with an intake and interview for a coordinated assessment process using the Vulnerability Index-Service Prioritization Decision Assistance Tool (VI-SPDAT) to determine the type of assistance required and the best housing options available.

Proposed programs, activities and services to be provided:

POLM will provide emergency shelter services as part of a client-centered, holistic approach to providing services to individuals and their families (in alignment with the Housing First policy model) that includes:

- **Intake and Assessment:**
Every individual will receive a comprehensive intake/individualized assessment by a qualified POLM Case Manager. During the intake assessment phase the Case Manager will also determine the needs of the individual's family members as applicable. Those individuals and their families who may not be eligible for ESG services will be linked to other appropriate community programs.
- **Service Planning:**
Weekly case management will be required of each shelter participant. The case manager and resident will work together to establish a case plan meeting the needs of the individual and/or family unit. POLM will focus on three primary goals, employment; financial stability/ and permanent housing.
- **Comprehensive Wrap Around Case Management Services:**
All shelter participants will have access to case management/housing navigation, individual case plan, life skills and employment workshops conducted on site 5 days per week, 3 meals, showers, bed/linen and access to a mailing address. Referrals will be provided to other services in the community as needed.
- **Access to Supportive Services:**
All POLM participants have access to an array of supportive services offered by POLM including:
 - Emergency shelter facilities

- Housing Case Management
 - Referrals through the Drop-in Center
 - Food Pantry
 - Soup Kitchen/ Meal Distribution
 - Alcohol/ Drug Program
 - Outreach Services
 - Life skills
 - Job skills training
 - Transportation
 - Assistance with applying for mainstream benefits
- **Aftercare/Follow-Up Services:**
Case Management begins on day one and continues through aftercare/follow-up services provided by POLM Case Manager to ensure gains and strengths are maintained, employment is maintained and housing stability is sustained for the long-term.

PERFORMANCE INDICATORS

POLM is an experienced vendor with the Riverside County Department of Public Social Services. The organization is also seasoned in contract management and program implementation where EFSP and ESG funds are utilized.

POLM will meet the identified Performance Standards as follows:

- POLM understands the Housing First policy as stated above. POLM has also read, understands and will comply with all parts of The Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act of 2009, 24 CFR Parts 91 and 576 (**Exhibit C**);
- POLM has also read, understands and will comply with all parts of The Emergency Solutions Grant State of California Regulations (**Exhibit D**);
- POLM has also read, understands and will comply to the applicable written standards of the County of Riverside Continuum of Care Written Standards (current version; coordinate with the Riverside County Continuum of Care for latest version) (**Exhibit E**);
- POLM is required to participate in the Homeless Management Information System (HMIS) per the ESG and CoC Interim Rule (24 CFR Part 576 and Part 578). HMIS provides an opportunity to document homelessness and helps to ensure coordination between service providers while avoiding duplication of services and client data;
- POLM will participate in multi-directional data sharing relationship between multiple organizations. In order to systematically share data, the participating agencies must jointly establish a data sharing network formalized by the execution of guidelines, with the understanding they agree to future updates to the guidelines made by the HMIS Committee;
- POLM will continue to be a "Member In Good Standing" in the Riverside County Continuum of Care Charter (**Exhibit F**);
- POLM will utilize a comprehensive, universal assessment tool called the Vulnerability Index Service Prioritization Decision Assistance Tool (VI-SPDAT) to make an informed, reasonable, and objective assessment of each individual and/or family (**EXHIBIT G-1 AND EXHIBIT G-2**);
- POLM will accept (and welcome) referrals from the Riverside County Continuum of Care Coordinated Entry System (CES);

- POLM will continue to provide regular, on-going outreach to those facing homelessness in our community, and POLM staff will serve on the CES Advisory Committee and Navigation Council;
- POLM provide assessments leading to wrap-around case management services that promote self-independence and self-sufficiency, including direct linkages to mainstream service providers as needed (which could lead to and include graduation from services and/ or permanent housing);
- POLM will participate in monitoring and site visits. The three basic goals for oversight and monitoring of the progress and performance of the ESG sub-recipient includes:
 - Ensure that ESG funds are used effectively to assist homeless individuals and families and that the basic ESG program goals are met;
 - Ensure compliance with ESG regulations and program requirements in the usage of funds and in carrying out program activities; and
 - Enhance and develop the management capacity of grantees or recipients.
- POLM will comply with the matching funds requirement:
 - POLM must make matching contributions to supplement the recipient's ESG program in an amount that equals the amount of ESG funds provided by the State of California Housing and Community Development (HCD) Department;
 - Matching contributions may be obtained from any eligible source, including any Federal source other than the ESG program, as well as state, local, and private sources. Additional requirements apply to matching contributions from a Federal source of funds;
 - Matching contributions must be provided after the date that HCD signs the grant agreement.
- As indicated, based on the contract start date, POLM will achieve the following annual performance goals:
 - Emergency Shelter Performance Benchmarks for project quality, as stated on the *HUD System Performance Measures, An Introductory guide to understanding system-level performance measurement (EXHIBIT H)*;
 - Expenditure of 20% of Contracted Amount / Achievement of 20% Program Goal by end of the 1st quarter;
 - Expenditure of 50% of Contracted Amount / Achievement of 50% Program Goal by end of the 2nd quarter;
 - Expenditure of 80% of Contracted Amount / Achievement of 80% Program Goal by end of the 3rd quarter; and
 - Expenditure of 100% of Contracted Amount / Achievement of 100% Program Goal by end of the 4th quarter.

Tab A Proposal Checklist

Instructions:

- This section must be filled in and each item checked off to ensure all items requested by the County in this RFP have been submitted.
- Follow the instructions in each section of this RFP.
- Present all requested items in the index tabs ordered A through I as shown.
- Label each item presented and include additional items on your Table of Contents.
- All proposals must include a detailed description of each proposed service to be provided.
- Bidders that do not follow the bid instructions found in the Terms and Conditions document "Section 6.0 General Proposal Submittal" may be found to be "non-responsive" and disqualified from the bid process.

Name of Company: Path of Life Ministries

Service to provide: (title) Emergency Shelter

Proposal Submission Checklist

General Bidder Information

Please provide one copy of the following items in your proposal. Indicate the page number where the item is located.

Page Number

- Tab A – Proposal Checklist (*this page*) 2-3
- Tab B – Proposal Cover Page (*signed by Authorized Signatory*) 4
- Tab C – Company Profile/ Experience 5-15
- Tab D – Acknowledgements 16
- Tab E – Scope of Services 17-22
- Tab F – References 23-24

- Tab G – Bidder Attachment..... _____
Any response that Bidders are finding difficulty pasting into the “Bidders Response” boxes in any section of the RFP, bidders shall paste in Tab G. When pasting attachments to Tab G, label the attachments “Attachment 1”, “Attachment 2” and so forth. Enter the corresponding Attachment Number into the Bidder’s Response box with the words “See Tab G.” List all attachments with an index tab.

List all attachments included in this Section. Please use additional pages to list attachments if necessary.

Attachment Number	Document Title	Page Number
Attachment 1	501 C 3 IRS Determination Letter	<u>25-27</u>
Attachment 2	Organizational Chart	<u>28</u>
Attachment 3	Allied Information Resources (AIR)	<u>29-30</u>
Attachment 4	Credentials/Resumes/Certifications/Licenses	<u>31-48</u>
Attachment 5	System for Award Management (SAM)	<u>49-50</u>
Attachment 6	Evidence of Insurance	<u>51</u>
Attachment 7	Funding History	<u>52</u>
Attachment 8	Committed Funding Sources	<u>53-55</u>
Attachment 9	_____	_____
Attachment 10	_____	_____
Attachment 11	_____	_____
Attachment 12	_____	_____
Attachment 13	_____	_____
Attachment 14	_____	_____
Attachment 15	_____	_____
Attachment 16	_____	_____
Attachment 17	_____	_____
Attachment 18	_____	_____
Attachment 19	_____	_____
Attachment 20	_____	_____

Cost and Financials

Please provide Tabs H and I in a clearly marked, sealed envelope. These items should only be included in the Original Proposal.

- Tab H – Cost/Budget Narrative
- Tab I – Financial Statement

Tab B - Proposal Cover Page

This Proposal Cover Page must be signed by an authorized representative. Signature by an authorized representative of the company on the proposal cover page shall constitute a warranty, the falsity of which shall entitle the County of Riverside to pursue any remedy authorized by law, which shall include the right, at the option of the County of Riverside, of declaring any contract made as a result thereof, to be void.

BIDDER TO COMPLETE ALL APPLICABLE AREAS

Bidders are required to register (If not already registered) on the County of Riverside Purchasing website:
WWW.PURCHASING.CO.RIVERSIDE.CA.US

The County of Riverside Department of Public Social Services on behalf of the Homeless Program Unit is soliciting proposals from qualified firms to provide:

1. Street Outreach
2. Emergency Shelter
3. Rapid Re-housing
4. Homeless Management Information Systems (HMIS)

There will be **NO** Bidder's Meetings for this RFP.

Please submit your Questions to rconcepc@riversidedpss.org no later than August 22, 2016 by 1:30 p.m.

Responses to questions will be posted no later than (Friday, August 26, 2016) at:
<http://dpss.co.riverside.ca.us/homeless-programs/housing-and-urban-development>

NO FAXED OR EMAILED PROPOSALS WILL BE ACCEPTED

PROPOSALS MUST BE DELIVERED ON 9/02/16, NO LATER THAN 1:30 P.M. TO:

County of Riverside – Department of Public Social Services
Attn: Bidder Proposal # DPARC-512 – 2016 State ESG Homeless
4060 County Circle Drive
Riverside, CA 92503

"Execution hereof is certification that the undersigned has read and understands the terms and conditions hereof, and that the undersigned's principal is fully bound and committed."

Company Name: Path of Life Ministries

Mailing Address: P.O. Box 1445

City: Riverside State: CA Zip: 92502

Remit to Address: P.O. Box 1445

City: Riverside State: CA Zip: 92502

Phone # (951)786-9048 FAX # (951)786-9049

Contractor Website: www.thepathoflife.com

Name: Damien O'Farrell Title: CEO

Signature:  Date: 8-31-2016

Email: doffarrell@thepathoflife.com

Please Check Disabled Veteran

Tab C Company/Organization Profile and Experience

This section of the proposal is designed to establish the bidder as an entity with the ability and experience to operate the program as specified in the RFP. The Company Profile should be concise and clear, and include descriptive information regarding service delivery. The following information must be provided as follows:

1. List bidder's legal business name and legal business status (i.e. partnership, corporation, etc.)

BIDDER'S RESPONSE:

Path of Life Ministries

2. Provide bidder's proof of non-profit status, if applicable

BIDDER'S RESPONSE:

See Attachment 1

3. Does bidder participate in the local CoC yes/no?

BIDDER'S RESPONSE:

Yes

4. Provide a brief history of the bidder's organization and participation of homeless persons in policy-making and operations.

BIDDER'S RESPONSE:

Path of Life is a 501c3 organization founded in 1998. The core values are spiritual, relational, personal excellence & fiscal responsibility. Our mission is to rescue, restore & rebuild lives. POLM has 10 programs currently: Community Shelter, Family Shelter, Cold Weather Shelter, Rapid Rehousing, Permanent Supportive Housing, Street Outreach, Behavioral Healthcare, Childcare, Rental Assistance and Employment Pipeline. It is our goal to help those we serve to build the tools necessary to access resources, learn new mindsets & practices required to thrive in our society as they obtain and maintain housing. The model of services is a holistic, community-involved system of care that brings stability, self-sufficiency & permanent housing to the homeless.

Homeless individuals and families are sought out to make recommendations & comments about program guidelines throughout the year in group sessions, exit surveys & employing the formerly homeless persons.

5. Provide the bidder's organization's experience in operating a similar program. Also, identify its experience in serving the homeless population.

BIDDER'S RESPONSE

POLM has 12 years of experience in serving the homeless in Riverside County. The agency operates 10 programs to serve the homeless. They are a community shelter, family shelter, cold weather shelter, rapid rehousing, permanent supportive housing, street outreach, behavioral health, childcare, rental assistance and an employment pipeline. In 2015-2016 POLM provided shelter/housing to 1,369 people, 142,350 meals, placed 190 from the streets into housing, help 115 individuals find employment and saved our community over 21 million dollars in collateral costs to homelessness. POLM has had a 30% growth in programing/services to the homeless this past year and is looking to a 20% expansion of our housing and expanding our behavioral health and employment programs.

6. Provide bidder's experience implementing HUD and/or other federally funded projects. Include the following:
- a. Description of bidder's HUD and/or other federally funded project
 - b. Performance Reports required of bidder's described project
 - c. Operational Years of bidder's described project

BIDDER'S RESPONSE:

a. POLM has over 12 years of receiving and operating projects with HUD funding. Examples: use of Community Development Block Grant (CDBG) funds for the Path of Life Community Homeless Shelter (129 beds), Emergency Solutions (ESG) dollars for the Community Homeless Shelter, FEMA Emergency Food and Shelter Program (EFSP) funding for the Community Homeless Shelter and Family Shelter (50 beds) and Continuum of Care (CoC) funding for Rapid Rehousing (13 units/38 beds), Permanent Supportive Housing (80 units/92 beds) and new in 2016-2017 East County Rapid Rehousing.

POLM supports a Housing First model for all programs. All shelter programs include intake and case management with the goals of placement into housing as quickly as possible, employment and increase in income. The CoC Rapid Rehousing and Permanent Supportive Housing programs offer support to all participants without preconditions. Navigators are used to place the chronically homeless and families into homes and follow up with supportive services, advocating for residents, assisting with applications and transportation. Outreach and shelters refer housing clients to the POLM Housing Team and the VI-SPDAT is used to determine the clients housing need.

b. The performance reports are submitted quarterly and, or yearly. They include the Annual Progress Report for CoC projects, CDBG and ESG quarterly reports. All program data for all programs are entered into the Homeless Management Information System (HMIS).

c. Community Shelter that includes the Cold Weather program and the family shelter have been in operation for 12 years (2005 to present). In the program year 2015-2016 these three programs served 1,185 and provided 31,197 bed nights. The transitional housing program was in operation for 8 years (2007 – March 2015). In July 2015 POLM signed two CoC contracts to operate a Rapid Rehousing Project for families and a Permanent Supportive Housing Project for the chronically homeless. These two projects have placed 184 into housing in 2015-2016 with a 100% retention rate. Renewal applications have been submitted for the RRH PSH and East County RRH Projects. The East County RRH Project program year begins July 1, 2016.

7. Does bidder have any unresolved monitoring or audit findings for any HUD grants (including ESG) operated by the bidder or its proposed subcontractor(s)? As applicable, enter either "Yes" or "No" in the bidder's response box below.

BIDDER'S RESPONSE:

No

8. If bidder replied "Yes" to question No. 7, bidder shall describe its unresolved HUD monitoring and/or audit findings below.

BIDDER'S RESPONSE:

N/A

9. Bidder shall provide a company overview for the following:
- a. Leadership/Management Structure (President, Vice President, Company Officers, etc.) and an organizational chart. The organizational chart shall clearly identify all staff members that will provide services under this contract.
 - b. The number of years in business under the present business name, as well as prior business names.
 - c. The number of years of experience providing the proposed, equivalent or related services.
 - d. Company size - number of staff.
 - e. Location of the office from which the work under this contract will be provided and the staff allocation at that office.

BIDDER'S RESPONSE:

- a. See attachment 2 for organizational chart.
- b. Path of Life Ministries has been in business for 18 years under the same name.
- c. Path of Life Ministries has served the homeless for 12 years.
- d. The company has 45 employees.
- e. Emergency Shelter location is 2840 Hulen Place, Riverside, CA 92507 The staff allocation at the shelter site is 15 FT and administrative support from the administrative office at 1240 Palmyrita Avenue, Suite A, Riverside, CA 92507 (new street address as of October 2016) includes the Chief Executive Officer, VP of Finance and Administration, VP Grants and Compliance and the Homeless Services Coordinator.

10. Provide your company's mission statement.

BIDDER'S RESPONSE:

Enhance the social and economic vitality of our community and people by rescuing, restoring, and rebuilding lives of the homeless.

11. Please indicate whether the bidder holds controlling or interests in any other organization, or is owned or controlled by any other person or organization. If none, then state "None" in the response box. Governmental agencies are exempt from this requirement.

BIDDER'S RESPONSE:

None

12. Please indicate whether the bidder holds financial interests in any other business. Individuals who are personally performing the contracted services and governmental agencies are exempt from this requirement.

BIDDER'S RESPONSE:

None

13. Names of persons with whom the Bidder has been associated in business as partners or business associates in the last five years. Governmental agencies are exempt from this requirement.

BIDDER'S RESPONSE:

None

14. Provide an explanation of any litigation involving the Bidder or any principal officers thereof in connection with any contract.

BIDDER'S RESPONSE:

None

15. Bidders providing services to minors (i.e., family shelters) must conduct, at a minimum, a Department of Justice (DOJ) criminal background record check on all employees, subcontractors and volunteers. Provide the background checking policy and procedures for the bidder's company, and the company the bidder utilizes for this service.

BIDDER'S RESPONSE:

POLM uses Allied Information Resources (AIR) for all background checks for employees, subcontractors and volunteers. AIR conducts a comprehensive search – criminal conviction search by county and state; federal search by jurisdiction; national sex offender search; motor vehicle record/driving history and more. See attachment 3 for more information on AIR. If awarded a contract POLM can move to DOJ background checks if AIR does not meet the required standards.

16. Credentials/Resumes/Certifications/Licenses

This section shall state all employees/subcontractors responsible for administering or providing services. Bidder shall specifically provide the following information on all employees to be providing services related to this RFP:

- a. Position Title
- b. Responsibilities
- c. Qualifications/Experiences
- d. Certifications/licenses, if applicable
- e. Any other information, which will assist in evaluating qualifications.

BIDDER'S RESPONSE: See Attachment 4

a) Residential Service Staff (RSS) are responsible for shelter supervision, assisting shelter guests with their stay at the shelter. Experience of RSS ranges between 1 and 10 years. There are 8 Full Time RSS employed at the shelter (Connie Black, Brandon Colon, Paul Lash, Andrew Guerra, Lay Ray Williams, Saundra Eyzaguirre, Theodore Flores and Heather Valdez). State ESG Funds will be used to cover the costs associated with 3 of these staff.

The rest of the employees listed below provide services to the shelter residents, however, the expenses for these employees will be leveraged costs. No State ESG funds will be used to cover these employee's expenses.

- b) Shelter Director (Toni Adkins) gives oversight/management to the program and staff. 4 years of experience.
- c) Assistant Director (Inez Fraijo) shares in daily oversight of the program and food service, manages intakes and exits, and manages resident concerns. 10 years experience.
- d) Case Manager (Iris Knighten) works with shelter guests on achieving case plan goals. 2 years Experience.
- e) Case Manager (Ramona Hernandez) works with shelter guests on achieving case plan goals. 2 years Experience.
- f) Assistant Director Homeless Services (Leonard Jarman) is responsible for reporting, facility operations and HMIS. He has 12 years of experience.
- g) Chief Executive Officer (Damien O'Farrell) leads vision and planning of the agency with the Board of Directors. He has 8 years of experience.
- h) VP of Finance and Administration (Vanessa Clark) manages budgeting, accounts receivable/payable, HR, and contracts with 10 years of experience.
- i) VP Grants and Compliance (Joan Thirkettle) monitors compliance with 12 years of experience.
- j) Behavioral Healthcare Program Director (Michelle Green Leary, MFTI) is responsible for providing assessments and counseling for POLM clients, integrating the team of 12 Interns into service provision, and organizing and

conducting life skills and group counseling workshops. 3 years Experience.

k) Employment Program Director (Lisa Michelle) is responsible for managing the team of employment navigators who run employment assessments, conduct job training, and facilitate job placement. 2 years Experience.

l) Housing Programs Director (Kristii MacEwen) gives oversight to permanent supportive housing, rapid rehousing and outreach/homeless prevention. 3 years Experience.

m) Housing navigators (Victor Beecham, Charlene Johnson, Jamesetta Jones, Ida Flores, and Dolores Sullivan) aid clients in locating, obtaining, and maintaining housing. Experience varies from 2 to 12 years.

n) Outreach staff (Nick Galvan and Krysta Aguilar) connects those on the streets and in the community with services. 2 years Experience each.

o) Soar Certified Navigator (Evelyn Sanabria) works with clients to quickly assess their eligibility and secure Social Security Benefits including SSDI. 1 month Experience with this certification.

Bidder can add as many sections to this bid response box as they need to state all employees providing services.

17. **Federal Exclusion List- System for Award Management (SAM)** - If this Request for Proposal is Federally or State funded, bidders must go to the following website and submit with their proposal that the contractor is not listed on the System for Award Management (SAM) at <https://www.sam.gov> for:

- ✓ Central Contractor Registry (CCR)
- ✓ Federal Agency Registration (Fedreg)
- ✓ Online Representations and Certifications Application
- ✓ Excluded Parties List System (EPLS)

Excluded Parties Listing System (EPLS) (<http://www.epls.gov>) (Executive Order 12549, 7 CFR Part 3017, 45 CFR Part 76, and 44 CFR Part 17). The System for Award Management (SAM) is the Official U.S. Government system that consolidated the capabilities of CCR/FedReg, ORCA, and EPLS. If awarded a contract, awarded vendor must notify the County immediately if debarred at any time during the contract period.

BIDDER'S RESPONSE:

See attachment 5

18. **Indicate Type of Project(s) and Service(s), check all boxes that apply to your organization/agency**

X	Emergency Shelter Facilities		Transitional Housing
	Vouchers for Shelters	X	Outreach
	Drop-In Center		Soup Kitchen/Meal Distribution
	Food Pantry		Health Care
X	Mental Health		HIV/AIDS Services
	Alcohol/Drug Program	X	Employment
X	Child Care	X	Homeless Prevention
X	Other(Please List) Rapid Rehousing and Permanent Supportive Housing		

Estimated number of people served for each activity:

19. **Residential Services**

Non-residential Services

Number Served:	Adults:	1,016
Number Served:	Children:	169
Total Number Served Yearly:	1,185	

Number Served:	167
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20. Residential Services only (Indicate the number of estimated persons housed at any given time in each shelter type funded through the ESG program)

Shelter Type	Number of Persons Housed
Barracks:	64 year round and 129 during cold weather period Dec. to April
Group/Large House:	
Scattered site Apartment:	
Single Family Detached House:	
Single Room Occupancy:	
Mobile Home / Trailer:	
Hotel / Motel:	
Other:	

21. Describe the program's client intake and participation selection/assessment process. Explain how persons are accommodated on evenings and weekends, (e.g. 24-hour staffing at shelter, phone, monitoring, referral, etc.).

BIDDER'S RESPONSE:

The emergency shelter is a low barrier entrance program serving residents from throughout Riverside County. The shelter addresses significant barriers of dysfunction with people in crisis. Individuals and families are met first at their place of largest need with food, shelter and stabilization services; the rescue point. The primary goal of the shelter is first to create safety and stabilize an individual who is experiencing homelessness. Then, shelter guests are guided toward self-sufficiency and stable housing through effective navigation, case management, and wrap around services utilizing evidence based practices including Trauma Informed Care, Motivational Interviewing, and Assertive Community Treatment bringing all of Path of Life Ministries programs and partners to bare for the success of the participants. The starting point begins with an intake and motivational interview using the Vulnerability Index - Service Prioritization Decision Assistance Tool (VI-SPDAT) to determine the type of assistance required and eligibility for multiple services based upon need. We then help the shelter guest from shelter care to stable housing as quickly as possible.

Case management is required weekly of each shelter guest. The case manager and resident work together to establish a case plan meeting the needs of the individual and/or family unit. POLM focuses on three primary goals – employment, financial stability and permanent housing. Along with weekly case management sessions, for the program, there are weekly service plan goals set by the resident such as accessing CalWORKs, Workforce Development Job Services, Social Security benefits, Veteran's services, medical care, and mental health care. The resident can access some of the community and mainstream service providers at the Access Center next door to the shelter during the day and /or go to the various community offices to make connections that assist in meeting the goals of his/her case plan.

The emergency shelter provides immediate bridge housing for individuals who elect services to move immediately off of the streets as housing navigators and case managers work with them to move into permanent housing units throughout the County of Riverside. Shelter activities are coordinated in a seamless manner with Path of Life Housing programs (including Rapid Rehousing and Permanent Supportive Housing) and other programs throughout the Riverside County Continuum of Care to identify and place shelter residents into housing, help them develop life skills required for self-sufficiency, gain employment. HUD requires data to be gathered at Intake with residents self reporting and the data is placed in guest files and noted on the County of Riverside Homeless Management Information System.

POLM operates a housing hotline number (951-462-9822) and email address (hotline@thepathoflife.com) through which those seeking entry to its programs can gain fast information about program availability and/or make appointments for enrollment or eligibility assessments. When the Emergency Shelter Program has availability standing times for enrollment is at 1:00 PM on Mondays, Wednesdays, and Fridays; however, the shelter is open 24 hours/day 365 days/year and arrangements can be made for enrollments or assessments at other times. The housing hotline operator makes these appointments.

Participation in the Emergency Shelter program is based upon availability of beds, a willingness to participate, and commitment to follow shelter safety guidelines per the Shelter Agreement.

22. Select all support services that are provided to the Emergency Shelter client. Enter the number of clients that you anticipate serving in the categories that apply.

	Select all that apply	Number of clients served
Non-Referral Day Drop In Center	_____	_____
24 Hrs. Non-Referral Drop In Center	_____	_____
Referral Only Overnight Shelter	_____	_____
Non-Referral Overnight Shelter	x _____	1,185 _____
Transitional Housing	_____	_____

23. Describe how the Emergency Solutions Grant program will be staffed including the ratio of caseworkers or counselors to client. Applicants are encouraged to discuss how shelter volunteers and/or clients provide services at the facility (e.g. facility maintenance, program outreach, program operation, etc.).

BIDDER'S RESPONSE:

The emergency shelter year round program has 15 FTE staff which includes a resident director, an assistant director, 2 case managers, and 8 FT residential services (RRS) staff, plus 3 PT RSS. The staff ratio/client ratio for the year round program for 64 clients is 15 to 4.3. The caseload for case managers is 25:1. In addition, Path of Life's Behavioral Health Programing includes 1 Director (MFTI), 2 contracted supervisors (LCSW and LMFT), and 12 interns who work alongside Case Managers and directly with participants. Path of Life Ministries has 14 Guest Chef groups which provide meals to the residents of the shelter every night and on some mornings. Volunteers from Salvation Army provide sack lunches. Path of Life provides the remainder of the meals so that residents receive 3 meals each day. The Guest Chef's provide special events around the holidays too. The shelter has 10 volunteers who come in weekly to help greet & sign in residents as they enter the building and help with other office projects as needed.

24. In the last 12 months, what is the number of all clients who have exited your Program have moved into permanent, transitional, or sober living (overall placement rate)?

Number of persons placed/186 Total number served/437 exited

25. Describe what types of case management is provided after clients are no longer in your program. Is there any follow-up with these clients?

BIDDER'S RESPONSE:

The shelter Case Managers attempt to contact all guests that moved into housing to verify that they remain in housing after two months & then six months of their exit. Our non-HUD funded wraparound services, such as the mobile mental health program & employment pipeline, may continue to provide support even beyond those additional six months. Client's feedback is obtained via an exit interview & formal follow-up process is being developed. We often invite past-clients to share their stories & experiences with those still struggling & any Guest/Client may apply for employment or volunteering six months after they have exited.

26. Bidder shall provide the type of facility, total number of beds (max. capacity), and number of beds to be created (In addition to current max. capacity).

Bidders shall describe in detail the type of facility, shall provide total number of beds at maximum capacity and shall provide the number of beds to be created in addition to current maximum capacity.

BIDDER'S RESPONSE:

The shelter is a barrack type facility with three main rooms (separate dorm areas and bathroom/shower facilities for men and women, and a common dinning area), and case management offices. There is parking as needed for guests at the shelter. The maximum capacity of the building at any one time is 129 beds according to the Fire Marshal. This shelter facility operates both a year round Emergency Shelter Program (for a standard stay of up to 120 days) and a Cold Weather Shelter Program from December to April of each year. The current maximum capacity of the Year Round program is 64 beds. The Current Maximum Capacity of the Cold Weather Shelter is 65 Beds.

The Shelter serves an average of 52 people per year from non-entitlement cities in the County of Riverside; however, there are no beds currently funded (or therefore provided) exclusively to meet the needs of homeless individuals from non-entitlement cities.

Costs associated with 21 of the Year Round Shelter beds are currently covered by other funders. The costs associated with the remaining 43 Year Round Shelter beds are not funded. Costs associated with 56.5 of the Cold Weather Shelter Beds are currently covered. The costs associated with 8.5 of the Cold Weather Shelter Beds are not currently funded. The unfunded beds place a tremendous strain on the ability of Path of Life Ministries to meet the demands for shelter and to expand the housing resources required to move shelter residents quickly into stable housing of their own.

State ESG funding will expand the number of shelter beds used exclusively for homeless individuals from non-entitlement cities by 100% with 13 beds being used for this purpose. 13 beds will provide shelter services for a minimum of 52 people from non-entitlement cities each year. In addition, this funding will help ensure the uninterrupted delivery of the 51.5 shelter beds that are not currently funded, and allow Path of Life Ministries to concentrate fund development efforts on expanding the availability of stable long term housing for those stuck in a homeless situation.

27. Bidder shall provide the total number of homeless clients proposed to be served per year.

BIDDER'S RESPONSE

The total number of homeless clients served per year at the emergency shelter is 918. A minimum of 52 of these will be from non-entitlement cities with State ESG Funds as described in the answer to Question 26.

28. Does your organization utilize the housing first model?
 Yes No Not Applicable

29. Select Zone Area(s) Served. (For your reference the Geographical Zones are on page 14.)
 Zone 1 (Western County)
 Zone 2 (Mid & Southwest County)
 Zone 3 (Desert & Eastern County)
 Zone 4 (Blythe)

<input type="checkbox"/> Check Zone 1		<input type="checkbox"/> Check Zone 2		<input type="checkbox"/> Check Zone 3	
Western County		Mid & Southwest County		Desert & Eastern County	
City	Zip Code	City	Zip Code	City	Zip Code
Colton	92324	Aguanga	92536		
Corona	92879	Anza	92539	Cathedral City	92234
Corona	92881	Banning	92220	Cathedral City	92235
Corona	92882	Beaumont/ Cherry Valley	92223	Coachella	92236
Eastvale	92880	Cabazon	92230	Desert Center/Eagle Mountain	92239
Elsinore	92530	Calimesa	92320	Desert Hot Springs	92240
Elsinore	92531	Hemet	92543	Indian Wells	92210
Elsinore	92532	Hemet	92545	Indio	92201
Homeland	92548	Hemet/Valle Vista	92544	Indio	92202
Jurupa Valley	91752	Idyllwild	92549	Indio	92203
Jurupa Valley	92509	Menifee/Sun City	92584	Indian Hills/DHS/ Sky Valley	92241
March AFB	92518	Mountain Center	92561	La Quinta	92253
Moreno Valley	92551	Murrieta	92562	Mecca/North Shore	92254
Moreno Valley	92552	Murrieta	92563	Midland	92255
Moreno Valley	92553	San Jacinto	92581	Palm Desert	92211
Moreno Valley	92554	San Jacinto	92582	Palm Desert	92260
Moreno Valley	92555	San Jacinto/ Gilman Springs	92583	Palm Desert	92261
Moreno Valley	92556	Temecula	92590	Palm Desert	92258
Moreno Valley	92557	Temecula	92591	Palm Desert	92262
Norco	92860	Temecula	92592	Palm Desert	92263
Nuevo/Lakeview	92567	Temecula	92593	Palm Desert	92264
Perris	92570	Winchester	92596	Rancho Mirage	92270
Perris	92571			Ripley	92272
Perris	92572			Thermal/Oasis/ Salton Sea	92274
Riverside	92501			Thousand Palms	92276
Riverside	92502			Whitewater	92282
Riverside	92503				
Riverside	92504				
Riverside	92505				
Riverside	92506				
Riverside	92507				
Riverside	92508				
Romoland	92585				
Sun City	92586				
Sun City/Canyon Lake/Quail Valley	92587			<input checked="" type="checkbox"/> Check Zone 4 Blythe	92225
Wildomar	92595				

IDENTIFY COMMITTED SOURCES OF MATCHING FUNDING

(Attach documentation)

Attachment 8

<u>Funding Source</u>	<u>Amount of Funds</u>	<u>Date Funds Available</u>
Emergency Food and Shelter Grant	\$70,130	June 20, 2016
City of Riverside – CDBG	\$89,870	May 12, 2016

Tab D Acknowledgements

1. Clarifications, Exceptions, or Deviations

All bidder(s) shall describe any exception or deviation from the requirements of the RFP. Each clarification, exceptions, or deviation must be clearly identified. If your firm has no clarification, exceptions, or deviation, a statement to that effect shall be included in this section. The sample service agreement is attached as Exhibit A (which is located in the Terms and Conditions Document) and incorporated herein by this reference.

The following contractual terms are **non-negotiable**.

- Indemnification
- All insurance terms prior to the start of the agreement
- Termination
- Ownership/Use of Contract Materials and Products
- Disputes
- Governing Law
- Confidentiality
- Subcontractors
- Reporting Requirements

Do you have any other exceptions/deviations? If so, please provide an explanation:

BIDDER'S RESPONSE:

None

2. Evidence of Insurability/Business Licenses

All bidder(s) shall submit evidence of all required insurance. An Accord cover page will suffice and if awarded the contract the Bidder has ten (10) calendar days to produce the required insurances including a certified endorsement naming the County as additionally insured. The bidder shall certify to the possession of any and all current required licenses or certifications. Do not purchase additional insurance until this bid has been awarded. Provide a copy of current business license or other applicable licenses. See Attachment 6

CERTIFICATIONS

I, Damien O'Farrell, a duly authorized agent of Path of Life Ministries,
Printed Name of Agent/Officer Name of Organization
hereby certify that Path of Life Ministries by submission of this proposal in response to the
Name of Organization
Professional Services RFP, agree upon contract award to carry out the requirements specified and obligations set forth therein.

Signature  Date 8-31-2016

Title of Agent/Officer Damien O'Farrell, CEO

Tab E Scope of Services

This RFP has a space provided under each question the County has of the Bidder. This RFP is available for electronic download at <http://dpss.co.riverside.ca.us/homeless-programs/housing-and-urban-development>.

BIDDERS INSTRUCTIONS: Bidders must address all points in this section. Bidders must make all responses in the Bidder's Response Box at the end of each point. All questions/points to be addressed are made in *italicized font* in the Bidder's Response Box.

DPSS seeks proposals for the following four (4) Eligible Emergency Solutions Grant (ESG) Activities:

1. Street Outreach
2. Emergency Shelter
3. Rapid Re-housing
4. Homeless Management Information Systems (HMIS)

Bidders may submit a proposal for each activity. Bidders wishing to submit a proposal must submit separate proposals per eligible activity. Proposals for multiple activities made on one bid will be **rejected**.

Street Outreach (24 CFR 576.101)

ESG funds may be used for Street Outreach (SO) activities which include the costs of providing essential services necessary to reach out to unsheltered homeless people, connecting these individuals with ES, housing or critical services, and providing urgent, non-facility-based care to unsheltered homeless people who are unwilling or unable to access ES, housing or an appropriate health facility.

Eligible activities include engagement, case management, emergency health and mental health services, transportation, and services for special populations, as defined in the federal regulations. ESG-funded SO activities must operate for at least as long as the term of the ESG grant, and must comply with the requirements at 24 CFR 576.101, which address maintenance of effort requirements to ensure ESG funds are not replacing local government funds during the immediately preceding 12-month period.

While SO is an eligible stand-alone activity, it may also be proposed in conjunction with Rapid Rehousing (RR) or Emergency Shelter (ES). The intention of including this activity with these activities is to facilitate reaching and prioritizing persons experiencing homelessness that are unsheltered and living in places not designed for human habitation for services, consistent with Core Practices.

1. Bidder shall have engagement activities to locate identify and build relationships with unsheltered homeless people for the purpose of providing immediate support, intervention, and connections with homeless assistance programs and/or mainstream social services and housing programs.

Bidders shall describe in detail the engagement activities to locate identify and build relationships with unsheltered homeless people for the purpose of providing immediate support, intervention, and connections with homeless assistance programs and/or mainstream social services and housing programs.

BIDDER'S RESPONSE:

N/A

2. Bidder shall provide case management activities to assess housing needs, and arranging/coordinating/monitoring the delivery of individualized services.

Bidders shall describe in detail the case management activities to assess housing needs, and arranging/coordinating/monitoring the delivery of individualized services.

BIDDER'S RESPONSE:

N/A

3. Bidder shall provide emergency health services such as outpatient treatment of urgent medical conditions by licensed medical professionals in community-based settings (e.g., streets, parks, and campgrounds) to those eligible participants unwilling or unable to access emergency shelter or health care facility.

Bidders shall describe in detail the emergency health services such as outpatient treatment of urgent medical conditions by licensed medical professionals in community-based settings (e.g., streets, parks, and campgrounds) to those eligible participants unwilling or unable to access emergency shelter or health care facility.

BIDDER'S RESPONSE:

N/A

4. Bidder shall provide emergency mental health services such as outpatient treatment of urgent mental health conditions by licensed professionals in community-based settings (e.g., streets, parks, and campgrounds).

Bidders shall describe in detail the emergency mental health services such as outpatient treatment of urgent mental health conditions by licensed professionals in community-based settings (e.g., streets, parks, and campgrounds).

BIDDER'S RESPONSE:

N/A

5. Bidder shall provide transportation by outreach workers, social workers, medical professionals, or other service providers during the provision of eligible street outreach services.

Bidders shall describe in detail the transportation provided by outreach workers, social workers, medical professionals, or other service providers during the provision of eligible street outreach services.

BIDDER'S RESPONSE:

N/A

6. Bidder shall provide services to special populations and address the needs of homeless youth, victims of domestic violence and related crimes/threats, and/or people living with HIV/AIDS that are homeless.

Bidders shall describe in detail the services provided to special populations and address the needs of homeless youth, victims of domestic violence and related crimes/threats, and/or people living with HIV/AIDS that are homeless.

BIDDER'S RESPONSE:

N/A

Emergency Shelter (24 CFR 576.102; 25 CCR 8408)

7. ESG funds may be used for costs of providing essential services and shelter operations, as defined in federal regulations, to homeless families and individuals in an ES. An ES is any facility where the primary purpose is to provide a temporary shelter for general or specific populations experiencing homelessness, and which does **not** require occupants to sign leases or occupancy agreements. Hotel or motel vouchers may **only** be used if there is no other appropriate ES available for a homeless family or individual.

Federal regulations prohibit involuntary family separation based on the age of a child under age 18. ESG-funded ES activities must operate for at least as long as the term of the ESG grant, and must comply with all requirements of 24 CFR 576.101, which address maintenance of effort requirements to ensure ESG funds are not replacing local government funds during the immediately preceding 12-month period.

Day Shelters: A day shelter must meet the criteria in the ES definition and will compete as an ES. The primary purpose of a day shelter must be to provide temporary shelter for persons experiencing homelessness. Facilities such as multi-purpose centers or stand-alone soup kitchens do **not** qualify as ES. Day shelters must target people who are sleeping on the streets, or in ES. Clients experiencing such homelessness must be permitted to stay at the day shelter during all hours it is open for shelter.

Bidders shall describe in detail the emergency services provided to individuals and families that are in an emergency shelter, case management, life skills, child care, education services, employment assistance and job training, outpatient health services, legal services, mental health services, substance abuse treatment services, transportation, services for special populations, security, insurance, fuel, utilities, equipment, food, furnishings, maintenance (including minor repairs), supplies necessary for operating an emergency shelter and also provide other emergency lodging (hotel/motel voucher) when appropriate.

BIDDER'S RESPONSE:

The services provided are a safe & calm interim shelter experience for 20 to 90 days for the Year Round 65 bed shelter. All guests enter the shelter through an intake & coordinated assessment process (VI-SPDAT) to determine the guest's needs for stabilization from the streets & the best permanent housing options. All shelter guests have access to case management/housing navigation, individual case plan, life skills and employment workshops conducted on site 5 days per week, 3 meals, showers, bed/linen & access to a mailing address. Referrals are provided to other services in the community including public benefits, workforce development, healthcare, mental healthcare, and Substance Abuse Support. CM/Navigators will make appointments for supportive services in the community, help complete applications and, as necessary, provide transportation. In addition, they have access to childcare for 0-5 year olds with support of FIRST 5 Riverside, in-house behavioral healthcare, and in-house employment services through the employment pipeline (employment preparation, training, and placement).

The grant funds for the shelter will be used for essential services which includes direct staff salaries (case managers, etc.). The shelter's operation services will provide food/meals, laundry needs, shower and hygiene needs, and general costs such as utilities, maintenance, and the purchase of program supplies/equipment. HMIS dollars will be for direct staff that oversee and enter data.

Homeless Prevention (24 CFR 576.103)

8. HP activities are not eligible in this NOFA as a stand-alone activity, but may be proposed in conjunction with ES (for example, to facilitate shelter diversion) or with RR activities (for example, to facilitate preventing homelessness of a previously assisted individual or household who is experiencing instability after RR assistance has ended).

ESG funds can provide housing relocation and stabilization services and short or medium term rental assistance to someone who is "at risk of homelessness," as defined in 24 CFR 576.2, but only to the extent to help the participant regain housing stability.

Bidders shall describe in detail the services it will provide for housing relocation and stabilization and short or medium term rental assistance to someone who is "at risk of homelessness", and how the participant will regain housing stability.

BIDDER'S RESPONSE:

N/A

Rapid Re-housing 24 CFR 576.104; 25 CCR 8408)

9. ESG funds may be used to provide housing relocation and stabilization services and short- or medium-term rental assistance as necessary to help a homeless individual or family move as quickly as possible into permanent housing and achieve stability in that housing. RR activities must meet all of the HUD requirements specified at 24 CFR 576.104 including requirements for:

- eligible program participants;
- eligible costs, including financial assistance costs and services costs;
- maximum amounts and periods of assistance;
- use with other subsidies;
- limitations on maximum rent levels;
- rental assistance agreement with owner;
- lease agreement between owner and participant; and
- condition of housing where assistance is provided.

Bidder shall describe in detail how it plans to help homeless persons living on the streets or in an emergency shelter transition as quickly as possible into permanent housing and help such persons achieve stability.

BIDDER'S RESPONSE:

N/A

Homeless Management Information Systems (HMIS) (24 CFR 576.107; 25 CCR 8408)

10. ESG can pay for HMIS activities associated with contributing data associated with RR, ES, SO, and HP activities. As defined in State regulations, HMIS includes the use of a comparable database as permitted by HUD. In no case can costs exceed ten percent of the total amount requested per application. HMIS activities must comply with HUD's standards on participation, data collection, and reporting. See federal regulations for complete lists of eligible HMIS costs. Provision under this category applies to hardware, equipment and software costs, and staffing.

Bidder acknowledges that it shall utilize the HMIS database or a comparable database to document all individuals receiving assistance through the Emergency Solutions Grant program, as well as provide accurate, complete and timely data.

BIDDER'S RESPONSE:

N/A

IMPLEMENTATION REQUIREMENTS

Core Practices (25 CCR 8409)

Use of Coordinated Entry: Unless exempted by federal rules, all ESG-funded activities shall utilize a coordinated entry system established by the CoC in a manner that promotes the following:

- comprehensive and coordinated access to assistance regardless of where an individual or family is located in the CoC Service Area. Local systems should be easy to navigate and have protocols in place to ensure immediate access to assistance for people who are experiencing homelessness or most at-risk;
- prioritized access to assistance for people with the most urgent and severe needs, including, but not limited to, survivors of domestic violence. ESG-funded activities shall seek to prioritize people who:
- are unsheltered and living in places not designed for human habitation,
- have experienced the longest amount of time homeless; and
- have multiple and severe service needs that inhibit their ability to quickly identify and secure housing on their own; and
- for HP activities, people who are at greatest risk of becoming literally homeless without an intervention and are at greatest risk of experiencing a longer time in shelter or on the street should they become homeless.

Housing First Practices: All ESG-assisted projects shall operate in a manner consistent with housing first practices as reflected in the CoC written standards and progressive engagement and assistance practices, including the following:

- ensuring low-barrier, easily accessible assistance to all people, including, but not limited to, people with no income or income history, and people with active substance abuse or mental health issues;
- helping participants quickly identify and resolve barriers to obtaining and maintaining housing;
- seeking to quickly resolve the housing crisis before focusing on other non-housing related services;
- allowing participants to choose the services and housing that meets their needs, within practical and funding limitations;
- connecting participants to appropriate support and services available in the community that foster long-term housing stability;
- offering financial assistance and supportive services in a manner which offers a minimum amount of assistance initially, adding more assistance over time if needed to quickly resolve the housing crisis by either ending homelessness, or avoiding an immediate return to literal homelessness or the imminent risk of literal homelessness. The type, duration, and amount of assistance offered shall be based on an individual assessment of the household, and the availability of other resources or support systems to resolve their housing crisis and stabilize them in housing.

Written Standards (24 CFR 576.400(e); 25 CCR 8409)

Funded activities must operate consistent with written standards currently adopted by the CoC and applicable to all similar activities. In general, written standards address such things as policies and procedures for evaluating eligibility, for targeting and prioritizing services, for length and terms of assistance, for coordination among services,

and for participation in HMIS. Consult the federal regulations for what should be addressed in written standards for each activity.

Tab F References

References

All bidder(s) must include present and past performance information with a minimum of three (3) references of recent similar projects. References cannot include Riverside County Elected Officials, Department Directors, or Department of Public Social Services staff as a reference. However, references can include other county agencies that are not partaking in this RFP. Please verify that all reference information is correct.

Reference 1	
Company name:	City of Riverside. Note this agency maybe partaking in the RFP. If so please let us know and we will provide another reference.
Address:	3900 Main St. Riverside, CA 92522
Contact person:	Michelle Davis
Email address:	MDavis@Riversideca.gov
Telephone address:	951-826-5311
Project name:	Community Shelter
Dates worked performed:	2015-2016
Summary of scope of services:	Emergency Shelter to homeless individuals, providing beds, case management and other supportive services.
Project cost:	CDBG \$125,000 and ESG \$55,000

Reference 2	
Company name:	City of Perris
Address:	101 N. "D" Street
Contact person:	Sara Cortes dePavon
Email address:	SCortes@cityofperris.org
Telephone address:	951-943-6100
Project name:	Street Outreach
Dates worked performed:	2014-2015 and 2015-2016
Summary of scope of services:	Street Outreach that includes case management and supportive services
Project cost:	\$30,000 and \$36,000

Reference 3	
Company name:	Riverside County Economic Development Agency
Address:	P.O. Box 1180, Riverside, CA 92505
Contact person:	Sterlon Sims
Email address:	SSims@rivcoeda.gov

Telephone address:	951-955-3141
Project name:	Community Shelter
Dates worked performed:	2014-2015 and 2015-2016
Summary of scope of services:	Emergency Shelter to homeless individuals, providing beds, case management and other supportive services.
Project cost:	ESG - 2014-2015 \$50,000 and 2015-2016 \$55,000

1. Provide a list detailing contracts that your company has been awarded during the last five years, showing year, type of services, dollar amounts of services provided, location, contracting company, contact name, and phone number.

BIDDER'S RESPONSE: See Attachment 7 – Funding History

2. Provide details of any failure or refusal to complete a contract. If none, that must be stated.

BIDDER'S RESPONSE: None

Tab G Bidder Attachment

Any response that Bidders are finding difficulty pasting into the "Bidders Response" boxes in any section of the RFP, bidders shall paste in Tab G. When pasting attachments to Tab G, label the attachments "Attachment 1", Attachment 2" and so forth. Enter the corresponding "Attachment Number" into the Bidder's Response box as the example shows below:

Below is an example:

Tab D Company Profile

This section of the proposal is designed to establish the bidder as an entity with the ability and experience to operate the program as specified in the RFP. The Company Profile should be concise and clear, and include descriptive information regarding service delivery. The following information must be provided as follows:

1. Business name and legal business status (i.e. partnership, corporation, etc.)

BIDDER'S RESPONSE: Located in "Attachment 1"

2. Proof of non-profit status, if applicable

BIDDER'S RESPONSE: Located in "Attachment 2"

Tab H Cost Proposal

Bidder must include a **budget narrative** see H-2 that describes each line item.
Budget Instructions: Double click inside of the budget table to activate the Excel Spreadsheet and fill in proposed budget for all eligible program costs related to the proposed project.

2016-17 FISCAL YEAR PROJECTED BUDGET

PROPOSED BUDGET ACTIVITY CATEGORY BUDGET LINE ITEMS	FTE	AMOUNT TO BE PAID BY ESG FUNDS TOTAL BUDGET REQUEST	MATCH	TOTAL BUDGET	DESCRIPTION AND EXPLANATION MONTHLY COST. EXPAND THE AMOUNT OF INFORMATION IN EACH CELL, AS NEEDED. (INCLUDE TOTAL LINE ITEM)
HMIS (H)					
HARDWARE, EQUIPMENT, AND SOFTWARE COSTS					
DIRECT STAFF SALARIES FOR OPERATING HMIS					
TRAINING AND OVERHEAD- TECHNICAL SUPPORT, LEASING SPACE, AND UTILITIES FOR SPACE USED BY HMIS STAFF					
		\$0.00	\$0.00	\$0.00	
STREET OUTREACH (SO) Unsheltered individuals and families, meaning those who qualify under the definition of "homeless."					
ENGAGEMENT					
DIRECT STAFF SALARIES					
CASE MANAGEMENT					
EMERGENCY HEALTH SERVICES					
EMERGENCY MENTAL SERVICES					
TRANSPORTATION					
SERVICES TO SPECIAL POPULATION					
		\$0.00	\$0.00	\$0.00	
EMERGENCY SHELTER (ES) Individuals and families who are experiencing homelessness.					
TRANSPORTATION					
DIRECT STAFF SALARIES	2FTE	88,358.40	88,358.40	176,716.80	Direct Shelter Staff FTE (2) @ \$12 hr. with 18% fringe.
DIRECT STAFF SALARIES	1FTE	58,905.60	58,905.60	117,811.20	Housing Hotline FTE (1) @ \$16 hr. with 18% fringe.

EQUIPMENT/FURNITURE/ HOUSEHOLD SUPPLIES					
REPAIR/MAINTENANCE SUPPLIES					
FOOD					
UTILITIES		12,736.00	12,736.00	25,427.00	1,415 per month for 18 months
REHABILITATION AND RENOVATION (MAX \$5,000)					
		\$160,000	\$160,000	\$320,000	

INITIAL RENT					
DIRECT STAFF SALARIES					
PAYMENTS IN ARREARS					
UTILITY ASSISTANCE					

RAPID RE-REHOUSING (RR)					
Individuals and families who are literally homeless.					
Short-up to 3 months and medium 4-24 months rental assistance and housing relocation and stabilization services.					
INITIAL RENT					
UTILITY ASSISTANCE					
SERVICES					
		\$160,000	\$160,000	\$320,000	

H-2 Budget Narrative

In the space below please detail the budget narrative:

BIDDER'S RESPONSE:
Direct Staff Salaries include 2 FTE's- Residential Service Staff 1 at \$12/hour for 18 months plus 18% fringe which includes employer taxes, worker's compensation insurance, vacation and sick pay and the employer's portion of health and dental benefits totaling \$88,358 and 1 FTE RSS II/Housing Hotline Staff at \$16/hour for 18 months plus 18% fringe which includes employer taxes, worker's compensation insurance, vacation and sick pay and the employer's portion of health and dental benefits totaling \$58,906. The utilities line item at \$12,736 is comprised of 50% of the estimated utility expense at \$1,415 per month for 18 months.

H-3 Financial Accounting System

In the space below, include evidence of internal and external coordination and an adequate financial accounting system.

BIDDER'S RESPONSE:
Path of Life Ministries (POLM) maintains internal controls as prescribed by Generally Accepted Accounting Principles (GAAP) and are set forth in the POLM Financial Policy and Procedure Handbook. These controls include but are not limited to: separation of accounts receivables (AR) and accounts payables (AP); two or more persons in the review and sign-off of receivables, payables, and payroll; and, two signatures required for checks over \$500. The Handbook also sets forth procedures for our purchasing process which requires multiple unique approvals from requisition through payment. POLM utilizes QuickBooks Premier 2015 for Nonprofits software to manage and track AR/AP/payroll, track expenditures by grant source, perform cost allocations, produce cost allocation reports by program and/or funding source, as well as to provide monthly financial reports for our Board of Directors, current funders, and grant submissions. Paychex is utilized as our outside payroll and tax service provider to ensure accurate and timely payroll tax submission. POLM retains an independent Certified Public Accountant (CPA), David Raff & Company CPA-Financial Services, to perform external monthly transaction analysis and general ledger closing. The current CPA firm is Roorda, Piquet, and Bessee, Inc and conducts the single audit as prescribed by 2 CFR Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

CERTIFICATIONS

I, Damien O'Farrell, a duly authorized agent of Path of Life Ministries
Printed Name of Agent/Officer Name of Organization
hereby certify that Path of Life Ministries by submission of this proposal in response to the
Name of Organization
Professional Services RFP, agree upon contract award to carry out the requirements specified and obligations set forth therein.
Signature Damien O'Farrell Date 8-31-2016
Title of Agent/Officer Damien O'Farrell, CEO

Tab I Financial Statement

Please place financials in a separate envelope and mark "Financial Statement - Confidential" if Bidder's company requires this to be kept confidential. The financial documents should be in the original binder only and not in the proposal copies. The County cannot guarantee that the financials submitted will be kept confidential.

Financial statements should only be included in the binder marked "Original" (Financial statements will be removed and submitted to the Accounting Office for review, then placed in a sealed envelope and marked "Confidential.")

The bidder must submit financial statements (balance sheet and income statement) for its business that are dated no more than twelve (12) months prior to the date of the proposal submission and cover a period of at least one (1) year. These statements should clearly identify the financial status and condition of the bidder's entire business entity.

Financials should provide sufficient detail to assure the County of Riverside that bidder can support services being offered and as a Contractor the firm will not seek early payment for services delivered, expedited payments or checks delivered by any means other than regular mail through the County Auditor/Controller's Office.

A-1

INTERNAL REVENUE SERVICE
DISTRICT DIRECTOR
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: SEP 25 1998

Employer Identification Number:
33-0724945

DLN:
17053240030008

Contact Person:
D. A. DOWNING
Contact Telephone Number:
(513) 241-5199

Accounting Period Ending:
December 31

Form 990 Required:
No

Addendum Applies:
No

Path of Life Ministries
3340 Durahart St
Riverside, CA 92507
c/o Eduardo G Sanchez
500 Citadel Ste. 200
Los Angeles, CA 90040

Dear Applicant:

Based on information supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from federal income tax under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3).

We have further determined that you are not a private foundation within the meaning of section 509(a) of the Code, because you are an organization described in sections 509(a)(1) and 170(b)(1)(A)(i).

If your sources of support, or your purposes, character, or method of operation change, please let us know so we can consider the effect of the change on your exempt status and foundation status. In the case of an amendment to your organizational document or bylaws, please send us a copy of the amended document or bylaws. Also, you should inform us of all changes in your name or address.

As of January 1, 1984, you are liable for taxes under the Federal Insurance Contributions Act (social security taxes) on remuneration of \$100 or more you pay to each of your employees during a calendar year. This does not apply, however, if you make or have made a timely election under section 3121(w) of the Code to be exempt from such tax. You are not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Since you are not a private foundation, you are not subject to the excise taxes under Chapter 42 of the Code. However, if you are involved in an excess benefit transaction, that transaction might be subject to the excise taxes of section 4958. Additionally, you are not automatically exempt from other federal excise taxes. If you have any questions about excise, employment, or other federal taxes, please contact your key district office.

Grantors and contributors may rely on this determination unless the Internal Revenue Service publishes notice to the contrary. However, if you lose your section 509(a)(1) status, a grantor or contributor may not rely on this determination if he or she was in part responsible for, or was aware of, the act or failure to act, or the substantial or material change on the part of the organization that resulted in your loss of such status, or if he or

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she acquired knowledge that the Internal Revenue Service had given notice that you would no longer be classified as a section 509(a)(1) organization.

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for federal estate and gift tax purposes if they meet the applicable provisions of Code sections 2055, 2106, and 2522.

Contribution deductions are allowable to donors only to the extent that their contributions are gifts, with no consideration received. Ticket purchases and similar payments in conjunction with fundraising events may not necessarily qualify as deductible contributions, depending on the circumstances. See Revenue Ruling 67-246, published in Cumulative Bulletin 1967-2, on page 104, which sets forth guidelines regarding the deductibility, as charitable contributions, of payments made by taxpayers for admission to or other participation in fundraising activities for charity.

In the heading of this letter we have indicated whether you must file Form 990, Return of Organization Exempt From Income Tax. If Yes is indicated, you are required to file Form 990 only if your gross receipts each year are normally more than \$25,000. However, if you receive a Form 990 package in the mail, please file the return even if you do not exceed the gross receipts test. If you are not required to file, simply attach the label provided, check the box in the heading to indicate that your annual gross receipts are normally \$25,000 or less, and sign the return.

If a return is required, it must be filed by the 15th day of the fifth month after the end of your annual accounting period. A penalty of \$20 a day is charged when a return is filed late, unless there is reasonable cause for the delay. However, the maximum penalty charged cannot exceed \$10,000 or 5 percent of your gross receipts for the year, whichever is less. For organizations with gross receipts exceeding \$1,000,000 in any year, the penalty is \$100 per day per return, unless there is reasonable cause for the delay. The maximum penalty for an organization with gross receipts exceeding \$1,000,000 shall not exceed \$50,000. This penalty may also be charged if a return is not complete, so be sure your return is complete before you file it.

You are required to make your annual return available for public inspection for three years after the return is due. You are also required to make available a copy of your exemption application, any supporting documents, and this exemption letter. Failure to make these documents available for public inspection may subject you to a penalty of \$20 per day for each day there is a failure to comply (up to a maximum of \$10,000 in the case of an annual return).

You are not required to file federal income tax returns unless you are subject to the tax on unrelated business income under section 511 of the Code. If you are subject to this tax, you must file an income tax return on Form 990-T, Exempt Organization Business Income Tax Return. In this letter we are not determining whether any of your present or proposed activities are unre-

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lated trade or business as defined in section 513 of the Code.

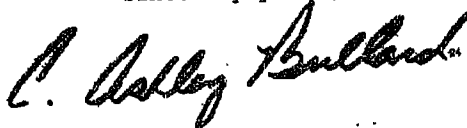
You need an employer identification number even if you have no employees. If an employer identification number was not entered on your application, a number will be assigned to you and you will be advised of it. Please use that number on all returns you file and in all correspondence with the Internal Revenue Service.

If we have indicated in the heading of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

Because this letter could help resolve any questions about your exempt status and foundation status, you should keep it in your permanent records.

If you have any questions, please contact the person whose name and telephone number are shown in the heading of this letter.

Sincerely yours,



District Director

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Path of Life Ministries

POLM Board of Directors

Chief Executive Officer
Damien O'Farrell

VP Development & Marketing
Janice Rooths

VP Finance & Administration
Vanessa Clark

AP Clerk
Jesenia Antonio

VP Grants & Compliance
Joan Thirkettle

Program Staff

Homeless Services Coordinator
Leonard Jarman

Shelter Director
Family & Community Shelters
Toni Adkins

Housing Director Kristi MacEwen

Case Managers

LSW - TBD

Behavioral Health Coordinator
Michelle Green Leary
MFI Intern

Residential Services Staff

Rapid Rehousing & Permanent Achievement Coaches & Navigators

Outreach Team

Employment Coordinator Lisa Brown

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Allied Information Resource is about partnering with you. We have created systems for clients with infrequent background requests to those with more complex screening needs locally and/or nationally. You can breath easy knowing that you have a partner with your best interest at the top of their to do list. Our founders have a combined 50 plus years experience in Human Resources. We understand the complexity and share responsibility in ensuring our clients receive the most accurate information available in a feverishly fast paced environment. By understanding your screening needs and the background screening industry, AIR can build tailored programs to fulfill your background screening requirements. We have integrated several key facets into our programs to meet the demands of the Human Resource needs of a diverse environment:

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- Customer-focused services
 - Ultimate customization of products and services
- State-of-the-art technology systems
 - Flexible reporting and invoicing capabilities
 - Easy-to-use and quick on-line request submittals
 - 24 hour availability
- Integrity of information reported
 - Personal court searches to ensure accuracy
 - Product blends to expand and catch hard to find and obscure records
- Timely response
 - Commitment of 24-72 hour response time on all orders when available
- Market awareness
 - Abreast of changes in laws that will impact our business
- Regular communication with clients
 - Update clients on any changes in the marketplace or laws that will affect their business

Discuss our services and become a client of Allied Information Resource, Inc. by contacting us at **1-760-730-1329** or **1-800-710-AIR1** or email us at sales@alliedinformationresource.com.

We look forward to joining your family and doing business with you!

This Privacy Notice discloses the privacy practices for www.alliedinformationresource.com. We do not collect information on our web site. However, any information that you provide to us via e-mail will not be retained or shared with any third party. If you feel that we are not abiding by this privacy policy, you should contact us immediately via telephone at (760) 730-1329 or via e-mail at webmaster@alliedinformationresource.com.

RSS Feeds

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San Diego BBB Review

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Search...	Submit Query
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Services

Looking into an applicant's history can help provide a clearer picture of how they are going to fit into your environment. It also assists your company in completing its due diligence in the screening process. These investigations into an applicant's history can help avoid future issues such as theft, fraud or violence.

AIR provides a wide variety of screening services to assist you in making the best hiring decisions possible. These options include:

- Criminal Searches**
- Verifications/References**
- Credit/Civil/Public Records**
- Urinary Drug Screening & Other Services**

This Privacy Notice discloses the privacy practices for www.alliedinformationresource.com. We do not collect information on our web site. However, any information that you provide to us via e-mail will not be retained or shared with any third party. If you feel that we are not abiding by this privacy policy, you should contact us immediately via telephone at (760) 730-1329 or via e-mail at webmaster@alliedinformationresource.com.

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Job Title: Residential Services Staff (RSS)
Location: Shelter Program
Department: 300
Reports To: Program Director



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Position Overview:

Resident Service Staff are responsible for assisting guests and other staff and maintaining the quality of daily activities and services at Path of Life Ministries sites. All Resident Service Staff are responsible for supervision within and around the premises to which they are assigned, assisting as needed with food service, monitoring and reporting on the condition of the site and assisting with general maintenance as needed, assisting with daily janitorial duties, helping to create and maintain a safe encouraging and positive atmosphere within the program, assisting with guest relations including intakes, guest requests, grievances and compliance issues, assisting with volunteer and visitor relations, and other daily operational duties as assigned or requested.

Resident Service Staff 1 is standard Resident Service Staff and is also responsible for monitoring and reporting on the performance of subordinate Interns and reporting to superiors. Resident Service Staff 1 must work closely with supervisors on emergency decisions and/or giving direction to subordinate Interns according to the policy, procedures, principals, and values of Path of Life Ministries.

Essential Job Functions

1. **Maintain the quality of daily activities and services at job site:**
 - Interact with Guests, Staff, Volunteers, and Visitors according to POLM Policy.
 - Ensure excellent delivery of quality care and service in every aspect of the job.
 - Report ideas, observations, and concerns, regarding the quality of service and performance of general operations and subordinate interns in writing to supervisor.
 - Report all incidents to supervisor and follow supervisor's direction.

2. **Supervision within and around the premises:**
 - Monitor shelter guests while they are in the building and on POLM property to ensure they are safe, feel welcomed and are following all POLM shelter agreement standards.
 - Monitor and Assist subordinate Interns as directed by supervisors with daily shelter functions, ensuring that they are well informed of what is required of the job and how it is to be performed.
 - Report all concerns and activities to supervisor in writing.

3. **Assist as needed with food service:**

Give assistance and direction to guests and volunteers in order to maintain high quality food service according to POLM Standards.

4. **Monitor and report on the condition of the site and assist with general maintenance and janitorial duties:**
 - Report any observed concerns, repair needs, recommended improvements, and supply needs to supervisor. (Emergencies handled immediately, all others handled according to report procedure.)
 - Work with supervisor to resolve general maintenance and/or repairs issues.
 - Maintain the cleanliness, order, and hygiene of the facility.

5. Help to create and maintain a safe encouraging and positive atmosphere within the program:

- Interact with guests, staff, interns and volunteers in a manner reflective of Path of Life Ministries' core values and standards.
- Use every situation as an opportunity to encourage and build up others.
- Smile and maintain a positive attitude.
- Report all safety concerns immediately to supervisor and work with supervisor to resolve.

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6. Guest Relations:

- Process intakes including bag/body search and paperwork for returning and emergency guests. (At Shelter Facilities)
- Efficiently and effectively provide excellent customer service to guests by attending to their needs while in the facility to the best of your abilities.
 - Food service, Clean Up, Linen Distribution, Hygiene Needs, etc...
- Provide and assist shelter guests with grievance forms per POLM Policy.
- Complete compliance reports as needed per POLM Policy.

7. Visitor and Volunteer Relations:

- Ensure high quality customer service for every visitor and volunteer that arrives at the building.
- Ensure the proper documentation of all volunteer hours, visitor information, and donations according to POLM policy and procedure.
- Assist and direct volunteers where needed.

8. Daily Operational Duties as requested and assigned:

- Ensure that sleeping areas are not left unmonitored for more than 20 minutes in any hour when shelter guests are in the building. (If at Shelter)
- When leaving the shelter floor or immediate program area inform other staff and let them know where you will be in the building to ensure safe coverage.
- Answer and take phone message as requested by your supervisor.
- Know all safety drills, emergency numbers, and POLM numbers in case of emergencies.
- Be proficient in the program offerings of POLM and when asked about how to make contact with certain programs you can provide accurate and timely information - when in doubt direct inquires to your supervisor.
- Respond to all communications provided verbally, in memos and/or e-mails daily.
- Treat all staff, shelter guests and volunteers in a warm, friendly and professional manner.
- Perform data input/sign-in procedures as directed by supervisor.
- Attend meetings that relate to job responsibility or as requested by management.
- Other duties as assigned.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.

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Job Title: Shelter Director
Location: Path of Life Shelters
Department:
Reports To: CEO



Position Overview:

Shelter Directors are responsible for overseeing the day-to-day activities at a Path of Life Ministries (POLM) site (shelter or transitional housing program); ensuring that staff activities occur in a professional and confidential manner, managing all on site activities and resources, managing on site staff and interns as well as volunteers, managing all enrollments and exits from the program, assisting with program development, and ensuring policy and procedure compliance.

Essential Job Functions

1. Oversight of onsite daily operations

- Ensures a safe, healthy, professional environment leading to guests/resident's self-sufficiency.
- Ensure that the facility/grounds are well maintained.
- Ensures that all onsite activities (including workshops, group activities, meals, chores, and other regular daily activities) are carried out in a safe, effective, efficient, and professional manner.
- Works with superiors to manage and quickly resolve on site emergencies (on call) as well as other janitorial and facility concerns or problems.
- Ensures the safety and quality of all onsite food services.
- Ensures the proper documentation of the daily presence of guests, volunteers, and visitors (i.e. sign in sheets).
- Ensures the proper documentation of all on site donations.
- Ensures the proper documentation of all site related incidents, grievances, and service coaching activities.
- Work with and advise superiors regarding program concerns, incidents, grievances, and changes.
- Work with and advise superiors regarding policy and procedure updates, improvements, and other changes.

2. Staff Management

- Monitor, direct, correct, document, and report Residential Service Staff (RSS) and Intern performance according to POLM policy, procedure, core values, and mission.
- Ensure policy and procedure as well as Ethics and Boundaries compliance.
- Ensure all site staff are aware of and confident in their job responsibilities.
- Work with and advise superiors on staff and client concerns, incidents, grievances, and incentives.
- Attends all meetings as required or directed.

A-4

3. Guest Relations

- Manage and ensure proper program enrollment and exit.
- Work with superiors and Lead Service Coach on making a determination about a guests continued stay or exit from the program.
- Ensure proper enrollment and updates of the HMIS system.
- Manage all passes from program attendance and/or participation.
- Manage and ensure the availability as well as the effective and efficient distribution of all on site resources (i.e. job and housing or other resource boards, on site computer banks and resource centers, clothing closets, other resources available onsite for guests.)
- Manage and ensure the availability as well as effective and efficient use of all on site supplies.
- Effectively and quickly resolve and/or work with superiors to resolve all guest incidents, compliance concerns, and grievances.

4. Other Duties as Assigned

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.

A-4

Job Title: Assistant Shelter Director
Location: Path of Life Shelters
Department: Community Shelter
Reports To: Family/Community Director



Position Overview:

Assistant Shelter Directors are responsible for assisting with the day-to-day activities at Path of Life Ministries (POLM) ensuring that staff activities occur in a professional and confidential manner with on site activities, resources, on site staff, interns as well as volunteers. Assist Director with enrollments and exits from the program.

Essential Job Functions

1. Oversight of onsite daily operations

- Assist Director with a safe, healthy, professional environment leading to guests/resident's self-sufficiency.
- Calendar update of all onsite activities (including workshops, group activities, meals, chores, and other regular daily activities)
- Works with Director to manage and quickly resolve on site emergencies (on call) as well as other janitorial and facility concerns or problems.
- Manage and organization of food pantry storage. Responsible for monthly menu calendar.
- Ensure with the Director the proper documentation of all site related incidents, grievances, and assists service coaching activities.
- Work with Director regarding program concerns, incidents, grievances, and changes.
- Manage sign in sheet and Service Coach Roaster

2. Staff Management

- Attends all meetings as required by Director.
- Assist Director with all new hire job responsibilities at assigned sites.

3. Guest Relations

- Manage and ensure proper program enrollment and exit.
- Work with Director and Service Coaches on making a determination about a guests continued stay or exit from the program.

- Ensure proper enrollment and updates of the HMIS system.
- Assist with passes from program attendance and/or participation.
- Assist Director and ensure the availability as well as the effective and efficient distribution of all on site resources (i.e. job and housing or other resource boards, on site computer banks and resource centers, clothing closets, other resources available onsite for guests.)
- Assist Director and ensure the availability as well as effective and efficient use of all on site supplies.
- Effectively and quickly assist Director to resolve and/or work with superiors to resolve all guest incidents, compliance concerns, and grievances.

A-4

4. Other Duties as Assigned

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.

Job Title: Achievement Coach
Location: Shelter
Department: 300
Reports To: Program Director



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Position Overview

Path of Life Ministries' (POLM's) Achievement Coaches are responsible for working with clients (shelter guests and/or others enrolled in POLM programs) to assess the client's assets and needs, and assist the client in developing and monitoring the following:

- an individual action plan leading toward self-sufficiency,
- short and long term goals leading toward and beyond the successful completion of that action plan,
- the tools and/or resources and support systems leading toward and beyond the successful completion of that action plan

In the process of assisting the clients in these areas, the role of a Achievement Coach is to be an advocate, encourager, and resource in the life of the client. Through their relationship with the client, the Achievement Coach will also be helping their client surface, identify, and address unhelpful habits and modes of operation and/or thinking that are causing or would cause dysfunction in the life of the client and keep that client from reaching and maintaining self-sufficiency and/or place or keep them and their family in a cycle of poverty, instability, dependency, and/or homelessness.

Essential Job Functions

- **Maintains Excellent Client Files**
 - Tracks Documented Progress and Referrals
 - Verifies Intake information is complete and accurate and action plan activities run according to program policies and grant guidelines.
 - ~~Completes all data collection, HMIS database entry and Reports for City, County and other grant related requirements in a timely manner~~
- **Performs all client assessments.**
 - Develops an Individual Action Plan with each client and monitors the Plan weekly.
 - Provides Encouragement and Assists clients in attaining and/or addressing the following:
 - Employment, Permanent Housing, Medical/Mental Health Concerns, Federal, State and/or Local mainstream benefit assistance, Personal Identification, Counseling/Referrals/Workshops to address Life Skills, Legal Aid, substance abuse issues, and other necessary services that lead client to self-sufficiency (not an all inclusive list)
- **Supports Resident Staff and Programs Staff**
 - ~~Supports staff in enforcing program rules and regulations.~~
 - Provide Program Director with Weekly Report of client progress and make recommendations regarding continued client participation and/or exit from program.
 - Attends company case management and operations meetings as well as other outside meetings that relate to job responsibility when requested and/or approved.
- **Other duties as assigned**

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.



A-4

Job Title: Assistant Director of Homeless Services
Location:
Department:
Reports To: Vice President of Operations

Position Overview:

The Assistant Director of Homeless Services provides oversight, management, and administrative support for all POLM residential programs (shelters and transitional housing program), ensuring the effective and efficient delivery of services, policy and procedure compliance, reporting, and documentation of all programs, as well as the proper training, scheduling, and management of staff, and the proper maintenance and upkeep of facilities.

Essential Job Functions

1. Program Oversight and Management

- Work with superiors to give oversight, direction, and assistance to Residential Directors according to Residential Director Job Description.

The ADHS is the first point of contact for RD's when they have questions, concerns, suggestions, need guidance and advice, or want to run an idea by a superior.

When an RD contacts the ADHS, the ADHS should gain a complete understanding of the topic at hand and advise the RD, ensuring that the proper VP is notified in writing if there is a potential issue or if an adjustment in policy or procedure is made.

In the case that the ADHS does not have the authority or needs assistance or direction to advise the RD, it is the responsibility of the ADHS to make contact with the appropriate VP and seek that assistance or direction, and then implement the agreed upon course of action.

When contacting a VP for direction, advice, or potential idea, the ADHS should provide him or her with detailed and organized information and a suggested solution if at all possible.

- Ensure the effective scheduling and delivery of onsite workshops and group activities.

The ADHS will work directly with the VPO to schedule, monitor, and track the delivery of workshops and other group activities at the sites.

When the ADHS becomes aware of a new potential resource for workshops or group activities, the ADHS will collect all necessary information regarding the resource or group and work with the VPO to implement the delivery of the resource at the sites.

When the ADHS becomes aware of a resource or activity need at one of the sites, the ADHS will catalogue the need and work with the VPO and VPPO to identify resources to meet that need.

The ADHS will be responsible for maintaining and updating the Activity Calendar for each site, and working closely with the RD's to ensure that activities are being administered and monitored effectively.

- Audit files and HMIS Input for proper documentation and program compliance and tracking. This includes the program compliance audits and the quality assurance Audits.

The ADHS will work directly with the VPPO in establishing, implementing, and maintaining regular file and HMIS audits and the tracking of outcomes as they are related to the files and HMIS requirements.

- Work with superiors to advise on and create effective and efficient policies and procedures.

The ADHS will work with the VPO and VPPO to update, standardize, and maintain clear and effective written instructions regarding policies and procedures at all sites.

When the ADHS becomes aware of a new policy or procedure that is needed, or becomes aware of a policy or procedure that needs updating, the ADHS will work closely with the RD to produce a suggested change, policy, or procedure, and then submit the suggestions to the VPS in writing for suggestions or approval.

The ADHS will then work with the RD/s of the affected site/s to ensure that the new policy/procedure is communicated and implemented.

- Work with superiors to develop and deliver on going staff training.

The ADHS will work closely with the VPO and VPPO to create the training materials for site staff.

When the ADHS becomes aware of additional or new training that is needed at the sites (other than a standard correction or redirection of a staff member

regarding a policy or procedure, which the RD and ADHS will take care of according to the employee policy) the ADHS will make the VPO and VPPO aware of the need and work with them on the development of that training material. The VPPO will implement the delivery of the training material.

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- Manage staff schedules, changes, and the placement of on-call workers and/or the coverage of absent employees.

The ADHS will work with the RD's to ensure that staff members are arriving on time and working their proper shifts.

When the ADHS becomes aware of an issue involving staff tardiness or absence the ADHS will work with the RD to address the concern according to the employee policy and ensure all proper documentation is maintained.

When the ADHS becomes aware of an adjustment needing to be made to staff or schedules, the ADHS will work with the VPO to address the issue.

When there is a need for an on call worker, or temporary adjustment in scheduling due to an employee absence, the ADHS will be responsible for notifying, placing and tracking the scheduling of the replacement.

The ADHS will work closely with the RD's to ensure that time sheets are turned in on time and accurately, and will be responsible for quality management as it involves the timesheets.

2. Facilities and Asset Management

- Ensure the effective delivery and documentation of all regular safety drills and inspections.

The ADHS will be responsible for the tracking and effective delivery of all regular safety drills and inspections, and for ensuring that all matters of concern are properly documented and addressed.

The ADHS will work with the RD's and verify that the drills are being performed, monitored, and properly documented. The ADHS will make regular reports regarding the documentation to the VPPO

When the ADHS becomes aware of a concern or problem, the ADHS will ensure that the concern or problem is documented, and develop a plan for addressing the problem, which the ADHS will provide in writing to the VPO for approval and suggestions. The ADHS will then work with the RD to ensure that the adjustments or corrections are made at the site.

- Ensure that buildings and grounds are effectively maintained and work with Vice President of Operations to make necessary improvements. The ADHS will work with the RD's to ensure proper function, maintenance, and appearance of each site. This includes running regular site and safety audits.

When the ADHS becomes aware of a concern or problem, the ADHS will ensure that the concern or problem is documented and develop a plan for addressing the problem making utilizing site budgets, which the ADHS will provide in writing to the VPO for approval and suggestions. The ADHS will then work with the RD to ensure that the adjustments or corrections are made at the site.

A-4

- **Manage Fleet of POLM Vehicles**

- Ensure Maintenance is kept up to date and on schedule.
- Manage and handle repairs and issues regarding proper functioning of vehicles.
- Perform regular safety checks and maintain records.
- Manage all items related to vehicle enhancements, improvements, acquisition, and disposal with oversight from VPO.

- **Manage Asset Inventory**

- Create and Maintain an Inventory of assets (furniture, computers, etc..) at sites.
- Manage and handle repairs and issues regarding proper functioning of Assets.
- Manage all items related to Asset enhancements, improvements, acquisition, and disposal with oversight from VPO.

3. Administrative Support

- **Removed (10/13) Supplies, Donations, Volunteers, Employee Document Tracking**

- Manage all daily, weekly, monthly, and yearly tracking and reporting for sites.

The ADHS will work with the VP Team to develop proper tracking and reporting systems for all sites as needed for grant compliance reporting, development and staffing needs.

The ADHS will update and maintain the tracking system.

The ADHS will create, complete, and run reports as requested.

Coordinate compliance reports (due dates, content and submittal) for POLM with governments (city, county, state, & federal) and foundations as it relates to housing and youth programs in collaboration with directors and administration.

Train personnel on standards and required outcomes for all grants and ensure procedures and programs are in place to meet standards and outcomes

Oversee quality assurance standards with administration to ensure that negotiated standards are met and not overlooked for such things as conditional use permits, HMIS, JPA and other requirements outside of grant guidelines.

A-4

Coordinate all reports to ensure timely and accurate submission and filing.

- Manage safety coordination and maintenance requirements.
- Assist with hiring of staff by following up on applications, running pre-screening, and assisting with orientation.
-
- Assist with grant preparation, editing, proof reading, researching, etc.. as assigned by administrative grants team.

4. Other Duties as Assigned

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.

Job Title: Chief Executive Officer
Department:
Reports To: Board of Directors
Schedule:

Position Overview

To implement the strategic goals and objectives of Path of Life Ministries, with the chair, enable the Board to fulfill its governance function. To give direction and leadership toward the achievement of the organization's philosophy, mission, strategy, and its annual goals and objectives.

Essential Functions

1. Board Administration and Support: Supports operation and administration of the Board of Directors by advising and informing Board members, interfacing between Board and staff.
2. Program Development and Administration: Oversees design, marketing, promotion, delivery and quality of programs and services
3. Financial Operations: Recommends yearly budget for Board approval and prudently manages organization's resources within those budget guidelines according to current laws and regulations
4. Human Resource Management: Effectively manages the human resources of the organization according to authorized personnel policies and procedures that fully conform to current laws and regulations
5. Community and Public Relations: Assures the organization and its mission, programs, and services are consistently presented in strong, positive image to relevant stakeholders
6. Resource Development: Oversees fundraising planning and implementation, including identifying resource requirements, researching funding sources, establishing strategies to approach funders, submitting proposals and administrating fundraising records and documentation

Job description last revised and authorized by Board: [8/7/2006]

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties to meet the ongoing needs of the organization.



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Job Title: Vice President of Finance & Administration
Location: Administration Office
Department: 10/100
Reports To: COO/ CFO

Position Overview:

Responsible for enhancing overall organizational processes and infrastructure, financial and business planning that will allow POLM to grow and fulfill its mission. Promote a culture of high performance, continuous improvement and commitment to quality that adheres to the corporate faith-based core values of POLM.

Essential Job Functions

- **Financial: Manage and oversee all financial and business planning:**
 - Oversee business policies and accounting practices according to GAAP & POLM Fiscal Manual
 - Review and analyze financial reports and weekly cash flow.
 - Provide overall financial oversight and monitoring, including performance metrics
 - Lead and deliver timely external audits, and annual filings ensuring accurate and favorable outcomes
 - Analyze and present financial reports in an accurate and timely manner; clearly communicate monthly and annual financial statements; collate financial reporting materials for all funding sources and oversee all financial, project/program and grants accounting.
 - Oversee and lead annual budgeting and planning process in conjunction with senior leadership; administer and review all financial plans and budgets; monitor progress and changes and keep senior leadership team abreast of the organization's financial status monthly.
 - Update and implement all necessary business policies and accounting practices; improve the finance department's policy and procedure manual.
 - Ensure separation of appropriate accounting duties to maintain GAAP Strong Internal controls.

- **Work with Accountant Overseeing Quality and Timely Completion of Contracted Work**
 - Oversee the Accountant in administering financial statements, budgets, forecasts recommending strategies to the COO/CFO and Board on staffing and other operations plans for effective business operations.
 - Oversee implementation of an improved, robust contracts management and financial management/ reporting system; ensure that the contract billing and collection schedule is adhered to and that financial data and cash flow are steady and support operational requirements.

9/1/2016

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- Oversee accountant's annual budgeting, rolling forecast, and budget to actual workflows.
- Human Resources: Manage and oversee the human resource function:
- With assistance and guidance from the payroll service HR Representative, manage and oversee the human resource functions:
 - Evaluate HR Online software systems and implement standardized database
 - Work with VPO to oversee HR policies and practices according to POLM Employee Handbook Policies are properly followed and represented within the senior management team; assist with corrective actions and terminations
 - Regulatory oversight and legal compliance
 - Oversee benefits administration and design
 - Evaluate and implement online performance management system.
 - Ensure that recruiting & hiring practices are consistent and streamlined
 - Administer salary adjustments according to merit and programmatic budgets with input and consensus from VPO.
 - Evaluate and implement retention strategies and planning with input and consensus from VPO.
 - Implement and manage a staff recognition plan with input and consensus from VPO.
 - Maintain all safety compliance standards with input and consensus from VPO.
 - Establish and manage a comprehensive training program to educate employees regarding HR policies and procedures with input and consensus from VPO.
 - Work closely and transparently with all external partners including third-party vendors and consultants.
 - Oversee administrative functions as well as facilities with other VP team to ensure efficient and consistent operations.
- Operations/Administration: Manage and oversee daily operations and administrative functions:
 - Develop and maintain a content management system that categorizes all standard data input for contracts. . Includes but not limited to Organization and Program Budgets, Scope of Service Narratives, Key Personnel Exhibits, ADHS' Contract Summaries, etc.
 - Oversee and analyze best practice policies regarding risk management and legal activities, procurement, banking, contracts, MOU's, leases, agreements, grants, business insurances, safety policies and practices, et al. and make recommendations to the President
 - Information technology - ensure maintenance and updating of information systems and infrastructure, including hardware, software, and all applications are reviewed annually, and full service proposals are procured occur every 3 years.
 - Direct oversight of Administration Team's A/R, A/P, P/R, HR, purchasing, grant processing & general administrative functions

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.

Job Title: VP Grants and Compliance
Reports To: COO
Schedule:



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OVERVIEW:

The Vice President of Grants and Compliance works in close collaboration with the Vice President of Operations in providing direction and guidance to the staff with the objective of maintaining all contractual obligations and delivering upon promised outcomes. In addition, the VP of Grants and Compliance will provide and manage a consistent grant revenue stream in the pipeline by researching, renewing, and writing grant requests with the objective of maintaining program funding as well as expanding services that are consistent with the organization's mission and vision and fit within the strategic plan.

At the direction of the COO/CFO, the Vice President Grants and Compliance develops, manages and ensures adherence to the organization's strategic plan as it relates to:

- the improvement and/or development and of programs and operational systems that ensure effective and transformational service delivery
- grants development and management

Grant Development and Management

1. Manage a consistent grant revenue stream by continually researching, identifying, and preparing grants from government agencies, foundations, corporations, and other sources that support and sustain existing programs and/or new programs that compliment existing programs.
2. Maintain a pipeline that allows COO / CFO and VP of Finance & Administration to forecast revenue on a 3-6-12 month rolling basis.
3. Assist VP of Finance and Administration in planning and identifying financial needs and securing revenue to accomplish programs with outcomes that meet goals of POLM and program purposes.
4. Develop, implement, and maintain a content management system that categorizes all standard data input for funding requests. Includes but not limited to History, Program Descriptions, Organization History, Organization and Program Budgets by year, Organization and Program Outcomes by year, Recordkeeping, Audit Results, et al.

Compliance Audits

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1. Oversee and manage program and file compliance audits. Analyze compliance findings from audits.
2. Coordinate all program external audits, monitoring, and site visit process.
3. Analyze contractual obligations to ensure outcomes and Compliance are maintained.
4. Report findings to VPO, VPFA & COO/CFO.



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Behavioral Health Program

The descriptions of BSW Intern Duties and Skills include the following (but are not limited):

- Group Facilitation (psycho-educational based).
- Individual, Couples and Family Counseling (psycho-educational based).
 - Providing Problem Identification and Assessments.
 - Intervention Modes (e.g. Client Crisis, Trauma, Termination).
- Case Management (assisting achievement coaches with caseload).
- Mobile Behavioral Health Services (providing in home social services/counseling /interventions to individuals, couples and families).
- Attend Training (s) Mobile Home Visiting Safety Training ; Compassion Fatigue; Trauma Informed Care; Motivational Interviewing; Crisis Prevention and Intervention.

BSW learners are required to have the basic, moderate and/or advanced competence in helping and procedural skills.

- Cultural Awareness
 - Self Awareness
 - Communication Skills
 - Human Relation Skills
 - Knowledge of Population and Community Served
 - Community and Organizational Collaboration
 - Research (data collection)
 - Understanding Technology (documentation and document creation purposes)
- Note: Interns will have a personal assessment to help identify strengths and areas of professional growth during their BSW Internship Program with The Path of Life Ministries.

USER NAME PASSWORD

[Forgot Username?](#) [Forgot Password?](#)

[Create an Account](#)

Learn About Registration Status

- [How do I start a registration?](#)
- [What is Draft status?](#)
- [What is Work in Progress status?](#)
- [What is Submitted status?](#)
- [What is Active status?](#)
- [What is Expired status?](#)

What If?

- [What if my entity fails TIN validation?](#)
- [What if my entity fails CAGE Code validation?](#)
- [What if I still need help?](#)

What's Next?

[Find Your Registration in SAM](#)

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SAM Status Tracker

Check Entity Registration Status

Page Description

You can quickly check an entity's registration status in SAM by entering a DUNS Number or CAGE Code. The SAM Status Tracker will show you the current status of the entity associated with that DUNS Number or CAGE Code, as well as tell you what steps are left to complete based on why they are registering.

The SAM Status Tracker uses seven circles to represent steps in the registration process: Core Data, Assertions, Reqs & Certs, POCs, Submit, Processing, and Active. Visual indicators in the circles, text underneath the circles, a status message in bold above the circles and user messaging combine to give the registration status.

You will only see the registration status for publicly-searchable registration records in the SAM Status Tracker. Federal government users must log into SAM and search for non-public records.

Use the SAM Status Tracker Now

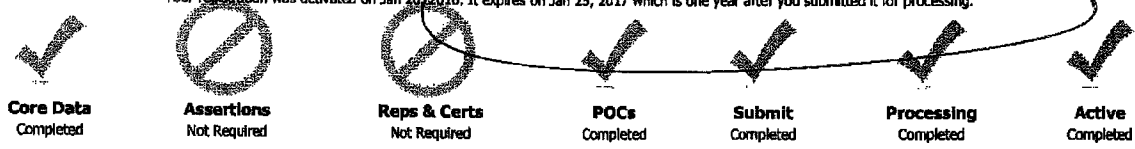
Check registration status by typing in a DUNS Number.

DUNS Number Plus 4 (Optional)

Or, check registration status by typing in a CAGE Code.

CAGE Code

PATH OF LIFE MINISTRIES
Status: Active
Your registration was activated on Jan 26, 2016. It expires on Jan 25, 2017 which is one year after you submitted it for processing.



SAM | System for Award Management 1.0

IBM v1.P.50.20160823-0937

WWW2



Note to all Users: This is a Federal Government computer system. Use of this system constitutes consent to monitoring at all times.

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Joan Thirkettle

From: Federal Contractor Registry (FCR) <info@ccrorca.com>
Sent: Tuesday, August 30, 2016 1:34 PM
To: Joan Thirkettle
Subject: FCR SAM Status Check

Your SAM entity status* is as follows:

DUNS: 003364176

Name: PATH OF LIFE MINISTRIES

Business Type: Business or Organization
Registration Status: Active

Expiring On: 01/25/2017

To begin the renewal process, go to the following link <http://federalcontractorregistry.com/renewsam> to procure Federal Contractor Registry (FCR) services. Once you have done so, you will be receiving an automated email from FCR which will include a link for our SAM (CCR & ORCA) forms. Complete the forms and either email or fax to FCR and the SAM migration/renewal process will begin once the completed worksheets are received by FCR. FCR looks forward to assisting with your company's SAM registration. Thank you very much.

*Disclaimer: In order to provide your SAM status, we must access government & private databases. If you choose to use the information provided by us, we are not responsible for any inaccuracies within these databases or when reporting your status to you. We provide this information free-of-charge, to the best of our ability but cannot guarantee its accuracy at the time it was accessed. Federal Contractor Registry is a third party registration service that performs SAM registration/renewals on behalf of small to large businesses, non-profits organizations and city/local governments.

----- How did we do?

Please use the link below to rate your satisfaction with our service:

<http://www.123contactform.com/form-1137211/FCR-Survey>

Federal Contractor Registry

email - info@ccrorca.com

phone - 1-800-985-7658

fax - 202-568-6401

www.FederalContractorRegistry.com

Confidentiality Notice - This electronic mail message contains information that: (a) is or may be LEGALLY PRIVILEGED, CONFIDENTIAL, PROPRIETARY IN NATURE OR OTHERWISE PROTECTED BY LAW FROM DISCLOSURE, and (b) is intended only for the use of the Addressee(s) named herein. If you are not the intended Recipient, an Addressee, or the person responsible for delivering this to an Addressee, you are hereby notified that reading, using, copying, or distributing any part of this message is STRICTLY PROHIBITED. If you have received this



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
8/30/2016

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THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Desert Cornerstone Insurance Service, Inc. CA License #0F15709 81557 Dr. Carreon Blvd. Ste B8 Indio CA 92201	CONTACT NAME: Sanae Martin PHONE (Inc. No. Ext.): (760) 347-7723 E-MAIL ADDRESS: sanae@desertcornerstonein.com INSURER(S) AFFORDING COVERAGE INSURER A: Philadelphia Indemnity Ins. Co 18058 INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:
INSURED Path of Life Ministries P.O.Box 1445 Riverside CA 92502	

COVERAGES CERTIFICATE NUMBER: 2015GLALE0 REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDITIONAL INSURED	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	X	PHPK1379049	9/29/2015	9/29/2016	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (EA OCCUR/POCE) \$ 100,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 3,000,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS		PHPK1379049	9/29/2015	9/29/2016	COMBINED SINGLE LIMIT (EA ACCIDENT) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A			PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Professional Liab/E&O Sexual/Physical Abuse		PHPK1379049	9/29/2015	9/29/2016	Aggregate/Each Claim 2mil/1mil Aggregate/Each Claim 2mil/1mil

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Re: Proposal: #DARC-512 - County of Riverside is added as Additional Insured as respects General Liability when required by written contract.

CERTIFICATE HOLDER County of Riverside 10281 Kidd St Riverside, CA 92503	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE Matt List/SAN <i>Matt List</i>
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PATH OF LIFE MINISTRIES - FUNDING HISTORY									
PROGRAM YEAR									
Contracting Company	Type of Services	Location	Contact & Phone	Fiscal Year Cycle	2017-2018	2016-2017	2015-2016	2014/2015	2013/2014
City of Riverside - Community Development Grant	Riverside Community Shelter - Year-Round	Riverside, CA	Michelle Guzman (951) 826-5302	July 1 - June 30	Pending	125,500	125,500.00	\$ 115,500.00	\$ 126,347.00
City of Riverside - Emergency Solutions Grant	Riverside Community Shelter - Year-Round & RRH	Riverside, CA	Michelle Davis (951) 826-5743	July 1 - June 30	Pending	110,000	79,795.00	\$ 79,344.00	\$ 52,676.00
City of Riverside - Emergency Solutions Grant	Riverside Community Shelter - Cold Weather Shelter	Riverside, CA	Michelle Davis (951) 826-5743	Dec 1 - Apr 15	Pending	Included in above	Included in above	\$ 67,635.00	\$ -
County of Riverside	Family Shelter	Riverside, CA	Connie Hill (951) 358-6548	July 1 - June 30	Pending	400,000	400,000.00	\$ 400,000.00	\$ 400,000.00
City of Moreno Valley - Community Block Development Grant	Transitional Housing Program - King Hall MARB	March ARB, CA	Donna Moeller (951) 413-3463	July 1 - June 30	0	Program Closed	0.00	\$ 16,000.00	\$ 16,912.00
City of Moreno Valley - Community Block Development Grant	RRH - Rental Assistance	Moreno Valley, CA	Donna Moeller (951) 413-3463	July 1 - June 30	Pending	0	0.00	\$ -	\$ -
City of Perris - Community Block Development Grant	Homeless Outreach Program (Mobile Case Management)	Perris, CA	Sara Cortes de Pavon (951)	July 1 - June 30	Pending	64,940	36,000.00	\$ 30,000.00	\$ -
County of Riverside - DPSS (FEMA) 094	Emergency Food & Shelter Program - RIV COMM SHELTER	Riverside, CA	Anabel Ramos (951) 358-5616	Nov 1 - Oct 31 Jun 1, 2013 - Jun 30, 2014		0	140,363.00	\$ 18,380.00	\$ 16,988.00
County of Riverside - DPSS (FEMA) 119	Emergency Food & Shelter Program - FAMILY SHELTER	Riverside, CA	Anabel Ramos (951) 358-5616	Nov 1 - Oct 31 Jun 1, 2013 - Jun 30, 2014		0	Included in above	\$ 20,089.00	\$ 15,652.00
County of Riverside - DPSS (FEMA) 185	Rental Assistance	Riverside County District 5	Anabel Ramos (951) 358-5616	Jun 1, 2013 - Jun 30, 2014		140,363	Included in above	\$ 16,661.00	\$ 12,639.00
County of Riverside - DPSS/ HUD Grant (e)	Transitional Housing Program - King Hall MARB (e)	March ARB, CA	Connie Hill (951) 358-6548	Apr 1 - Mar 31		Program Closed	0.00	\$ 323,729.00	\$ 325,277.00
CoC - DPSS - PSH Bonus	PSH	Scattered Sites	Connie Hill (951) 358-6548	July 1 - June 30		Pending	1,278,690.00	\$ -	\$ -
CoC - DPSS - RRH	RRH	Scattered Sites	Connie Hill (951) 358-6548	July 1 - June 30		Pending	338,380.00	\$ -	\$ -
CoC East County - new	RRH	Scattered Sites	Connie Hill (951) 358-6548	July 1 - June 30		Pending	0.00	\$ -	\$ -
County of Riverside - EDA - Emergency Solutions Grant (b)	Riverside Community Shelter - Year-Round	Riverside, CA	Stanton Sims 951-855-3141	July 1 - June 30	Pending	55,000	55,000.00	\$ 50,000.00	\$ 40,000.00
County of Riverside - DPSS (General)	Riverside Community Shelter - Cold Weather Shelter	Riverside, CA	Cynthia Whittenberg (951) 358-4821	Dec 1 - Apr 15	Pending	Pending	128,865.00	\$ 128,865.00	\$ 196,500.00
City of Riverside - OTHER ESG	Community Shelter	Riverside, CA	Michelle Davis (951) 826-5743	2014-2016		0	0.00	\$ 10,000.00	\$ -
MIAPC 138 Realignment	Community Shelter	Riverside, CA	Tranda Jackson (951) 688-4357	2015-2016	Pending	69,000	136,875.00	\$ -	\$ -
Community Reentry	Probation - Community Shelter	Riverside, CA	Walker Mack (951) 955-4937	2015-2016	Pending	0	50,000.00	\$ -	\$ -
Riverside	Childcare	Riverside County, CA	Michelle Siner (951) 248-0014	\$733,828 Total Oct 1, 2012 - Jun 30, 2016	Pending	260,000	221,221.00	\$ 221,221.00	\$ 221,221.00
Metco	Neighborhood College - Youth Offender Services	Riverside, CA	Loma Pallares (619) 285-5556	Feb 1, 2014 - Dec 31, 2015	0	Program Closed	150,000.00	\$ 150,000.00	\$ 150,000.00
California Wellness Foundation	Health Care Program	Riverside, CA	Frank LaBe (818) 702-1900	\$150k total - 1/1/2010 - 1/31/2013	0	0	0.00	\$ -	\$ -
California Wellness Foundation	Executive Director Sabbatical Award	Riverside, CA	Fatima Angeles (818) 702-1900	9/1/2014 - 12/31/2015	0	0	0.00	\$ 35,000.00	\$ -
Kaiser Foundation	Health Care Program	Riverside, CA	Karen Roberts (951) 602-4193	June 1 - May 31	0	0	0.00	\$ -	\$ -
Meward Foundation	Kids of Promise, youth mental health services	March ARB, CA		7/1/2013 - 6/31/2013	0	0	0.00	\$ -	\$ 22,500.00
Meward Foundation	Riverside Community Shelter - Year-Round	Riverside, CA		7/1/2013 - 6/31/2013	0	0	0.00	\$ -	\$ 2,500.00
Pacific Life Foundation	Riverside Community Shelter - Year-Round	Riverside, CA	n/a	Jan 1 - Dec 31	0	0	0.00	\$ -	\$ -
Riverside Community Health Foundation	Health Care Program (Health in Motion - mobile health services)	Riverside County, CA	Nirfa Delgado (951) 788-3471	Jan 1 - Dec 31		Pending	100,000.00	\$ -	\$ -
Riverside Community Health Foundation	Kids of Promise, youth mental health services	March ARB, CA	Nirfa Delgado (951) 788-3472	2/1/2014 - 12/31/2014	0	0	\$ -	\$ 48,000.00	\$ -
San Manuel Band of Mission Indians	KOP, Employment Pipeline	March ARB, CA	Ken Ramirez (909) 864-8833	12/1/2013 - 12/31/2014		Pending	85,000.00	\$ 40,000.00	\$ -
South Coast Air Quality Management District	Health Care Program	Riverside, CA	Jean Ospital (909) 396-2582	Jan 1 - Dec 31	0	0	0.00	\$ -	\$ -
The Green Foundation	Kids of Promise, youth mental health services	March ARB, CA	Kylie Wright (626) 793-8200	1/1/2014 - 12/31/2014		20,000	0.00	\$ 20,000.00	\$ -
United Way of the Inland Valleys	Individual Development Account & On the Job Training	Riverside, CA	Lesley Ryder (951) 697-4700	July 1 - June 30	0	0	0.00	\$ 10,000.00	\$ -
United Way of the Inland Valleys	Riverside Community Shelter - Year-Round	Riverside, CA	Lesley Ryder (951) 697-4700	July 1 - June 30	Pending	Pending	14,000.00	\$ 14,000.00	\$ -
Van Daele Family Foundation	General Operating Support	Riverside, CA	Gina White (951) 354-2121	Jan 1 - Dec 31		0	0.00	\$ 102,000.00	\$ 156,600.00
Weingart Foundation	Core Support	Riverside, CA	Fred All (213) 688-7799	1/1/2012 - 12/31/2013		0	25,000.00	\$ 100,000.00	\$ -
Weingart Foundation	Core Support	Riverside, CA	Rosa Benitez (213) 688-7799	10/1/2014 - 12/31/2016		0	25,000.00	\$ 125,000.00	\$ -
Mc Donalds	KOP & Family Shelter	So. Cal	Ashley Loar 310-444-7010	2018	Pending	10,000	5,700.00	\$ 7,500.00	\$ 20,000.00
In N Out Burgers	Family Shelter	Irvine, Ca	Howard Booker 949-444-7010	2018	0	\$15,000	15,000.00	\$ 5,770.00	\$ 0.00
BBVA	Financial Training Shelters	Riverside, CA	Riverside Office (951) 689-9011	2015		2,500	2,500.00	\$ 0.00	\$ 0.00

EMERGENCY FOOD AND SHELTER PROGRAM
 Local Board of Riverside County #33-0820-00
 Phase 33 Funding Award

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 Shelter
 D 3,435
 \$70,130

EFSP BOARD MEMBERS

June 20, 2016

American Red Cross
 Cajunilla Band of Indians

Path of Life Ministries
 Damien O'Farrell, Director
 6216 Brockton Ave.
 Riverside, CA 92518

Catholic Charities

Congratulations, EFSP Applicant!

City of Riverside

The Emergency Food and Shelter Program (EFSP) National Board released the Phase 33 allocations on May 17, 2016 and the Riverside County Local Board approved the LRO allocations at their meeting on June 8, 2016. The following amount has been awarded to your organization: **\$140,363**

Community Action Partnership of Riverside County

Covina/Norco United Way

LRO # 082000 - 185

FIND Food Bank

Homeless Advocate

Path of Life Ministries	Shelter	Admin	District Total
D1	\$21,750	\$435	\$22,185
D2	\$47,106	\$942	\$48,048
D3	\$22,693	\$436	\$23,129
D4	\$19,815	\$351	\$20,166
D5	\$26,309	\$526	\$26,835

Housing Authority of the County of Riverside

Regional Access Project Foundation

Riverside Community Health Foundation

Riverside County Executive Office

Several changes have taken place since Phase 32; the Local Recipient Organization (LRO) structure has changed and the reporting for all expenditures. Beginning Phase 33 each agency/organization will be considered ONE LRO. Existing LROs will keep their current ID number, if you have been a multiple LRO agency one of your LRO numbers will be designated, and new LRO's will be assigned a new ID number.

Riverside County Department of Mental Health

Riverside County Veteran's Services

The Salvation Army

Reporting for your LRO will be categorically and all expenditures will come under ONE LRO. The eligible and ineligible expenditures allowed are in accordance with the National Phase 30 Manual. You will need to keep records of all categorical spending per district. A signed copy of the following documents must be submitted and signed by an acceptable signatory (Executive Director, Agency Manager, etc.) by:

United Way of the Inland Valleys

Valley Restart Shelter, Inc.

EFSP Administration

- * A copy of this letter signed and submitted by July 1, 2016
- * First Expenditures Status Report by July 15, 2016.

Riverside County Department of Public Social Services
 4060 County Circle Drive
 Riverside, CA 92503
 (951) 358-5640

Failure to comply with submitting requested documents by the time allotted will constitute a breach of this signed letter; if the Local Board finds the LRO is non-compliant reallocation of funds may be initiated.

Notice of the Second Payment Release will be announced once it is released by National, provided all of the above documents have been received by the Local Board and there are no outstanding compliance exceptions.

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Path of Life Ministries:

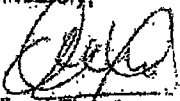
- o Will provide all required reports to the Local Board within the timeframe set by the Local Board (Second Payment/Interim Request, Final Reports), etc.
- o EFSP Phase 33 Certification (pending release by National)
- o Will submit the First Expenditure Status Report with documentation showing how much has been expended by July 15, 2016.
- o Will submit the Final Expenditure Report with required documentation by Pending.
- o Will use the expenditure spreadsheets and per diem/log forms that contain the most current updates that the National Board has requested; Ref: www.efsp.unitedway.org
<http://dpss.riv.co/>
- o Will spend all funds and close-out the program by Local Board's end of program date.
- o If your LRO has not been able to spend the awarded EFSP funds by June 30th the Local Board must be informed so that appropriate action can be taken to assure that these funds have been spent within the appropriate Phase 33 time frame. (Extension Pending)
- o The deadline to submit and receive all Expenditure Reports Pending.
- o Personnel or financial changes in your agency that directly affect EFSP must be communicated to the Local Board or DPSS-HPU staff a.s.a.p. in order to meet deadlines to National.
- o Completed Final Reports not submitted by the deadline places your LRO's Phase 34 Project Application at risk of not being funded and the Phase 33 Final Report will be reported to National as **NOT REPORTING**.

Please note that the Phase 33 expenditure period is July 1, 2015 to June 30, 2016, currently, the Local Board is seeking to extend the spending period for Phase 33. This information will be made available to you as soon as possible. The receipt of this grant is based on a Compliance free status with National.

Please return a copy of this letter signed below to: ELCALANC@riversidedpss.org

Or
Department of Public Social Services
Homeless Programs Unit-EFSP Local Board
4060 County Circle Drive
Riverside, CA 92503

Sincerely,



Allen Villalobos, Local Board Chair
EFSP Riverside County Local Board # 33-0820-0

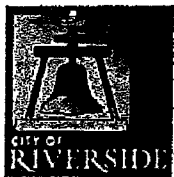
I have read and agree to the conditions cited in this letter as part of receiving an EFSP Phase 33 award allocation and understand that if we are not able to meet the conditions listed in this letter that we are to notify the EFSP Local Board and the Department of Public Social Services Homeless Programs Unit at RCONCEPC@riversidedpss.org / ELCALANC@riversidedpss.org.

Local Recipient Organization - Signatory

Date

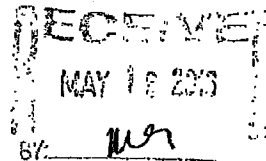
CC: Jill Kowalski, Rowena Concepcion

A-8



Community and Economic
Development Department

City of Arts & Innovation



May 12, 2016

Path of Life Ministries
Damien O'Farrell
P.O. Box 1445
Riverside, CA 92502

**RE: FY 2016/2017 COMMUNITY DEVELOPMENT BLOCK GRANT
AGREEMENT-Path of Life Ministries**

Dear Mr. O'Farrell:

Congratulations on your award of \$125,500 in 2016/2017 Community Development Block Grant (CDBG) funding for the Community Shelter. It is our sincere goal to expeditiously prepare and execute a contractual agreement ("Subrecipient Agreement") between the City and your organization. To accomplish this goal, there are a number of required documents that must be submitted to the City.

Please find enclosed with this letter a Subrecipient Agreement Required Document Checklist, which provides an outline of the documentation we need from your organization in order to execute your agreement, along with the forms, samples and other information necessary to complete this task. All of the agreement documents identified must be returned in a complete and correct fashion in order to execute the Subrecipient Agreement. The sooner you return the required documentation, the sooner you will have an executed agreement. Please submit the required documents to the address below, no later than Thursday, June 30, 2016.

**City of Riverside
Community and Economic Development Department
Attn: Raul Gonzalez
3900 Main Street, 3rd Floor
Riverside, CA 92522**

Please note, required documents submitted after October 3, 2016 will void your grant award for FY 2016-2017.

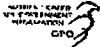
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PATH OF LIFE MINISTRIES-BUDGET SUMMARY

EXHIBIT B

EMERGENCY SHELTER (ES)

PROPOSED BUDGET ACTIVITY CATEGORY	FTE	AMOUNT TO BE PAID BY ESG FUNDS TOTAL BUDGET REQUEST	MATCH	TOTAL BUDGET	DESCRIPTION AND EXPLANATION MONTHLY COST. EXPAND THE AMOUNT OF INFORMATION IN EACH CELL, AS NEEDED. (INCLUDE TOTAL LINE ITEM)
EMERGENCY SHELTER (ES) Individuals and families who are experiencing homelessness.					
TRANSPORTATION					
DIRECT STAFF SALARIES RSS 1	.5	21,340.20	21,340 .20	88,358.40	
DIRECT STAFF SALARIES RSS 2	.5	25,021.80	25,021 .80	50,043.60	
EQUIPMENT/FURNITURE/ HOUSEHOLD SUPPLIES					
REPAIR/MAINTENANCE SUPPLIES					
FOOD					
UTILITIES					
REHABILITATION AND RENOVATION (MAX \$5,000)					
		\$46,362.00	\$46,362.00	\$138,402.00	
INITIAL RENT					
DIRECT STAFF SALARIES					
PAYMENTS IN ARREARS					
UTILITY ASSISTANCE					



DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

24 CFR Parts 91 and 576

[Docket No. FR-5474-(01)]

RIN 2506-AC29

Homeless Emergency Assistance and Rapid Transition to Housing; Emergency Solutions Grants Program and Consolidated Plan Conforming Amendments**AGENCY:** Office of the Assistant Secretary for Community Planning and Development, HUD.**ACTION:** Interim rule.

SUMMARY: The Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009 (HEARTH Act), enacted into law on May 20, 2009, consolidates three of the separate homeless assistance programs administered by HUD under the McKinney-Vento Homeless Assistance Act into a single grant program, and revises the Emergency Shelter Grants program and renames it as the Emergency Solutions Grants (ESG) program. The HEARTH Act also codifies into law the Continuum of Care planning process, a longstanding part of HUD's application process to assist homeless persons by providing greater coordination in responding to their needs.

This interim rule revises the regulations for the Emergency Shelter Grants program by establishing the regulations for the Emergency Solutions Grants program, which replaces the Emergency Shelter Grants program. The change in the program's name, from Emergency Shelter Grants to Emergency Solutions Grants, reflects the change in the program's focus from addressing the needs of homeless people in emergency or transitional shelters to assisting people to quickly regain stability in permanent housing after experiencing a housing crisis and/or homelessness.

DATES: *Effective date:* January 4, 2012.*Comment Due Date:* February 3, 2012.

ADDRESSES: Interested persons are invited to submit comments regarding this rule to the Regulations Division, Office of General Counsel, 451 7th Street SW., Room 10276, Department of Housing and Urban Development, Washington, DC 20410-0500. Communications must refer to the above docket number and title. There are two methods for submitting public comments. All submissions must refer to the above docket number and title.

1. Submission of Comments by Mail. Comments may be submitted by mail to

the Regulations Division, Office of General Counsel, Department of Housing and Urban Development, 451 7th Street SW., Room 10276, Washington, DC 20410-0500.

2. Electronic Submission of Comments. Interested persons may submit comments electronically through the Federal eRulemaking Portal at <http://www.regulations.gov>. HUD strongly encourages commenters to submit comments electronically. Electronic submission of comments allows the commenter maximum time to prepare and submit a comment, ensures timely receipt by HUD, and enables HUD to make them immediately available to the public. Comments submitted electronically through the <http://www.regulations.gov> Web site can be viewed by other commenters and interested members of the public. Commenters should follow the instructions provided on that site to submit comments electronically.

Note: To receive consideration as public comments, comments must be submitted through one of the two methods specified above. Again, all submissions must refer to the docket number and title of the rule.

No Facsimile Comments. Facsimile (FAX) comments are not acceptable.

Public Inspection of Public Comments. All properly submitted comments and communications submitted to HUD will be available for public inspection and copying between 8 a.m. and 5 p.m. weekdays at the above address. Due to security measures at the HUD Headquarters building, an advance appointment to review the public comments must be scheduled by calling the Regulations Division at (202) 708-3055 (this is not a toll-free number). Individuals with speech or hearing impairments may access this number through TTY by calling the Federal Relay Service at (800) 877-8339. Copies of all comments submitted are available for inspection and downloading at <http://www.regulations.gov>.

FOR FURTHER INFORMATION CONTACT: Ann Marie Oliva, Director, Office of Special Needs Assistance Programs, Office of Community Planning and Development, Department of Housing and Urban Development, 451 7th Street SW., Washington, DC 20410-7000; telephone number (202) 708-4300 (this is not a toll-free number). Hearing- and speech-impaired persons may access this number through TTY by calling the Federal Relay Service at (800) 877-8339 (this is a toll-free number).

SUPPLEMENTARY INFORMATION:**I. Background—HEARTH Act**

On May 20, 2009, the President signed into law "An Act to Prevent Mortgage Foreclosures and Enhance Mortgage Credit Availability," which became Public Law 111-22. This law implements a variety of measures directed toward keeping individuals and families from losing their homes. Division B of this law is the HEARTH Act, which consolidates and amends three separate homeless assistance programs carried out under title IV of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11371 *et seq.*) (McKinney-Vento Act) into a single grant program that is designed to improve administrative efficiency and enhance response coordination and effectiveness in addressing the needs of homeless persons. The HEARTH Act codifies into law and enhances the Continuum of Care planning process, the coordinated response for addressing the needs of homelessness established administratively by HUD in 1995. The single Continuum of Care program established by the HEARTH Act consolidates the following programs: the Supportive Housing program, the Shelter Plus Care program, and the Moderate Rehabilitation/Single Room Occupancy program. The Emergency Shelter Grants program is renamed the Emergency Solutions Grants program and revised to broaden existing emergency shelter and homelessness prevention activities and to add short- and medium-term rental assistance and services to rapidly re-house homeless people. In addition the new Rural Housing Stability program replaces the Rural Homelessness Grant program.

HUD commenced the process to implement the HEARTH Act with a proposed rule, which was published on April 20, 2010, (75 FR 20541) and titled "Defining Homeless." That proposed rule sought to clarify and elaborate upon the new McKinney-Vento Act definitions for "homeless" and "homeless individual with a disability." In addition, the proposed rule included recordkeeping requirements related to the revised definition of "homeless." The final rule for the "homeless" definition and the related recordkeeping requirements appears elsewhere in today's Federal Register. Today's publication of the final rule for the homeless definition and this interim rule for the Emergency Solutions Grants program, which includes corresponding amendments to the Consolidated Plan, will be followed by separate proposed rules for the Continuum of Care program and the Rural Housing Stability program to implement other HEARTH Act

amendments to the McKinney-Vento Act. HUD will also soon publish a proposed rule establishing regulations for Homeless Management Information Systems (HMIS). The definition of "homeless" in this interim rule for the Emergency Solutions Grants program and the corresponding recordkeeping requirements are not the subject of further public comment. Public comment for this definition and the corresponding recordkeeping requirements were addressed in the Defining Homeless final rule published elsewhere in today's *Federal Register*.

II. This Interim Rule

This interim rule revises the regulations for the Emergency Shelter Grants program at 24 CFR part 576 by establishing the new requirements for the Emergency Solutions Grants program and making corresponding amendments to HUD's Consolidated Plan regulations found at 24 CFR part 91. The Emergency Solutions Grants (ESG) program builds upon the existing Emergency Shelter Grants program, but places greater emphasis on helping people quickly regain stability in permanent housing after experiencing a housing crisis and/or homelessness. The key changes that reflect this new emphasis are the expansion of the homelessness prevention component of the program and the addition of a new rapid re-housing assistance component. The homelessness prevention component includes various housing relocation and stabilization services and short- and medium-term rental assistance to help people avoid becoming homeless. The rapid re-housing assistance component includes similar services and assistance to help people who are homeless move quickly into permanent housing and achieve stability in that housing.

In developing regulations for the ESG program, HUD is relying substantially on its experience with its administration, and that of HUD's grantees, of the Homelessness Prevention and Rapid Re-Housing Program (HPRP), authorized and funded by the American Recovery and Reinvestment Act of 2009 (Recovery Act) (Pub. L. 111-5, approved February 17, 2009). The Recovery Act language that created HPRP was directly drawn from the proposed HEARTH Act, which was under consideration by Congress at the time the Recovery Act was enacted. HPRP is the first HUD program to fund, on a large scale (\$1.5 billion), homelessness prevention and rapid re-housing assistance. HUD is therefore drawing from its recent program experience with HPRP, a temporary

program, to establish the regulations for the ESG program, a permanent program. Because HPRP activities will continue, the interim rule is also directed at ensuring continuity between HPRP and ESG. This interim rule provides HPRP program recipients with an opportunity to comment on the policies implemented under HPRP and continued under the ESG program.

This interim rule also implements HUD's longstanding interest in making its McKinney-Vento Act programs consistent, where appropriate, with other HUD programs such as the Community Development Block Grant (CDBG) program, the HOME Investment Partnerships (HOME) program, and the Housing Choice Voucher (HCV) program. To the extent that similar requirements in these programs can be made consistent, communities may be better able to implement coordinated plans and projects to prevent and end homelessness, while decreasing the administrative burden for recipients and subrecipients.

This interim rule will become effective 30 days after today's date. Grantees are receiving two allocations of Fiscal Year (FY) 2011 funds. The first allocation was made and is subject to the Emergency Shelter Grants program regulations. The second allocation will be made after publication of this Emergency Solutions Grants program rule and must exclusively be used for homelessness prevention assistance, rapid re-housing assistance, Homeless Management Information Systems (HMIS), and administration, in accordance with this interim rule. Each recipient may use up to 7.5 percent of its total FY 2011 amount for administrative costs as provided under this interim rule. In addition, if a recipient wishes to reprogram some or all of its first allocation funds to carry out homelessness prevention assistance, rapid re-housing assistance, or HMIS, the recipient must amend its consolidated plan in accordance with the requirements of the consolidated plan regulations as amended by this interim rule.

The following sections of this overview highlight significant differences between the interim rule and the existing regulations for the Emergency Shelter Grants program. This overview does not address every regulatory provision of the interim rule. However, the reader is requested to review the entire interim rule, and HUD welcomes comment on all aspects of the rule. As previously mentioned, the definition of "homeless" and the recordkeeping requirements related to that definition are included in a final

rule published elsewhere in today's *Federal Register*. Note that the new definition of "homeless" and the related recordkeeping requirements are not subject to further public comment. Therefore, the new definition and related reporting requirements are not included in this interim rule, so as to avoid any confusion that HUD is reopening these provisions for additional public comment through this rule.

A. Emergency Solutions Grants Program Regulations (24 CFR Part 576)

This interim rule amends the regulations at 24 CFR part 576, which have governed the Emergency Shelter Grants program and will govern, as revised, the Emergency Solutions Grant (ESG) program.

This interim rule reflects HUD's comprehensive review and revision of part 576. In addition to making changes to implement the HEARTH Act amendments to the McKinney-Vento Act, this interim rule includes changes to reorganize the regulations in part 576 to make the regulations more intuitive and user-friendly; removes the cross-references to the McKinney-Vento Act; provides greater elaboration of existing requirements where necessary or useful; updates requirements to reflect changes to the underlying law, such as the removal of Indian tribes as eligible grantees/recipients; builds from HUD's experience in developing and administering both the existing Emergency Shelter Grants program and HPRP; aligns the ESG program with the new Continuum of Care and Rural Housing Stability programs, to the extent feasible, in order to facilitate coordination and foster efficient use of resources; and align the requirements of the ESG program with HUD's other formula programs and rental assistance programs, to the extent feasible and beneficial, in order to increase efficiency and coordination among the different programs.

In developing the regulations for the ESG program and other programs authorized under title IV of the revised McKinney-Vento Act, HUD has sought to provide grantees with the programmatic framework to: maximize communitywide planning and strategic use of resources to prevent and end homelessness; improve coordination and integration with mainstream services to marshal all available resources, capitalize on existing strengths, and increase efficiency; improve coordination within each community's homeless services, including services funded by other programs targeted to homeless people;

build on lessons learned from years of practice and research, so that more resources are invested in demonstrated solutions to end homelessness, such as rapid re-housing; expand resources and services available to prevent homelessness; realign existing programs and systems to focus on shortening homelessness; direct funding to the most critical services to help people achieve long-term housing stability and avoid becoming homeless again; standardize eligibility determinations and improve the targeting of resources to help those most in need; improve data collection and performance measurement; and allow each community to tailor its program to the particular strengths and challenges within that community.

General Provisions (Subpart A)

The major changes to this subpart include new definitions required by the HEARTH Act amendments and revisions to existing definitions where needed to conform to the new program requirements or to improve administration of the program.

Definitions (Section 576.2)

At Risk of Homelessness. The interim rule clarifies the definition of "at risk of homelessness" under section 401(1) of the McKinney-Vento Act. The definition includes three categories under which an individual or family may qualify as "at risk of homelessness." For an individual or family to qualify as "at risk of homelessness" under the first category of the definition, the individual or family must meet two threshold criteria and must exhibit one or more specified risk factors. The two threshold criteria, as provided in the statute, are: (1) The individual or family has income below 30 percent of median income for the geographic area; and (2) the individual or family has insufficient resources immediately available to attain housing stability. Under the interim rule, the first criterion refers specifically to annual income and to median family income for the area, as determined by HUD. The second criterion is interpreted as, "the individual or family does not have sufficient resources or support networks, e.g., family, friends, faith-based or other social networks, immediately available to prevent them from moving to an emergency shelter or another place described in paragraph (1) of the homeless definition [in § 576.2]." These clarifications are consistent with HUD's practice in administering its homeless assistance programs and will help ensure consistent application of these criteria.

To further ensure consistency of interpretation, the interim rule also clarifies several of the risk factors that pertain to the first category of individuals and families who qualify as "at risk of homelessness." As provided under the statute, the pertinent risk factors are as follows: (1) Has moved frequently because of economic reasons; (2) is living in the home of another because of economic hardship; (3) has been notified that their right to occupy their current housing or living situation will be terminated; (4) lives in a hotel or motel; (5) lives in severely overcrowded housing; (6) is exiting an institution; or (7) otherwise lives in housing that has characteristics associated with instability and an increased risk of homelessness.

Under the interim rule, the words "has moved frequently" in the first risk factor are interpreted as "2 or more times during the 60 days immediately preceding the application for homelessness prevention assistance." This interpretation is consistent with HUD's interpretation of similar language in the "homeless" definition. However, HUD is still considering whether and how to clarify "economic reasons" in the first risk factor and "economic hardship" in the second risk factor. HUD believes at times, "economic reasons" and "economic hardship" can have the same meaning, HUD specifically requests comments regarding these terms.

The third risk factor, "has been notified that their right to occupy their current housing or living situation will be terminated," is clarified by adding that the notice has to be in writing and that the termination has to be within 21 days after the date of application for assistance.

The fourth risk factor, "lives in a hotel or motel," is clarified by adding "and the cost of the hotel or motel is not paid for by federal, state, or local government programs for low-income individuals or by charitable organizations." This change is being made to avoid overlap with the conditions under which an individual or family living in a hotel or motel qualifies as homeless under paragraph (1)(ii) of the "homeless" definition (section 103(a)(3) of the McKinney-Vento Act).

The fifth risk factor, "lives in severely overcrowded housing," is interpreted as "lives in a single-room occupancy or efficiency apartment unit in which more than two persons, on average, reside or another type of housing in which there reside more than 1.5 persons per room, as defined by the U.S. Census Bureau."

The sixth risk factor, "is exiting an institution," is interpreted as "a

publicly funded institution or system of care, such as a health-care facility, mental health facility, foster care or other youth facility, or correction program or institution." This language is derived from section 406 of the McKinney-Vento Act to include all public institutions and systems of care from which people may be discharged into homelessness.

The seventh risk factor, "otherwise lives in housing that has characteristics associated with instability and an increased risk of homelessness," remains as is, but requires the particular housing characteristics to be identified in the recipient's HUD-approved consolidated plan. This requirement strives to balance the need for consistent application of this risk factor with sensitivity to the differences in the conditions of each community's housing stock.

The second and third categories under which individuals and families may qualify as "at risk of homelessness" are based on the last sentence of section 401(1) of the McKinney-Vento Act, which provides that the term "at risk of homelessness" includes all families with children and youth defined as homeless under other federal statutes. The term "families with children and youth defined as homeless under other federal statutes" is defined under section 401(7) of the McKinney-Vento Act. Section 401(7) provides that this term means "any children or youth that are defined as 'homeless' under any Federal statute other than this subtitle, but are not defined as homeless under section 103, and shall also include the parent, parents, or guardian of such children or youth under subtitle B of title VII this Act (42 U.S.C. 11431 *et seq.*)"

For the sake of clarity, the definition of "at risk of homelessness" this interim rule uses separate categories to describe the children and youth defined as homeless under other federal statutes and to describe the children and youth defined as homeless under subtitle B of title VII of the McKinney-Vento Act and their parent(s) or guardian(s). In light of comments received in response to the proposed rule concerning the definition of "homeless" HUD has provided specific citations to the other federal statutes that are applicable to the first of these two categories. As for the last category, the interim rule clarifies that the parent(s) or guardian(s) of the children or youth defined as homeless under subtitle B of title VII of the McKinney-Vento Act must be living with those children or youth to qualify as "at risk of homelessness" under that category.

Emergency shelter. This interim rule revises certain definitions currently found in the existing part 576 regulations. The definition of "emergency shelter" has been revised to distinguish this type of shelter from transitional housing. This distinction is necessitated by the McKinney-Vento Act's explicit distinction between what activities can or cannot be funded under the Continuum of Care program and the Rural Housing Stability program (see section 423(a)(2) and section 491(b)(1)(E) of the McKinney-Vento Act). However, under the definition, any project that received funding in FY 2010 as an emergency shelter may continue to be funded under the ESG program, regardless of whether the project meets the revised definition.

Homeless. The interim rule includes the definition of "homeless" which is made final by the Defining Homeless rule, published elsewhere in today's *Federal Register*. No further public comment is being solicited or taken on this definition.

Metropolitan city. This interim rule revises the definition of "metropolitan city" to clarify that the definition includes the District of Columbia, since the McKinney-Vento Act includes the District of Columbia in both its definitions of "state" and "metropolitan city". HUD has decided to resolve this conflict in favor of treating the District of Columbia under the ESG program as a metropolitan city. This interpretation will provide the District of Columbia with the flexibility afforded to metropolitan cities and urban counties for carrying out activities directly, rather than being compelled to subgrant all ESG funds. In addition, the definition of "territory" in 24 CFR 576.3 has been updated to exclude the Trust Territory of the Pacific Islands, which is no longer a U.S. territory.

Private nonprofit organization; unit of general purpose local government. The changes to the definitions of "private nonprofit organization" and "unit of general local government" are intended to make clear that governmental organizations, such as public housing agencies or state or local housing finance agencies, are not eligible subrecipients under the ESG program. To recognize these entities under either definition would be inconsistent with section 411 of the McKinney-Vento Act, which refers specifically to "private nonprofit organizations" and "unit of general purpose local government."

Recipient and subrecipient. In the interim rule, the terms "recipient" and "subrecipient" replace the existing terminology for entities that received grants and subgrants under the ESG

program. Under the McKinney-Vento Act, "recipient" means "any governmental or private nonprofit entity approved by the Secretary [of HUD] as to financial responsibility" (Sec. 42 U.S.C. 11371(6)). The interim rule clarifies that "recipient" means any state, territory, metropolitan city, or urban county, or in the case of reallocation, any unit of general purpose local government, approved by HUD to assume financial responsibility and which enters into a grant agreement with HUD to administer Emergency Solutions Grant (ESG). Private nonprofit organizations are excluded from the definition, because they are not direct recipients under the program. The interim rule defines "subrecipient" as any unit of general purpose local government or private nonprofit organization to which a recipient awards ESG grant funds.

Allocation of Funding (Section 576.3)

Under the interim rule, the existing set-aside of funding for the territories has been changed for the Emergency Solutions Grant program to "up to 0.2 percent, but not less than 0.1 percent" of the total fiscal year appropriation for Emergency Solutions Grant (ESG). This change provides HUD with greater administrative discretion if there are significant increases in the annual appropriations for ESG. In addition, the formula for distributing the set-aside among the territories has been modified for this program to incorporate the rate at which each territory has completed its expenditures by the previous expenditure deadline. In all other respects, the allocation of funding will remain the same as the current practice.

Eligible Activities (Subpart B)

The major changes to this subpart of part 576 include the addition of an annual funding cap on street outreach and emergency shelter activities; clarification of the eligible costs for street outreach and emergency shelter activities; the expansion of the homelessness prevention component of the program and addition of a new rapid re-housing assistance component, which both include rental assistance and housing relocation and stabilization services; expansion of the range of eligible administrative costs; and the addition of a new category of eligible activities for Homeless Management Information Systems (HMIS), to the extent that costs are necessary to meet the new HMIS participation requirement under the McKinney-Vento Act.

General Provisions. In general, the interim rule allows ESG funds to be

used for five program components (street outreach, emergency shelter, homelessness prevention, rapid re-housing assistance, and HMIS) and necessary administrative costs. However, in accordance with the McKinney-Vento Act, some restrictions apply to the amounts that can be spent on street outreach, emergency shelter, and administrative costs. Funds used for street outreach and emergency shelter activities will be limited to the greater of 60 percent of the recipient's total fiscal year grant for ESG or the hold-harmless amount established by the section 415(b) of the McKinney-Vento Act ("the amount expended by [the recipient] for such activities during fiscal year most recently completed before effective date under section 1503 of the [HEARTH Act]"). To reasonably and practicably implement the statute's hold-harmless language, the interim rule makes the hold-harmless amount the amount of FY 2010 grant funds committed for street outreach and emergency shelter activities in FY 2010.

In accordance with the amendments to the McKinney-Vento Act, the interim rule provides that the total funds that can be spent on administrative activities are 7.5 percent of the recipient's ESG grant. In addition, the interim rule clarifies that, subject to the cost principles in Office of Management and Budget (OMB) Circulars A-87 (2 CFR part 225) and A-122 (2 CFR part 230),¹ employee compensation and other overhead costs directly related to carrying out street outreach, emergency shelter, homelessness prevention, rapid re-housing, and HMIS activities are eligible costs of those activities and not subject to the spending limit for administrative costs. This clarification is in response to questions and concerns raised by HPRP grantees and subgrantees and the recent U.S. Government Accountability Office (GAO) study, *Homelessness: Information on Administrative Costs for HUD's Emergency Shelter Grants Program* (GAO-10-491).²

Street outreach and emergency shelter components. Consistent with section 415(a)(2) of the McKinney-Vento Act, the interim rule clarifies that the costs of essential services related to street outreach are eligible costs under the ESG program. The eligible costs for street outreach activities differ from the eligible costs for essential services

¹ OMB Circular A-87 and the regulations at 2 CFR part 225 pertain to "Cost Principles for State, Local, and Indian Tribal Governments." OMB Circular A-122 and the regulations codified at 24 CFR part 230 pertain to "Cost Principles for Non-Profit Organizations."

² See <http://www.gao.gov/new.items/d10491.pdf>.

related to emergency shelter, as they are limited to those necessary to provide emergency care on the street. To the extent possible, essential services related to emergency shelter and street outreach are the same as the eligible costs for supportive services under the Continuum of Care program. This consistency across these three sets of services is intended to improve understanding of the programs' requirements, facilitate coordination, and maximize efficiency.

The interim rule revises the eligible costs for operating emergency shelters by removing the limit on staff costs, adding the cost of supplies, and allowing the cost of a hotel or motel stay under certain conditions.

The interim rule clarifies the "maintenance of effort" requirement in two respects. First, the references to new service and quantifiable increase in services are eliminated in favor of simply prohibiting a unit of general purpose local government from using ESG funds to replace funds the local government provided for street outreach or emergency shelter services during the immediately preceding 12-month period, unless HUD determines that the unit of general purpose local government is in a severe financial deficit. Second, the interim rule specifies how this determination would be made.

Homelessness Prevention and Rapid Re-Housing Components. HUD has interpreted sections 415(a)(4) and (5) of the McKinney-Vento Act to authorize ESG funds to be used for short- and medium-term rental assistance and housing relocation and stabilization services for homelessness prevention and rapid re-housing of homeless individuals and families into permanent housing. Consistent with this interpretation and to serve HUD's programmatic goals, the interim rule categorizes the eligible activities under sections 415(a)(4) and (5) of the McKinney-Vento Act under two program components—one for homelessness prevention and one for rapid re-housing assistance. This organization is intended to be function/outcome-focused and helps emphasize the integral relationship between rental assistance and housing relocation and stabilization services in both homelessness prevention and rapid re-housing assistance. This organization also provides for differentiation between the conditions for providing homelessness prevention and the conditions for providing rapid re-housing assistance. These conditions are intended to facilitate the strategic and efficient targeting of resources.

Housing Relocation and Stabilization Services. The eligible costs and requirements for providing housing relocation and stabilization services are based on HUD's experience in developing and administering HPRP. For the purpose of determining compliance with the statutory limit on street outreach and emergency shelter activities, housing stability case management and legal services are distinguished from the case management and legal services in the essential services sections of street outreach and emergency shelter by when and for what purpose the case management and legal services are provided. Note that "housing relocation and stabilization services," the name of which comes from section 415(a)(5) of the McKinney-Vento Act, are not to be confused with the relocation assistance and payments required under the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA) (42 U.S.C. 4601–4655). Costs arising under the URA are eligible for federal financial assistance in the same manner and to the same extent as other program or project costs (see 42 U.S.C. 4631(a)), and are separately listed at § 576.102 of this interim rule.

Short-term and Medium-term Rental Assistance. Consistent with HPRP, HUD has interpreted short-term rental assistance to be up to 3 months of assistance. Unlike HPRP, HUD has interpreted medium-term rental assistance to be up to 24 months. This change is intended for consistency with the period for transitional housing in the Continuum of Care (CoC) program.

The requirements for short- and medium-term rental assistance require that a program participant and a housing owner have a written lease for the provision of rental assistance. In addition, the interim rule also requires a rental assistance agreement between the recipient or subrecipient and the housing owner. Similar to HPRP, the interim rule gives Emergency Solutions Grant (ESG) recipients broad discretion in determining the type, amount, and duration of rental assistance a program participant can receive for homelessness prevention or rapid re-housing assistance. But where HPRP allows only tenant-based rental assistance, the interim rule allows rental assistance to be tenant-based or project-based, as provided under section 415(a)(4) of the McKinney-Vento Act. However, the requirements for project-based rental assistance under this interim rule have been specially designed to accommodate both the impermanent nature of the rental assistance and the program goal of helping people quickly

re-enter permanent housing and achieve long-term stability in that housing. For example, instead of requiring an individual or family to move from an assisted unit when the individual or family's assistance ends, the interim rule provides for the assistance to be suspended, terminated, or transferred to another unit.

HUD specifically requests comments on how short- to medium-term project-based rental assistance can best be fashioned to avoid forcing each program participant to move at the end of the program participant's term of assistance and to make project-based rental assistance a feasible and useful alternative to tenant-based rental assistance.

Similar to the rules of other HUD housing programs, the interim rule prohibits rental assistance from being provided for a housing unit, unless the total rent for the unit does not exceed the fair market rent established by HUD, as provided under 24 CFR 982.503, and complies with HUD's standard of rent reasonableness, as established under 24 CFR 982.507. These rent restrictions are intended to make sure that program participants can remain in their housing after their ESG assistance ends.

HMIS Component. Section 416(f) of the McKinney-Vento Act requires for the first time that projects receiving funding under Emergency Solutions Grant (ESG) program participate in an HMIS. The interim rule makes certain HMIS costs eligible to the extent necessary to enable this participation. HUD will soon be publishing a proposed rule on HMIS to establish in 24 CFR part 580, the regulations that will govern HMIS. In addition to establishing HMIS regulations in a new part 580 provisions, the HMIS rule will propose corresponding amendments to this interim rule regarding the use of Emergency Solutions Grant (ESG) funds for HMIS and the incorporation of the requirements under part 580 that will apply to ESG recipients.

Administrative Activities. Under this interim rule, the eligible costs for administrative activities have been expanded to reflect most of the eligible administrative costs under the CDBG program. The revisions to the sharing requirement also clarify that, although not required, funds for administrative costs may be shared with private nonprofit organizations, and a reasonable amount must be shared with units of general purpose local government. This clarification is made in response to grantee and subgrantee concerns and questions raised through the recent GAO report, *Homelessness: Information on Administrative Costs for*