

	percent of persons who increase or gain in employment income	gain in non-employment cash income	percent of persons who increase or gain in total cash income	increase or gain in employment income from system entry to system exit	gain in non-employment cash income from system entry to system exit	persons who increase or gain in total cash income from system entry to system exit
--	--	------------------------------------	--	--	---	--

Measure 5: Number of Persons who Become Homeless for the First Time

Desired Outcome		Reduction in the number of persons who become homeless for the first time	
Metric	Metric 5.1: Change in the number of homeless persons in ES, SH, and TH projects with no prior enrollments in HMIS	Metric 5.2: Change in the number of persons in ES, SH, TH, and PH projects with no prior enrollments in HMIS	
Client Universe	Persons . . . <ul style="list-style-type: none"> • in ES, SH, and TH project types • who entered during the current reporting period 	Persons . . . <ul style="list-style-type: none"> • in ES, SH, TH, and any PH project types • who entered during the current reporting period 	
Calculation	<ol style="list-style-type: none"> 1. Using HMIS data, add the number of persons in the client universe 2. Using HMIS data, calculate the number of persons who were also recorded in ES, SH, TH, and all PH projects in HMIS 24 months prior to their entry during the reporting year (i.e., those who were homeless) 3. Subtract the total from step 2 by the total from step 1 (i.e., client universe) to calculate the number of persons experiencing homelessness for the first time 	<ol style="list-style-type: none"> 1. Using HMIS data, add the number of persons in the client universe 2. Using HMIS data, calculate the number of persons who were also recorded in ES, SH, TH, and all PH projects in HMIS 24 months prior to their entry during the reporting year (i.e., those who were homeless) 3. Subtract the total from step 2 by the total from step 1 (i.e., client universe) to calculate the number of persons experiencing homelessness for the first time 	

Measure 6: Homelessness Prevention and Housing Placement of Persons Defined by Category 3 of HUD's Homeless Definition in CoC Program-funded Projects

Only CoC applicants that have exercised the authority and been approved by HUD to serve families with children and youth defined as homeless under other federal laws are required to complete Measures 6a, 6b, and 6c.

Measure 6a: Preventing Returns to Homelessness within 6 and 12 Months Among This Subset of Families and Youth

Desired Outcome	Reduction in the percent of persons defined as homeless under Category 3 of HUD's homeless definition who return to homelessness
Metric	Metric 6a.1: Returns to SO, ES, SH, TH, and PH projects after exits to permanent housing destinations
Client Universe	Persons . . . <ul style="list-style-type: none"> • defined as Category 3 under HUD's homeless definition • in CoC Program-funded SH, TH, PH-RRH, and PH-PSH project types • who exited (i.e., system leavers) to permanent housing destinations • during the previous reporting period
Calculation	<ol style="list-style-type: none"> 1. Using HMIS data, add the number of persons from the client universe 2. Of this client universe, add those persons who were also recorded in SO, ES, SH, TH, and all PH projects in HMIS at both 6 and 12 months after their date of exit to permanent housing destinations 3. Divide the total from step 2 by the total from step 1 (i.e., client universe) to calculate the percent of persons who return to homelessness within 6 and 12 months, respectively

**Measure 6b: Preventing Returns to Homelessness within 24 Months Among
This Subset of Families and Youth**

Desired Outcome	Reduction in the percent of persons defined as homeless under Category 3 of HUD's homeless definition who return to homelessness
Metric	Metric 6b.1: Returns to SO, ES, SH, TH, and PH projects after exits to permanent housing destinations
Client Universe	Persons . . . <ul style="list-style-type: none"> • defined as Category 3 under HUD's homeless definition • in CoC Program-funded SH, TH, PH-RRH, and PH-PSH project types • who exited (i.e., system leavers) to permanent housing destinations • during the fiscal year two years prior to the current reporting period (e.g., if the current reporting period is FY 2015 then look back to persons who exited to permanent housing destinations in FY 2013)
Calculation	<ol style="list-style-type: none"> 1. Using HMIS data, add the number of persons from the client universe 2. Of this client universe, add those persons who were also recorded in SO, ES, SH, TH, and all PH projects in HMIS within 24 months after their date of exit to permanent housing destinations 3. Divide the total from step 2 by the total from step 1 (i.e., client universe) to calculate the percent of persons who return to homelessness within 24 months

Measure 6c: Successful Housing Placement Among This Subset of Families and Youth

Desired Outcome Increase in the percent of persons who exit to or retain permanent housing		
Metrics	Metric 6c.1: Change in exits to permanent housing destinations	Metric 6c.2: Change in exit to or retention of permanent housing
Client Universe	<p>Persons . . .</p> <ul style="list-style-type: none"> • defined as Category 3 under HUD’s homeless definition • in CoC Program-funded SH, TH, and PH-RRH project types • who exited (i.e., system leavers) • during the current reporting period 	<p>Persons . . .</p> <ul style="list-style-type: none"> • defined as Category 3 under HUD’s homeless definition • in a CoC-funded PH-PSH project type • during the current reporting period
Calculation	<ol style="list-style-type: none"> 1. Using HMIS data, add the client universe 2. Of the client universe, add up those persons in CoC Program-funded SH, TH, and PH-RRH projects who exited to permanent housing destinations during the current reporting period 3. Divide the total from step 2 by the total from step 1 (i.e., client universe) to calculate the percent of successful exits to permanent housing destinations 	<ol style="list-style-type: none"> 1. Using HMIS data, add the client universe 2. Of the client universe, add up those persons who: <ul style="list-style-type: none"> • Remained in CoC Program-funded PH-PSH projects (i.e., system stayers) and • exited to permanent housing destinations (i.e., system leavers) during the current reporting period 3. Divide the total from step 2 by the total from step 1 (i.e., client universe) to calculate the percent of successful exits to or retention of permanent housing

Measure 7a: Successful Placement from Street Outreach

Desired Outcome	Increase in the percent of persons who exit to an ES, SH, TH, or permanent housing destination
Metric	Metric 7a.1: Change in placements to permanent housing destinations, temporary destinations (except for a place not meant for human habitation), and some institutional destinations
Client Universe	Persons . . . <ul style="list-style-type: none"> • in SO project types • who exited from SO • during the current reporting period
Calculation	<ol style="list-style-type: none"> 1. Using HMIS data, add the number of persons in the client universe (i.e., persons who exited from an SO project during the current reporting period) 2. Of the client universe, add the number of persons who exited to permanent housing destinations, temporary destinations (except for a place not meant for human habitation), and some institutional destinations during the reporting period 3. Divide the total from step 2 by the total from step 1 (i.e., client universe) to calculate the percent of successful exits from SO

Measure 7b: Successful Placement in or Retention of Permanent Housing

Desired Outcome		
Increase in the percent of persons who exit to or retain permanent housing		
Metrics	Metric 7b.1: Change in exits to permanent housing destinations	Metric 7b.2: Change in exit to or retention of permanent housing
Client Universe	Persons . . . <ul style="list-style-type: none"> • in ES, SH, TH, and PH-RRH project types • who exited (i.e., system leavers) • during the current reporting period 	Persons . . . <ul style="list-style-type: none"> • in all PH project types except PH-RRH • during the current reporting period
Calculation	<ol style="list-style-type: none"> 1. Using HMIS data, add the client universe 2. Of the client universe, add up those persons in ES, SH, TH, and PH-RRH projects who exited to permanent housing destinations during the current reporting period 3. Divide the total from step 2 by the total from step 1 (i.e., client universe) to calculate the percent of successful exits to permanent housing destinations 	<ol style="list-style-type: none"> 1. Using HMIS data, add the client universe 2. Of the client universe, add up those persons who: <ul style="list-style-type: none"> • Remained in all PH projects except PH-RRH projects (i.e., system stayers) and • exited to permanent housing destinations (i.e., system leavers) during the current reporting period 3. Divide the total from step 2 by the total from step 1 (i.e., client universe) to calculate the percent of successful exits to or retention of permanent housing



Submitted/Updated by: _____	Date: _____
Approved by: _____	Date: _____
Entered by: _____	Date: _____
Reviewed by: _____	Date: _____

Riverside County Community Services Directory
AGENCY INFORMATION FORM

Information on this form should pertain to the agency only.
Please use the Program Information form to add or change program details.

Agency Name: _____

List Aliases/ known abbreviations/ other names: _____

Physical Address: _____

City: _____ State: _____ Zip code: _____

Confidential location: Yes No

Handicap accessible? Yes No

Mailing Address: _____

City: _____ State: _____ Zip code: _____

Main Phone: _____ Alternative Phone: _____

Fax: _____ TDD/TYY: _____

Hotline: _____ Other: _____

Website: _____

E-mail: _____

Legal Status

- | | | | |
|--|--|---------------------------------------|---|
| <input type="checkbox"/> Private, non-profit | <input type="checkbox"/> Public-County | <input type="checkbox"/> Public-State | <input type="checkbox"/> Public-Federal |
| <input type="checkbox"/> Faith Based | <input type="checkbox"/> For Profit | <input type="checkbox"/> Other _____ | |

Tax Classification:

Year of Incorporation: _____

Office Days and Hours: _____

Eligibility/ Target Population:

Agency Description: _____

Languages spoken other than English: _____

Fees

- No Cost
- Vary
- Low Cost
- Other _____
- Sliding Fee
- Donation

Method of Payment

- Medi-Cal
- Cash
- Credit Cards
- Personal Check

Personnel

Agency Director: _____ Title: _____

Phone: _____ Email: _____

Contact Name: _____ Title: _____

Phone: _____ Email: _____

Any additional information you would like us to be aware of?

Submitted by: _____

Phone: _____

Date : _____



Volunteer Center of Riverside

Please enclose your brochure and return to
 2-1-1 Riverside County
 P.O Box 5376
 Riverside, CA 92517-5376
 Phone: (800) 464-1123
 or (951) 686-4402 Ext. 751
 Fax: (951) 686-7417



Submitted/Updated by: _____	Date: _____
Approved by: _____	Date: _____
Entered by: _____	Date: _____
Reviewed by: _____	Date: _____

**Riverside County Community Services Directory
PROGRAM INFORMATION FORM**

This form is to submit the program's details, additions or changes.
Please submit a separate form for each program.
Additional copies can be made of this form as needed.

Agency Name: _____

Program Name: _____

List Aliases/ known abbreviations/ other names: _____

Program Physical Address: _____

City: _____ State: _____ Zip code: _____

Confidential location: Yes No

Handicap accessible? Yes No

Mailing Address: _____

City: _____ State: _____ Zip code: _____

Program Phone: _____ Alternative Phone: _____

Fax: _____ TDD/TYY: _____

Hotline: _____ Other: _____

Website: _____

E-mail: _____

Program Days and Hours: _____

Program Description: _____

Eligibility/Target Population: _____

Intake/Application Procedure:

- Phone Appointment required Walk-in Referral needed
- Mail Other _____

Documents Required: _____

Areas Served: (Please indicate specific areas program services)

Regions

- All Riverside County West County Central County Southwest County
- East County Coachella Valley Other

Cities: _____

Zip Codes: _____

Fees:

- No Cost Low Cost Sliding Fee Donation
- Vary Other _____

Method of Payment

- Medi-Cal Cash Credit Cards Personal Check

Languages spoken other than English: _____

Personnel

Program Director: _____ Title: _____

Phone: _____ Email: _____

Contact Name: _____ Title: _____

Phone: _____ Email: _____

Any additional Information you would like us to be aware of?

Submitted by: _____

Phone: _____

Date: _____



Please enclose your brochure and return to
 2-1-1 Riverside County
 P.O. Box 5376
 Riverside, CA 92517-5376
 Phone: (800) 464-1123
 or (951) 686-4402 Ext. 160
 Fax: (951) 686-7417

**ASSURANCE OF COMPLIANCE WITH
THE CALIFORNIA DEPARTMENT OF SOCIAL SERVICES
NONDISCRIMINATION IN STATE AND FEDERALLY ASSISTED PROGRAMS**

NAME OF ORGANIZATION
(HEREINAFTER CALLED THE "CONTRACTOR")

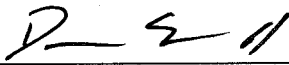
HEREBY AGREES THAT it will comply with Title VI of the Civil Rights Act of 1964 as amended; Section 504 of the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1975 as amended; the Food Stamp Act of 1977, as amended, and in particular Section 272.6; Title II of the Americans with Disabilities Act of 1990; Government Code (GC) Section 11135, as amended; California Code of Regulations (CCR) Title 22 Section 98000 – 98413; Title 24 of the California Code of Regulations, Section 3105A(e); the Dymally-Alatorre Bilingual Services Act; Section 1808 Removal of Barriers to Inter Ethnic Adoption Act of 1996 and other applicable federal and state laws, as well as their implementing regulations [including 45 Code of Federal Regulations (CFR) Parts 80, 84, and 91, 7 CFR Part 15, and 28 CFR Part 42], by ensuring that employment practices and the administration of public assistance and social services programs are nondiscriminatory, to the effect that no person shall because of race, color, national origin, political affiliation, religion, marital status, sex, age, or disability 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 assistance; and HEREBY GIVE ASSURANCE THAT it will immediately take any measures necessary to effectuate this agreement.

THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all federal and state assistance; and THE CONTRACTOR HEREBY GIVES ASSURANCE THAT administrative methods/procedures which have the effect of subjecting individuals to discrimination or defeating the objectives of the California Department of Social Services (CDSS) Manual of Policies and Procedures (MPP) Chapter 21, will be prohibited.

BY ACCEPTING THIS ASSURANCE, the CONTRACTOR agrees to compile data, maintain records and submit reports as required, to permit effective enforcement of the aforementioned laws, rules and regulations and permit authorized CDSS and/or federal government personnel, during normal working hours, to review such records, books and accounts as needed to ascertain compliance. If there are any violations of this assurance, CDSS shall have the right to invoke fiscal sanctions or other legal remedies in accordance with Welfare and Institutions Code Section 10605, or Government Code Section 11135-39, or any other laws, or the issue may be referred to the appropriate federal agency for further compliance action and enforcement of this assurance.

THIS ASSURANCE is binding on the CONTRACTOR directly or through contract, license, or other provider services, as long as it receives federal or state assistance; and shall be submitted with the required Civil Rights Plan Update.

4-6-17
Date


Director's Signature

1240 Palmyra Ave Ste A Riverside, CA 92507
Address of CONTRACTOR

**EMERGENCY SOLUTIONS GRANTS
PROGRAM
(ESG)
ELIGIBLE EXPENSE GUIDE**



DECEMBER 2016



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Emergency Solutions Grants Program (ESG) funds may only reimburse costs related to the following ESG eligible expenditure program components/Activities:

1. **Street Outreach**
2. **Emergency Shelter**
3. **Homelessness Prevention**
4. **Rapid Re-housing**
5. **Homeless Management Information System (HMIS)**
6. **Administrative Activities**

Subrecipients may consult the federal and state ESG regulations at the HCD website:
<http://www.hcd.ca.gov/fa/esg/>

1. **Street Outreach** – Unsheltered individuals and families, meaning those who qualify under 24 CFR § 91.5 paragraph (1)(i) of the definition of “homelessness”. Essential Services to eligible participants provided on the street or in parks, abandoned buildings, bus stations, campgrounds, and in other such settings where unsheltered persons are staying. Staff salaries related to carrying out street outreach activities are eligible.

1.1 Essential Services

1.1 Essential Services – Services necessary to reach out to unsheltered homeless people; connect them with emergency shelters, housing, or critical services; and provide urgent, nonfacility-based care to unsheltered homeless people who are unwilling or unable to access emergency shelter, housing, or an appropriate health facility.

- **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.
 - Initial assessment of needs and eligibility
 - Providing crisis counseling
 - Addressing urgent physical needs
 - Actively connecting and providing information and referral
 - Cell phone costs of outreach workers

- **Case Management** – assessing housing and service needs, and arranging/coordinating/ monitoring the delivery of individualized services.
 - Using the centralized or coordinated assessment system
 - Initial evaluation/verifying and document eligibility
 - Counseling
 - Developing/Securing/Coordinating Services
 - Helping obtain Federal, state, and local benefits
 - Monitoring/evaluating participant progress
 - Providing information and referral to other providers
 - Developing an individualized housing/service plan

- **Emergency Health Services** – 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 an appropriate healthcare facility. ESG funds may be used only for these services to the extent that other appropriate health services are inaccessible or unavailable within the area.
 - Assessing participants' health problems and developing treatment plans
 - Assisting participants to understand their health needs
 - Providing or helping participants obtain appropriate emergency medical treatment
 - Providing medication and follow-up services

- **Emergency Mental Health Services** – Outpatient treatment of urgent mental health conditions by licensed professionals in community-based settings (e.g. streets, parks, and campgrounds) to those eligible participants unwilling or unable to access emergency shelter or an appropriate healthcare facility. ESG funds may be used only for these services to the extent that other appropriate health services are inaccessible or unavailable within the area.
 - Crisis Intervention
 - Prescription of psychotropic medications
 - Explain the use and management of medications
 - Combinations of therapeutic approaches to address multiple problems

- **Transportation** – Travel by outreach workers, social workers, medical professionals or other service providers during the provision of eligible street outreach services.
 - Transporting unsheltered people to emergency shelters or other service facilities
 - Cost of a participant’s travel on public transit
 - Mileage allowance for outreach workers to visit participants
 - Purchasing or leasing a vehicle for use in conducting outreach activities, including the cost of gas, insurance, taxes, and maintenance for the vehicle
 - Costs of staff to accompany or assist participant to use public transportation

- **Services to Special Populations** – Otherwise eligible Essential Services that have been tailored to address the special needs of homeless youth, victims of domestic violence, and related crimes/threats, and/or people living with HIV/AIDS who are literally homeless. See all eligible expenses above under Street Outreach (1)

2. **Emergency Shelter** – eligible participants are individuals and families who are homeless. Essential Services to persons in emergency shelters, and operating emergency shelters are eligible costs. Staff costs related to carrying out emergency shelter activities are also eligible.

2.1 Essential Services

2.2 Rehabilitation and Renovation

2.3 Shelter Operations

2.4 Assistance Required under Uniform Relocation Assistance (URA)

2.1 Essential Services – Services provided to individuals and families who are in an emergency shelter:

- **Case Management** – Assessing, arranging, coordinating, and monitoring individualized services.
 - Using the centralized or coordinated assessment system
 - Initial evaluation including verifying and documenting eligibility
 - Counseling
 - Developing, securing and coordinating services including Federal, State, and local benefits
 - Monitoring and evaluating program participant progress
 - Providing information and referrals to other providers
 - Providing ongoing risk assessment and safety planning with victims of domestic violence, dating violence, sexual assault, and stalking
 - Developing an Individualized Housing and Service Plan
- **Child Care** – “Licensed” child care for program participants with children under the age of 13 or disabled children under the age of 18.
 - Child care costs
 - Meals and snacks
 - Comprehensive and coordinated sets of appropriate developmental activities
- **Education Services** – Instruction or training to enhance participants’ ability to obtain and maintain housing: literacy, English literacy, GED, consumer education, health education, and substance abuse prevention.
 - Educational services/skill-building

- Screening, assessment, and testing
 - Individual or group instruction
 - Tutoring
 - Provision of books, supplies and instructional material
 - Counseling
 - Referral to community resources
- **Employment Assistance and Job Training** – Services assisting participants secure employment and job training programs.
 - Classroom, online, and/or computer instruction
 - On the-job instruction
 - Job finding, skill-building
 - Reasonable stipends in employment assistance and job training programs
 - Books and instructional material
 - Employment screening, assessment, or testing
 - Structured job-seeking support
 - Special training and tutoring, including literacy training and pre-vocational training
 - Counseling or job coaching
 - Referral to community resources
- **Outpatient Health Services** – Direct outpatient treatment of medical conditions provided by licensed medical professionals.
 - Assessing health problems and developing a treatment plan
 - Assisting program participants to understand their health needs
 - Providing or helping participants obtain appropriate medical treatment, preventive medical care, and health maintenance services, including emergency medical services
 - Providing medication and follow-up services
 - Providing preventive and non-cosmetic dental care
- **Legal Services** – Necessary legal services regarding matters that interfere with the program participant's ability to obtain and retain housing.
 - Hourly fees for legal advice and representation by licensed attorneys and certain other fees-for-service
 - Client intake, preparation of cases for trial, provision of legal advice, representation at hearings, and counseling

- Filing fees and other necessary court costs
- **Legal Representation** – Legal representation and advice to resolve legal problems that prevent participants from obtaining or retaining permanent housing.
 - Child support
 - Guardianship
 - Paternity
 - Emancipation
 - Legal separation
 - Resolution of outstanding criminal warrants
 - Appeal of veterans and public benefit claim denials
 - Orders of protection and other civil remedies for victims of domestic violence, dating violence, sexual assault, and stalking
- **Life Skills Training** – Critical life management skills necessary to assist the program participant to function independently in the community.
 - Budgeting resources
 - Managing money
 - Managing household
 - Resolving conflict
 - Shopping for food and needed items
 - Improving nutrition
 - Using public transportation
 - Parenting
- **Mental Health Services** – Direct outpatient treatment of mental health conditions by licensed professionals.
 - Crisis intervention
 - Individual, family, or group therapy sessions
 - Prescription of psychotropic medications or explanations about the use and management of medications
 - Combinations of therapeutic approaches to address multiple problems
- **Substance Abuse Treatment Services** – Substance abuse treatment provided by licensed or certified professionals, designed

to prevent, reduce, eliminate or deter relapse of substance abuse or addictive behaviors.

- Client intake and assessment
- Outpatient treatment for up to thirty days
- Group and individual counseling
- Drug testing
- **Transportation** – Costs of travel by program participants to and from medical care, employment, child care, or other facilities that provide eligible essential services; and cost of staff travel to support provision of essential services.
 - Cost of program participant's travel on public transportation
 - Mileage allowance for service workers to visit participants
 - Purchasing or leasing a vehicle used for transport of participants and/or staff serving participants, including the cost of gas, insurance, taxes, and maintenance for the vehicle
 - Travel costs of staff to accompany or assist program participants to use public transportation
- **Services for Special Populations** – Otherwise eligible essential services tailored to address the special needs of homeless youth, victims of domestic violence, and related crimes/threats, and people living with HIV/AIDS in emergency shelters.
 - See all eligible expenses above under Essential Services (2.1)

2.2 Rehabilitation and Renovation – State ESG funds shall not be used for renovation, conversion, or major rehabilitation activities.

2.3 Shelter Operations – Costs to operate and maintain emergency shelter activities and also provide other emergency lodging when appropriate. *

- Rent
- Security
- Fuel
- Insurance
- Utilities
- Food
- Furnishings
- Supplies necessary for the operation of emergency shelter activities
- Hotel and motel voucher for family or individuals*

- Equipment - Equipment means tangible, nonexpendable, personal property having a useful life of more than one year). HCD pre-approval and completion of an Equipment Request form is required for all equipment purchases \$1,000 and higher for non-profit organizations.
- Maintenance – Does not materially add to the value of the building/property; does not appreciably prolong the useful life of the building/property; and does not adapt the building/property to new uses. Examples of maintenance activities could include activities such as:
 - Cleaning;
 - Minor or routine repairs of furnishings, equipment, and fixtures;
 - Protective or preventative measures to keep a building, its systems, and its grounds in working order.
 - Replacing a few shingles on a leaky roof;
 - Patching leaking pipes or plumbing;
 - Replacing a broken window;
 - Fixing a crack in a sidewalk;
 - Filling potholes in a parking lot; and
 - Repairing portions of a fence.

**Hotel or motel vouchers are only eligible when no appropriate emergency shelter is available*

2. **Homelessness Prevention** – individuals and families who are at imminent risk or at risk of homelessness, meaning those who qualify under 24 CFR § 576.2 paragraph (1) of the homeless definition or those who qualify as at risk of homelessness. Individuals and families must have an income below 30% of AMI. Short and medium-term rental assistance and housing relocation and stabilization services are eligible activities. Staff salaries related to carrying out homelessness prevention 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.

3.1 Housing Relocation and Stabilization Services

3.2 Short and Medium-Term Rental Assistance

3.1 Housing Relocation and Stabilization Services

▪ Financial Assistance

- **Moving Costs** – moving costs, such as truck rental or hiring a moving company, including certain temporary storage fees.
- **Rent Application Fees** – application fee that is charged by the owner to all applicants.
- **Security Deposit** – equal to no more than 2 months' rent.
- **Last Month's Rent** – paid to the owner of housing at the time security deposit and first month's rent are paid.
- **Utility Deposit** – standard utility deposit required by the utility company for all customers (i.e. gas, electric, water/sewage).
- **Utility Payments** – up to 24 months of utility payments per participant per service (i.e. gas, electric, water/sewage), including a 1 time payment up to 6 months of arrearages, per service.

▪ Services

○ Housing Search and Placement

- Assessment of housing barriers, needs and preferences

- Development of an action plan for locating housing
 - Housing search and outreach to and negotiation with owner
 - Assistance with submitting rental applications and understanding leases
 - Assessment of housing for compliance with ESG requirements for habitability, lead based paint, and rent reasonableness
 - Assistance with obtaining utilities and making moving arrangements
 - Tenant counseling
- **Housing Stability Case Management** – Assessing, arranging, coordinating, and monitoring the delivery of individualized services to facilitate housing stability
 - Using the centralized or coordinated assessment system conduct the initial evaluation and re-evaluation
 - Counseling
 - Developing, securing, and coordinating services including Federal, state, and local benefits
 - Monitoring and evaluating program participant progress
 - Providing information and referrals to other providers
 - Developing an Individualized Housing and Service Plan
- **Mediation** – Mediation between the program participant and the owner or person(s) with whom the program participant is living, to prevent the program participant from losing permanent housing in which they currently reside.
 - Time and/or services associated with mediation activities
- **Legal Services** – legal services that are necessary to resolve a legal problem that prohibits the program participant from obtaining or maintaining permanent housing.
 - Hourly fees for legal advice and representation

- Fees based on the actual service performed (i.e. fee for service), but only if the cost would be less than the cost of hourly fees
 - Client intake, preparation of cases for trial, provision of legal advice, representation at hearings, and counseling
 - Filing fees and other necessary court costs
 - Subrecipient's employees' salaries and other costs necessary to perform the series, if the subrecipient is a legal services provider and performs the services itself
- **Legal Representation may be provided for:**
 - Landlord/tenant matters
 - Child support
 - Guardianship
 - Paternity
 - Emancipation
 - Legal Separation
 - Resolution of outstanding criminal warrants
 - Orders of protection and other civil remedies for victims of domestic violence, dating violence, sexual assault, and stalking
 - Appeal of veterans and public benefit claim denials
 - **Credit Repair** – services necessary to assist program participants with critical skills related to household budgeting, managing money, accessing a free personal credit report, and resolving personal credit problems*
 - Credit counseling
 - Other related Services

** Assistance cannot include the payment or modification of a debt.*

3.2 Short and Medium-Term Rental Assistance

- **Short-Term Rental Assistance** - up to 3 months
- **Medium-Term Rental Assistance** – 4 to 24 months
- **Payment of Rental Arrears** – Onetime payment up to 6 months, including any late fees on those arrears

- **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.

COUNTY OF RIVERSIDE
DEPARTMENT OF PUBLIC SOCIAL SERVICES

CONTRACTOR PAYMENT REQUEST

EXHIBIT: M

To: Riverside County
Department of Public Social Services
Attn: Management Reporting Unit
4060 County Circle Drive
Riverside, CA 92503

From: _____
Remit to Name _____
Address _____
City _____ State _____ Zip Code _____
Contractor Name _____
Contract Number _____

Total amount requested _____ for the period of _____ 20__

Select Payment Type(s) Below:

- | | |
|---|--|
| <input type="checkbox"/> Advance Payment \$ _____
(if allowed by Contract/MOU) | <input type="checkbox"/> Actual Payment \$ _____
(Same amount as 2076B if needed) |
| <input type="checkbox"/> Unit of Service Payment \$ _____
_____ # of Units) X (\$) _____ | _____ # of Units) X (\$) _____ |
| _____ # of Units) X (\$) _____ | _____ # of Units) X (\$) _____ |

Any questions regarding this request should be directed to: _____
Name _____ Phone Number _____

I hereby certify under penalty of perjury that to the best of my knowledge the above is true and correct

Authorized Signature Title Date

FOR DPSS USE ONLY (DO NOT WRITE BELOW THIS LINE)

Business Unit (5) _____	Purchase Order # (10) _____	Invoice # _____
Account (6) _____	Amount Authorized _____	
Fund (5) _____	If amount authorized is different from amount request, please explain:	
Dept ID (10) _____	_____	
Program (5) _____	Program (if applicable) _____	Date _____
Class (10) _____	Management Reporting Unit _____	Date _____
Project/Grant (15) _____	Contracts Administration Unit _____	Date _____
Vendor Code (10) _____	General Accounting Section _____	Date _____

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



EMERGENCY SOLUTIONS GRANT PROGRAM EQUIPMENT REQUEST FORM

Date: (01/01/0000) **Request Number:** _____
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
A Item Breakdown:				

Requested Amount: _____

HCD USE ONLY

HCD Authorization	Requested Amount: _____ \$0	HCD Approval: <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved	Justification if Partial Approval or Non-Approval: _____
	Amount Approved by HCD: _____		
	Amount Disallowed by HCD: _____ \$0		
	Total Approval Amount: _____ \$0		

PURCHASE VALIDATION

B Approved Item Verification	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.

C Approved Item Verification Certification	_____	_____
	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-03465

CONTRACTOR: Valley Restart Shelter

ACTIVITIES: Homeless Assistance Program

TERM: December 28, 2016 – July 21, 2018

MAXIMUM REIMBURSABLE AMOUNT: \$14,911.00

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 Valley Restart Shelter, 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.

ATTEST:
 KECIA HARPER-IHEM, Clerk
 By: *[Signature]*

Authorized Signature for County: <i>[Signature]</i>	Authorized Signature for Valley Restart Shelter: <i>Linda Rogers</i>
Printed Name of Person Signing: John F. Tavaglione	Printed Name of Person Signing: Linda Rogers
Title: Chair, Board of Supervisors	Title: Executive Director
Address: 10281 Kidd St. Riverside, CA 92503	Address: 200 E Menlo Ave Hemet, CA 92543
Date Signed: MAY 02 2017	Date Signed: 3/23/2017

FORM APPROVED COUNTY COUNCIL
 BY: *[Signature]*
 NEAL R. KIPNIS DATE

MAY 02 2017 3:23

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LIST OF EXHIBITS

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- 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 Valley Restart Shelter, 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 \$14,911. Said funds shall be spent according to the Budget shown below and attached hereto as **Exhibit B**.

BUDGET CATEGORY	Total
DIRECT STAFF SALARIES (3 Case management and 2 operations staff @ 11.00 per hour)	\$10,000.00
EQUIPMENT/FURNITURE/HOUSEHOLD SUPPLIES (Small furniture, laundry equip, cleaning supplies etc.)	\$1,000.00
REPAIR/MAINTENANCE SUPPLIES (Plumbing and electrical, routine small repairs and maintenance)	\$500.00
UTILITIES (Electric, Gas, Water, Sewer and Trash)	\$3,411.00
SUBRECIPIENT TOTAL	\$14,911.00

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 HCD, 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 Grant 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 subrecipient 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: Valley Restart Shelter
Executive Director
200 E Menlo Ave
Hemet, CA 92543

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**

Valley Restart Shelter (VRS) will provide emergency shelter to individuals and families experiencing homelessness. As part of a comprehensive continuum of services for individuals, guided by Individualized Service Plans, a VRS Case Manager will provide emergency shelter services to a minimum of **two-hundred (200) individuals** who are "literally homeless" with up to 90 days of emergency shelter. The shelter currently provides and will continue to provide **thirty-five (35) beds**. VRS will use ESG funds to support case management positions crucial to the successful transition of clients to stable housing. Funds will also be used to subsidize current maintenance and operations. VRS's Project Application for the 2016 ESG Continuum of Care competition, Request for Proposal #DPARC-512, shall become part **Exhibit A**. VRS'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

VRS emergency shelter is serving homeless individuals and families experiencing homelessness in Riverside County. VRS shelter primary goal is to provide temporary shelter and stabilization services to participants who lack basic resources to sustain themselves in the community, to restart lives, and to break the cycle of homelessness.

Proposed programs, activities and services to be provided:

VRS 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 VRS 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:**

An assessment will be completed to identify participant's needs and barriers to obtaining employment/income and housing. A personalized weekly plan will be developed to help guide the participant through the steps which would allow the participant to leave the program successfully.

Comprehensive Wrap Around Case Management Services:

All shelter participants will have access to strong case management that supports job searching, budgeting and managing time, obtaining resources and treatment for substance abuse, and mental and physical health issues. Referrals will be provided to other services in the community as needed.

- **Access to Supportive Services:**

All VRS clients have access to an array of supportive services offered by VRS including:

- Emergency shelter facilities
- Housing Case Management

- Referrals through the Drop-in Center
 - Food Pantry
 - Soup Kitchen/ Meal Distribution
 - 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 VRS Case Manager to ensure gains and strengths are maintain, employment is maintained and housing stability is sustained for the long-term.

PERFORMANCE INDICATORS

VRS 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.

VRS will meet the identified Performance Standards as follows:

- VRS understands the Housing First policy as stated above. VRS 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**);
- VRS has also read, understands and will comply with all parts of The Emergency Solutions Grant State of California Regulations (**Exhibit D**);
- VRS 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**);
- VRS 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;
- VRS 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;
- VRS will continue to be a "Member In Good Standing" in the Riverside County Continuum of Care Charter (**Exhibit F**);
- VRS will accept (and welcome) referrals from the Riverside County Continuum of Care Coordinated Entry System (CES);
- VRS will utilize a comprehensive, universal assessment tool called the Vulnerability Index Service Prioritization Decision Assistance Tool (VI-SPDAT) to make in an informed, reasonable, and objective assessment of each individual and/or family (**EXHIBIT G-1 AND EXHIBIT G-2**);
- VRS staff will serve on the CES Advisory Committee and Navigation Council;
- VRS 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);

- VRS 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.
- VRS will comply with the matching funds requirement:
 - VRS 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, VRS 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 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: Valley Restart Shelter

Service to provide: (title) VRS Emergency Shelter Valley Restart 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*) 1
- Tab B – Proposal Cover Page (*signed by Authorized Signatory*)..... 3
- Tab C – Company Profile/ Experience 4
- Tab D – Acknowledgements 15
- Tab E – Scope of Services 16
- Tab F – References..... 22

- Tab G – Bidder Attachment25

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	<u>501C3</u>	<u>G-1</u>
Attachment 2	<u>VRS Organizational Chart</u>	<u>G-3</u>
Attachment 3	<u>VRS Job Descriptions</u>	<u>G-4</u>
Attachment 4	<u>SAM registration</u>	<u>G-17</u>
Attachment 5	<u>Match Documentation</u>	<u>G-19</u>
Attachment 6	<u>Contract/Grant History</u>	<u>G-21</u>
Attachment 7	_____	_____
Attachment 8	_____	_____
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: Valley Restart Shelter

Mailing Address: 200 E. Menlo Ave.

City: Hemet State: CA Zip: 92543

Remit to Address: same as above

City: State: Zip:

Phone # (951)766-7476 FAX # (951)925-0566

Contractor Website: valleyrestart.info

Name: Linda Rogers Title: Executive Director

Signature: Date:

Email: LDOTLOU@aol.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:

Valley Restart Shelter INC.

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

BIDDER'S RESPONSE:

Valley Restart is a registered 501C3 entity, please see Tab G attachment 1

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

BIDDER'S RESPONSE:

Yes, VRS is a former Board Of Governance member and attends the BOG, the main CoC meetings and participates on multiple committees.

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

BIDDER'S RESPONSE:

Valley Restart Shelter (VRS) was founded in 1989 by community members seeking to provide emergency housing & food for the homeless. In 1990 VRS was incorporated into a 501c3 non-profit organization. In 1995 VRS acquired our current location. Funding over the last 25 years has included Emergency Housing Assistance Program (EHAP), Emergency Shelter Grant (ESG), Community Development Block Grant (CDBG), for the City of Hemet & for the County of Riverside, Riverside County Third District Community Improvement Designation (CID) Department of Public Social Services (DPSS), Foundation grants from various organizations, & Emergency Food & Shelter Program (EFSP). The annual number of persons in shelter has ranged from 199-274 persons. VRS has provided evening meals to the community since 1990. The number of meals has ranged from 19,173 to 35,981 & has normally increased each year. VRS employs 5 formerly homeless persons who assist in policy making and have input into operations. Weekly staff meetings allow all staff input into the program. In addition, at least monthly, staff initiates community meeting where current issues at the shelter are discussed, feedback from participants is brought back to administrative staff. Participants at the shelter contribute daily by assisting in minor operations tasks, Finally, there is a formal grievance process by which participants who seek formal remedy can bring issues to the attention of the Executive director.

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:

Valley Restart Shelter (VRS) has been providing services to the homeless population in the Hemet/San Jacinto Valley for over 26 years, since 1989. Initially meals and shelter were coordinated by Valley Restart and provided by various local churches. In 1995 VRS purchased the current location and opened a brick and mortar shelter. Over the years the configuration has evolved. VRS now has a large location/facility which includes a female dorm with a capacity of 5 single females, a male dorm with the capacity for 5 single males, and 9 family rooms available for families with dependents. VRS also has provided the community the opportunity for a meal 365 evenings a year. VRS requires participants of the shelter to engage with case management staff in order to successfully transition to housing. Staff is available to the community in the evening as well to provide information and referrals. New in 2015, VRS was approved for a CoC/HUD funded rapid re-housing program for up to 8 families at a time. The program has been successful and was able to serve 20 families in the FY 15-16.

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

BIDDER'S RESPONSE:

1. Shelter funding- Riverside County ESG funds: Currently funded for 16-17 and funded for over 10 consecutive previous years, VRS has successfully competed for EGS funds through Riverside County EDA for shelter services. Performance reports included demographics and most recently VRS reports to EDA on CAPR data through data captured with HMIS.

2. HUD/CoC Rapid Re-Housing: Initial year awarded was 15-16, now in its second year VRS was awarded a HUD/CoC Rapid Re-housing grant. Performance reports include an annual performance report with data captured through the HMIS.

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:
- 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.
 - The number of years in business under the present business name, as well as prior business names.
 - The number of years of experience providing the proposed, equivalent or related services.
 - Company size - number of staff.
 - Location of the office from which the work under this contract will be provided and the staff allocation at that office.

BIDDER'S RESPONSE:

- Pease see Tab G attachment 2
- VRS has been continuously operational for 27 years as Valley Restart Shelter.
- VRS has also been known as Valley Restart Center, but was incorporated as Valley Restart Shelter, providing shelter and meal services for 27 years
- VRS has 9 paid regular employees and 2 staff performing services under contract.
- VRS Administrative, Shelter office and Shelter location is 200E. Menlo Ave. Hemet, CA 92543

10. Provide your company's mission statement.

BIDDER'S RESPONSE:

Our mission is to provide essential services to families, adults, and children who lack basic resources to sustain themselves within our community. The goal is to provide emergency services to help the homeless and low-income families avoid homelessness, restart lives, and to break the cycle of homelessness.

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:

VRS conducts our own background checks on all staff and volunteers. VRS has been denied access to the DOJ background check system as recently as 2015. VRS is willing to conduct DOJ background checks on staff and volunteers who provide direct services to clients and if funded, would welcome technical assistance which would allow us to complete the DOJ checks.

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:

- a) Please See Tab G attachment 3, Job descriptions
- b)
- c)
- d)
- e)

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, bidder's 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:

Please see Tab G attachment 4, SAM registration

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

<input checked="" type="checkbox"/>	Emergency Shelter Facilities		Transitional Housing
	Vouchers for Shelters		Outreach
	Drop-In Center	<input checked="" type="checkbox"/>	Soup Kitchen/Meal Distribution
<input checked="" type="checkbox"/>	Food Pantry		Health Care
	Mental Health		HIV/AIDS Services
	Alcohol/Drug Program		Employment
	Child Care	<input checked="" type="checkbox"/>	Homeless Prevention
<input checked="" type="checkbox"/>	Other- Bus Ticket Home (CDBG)		

Estimated number of people served for each activity:

19. Residential Services

Number Served:	Adults:	150
Number Served:	Children	50
Total Number Served Yearly:		200

Non-residential Services

Number Served:	500
----------------	-----

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:	10
Group/Large House:	
Scattered site Apartment:	
Single Family Detached House:	
Single Room Occupancy	
Mobile Home / Trailer:	

Hotel / Motel:	
Other:	25 (family rooms)

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:

VRS is a year-round 24-hour a day/7 day a week emergency shelter. The administrative & reception office is open M-F from 9am-5pm. Applications for shelter are taken 9am-1 pm & for evening meals until 4 pm. Appointments are available if needed. Applications must be completed in person. Requests for Rental Assistance are accepted during office hours; pre-intake information for all programs is available by phone. Applicants who cannot be assisted immediately or who do not qualify are provided w/ limited personal case management & referrals, & are allowed to use the phone to contact/identify alternatives. A waiting list for shelter is maintained. There is paid and resident staff on the premises at all times. The Resident Manager is authorized to do after-hour emergency intakes for shelter if he checks the background & can deem them a non-risk to other shelter clients.

Persons seeking shelter need not be sober at application, and no one needs income or pays any fees. Medication compliance is not required, but is encouraged. VRS makes every attempt to remove barriers to shelter access, and comply with housing first principles. Persons must have California ID (free vouchers available to those who do not have an ID) & cannot: be on Megan's list: be on parole: have warrants or violent convictions. This is because the shelter has a mixed population. Families live in close proximity to the single participants and share much of the facility. In addition, Valley Restart works closely with the local CPS offices. Many of our singles are parents working to regain custody of the children through CPS. Also, many of our families have been reunified through CPS and are continuing to address their issues through CPS mandated tasks and are on the path to full custody. CPS places the children back with parents at the shelter with the understanding that our facility remains a clean, sober, safe and appropriate environment for children.

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	_____ x _____	_____ 100 _____
24 Hrs. Non-Referral Drop In Center	_____	_____
Referral Only Overnight Shelter	_____	_____
Non-Referral Overnight Shelter	_____ x _____	_____ 200 _____
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:

VRS is fully staffed to provide services. Direct services staff includes the Executive Director, 1 full time Sr. case manager, 2 part-time case managers & 1-2 Social Work Interns resulting in a 1:5 staff to adult client ratio. Evening and weekends there are operations and security staff on duty. Case management staff provide intensive services for residents & for persons at evening meals, as well as oversee the rental assistance process. VRS also has volunteer resident staff to ensure 24/7 staffing availability. A part-time bookkeeper/accountant maintains the accounting records for all VRS cost centers & cost disbursements & reimbursements, and a Human Resources Supervisor maintains the billings and ensures separation of financial responsibilities. Supplementing the staff listed above are 2 full-time operations staff and 2 part-time operations staff. Reception is staffed by the senior employment services and by the re-employability program. Volunteers provide approximately 1150 hours a month of service in one of the following areas: reception, daily operations of the shelter, security, & acceptance of donations. Community volunteers prepare & serve every evening meal. Participants provide up to 14 hrs. a week of volunteer services.

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/252 Total number served 301

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:

Participants who have exited the program can avail themselves of follow-up support by calling the shelter to speak with a case manager, or the Executive Director. Former residents can also drop in at the shelter to speak to available staff. Participants who have exited in good standing may also return for the community meals and/or showers.

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 facility includes several offices, a commercial kitchen, dry pantry storage, other miscellaneous storage, learning center/meeting room, restrooms/showers, Multipurpose room, Men's dorm with capacity for 5 single men. Woman's dorm with capacity for five single women, and 9 family rooms for 9 families. The facility capacity is 35 beds. No new beds will be created.

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

BIDDER'S RESPONSE:

VRS will provide shelter to a minimum of 200 unduplicated persons per year.

28. Does your organization utilize the housing first model?
___X 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 type="checkbox"/> Check Zone 4 Blythe	92225
Wildomar	92595				

IDENTIFY COMMITTED SOURCES OF MATCHING FUNDING
(Attach documentation)

<u>Funding Source</u>	<u>Amount of Funds</u>	<u>Date Funds Available</u>
<u>Riverside County DPSS</u>	<u>\$45,000</u>	<u>Ongoing, renewable contract</u>
<u>Private donations/fundraisers</u>	<u>\$4,000</u>	<u>ongoing</u>
<u>Volunteer Hours</u>	<u>In-kind volunteers min. 1000 hrs. @10.00 hr., \$1,000</u>	<u>ongoing</u>

Please see Match Letter at Tab G attachment 5

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.

CERTIFICATIONS

I, Linda Rogers, a duly authorized agent of Valley Restart Shelter,

Printed Name of Agent/Officer

Name of Organization

hereby certify that Valley Restart Shelter 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 _____

Title of Agent/Officer Executive Director

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:

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:

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:

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:

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:

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:

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:

Valley Restart Shelter (VRS) will use ESG funds to support key case management positions crucial to the successful transition of clients to stable housing. Funds will also be used to subsidize current maintenance/operations. Specifically, eligible activities that will be charged to this grant will be Case management (essential services) and operations (utilities, insurance, supplies/equipment, maintenance/repairs, food, furnishings, security, fuel, outpatient health care, and child care)

Poverty, unemployment, & housing costs contribute to homelessness. In spite of reports of an improved economy & housing, VRS has seen an increase in people seeking shelter & services. Unemployment in the County is 6.5%, however the rate in Hemet is 8.9 % and 9.6 % in San Jacinto.

The program, in operation for over 25 yrs., is unique in that we offer 24 hr., 7 days/week services. VRS does not require participants to leave & return each night.

VRS consistently graduates over 80% of clients to a higher level of housing. This success rate is the

result of strong case management, personalized & delivered in a positive, environment. The Shelter is more than a safe place to stay, VRS also has case management that supports job searching, budgeting & managing time, obtaining resources & treatment for substance abuse, mental & physical health issues as well as connecting to mainstream resources. VRS ensures children are enrolled and attending school and that transportation and services are provided according to the "No Child Left Behind" laws.

An assessment is completed to identify participant's needs & barriers to obtaining employment/income & housing. A personalized weekly plan is developed to help guide the participant through the steps which would allow them to leave the program successfully. VRS also utilizes the VI-SPDAT questionnaire. Participants who are not disabled are assisted in the employment process by identifying employment history & strengths, developing a resume, searching for jobs & practicing & strengthening interview skills. Employable participants look for jobs daily & submit documentation of their job search weekly. Staff assists participants with obtaining needed documentation, getting to medical assessments & legal appointments as well as an understanding of the application stages and process. In order to foster a sense of community and responsibility, all participants are responsible for daily chores at the facility & save 80% of their income for move out.

Staff is available to directly assist clients with resume's, job searches, housing searches and landlord negotiations. VRS has a SOAR certified case manager to assist with social security applications. A Valley Health Systems grant provides for weekly tutoring for VRS children.

VRS coordinates services with a myriad of agencies. Health to Hope provides monthly medical clinic services at our site, Housing authority prioritizes homeless families in shelter, Community Connect provides 100 bus passes a month to ensure people can access medical, employment and other services. Wal-Mart donates items weekly, Walgreens donates pallet loads of personal care items and provides free flu shots. The LDS church provides food monthly for the shelter. Over 30 different community groups regularly prepare and serve dinner at the shelter.

VRS will provide shelter to a minimum of 200 unduplicated persons. VRS provides one night of shelter up to a maximum of 90 days of shelter in 30 day increments. VRS does not charge any fees. In addition to a shelter bed, basic services offered include 3 meals a day, showers, & bathrooms. VRS provides items needed for daily personal care as well as other items such as clothing, strollers, canes, walkers & other equipment if needed.

In addition, by providing meals to the community 365 days a year we prevent families from making the choice between food or money for rent. Over 45,000 meals were served in FY 15/16.

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:

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:

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:

VRS currently enters all shelter participants in HMIS and agrees to continue to do so. VRS will comply with all data reporting requirements.

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:	Riverside County Economic Development
Address:	3403 10 th st. Ste 400 Riverside, CA 92502
Contact person:	Sterlon Sims
Email address:	ssims@rivcoeda.org
Telephone address:	951-955-3141
Project name:	ESG: Valley Restart Shelter
Dates worked performed:	Last 10 years, current contract year is 16-17
-Summary of scope of services:	Emergency Shelter services
Project cost:	55,000 grant

Reference 2	
Company name:	Riverside County Economic Development
Address:	3403 10 th st, Ste 400, Riverside, CA 92502
Contact person:	Jackie Melton
Email address:	jmelton@rivcoeda.org
Telephone address:	951-955-9743
Project name:	VRS Bus Ticket Home
Dates worked performed:	FY 15-16 and Current FY 16-17
Summary of scope of services:	Provides bus tickets to homeless persons who have a place to go with support systems in place and verified.
Project cost:	10,000

Reference 3	
Company name:	Valley Health System Foundation-Beatrice Brown Fund
Address:	1117 E Devonshire Avenue, Hemet, CA 92543
Contact person:	Myrna Rohr
Email address:	Myrna.rohr@yahoo.com

Telephone address:	951-741-3165
Project name:	Beatrice Brown: RRH Case Management
Dates worked performed:	7/1/15 - ongoing
Summary of scope of services:	Provides case management for Hemet/San Jacinto residents in the VRS RRH program
Project cost:	\$32,900

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 tab G attachment 6

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	0	\$1,000	\$4,000	\$5,000	Fuel and vehicle maintenance
DIRECT STAFF SALARIES	3.7	\$31,000	\$54,800	\$85,800	3 Case management and 2 operations staff @ 11.00 hr
EQUIPMENT/FURNITURE/ HOUSEHOLD SUPPLIES	0	\$5,000	\$6,875	\$11,875	Small furniture, laundry equip, cleaning supplies etc.
REPAIR/MAINTENANCE SUPPLIES	0	\$2,000	\$6,500	\$8,500	Plumbing and electrical, routine small repairs and maintenance

FOOD	0	\$1,000	\$2,200	\$3,200	Food for providing meals to shelter particioants
UTILITIES	0	\$10,000	\$15,000	\$25,000	Electric, gas, water, sewer and trach
REHABILITATION AND RENOVATION (MAX \$5,000)					
		\$50,000	\$89,375	\$139,375	
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					
		\$0.00	\$0.00	\$0.00	

H-2 Budget Narrative

In the space below please detail the budget narrative:

BIDDER'S RESPONSE: Transportation \$1,000 includes fuel, auto maintenance for the vehicle used by the shelter for picking up food and supplies, transporting clients.

Staff includes 3 case management staff and two operations staff. For a total of 3.75 FTE eligible to be billed to ESG, VRS is requesting \$31,00 of the total cost of \$85,800

Equipment/furniture and supplies includes small furniture purchases, linens, cleaning supplies, laundry, and other misc. as needed for shelter operations. VRS is requesting \$5,000 of a total cost of \$11,875

Repair and maintenance: VRS is requesting \$2,000 of total cost of \$8,500 for routine repair and maintenance of the shelter facility. This includes things like plumbing, minor electrical repairs, minor repairs to heating and cooling systems.

Food: which most food is donated VRS is requesting \$1,000 of total cost of \$3,200 to provide basic food supplies for shelter operations.

Utilities: VRS is requesting \$10,000 of a total cost of 25,000. Aside from staff and mortgage costs, utilities are the highest expense. Utilities include electricity, gas, water, trash and sewer.

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:

Valley Restart uses an accounting software for non-profits called Peachtree along with fund accounting procedures. Fund accounting allows for tracking of income and expenses by grant and eligible activities.

Internally checks are required to have two signatures. Fund/check requests *must* be signed by the Executive director and fiscal clerk. Checks are cut by the accountant and *must* signed by two other authorized signors.

Deposits are prepared by the fiscal clerk, and deposits are taken to the financial institution by a secondary employee. Specifically, ESG funds are deposited into a separate and specific account used only for ESG funds and drawn down after expenditures are verified. The accountant balances accounts at least monthly and is reviewed by the Executive Director. Bank statements go to the Executive Director first and then to the accountant.

A monthly financial statement is prepared by the accountant, and reviewed and presented to the Board at the monthly Board meetings by the Board Treasurer. At the end of every fiscal year an independent review is contracted for and completed via an independent financial review company.

CERTIFICATIONS

I, _____, a duly authorized agent of _____
Printed Name of Agent/Officer Name of Organization
hereby certify that _____ 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 _____
Title of Agent/Officer _____

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. The 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.

ATTACHMENT 1

501C3

**Internal Revenue Service
District Director**

Department of the Treasury

**P. O. Box 2508
Cincinnati, OH 45201**

Date: October 29, 1999

**Person to Contact:
Cheryl Skaggs 31-04010
Customer Service Representative**

**Valley Restart Shelter
200 Menlo Ave.
Hemet, CA 92543**

**Telephone Number:
877-829-5500**

**Fax Number:
513-263-3756**

**Federal Identification Number:
33-0374224**

Dear Sir or Madam:

This letter is in response to your telephone request today for a copy of your organization's determination letter. This letter will take the place of the copy you requested.

Our records indicate that a determination letter issued in April 1996, granted your organization exemption from federal income tax under section 501(c)(3) of the Internal Revenue Code. That letter is still in effect.

Based on information subsequently submitted, we classified your organization as one that is not a private foundation within the meaning of section 509(a) of the Code because it is an organization described in sections 509(a)(1) and 170(b)(A)(vi).

The classification was based on the assumption that your organization's operations would continue as stated in the application. If your organization's sources of support or its character, method of operations, or purposes have changed, please let us know so we can consider the effect of the change on the exempt status and foundation status of your organization.

Your organization is required to file Form 990, Return of Organization Exempt from Income Tax, only if its gross receipts each year are normally more than \$25,000. If a return is required, it must be filed by the 15th day of the fifth month after the end of the organization's annual accounting period. The law imposes a penalty of \$20 a day, up to a maximum of \$10,000, when a return is filed late, unless there is reasonable cause for the delay.

All exempt organizations (unless specifically excluded) are liable for taxes under the Federal Income Contributions Act (social security taxes) on remuneration of \$100 or more paid to each employee during a calendar year. Your organization is not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Valley Restart Shelter
33-0374224

Organizations that are not private foundations are not subject to the excise taxes under Chapter 42 of the Code. However, these organizations are not automatically exempt from other federal excise taxes.

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

Your organization is not required to file federal income tax returns unless it is subject to the tax on unrelated business income under section 511 of the Code. If your organization is subject to this tax, it must file an income tax return on the Form 990-T, Exempt Organization Business Income Tax Return. In this letter, we are not determining whether any of your organization's present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

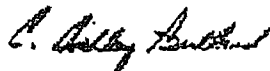
The law requires you to make your organization's annual return available for public inspection without charge for three years after the due date of the return. You are also required to make available for public inspection a copy of your organization's exemption application, any supporting documents and the exemption letter to any individual who requests such documents in person or in writing. You can charge only a reasonable fee for reproduction and actual postage costs for the copied materials. The law does not require you to provide copies of public inspection documents that are widely available, such as by posting them on the internet (World Wide Web). You may be liable for a penalty of \$20 a day for each day you do not make these documents available for public inspection (up to a maximum of \$10,000 in the case of an annual return).

Because this letter could help resolve any questions about your organization's exempt status and foundation status, you should keep it with the organization's permanent records.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

This letter affirms your organization's exempt status.

Sincerely,



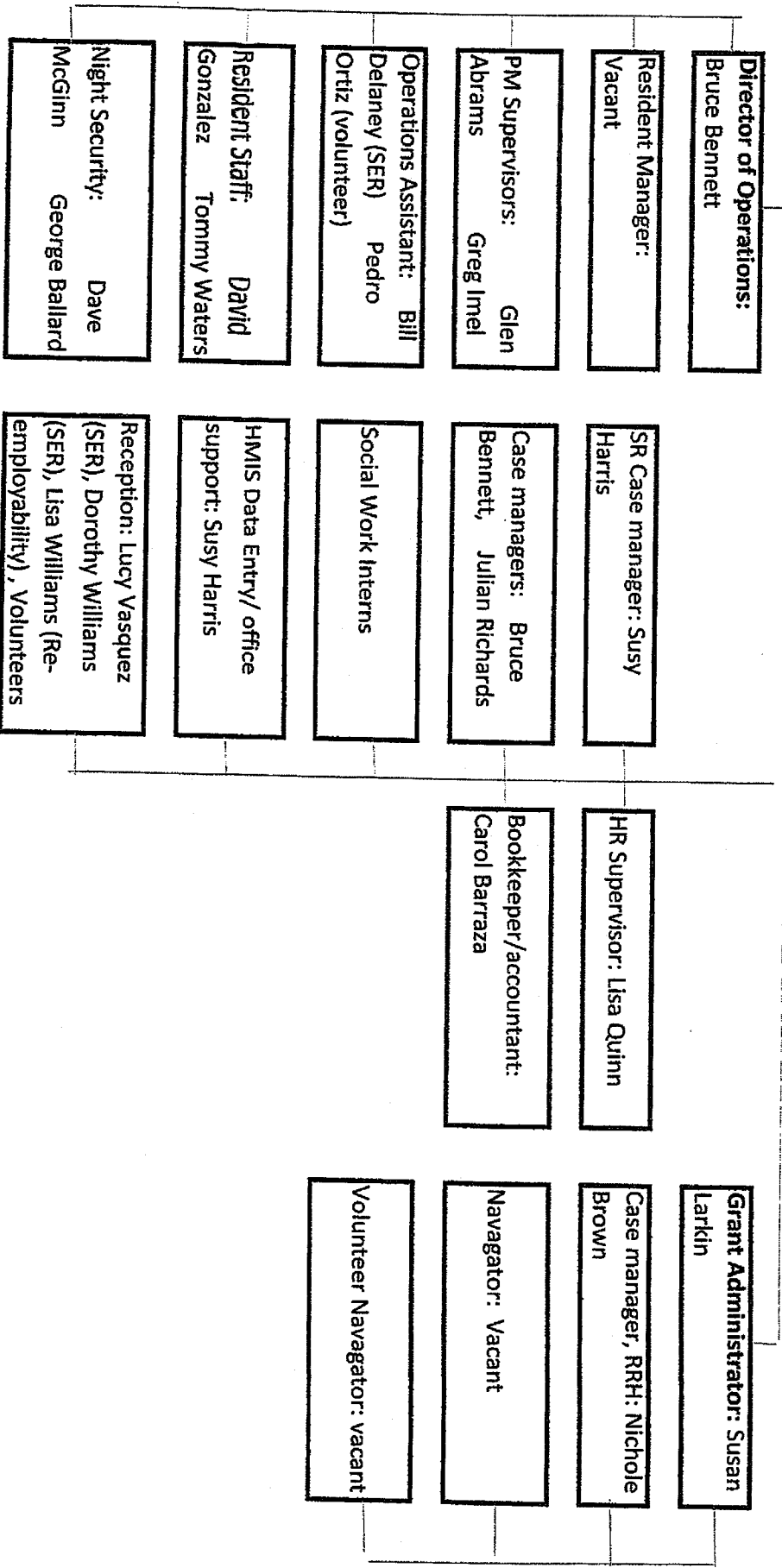
C. Ashley Bullard
District Director

ATTACHMENT 2
VRS ORG CHART

Valley Restart Shelter

Board of Directors

Executive Director, Linda Rogers



Attachment 3
Job Descriptions

VALLEY RESTART SHELTER JOB DESCRIPTION

Title: Executive Director

Status: Full-time

Salary: Salary Wage scale adopted by the Board of Directors

Benefits: PTO per policy ~~Medical, Vacation, Sick, Holiday as applicable~~

Definition: Under the direct supervision of the Board of Directors and serving at their pleasure. The Executive Director is responsible for management of all programs and facilities, public relations and promotions.

Specific duties include but are not limited to:

- In collaboration with all staff: maintains a secure, drug free, safe environment.
- Be an active role model in creating an environment for participants' empowerment and personal growth with dignity and respect.
- Supervise, recruit, train and hire all staff.
- Seek opportunities to strengthen programs and the fiscal base of the agency, including grant and Requests For Proposals and other fundraising opportunities. Negotiate and enter into contracts upon Board approval.
- Administer operations of the agency within budgetary restrictions.
- Approve expenditures and review deposits.
- Participate in community meetings related to the agency's mission and or activities.
- Ensure contract and policy compliance in areas such as documentation, quality assurance, fiscal policies and regulations, local, state and federal regulatory requirements, licensing, certification and accreditation standards.
- Ensure safety for staff, residents and visitors by adhering to all health and safety codes.
- Direct admission, referrals and transition of participants.
- Direct development of policy and procedure. Protect participants' rights, assure confidentiality for all participants and manage advocacy issues of participants.
- Ensure/provide staff training, Board training and identify training opportunities.

- Develop cross-cultural awareness of diverse populations and assure the environment is free of discrimination and harassment.
- Attend and participate in all Board and Executive Meetings, and any community meetings as directed by the Board of Directors.
- Develop and submit a balanced program budget.
- Report all significant adverse incidents to the president of the Board of Directors.
- Conduct performance evaluations on all staff according to policies and procedures.
- Other duties as assigned

Valley Restart does not discriminate on the basis of race, color, ancestry, religious creed, national origin, ethnicity gender, age, marital status, disability, medical condition or sexual orientation.
Valley Restart is an at-will employer

VALLEY RESTART SHELTER JOB DESCRIPTION

Title: HMIS Data Clerk
Status: Part time
Salary: Salary scale as adopted by Board of Directors
Benefits: PTO per policy

DEFINITION: Under the direct supervision of the Executive Director and/or Program Manager, will be responsible for data entry into the Homeless Management Information System (HMIS).

Specific duties include, but are not limited to the following:

- Maintain a secure, drug-free, safe environment, assuring participant safety at all times.
- Ensure established policies and procedures are followed
- Participate in staff and training meetings
- Provide support for executive staff as needed
- Provide reports, data and time and activity sheets in a timely manner
- Enter program/participant data accurately and in a timely manner and produce reports out of the system.
- Attend meeting and trainings related to the system
- Other duties as assigned

Desired Qualifications:

- High school diploma or equivalent.
- Experience working with homeless population or in social services
- Be able to deal effectively with a wide variety of personalities and situations requiring tact, poise and sensitivity.
- Familiarity with basic computer programs and usage.
- Ability to pass a drug test
- Demonstration of good time management and independent thinking
- Good vision, hearing and physical stamina. Position may require substantial walking, ability to carry 10 lbs and substantial sitting, reaching and bending.

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