

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



ITEM
3.8
(ID # 6705)

MEETING DATE:
Tuesday, April 24, 2018

FROM : EXECUTIVE OFFICE:

SUBJECT: EXECUTIVE OFFICE: Approval of the BEYOND Framework Fund Program Agreements for the Homeless Prevention and Mitigation Program with Western Riverside Council of Governments (WRCOG) and the County of Riverside District 1 for Agreement #17-25-18-02 and (WRCOG) and the County of Riverside District 2 for Agreement #17-25-18-01, Districts 1 & 2; [Total \$144,328 - WRCOG Funds 100%] (4/5 Vote required)

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve the BEYOND Framework Fund Program Grant Funding Agreement #17-25-18-02 between WRCOG and the County of Riverside, District 1, in the amount of \$72,164 and authorize the Chairman of the Board to execute the agreement on behalf of the County; and
2. Approve the BEYOND Framework Fund Program Grant Funding Agreement #17-25-18-01 between WRCOG and the County of Riverside, District 2, in the amount of \$72,164; and authorize the Chairman of the Board to execute the agreement on behalf of the County.
3. Authorize and approve the Auditor Controller to make budget adjustment attached as schedule A

ACTION: Policy, A-30

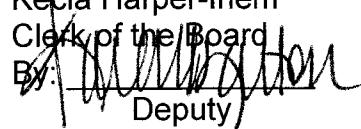

Lisa D Brandl 4/4/2018

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Jeffries, seconded by Supervisor Perez and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Jeffries, Tavaglione, Washington, Perez and Ashley
Nays: None
Absent: None
Date: April 24, 2018
xc: EO, Auditor

Kecia Harper-Ihem
Clerk of the Board

By: 
Deputy

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

| FINANCIAL DATA | Current Fiscal Year: | Next Fiscal Year: | Total Cost: | Ongoing Cost |
|--|-----------------------------|--------------------------|---------------------------|---------------------|
| COST | \$ 144,328 | \$ | \$144,328 | \$ |
| NET COUNTY COST | \$ | \$ | \$ | \$ |
| SOURCE OF FUNDS: WRCOG Funds 100% | | | Budget Adjustment: | Yes |
| | | | For Fiscal Year: | 17/18 |

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

Summary

Supervisorial Districts 1 and 2 have received funding from the Western Riverside Council of Governments (WRCOG) in the amount of \$72,164 designated to each District for the BEYOND Framework Program Funding (BEYOND) for the Homeless Intervention and Mitigation Program. BEYOND is an economic development and sustainability local assistance funding program designed to enable member agencies to develop and implement plans and programs aimed at improving quality of life in Western Riverside County.

The funds awarded through this grant will serve homeless individuals and families in Supervisorial Districts 1 and 2 as well as all unincorporated communities by providing gap funding for various costs that are not covered by current programs. Some of the items include utility payments and household items required to make a housing unit habitable (i.e., refrigerators) as well as basic housing supplies (linens, dishes, kitchen supplies). Mitigation funds will be used to make repairs to a unit for damages caused by a tenant. The special needs of clients seeking employment and self-sufficiency will be covered. The funding will provide non-shelter bridge housing (i.e., motel costs) for use while appropriate housing is secured or if there is a period of time that a client is displaced due to repairs. This funding will also allow for landlord incentives to solidify tenancy for program participants.

Impact on Residents and Businesses

This project will benefit the County by serving homeless individuals and families in Supervisorial Districts 1 and 2 as well as all unincorporated communities.

Additional Fiscal Information

Supervisorial Districts 1 and 2 have been awarded \$72,164 each, for a total of \$144,328 to provide gap funding assistance in serving homeless individuals and families. The funds must be used by November 2018. Any unused funds shall be returned to WRCOG. The County is not required to provide a match.

ATTACHMENTS:

- A. Agreement #17-25-18-02
- B. Agreement #17-25-18-01

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

SCHEDULE A.
BUDGET ADJUSTMENT

Increase estimated revenue:

10000-1000100000-781850 Grants – non-governmental agencies \$144,328

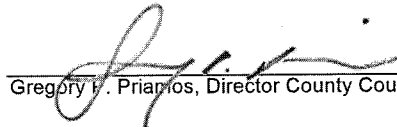
Increase appropriations:

10000-1000100000-536200 Contribution to other non-county agency \$144,328



Sandy Armijo

4/4/2018



Gregory V. Priamos, Director County Counsel

4/17/2018

CLERK'S COPY

to Riverside County Clerk of the Board, Stop 1010
Post Office Box 1147, Riverside, Ca 92502-1147
Thank you.

**BEYOND FRAMEWORK FUND PROGRAM FUNDING AGREEMENT
BEYOND CORE PROGRAM CATEGORY
HOMELESS PREVENTION AND MITIGATION PROGRAM**

THIS FUNDING AGREEMENT ("Agreement") is entered into as of this 24th day of April, 2018, by and between the Western Riverside Council of Governments ("WRCOG"), a California joint powers authority and County of Riverside District Two ("AGENCY"). WRCOG and AGENCY are sometimes hereinafter referred to individually as "Party" and collectively as "Parties".

RECITALS

A. WRCOG is the Administrator of the BEYOND Framework Fund Program, which encompasses the BEYOND Core, BEYOND Team, and BEYOND Health Program categories, an economic development and sustainability local assistance funding program intended to help WRCOG member agencies develop and implement plans and programs that can improve the quality of life in Western Riverside County by addressing critical growth components such as economy, water, education, environment, health, and transportation ("BEYOND").

B. For Round II of BEYOND, which launched in Fiscal Year 2016/2017, WRCOG has allocated Two Million Three Hundred Two Thousand Nine Hundred Seventeen Dollars and Thirty One Cents (\$2,302,917.31) for use by WRCOG member agencies through BEYOND ("Program Funds"). This funding includes Two Million Fifty Two Thousand Nine Hundred Seventeen Dollars and Thirty One Cents (\$2,052,917.31) for BEYOND Core, One Hundred Seventy Five Thousand Dollars and No Cents (\$175,000.00) for BEYOND Team, and Seventy Five Thousand Dollars and No Cents (\$75,000.00) for BEYOND Health. Funding allocations for Round II to each member agency are listed in Exhibit "A" attached hereto and incorporated herein by reference.

C. WRCOG member agencies shall use these funds in any of the following manners: (1) to develop plans and/or implement projects consistent with WRCOG's Economic Development and Sustainability Framework Goals; (2) to provide a match for grants and other funding opportunities consistent with WRCOG's Economic Development and Sustainability Framework Goals; or (3) to pool resources with other member agencies for larger projects consistent with WRCOG's Economic Development and Sustainability Framework Goals. All projects funded by the BEYOND Health category must, at a minimum, be consistent with the Health Goal Area outlined in WRCOG's Economic Development and Sustainability Framework.

D. WRCOG has reviewed and approved the application submitted by the AGENCY for use of Program Funds to implement a project that is consistent with WRCOG's Economic Development and Sustainability Framework Goals, and it is the purpose of this Agreement to identify the project and to set forth the terms and conditions by which WRCOG will release Program Funds to the AGENCY.

AGREEMENT

NOW, THEREFORE, in consideration of the mutual covenants and subject to the conditions contained herein, the Parties hereby agree as follows:

1. Description of the Project. This Agreement is intended to distribute Program Funds to the AGENCY for Homeless Prevention and Mitigation Plan, (the "Project"). The Work, including a project schedule and a detailed scope of work, is more fully described in Exhibit "B" attached hereto and incorporated herein by reference ("Scope of Work") and, pursuant to Section 18 below, is subject to modification if requested by the AGENCY and approved by WRCOG. The Scope of Work shall also include the stated purpose(s) for which the Program Funds shall be used, and such stated purpose(s) shall be consistent with WRCOG's Economic Development and Sustainability Framework Goals set forth in Exhibit "C" attached hereto and incorporated herein by reference.

2. WRCOG Funding Amount. WRCOG hereby agrees to distribute to AGENCY, on the terms and conditions set forth herein, a sum not to exceed Seventy Two Thousand One Hundred Sixty Four and Eight Cents (\$72,164.08), to be used for reimbursing the AGENCY for eligible Project expenses as described in Section 3 herein ("Funding Amount"). The Funding Amount is not restricted to a specific category and may be used consistent with any of WRCOG's Economic

shall be at the sole discretion of WRCCOG. The determination of whether WRCCOG has provided reimbursement of ineligible Project costs shall be at the sole discretion of WRCCOG. The determination of whether WRCCOG has provided reimbursement of ineligible Project costs shall be at the sole discretion of WRCCOG. The determination of whether WRCCOG has provided reimbursement of ineligible Project costs shall be at the sole discretion of WRCCOG. The determination of whether WRCCOG has provided reimbursement of ineligible Project costs shall be at the sole discretion of WRCCOG.

c. Funding Amount/Adjustment. If a post Project audit or review indicates that WRCCOG has provided reimbursement to the AGENCY in an amount in excess of the Total Project Cost, or has provided reimbursement of ineligible Project costs, the AGENCY shall reimburse WRCCOG for the excess or ineligible payments within thirty (30) days of notification by WRCCOG. WRCCOG has provided reimbursement to the AGENCY in an amount in excess of the Total Project Cost, or has provided reimbursement of ineligible Project costs, the AGENCY shall reimburse WRCCOG for the excess or ineligible payments within thirty (30) days of notification by WRCCOG. WRCCOG has provided reimbursement to the AGENCY in an amount in excess of the Total Project Cost, or has provided reimbursement of ineligible Project costs, the AGENCY shall reimburse WRCCOG for the excess or ineligible payments within thirty (30) days of notification by WRCCOG.

b. Review and Reimbursement by WRCCOG. Upon receipt of an invoice from the AGENCY, WRCCOG may request additional documentation or explanation of the Project costs for which reimbursement is sought. Undisputed amounts shall be paid by WRCCOG to the AGENCY within thirty (30) days after receipt by WRCCOG of an invoice. In the event that WRCCOG disputes the eligibility of the AGENCY for reimbursement of all or a portion of an invoiced amount, the Parties shall meet and confer in an attempt to resolve the dispute, and payment for that disputed amount will be withheld, without interest, pending resolution of the dispute. If the meet and confer process is unsuccessful in resolving the dispute, the AGENCY may appeal WRCCOG's decision as to the eligibility of one or more invoices to WRCCOG's Administration & Finance Committee, provided the AGENCY submits its request for appeal to WRCCOG's Administration & Finance Committee within thirty (30) days of the meet and confer process. The WRCCOG Administration & Finance Committee shall provide its recommendation in writing to the full WRCCOG Executive Committee, which shall then decide whether the disputed amount is eligible for reimbursement by WRCCOG. The decision of the WRCCOG Executive Committee shall be final. Additional details concerning the procedure for the AGENCY's submittal of invoices to WRCCOG and WRCCOG's consideration and payment of submitted invoices are set forth in Exhibit "E", attached hereto and incorporated herein by reference.

a. Initial Payment by the AGENCY. The AGENCY shall be responsible for initial payment of all the Project costs as they are incurred. Following payment of such Project costs, the AGENCY shall submit invoices to WRCCOG requesting reimbursement of eligible Project costs. Each invoice shall be accompanied by detailed invoices, or other demands for payment addressed to the AGENCY, and documents evidencing the AGENCY's payment of the invoices or demands for payment. When submitting an invoice, AGENCY shall indicate the general cost categories for which Program Funds are being used (e.g., labor, material, overhead, consultant, etc.) Documents evidencing the AGENCY'S payment of the invoices shall be retained for three (3) years and shall be made available for review by WRCCOG. The AGENCY shall submit invoices not more often than monthly. AGENCY may use the template invoice attached hereto as Exhibit "D" attached hereto and incorporated herein by reference.

5. Procedures for Distribution of Program Funds to AGENCY.

4. Ineligible Project Costs. The Total Project Cost shall not include expenses for items of work not included within, or for purposes other than those listed in, the Scope of Work, which shall be borne solely by the AGENCY without reimbursement.

3. Project Costs Eligible for Advance/Reimbursement. The total Project costs ("Total Project Cost") may include the following items, among others, provided that such items are included in the Scope of Work attached hereto as Exhibit "B": (1) AGENCY and/or consultant costs associated with direct Project coordination and support such as staff time (including interns) and overhead (which may not exceed 25% of the Funding Amount); (2) Project materials; (3) events, workshops, and fairs; and (4) matches for grant applications when the Project meets at least one goal contained in WRCCOG's Economic Development and Sustainability Framework Goals. The AGENCY's use of Program Funds to pay for the Total Project Cost shall be solely for the stated purpose(s) listed in the Scope of Work. In advance of incurring Project costs to be covered by Program Funds, WRCCOG strongly encourages the AGENCY to contact WRCCOG staff to confirm that those Project costs are eligible Project costs.

AGENCY during the next cycle, unless the Project is a multi-year effort, approved by WRCCOG. WRCCOG is neither obligated nor required to distribute those remaining unused funds to the AGENCY if the AGENCY does not use or need all of the funding allocated to the AGENCY for Round II, of the maximum allocation identified in Exhibit "A". The Parties also acknowledge and agree that the Parties shall not be obligated to contribute Program Funds in excess of the actual cost of the Project. Nevertheless, the Parties acknowledge and agree that the Development and Sustainability Framework Goals. The Parties acknowledge and agree that the

6. Increases in Project Funding. The Funding Amount may, in WRCOG's sole discretion, be augmented with additional Program Funds by a written amendment to this Agreement approved by WRCOG's Executive Director. In no case shall the amount of Program Funds allocated to the AGENCY for the Project in Round II exceed the maximum funding allocation for the AGENCY, as listed in Exhibit "A". No such increased funding shall be expended to pay for any Project already completed.

7. Transfer of Program Funds to Another Entity. The AGENCY may not transfer or give Program Funds to another individual, entity, agency, or organization without the express written approval of WRCOG, provided that such approval shall be at the sole discretion of WRCOG.

8. Not Applicable.

9. Term/Completion Report. The term of this Agreement shall be from the date first herein above written until December 15, 2018, (the project must be completed by November 15, 2018, unless approved as a multi-year project), unless this Agreement is terminated pursuant to Section 13. All applicable indemnification provisions of this Agreement shall remain in effect following the termination of this Agreement. Within 30 days of the completion of the Project, the AGENCY shall submit a final progress report (to be provided under separate cover) to WRCOG, providing the following information: description of Project outcomes, lessons learned, deliverables, summary of financials, and any other information as requested by WRCOG.

10. Representatives of the Parties. WRCOG's Executive Director, or his or her designee, shall serve as WRCOG's representative and shall have the authority to act on behalf of WRCOG for all purposes under this Agreement. The AGENCY hereby designates the County of Riverside, District 2, or his or her designee, as the AGENCY's representative to WRCOG. The AGENCY's representative shall have the authority to act on behalf of the AGENCY for all purposes under this Agreement and shall coordinate all activities of the Project under the AGENCY's responsibility. The AGENCY shall work closely and cooperate fully with WRCOG's representative and any other agencies which may have jurisdiction over or an interest in the Project.

11. Expenditure of Funds by AGENCY Prior to Execution of Agreement. Nothing in this Agreement shall be construed to prevent or preclude the AGENCY from expending funds on the Project prior to the execution of the Agreement, or from being reimbursed by WRCOG for such expenditures. However, the AGENCY understands and acknowledges that any expenditure of funds on the Project prior to the execution of the Agreement is made at the AGENCY's sole risk, and that some expenditures by the AGENCY may not be eligible for reimbursement under this Agreement.

12. Review of Services/Progress Reports. The AGENCY shall allow WRCOG's Representative to inspect or review the progress of the Project at any reasonable time in order to determine whether the terms of this Agreement are being met.

13. Termination.

a. Notice. Either WRCOG or AGENCY may, by written notice to the other party, terminate this Agreement, in whole or in part, in response to a material breach hereof by the other Party, by giving written notice to the other party of such termination and specifying the effective date thereof. The written notice shall provide a 30 day period to cure any alleged breach. During the 30 day cure period, the Parties shall discuss, in good faith, the manner in which the breach can be cured.

b. Effect of Termination. In the event that the AGENCY terminates this Agreement, the AGENCY shall, within 180 days, complete any portion or segment of work for the Project for which Program Funds have been provided. In the event that WRCOG terminates this Agreement, WRCOG shall, within 90 days, distribute Program Funds to the AGENCY in an amount equal to the aggregate total of all unpaid invoices which have been received from the AGENCY regarding the Project at the time of the notice of termination; provided, however, that WRCOG shall be entitled to exercise its rights under Section 5(b), including but not limited to conducting a review of the invoices and requesting additional information. Upon such termination, the AGENCY shall, within 180 days, complete any portion or segment of work for the Project for which Program Funds have been provided. This Agreement shall terminate upon receipt by the non-terminating Party of

a. Commercial General Liability Insurance. Occurrence version commercial general liability insurance or equivalent form with a combined single limit of not less than \$1,000,000.00 per occurrence. If such insurance contains a general aggregate limit, it shall apply separately to the Project or be no less than two times the occurrence limit. Such insurance shall:

17. Insurance. The AGENCY shall require, at a minimum, all persons or entities hired to perform the Project to obtain, and require their subcontractors to obtain, insurance of the types and in the amounts described below and satisfactory to the AGENCY and WRCOG. Such insurance shall be maintained throughout the term of this Agreement, or until completion of the Project, whichever occurs last.

c. Effect of Acceptance. The AGENCY shall be responsible for the professional quality, technical accuracy and the coordination of any services provided to complete the Project. WRCOG's review, acceptance or funding of any services performed by the AGENCY or any other person or entity under this Agreement shall not be construed to operate as a waiver of any rights WRCOG may hold under this Agreement or of any cause of action arising out of this Agreement. Further, the AGENCY shall be and remain liable to WRCOG, in accordance with applicable law, for all damages to WRCOG caused by the AGENCY's negligent performance of this Agreement or supervision of any services provided to complete the Project.

b. WRCOG Responsibilities. WRCOG agrees to indemnify and hold harmless the AGENCY, its officers, agents, consultants, and employees from any and all claims, demands, costs or liability arising from or connected with all activities governed by this Agreement including all design and construction activities, due to negligent acts, errors or omissions or willful misconduct of WRCOG or its sub-consultants. WRCOG will reimburse the AGENCY for any expenditures, including reasonable attorneys' fees, incurred by the AGENCY, in defending against claims ultimately determined to be due to negligent acts, errors or omissions or willful misconduct of WRCOG.

a. AGENCY Responsibilities. In addition to the indemnification required under Section 14, the AGENCY agrees to indemnify and hold harmless WRCOG, its officers, agents, consultants, and employees from any and all claims, demands, costs or liability arising from or connected with all activities governed by this Agreement including all design and construction activities, due to negligent acts, errors or omissions or willful misconduct of the AGENCY or its subcontractors. The AGENCY will reimburse WRCOG for any expenditures, including reasonable attorneys' fees, incurred by WRCOG, in defending against claims ultimately determined to be due to negligent acts, errors or omissions or willful misconduct of the AGENCY or its subcontractors.

16. Indemnification.

15. Progress Reports. WRCOG may request the AGENCY to provide WRCOG with progress reports concerning the status of the Project. The AGENCY, however, must submit to WRCOG at least two progress reports annually, regardless of whether WRCOG makes requests for such reports.

14. Prevailing Wages. The AGENCY and any other person or entity hired to perform services on the Project are alerted to the requirements of California Labor Code Sections 1770 et seq., which would require the payment of prevailing wages were the services or any portion thereof determined to be a public work, as defined therein. The AGENCY shall ensure compliance with these prevailing wage requirements by any person or entity hired to perform the Project. The AGENCY shall defend, indemnify, and hold harmless WRCOG, its officers, employees, consultants, and agents from any claim or liability, including without limitation attorneys' fees, arising from its failure or alleged failure to comply with California Labor Code Sections 1770 et seq.

c. Cumulative Remedies. The rights and remedies of the Parties provided in this Section are in addition to any other rights and remedies provided by law or under this Agreement.

the amounts due to it hereunder and upon completion of the segment or portion of Project work for which Program Funds have been provided.

i. Name WRCOG and AGENCY, and their respective officials, officers, employees, agents, and consultants as insured with respect to performance of the services on the Project and shall contain no special limitations on the scope of coverage or the protection afforded to these insured;

ii. Be primary with respect to any insurance or self-insurance programs covering WRCOG and AGENCY, and/or their respective officials, officers, employees, agents, and consultants; and

iii. Contain standard separation of insured provisions.

b. Business Automobile Liability Insurance. Business automobile liability insurance or equivalent form with a combined single limit of not less than \$1,000,000.00 per occurrence. Such insurance shall include coverage for owned, hired and non-owned automobiles.

c. Workers' Compensation Insurance. Workers' compensation insurance with statutory limits and employers' liability insurance with limits of not less than \$1,000,000.00 each accident.

18. Project Amendments. Any changes to the Scope of Work or the characteristics of the Project, including the deadline for Project completion, and any responsibilities of the AGENCY or WRCOG shall: (a) be requested in writing by the AGENCY and subject to the approval of WRCOG's Representative, provided that such approval shall be in the sole discretion of WRCOG's Representative, and (b) require an amendment to this Agreement in accordance with Section 30.

19. Conflict of Interest. For the term of this Agreement, no member, officer or employee of the AGENCY or WRCOG, during the term of his or her service with the AGENCY or WRCOG, as the case may be, shall have any direct interest in this Agreement, or obtain any present or anticipated material benefit arising therefrom. Each person, company or other entity receiving funds, payments, or other benefits from the Project, other than the benefits generally available to the public as a result of the Project, shall certify to AGENCY and WRCOG that such person, company, or other entity, together with its owners, managers, directors, or employees, are not a member, officer or employee of AGENCY or WRCOG with a direct interest in this Agreement or is obtaining any present or anticipated material benefit arising therefrom.

20. Limited Scope of Duties. WRCOG's and the AGENCY's duties and obligations under this Agreement are limited to those described herein. WRCOG has no obligation with respect to the safety of any Project performed at a job site. In addition, WRCOG shall not be liable for any action of AGENCY or its contractors relating to the condemnation of property undertaken by AGENCY or construction related to the Project.

21. Books and Records. Each party shall maintain complete, accurate, and clearly identifiable records with respect to costs incurred for the Project under this Agreement. They shall make available for examination by the other party, its authorized agents, officers or employees any and all ledgers and books of account, invoices, vouchers, canceled checks, and other records or documents evidencing or related to the expenditures and disbursements charged to the other party pursuant to this Agreement. Further, each party shall furnish to the other party, its agents or employees such other evidence or information as they may require with respect to any such expense or disbursement charged by them. All such information shall be retained by the Parties for at least three (3) years following termination of this Agreement, and they shall have access to such information during the three-year period for the purposes of examination or audit.

22. Equal Opportunity Employment. The Parties represent that they are equal opportunity employers and they shall not discriminate against any employee or applicant of reemployment because of race, religion, color, national origin, ancestry, sex or age. Such non-discrimination shall include, but not be limited to, all activities related to initial employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or termination.

23. Governing Law. This Agreement shall be governed by and construed with the laws of the State of California.

33. Independent Contractors. Any person or entities retained by the AGENCY or any contractor shall be retained on an independent contractor basis and shall not be employees of WRCOG. Any personnel performing services on the Project shall at all times be under the

32. Conflicting Provisions. In the event that provisions of any attached appendices or exhibits conflict in any way with the provisions set forth in this Agreement, the language, terms and conditions contained in this Agreement shall control the actions and obligations of the Parties and the interpretation of the Parties' understanding concerning the Agreement.

31. Severability. If any term, provision, condition or covenant of this Agreement is held invalid or unenforceable, the remainder of this Agreement shall not be affected thereby.

30. Integration; Amendment. This Agreement contains the entire agreement between the Parties. Any agreement or representation respecting matters addressed herein that are not expressly set forth in this Agreement is null and void. This Agreement may be amended only by mutual written agreement of the Parties.

Any notice so given shall be considered served on the other party three (3) days after deposit in the U.S. mail, first class postage prepaid, return receipt requested, and addressed to the party at its applicable address. Actual notice shall be deemed adequate notice on the date actual notice occurred regardless of the method of service.

Western Riverside Council of Governments
Riverside County Administrative Center
4080 Lemon Street, Third Floor
Riverside, California 92501-3609
Attention: Jennifer Ward, Director of Government Relations
Telephone: (951) 955-0186
Facsimile: (951) 787-7991

If to WRCOG:

County of Riverside
Attn: Supervisor John Tavaglione
4080 Lemon Street, 5th Floor
Riverside, CA 92501
Telephone: 951-955-1010
Email: cawad@rtvco.org

If to AGENCY:

29. Notices. All notices hereunder and communications regarding interpretation of the terms of this Agreement or changes thereto shall be provided by the mailing thereof by registered or certified mail, return receipt requested, postage prepaid and addressed as follows:

28. Compliance With the Law. The AGENCY shall comply with all applicable laws, rules and regulations governing the implementation of the Project. Nothing in this Agreement shall be construed to require or allow completion of the Project without full compliance with the California National Environmental Quality Act (Public Resources Code Section 21000 *et seq.*; "CEQA") and the National Environmental Policy Act of 1969 (42 USC 4231 *et seq.*), if applicable, but the necessity of compliance with CEQA and/or NEPA shall not justify, excuse, or permit a delay in completion of the Project.

27. No Joint Venture. This Agreement is for funding purposes only and nothing herein shall be construed to make WRCOG a party to the construction of the Project or to make it a partner or joint venture with the AGENCY for such purpose.

26. Headings. Article and Section Headings, paragraph captions or marginal headings contained in this Agreement are for convenience only and shall have no effect in the construction or interpretation of any provision herein.

25. Time of Essence. Time is of the essence for each and every provision of this Agreement. 24. Attorneys' Fees. If either party commences an action against the other party arising out of or in connection with this Agreement, the prevailing party in such litigation shall be entitled to have and recover from the losing party reasonable attorneys' fees and costs of suit.

exclusive direction and control of the AGENCY or contractor, whichever is applicable. The AGENCY or contractor shall pay all wages, salaries and other amounts due such personnel in connection with their performance of services on the Project and as required by law. The AGENCY or consultant shall be responsible for all reports and obligations respecting such personnel, including, but not limited to: social security taxes, income tax withholding, unemployment insurance and workers' compensation insurance.

34. Effective Date. This Agreement shall not be effective until executed by both Parties. The failure of one party to execute this Agreement within forty-five (45) days of the other party executing this Agreement shall render any execution of this Agreement ineffective.

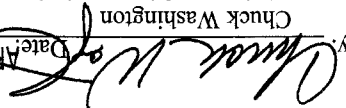
35. No Third Party Beneficiaries. There are no intended third party beneficiaries of any right or obligation assumed by the Parties.

[SIGNATURES ON FOLLOWING PAGE]

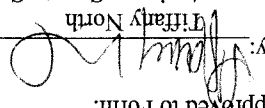
IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed by their duly authorized representatives to be effective on the day and year first above-written.

COUNTY OF RIVERSIDE

WESTERN RIVERSIDE COUNCIL
OF GOVERNMENTS

By: 
Date: APR 24 2018
Chuck Washington
Chairman of the Board of Supervisors

By: _____
Date: _____
Rick Bishop
Executive Director

Approved to Form:
By: 
Date: 4/17/18
Tiffany North
Assistant County Counsel

Approved to Form:
By: _____
Date: _____
Steven C. DeBaun
General Counsel

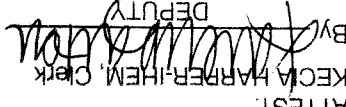
ATTEST:
KECIA HARPER-IHEM, Clerk
By: 
DEPUTY

EXHIBIT "A"

MEMBER AGENCY FUNDING ALLOCATION

Round II - BEYOND Core

| Jurisdiction | Allocation |
|----------------------------------|-------------------|
| Calimesa | \$ 35,000.00 |
| Corona | \$ 150,868.24 |
| Hemet | \$ 107,257.24 |
| Lake Elsinore | \$ 92,959.24 |
| Moreno Valley | \$ 161,049.24 |
| Norco | \$ 58,135.54 |
| Riverside | \$ 190,877.49 |
| Temecula | \$ 126,736.24 |
| County of Riverside | \$ 177,254.30 |
| Western Municipal Water District | \$ 35,000.00 |
| Morongo Band of Mission Indians | \$ 35,000.00 |

| Jurisdiction | Allocation |
|----------------------------------|-------------|
| Calimesa | \$ 6,000.00 |
| Jurupa Valley | \$ 6,000.00 |
| Menifee | \$ 6,000.00 |
| Murrieta | \$ 6,000.00 |
| Perris | \$ 6,000.00 |
| San Jacinto | \$ 3,750.00 |
| Eastern Municipal Water District | \$ 3,750.00 |

Round II - BEYOND Health

| Lead Agency | Project | Allocation |
|--------------|--|----------------------|
| Riverside | Western Riverside Homeless Collaborative | \$ 79,000.00 |
| Total | | \$ 175,000.00 |

Round II - BEYOND Team

EXHIBIT "B"
SCOPE OF WORK

SCOPE OF WORK:

| Homeless Intervention and Mitigation Program | | |
|--|------------------------------|--|
| Scope of Work | | |
| Task | Description | Deliverables |
| Task 1: Promotion | | |
| 1.1 | Create Materials | Create Promotional Materials for partner agencies and landlords. |
| Task 2: Promotion | | |
| 2.1 | Distribute Materials | Distribute Materials to Partner Agencies for their knowledge and use |
| Task 3: Distribution | | |
| 3.1 | Create Process & Application | Creates the process for receiving, tracking, and providing for fund requests from agencies |
| Task 5: Distribution | | |
| 5.1 | Distribute Applications | Make Applications available to partner agencies. |
| Task 6: Distribution | | |
| 6.1 | Provide Gap Funds | Receive requests for funds and provide funds to meet gap needs. |

| Cost Subpart | Material Purchase Order | Task 1 | | Task 2 | | Task 3 | | Task 4 | | Task 5 | | Task 6 | | Task 7 | | Task 8 | | Task 9 | | Grand Total | |
|---|-------------------------------|--------|------------|--------|-------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|-------------|-------------|
| | | Hours | Amount | Hours | Amount | Hours | Amount | Hours | Amount | Hours | Amount | Hours | Amount | Hours | Amount | Hours | Amount | Hours | Amount | | |
| Staff Time Expenses (examples below): | | | | | | | | | | | | | | | | | | | | | |
| Agency Project Manager | | 52.00 | \$1,560.00 | 104.00 | \$3,120.00 | 0.00 | \$0.00 | 0.00 | \$0.00 | 0.00 | \$0.00 | 0.00 | \$0.00 | 0.00 | \$0.00 | 0.00 | \$0.00 | 0.00 | \$0.00 | 156.00 | \$4,680.00 |
| Agency Staff | | 0.00 | \$0.00 | 208.00 | \$3,328.00 | 0.00 | \$0.00 | 0.00 | \$0.00 | 0.00 | \$0.00 | 0.00 | \$0.00 | 0.00 | \$0.00 | 0.00 | \$0.00 | 0.00 | \$0.00 | 208.00 | \$3,328.00 |
| Add additional as needed | | 0.00 | \$0.00 | 0.00 | \$0.00 | 0.00 | \$0.00 | 0.00 | \$0.00 | 0.00 | \$0.00 | 0.00 | \$0.00 | 0.00 | \$0.00 | 0.00 | \$0.00 | 0.00 | \$0.00 | 0.00 | \$0.00 |
| Overhead (must not exceed 25% of total amount funded): | | | | | | | | | | | | | | | | | | | | | |
| Overhead (Staff Fringe) | | | \$280.80 | | \$1,160.64 | | \$0.00 | | \$0.00 | | \$0.00 | | \$0.00 | | \$0.00 | | \$0.00 | | \$0.00 | | \$1,441.44 |
| Other Direct Costs (ODCs)(examples below): | | | | | | | | | | | | | | | | | | | | | |
| Travel | | | \$0.00 | | \$0.00 | | \$0.00 | | \$0.00 | | \$0.00 | | \$0.00 | | \$0.00 | | \$0.00 | | \$0.00 | | \$0.00 |
| Printing | | | \$2,000.00 | | \$0.00 | | \$0.00 | | \$0.00 | | \$0.00 | | \$0.00 | | \$0.00 | | \$0.00 | | \$0.00 | | \$2,000.00 |
| Social Media | | | \$0.00 | | \$0.00 | | \$0.00 | | \$0.00 | | \$0.00 | | \$0.00 | | \$0.00 | | \$0.00 | | \$0.00 | | \$0.00 |
| Programming Activities | | | \$0.00 | | \$0.00 | | \$0.00 | | \$0.00 | | \$0.00 | | \$0.00 | | \$0.00 | | \$0.00 | | \$0.00 | | \$0.00 |
| Project Materials - Gap Funding | | | \$0.00 | | \$80,714.64 | | \$0.00 | | \$0.00 | | \$0.00 | | \$0.00 | | \$0.00 | | \$0.00 | | \$0.00 | | \$80,714.64 |
| Consultant(s) | | | | | | | | | | | | | | | | | | | | | |
| Lead Consultant | | 0.00 | \$0.00 | 0.00 | \$0.00 | 0.00 | \$0.00 | 0.00 | \$0.00 | 0.00 | \$0.00 | 0.00 | \$0.00 | 0.00 | \$0.00 | 0.00 | \$0.00 | 0.00 | \$0.00 | 0.00 | \$0.00 |
| Subconsultant | | 0.00 | \$0.00 | 0.00 | \$0.00 | 0.00 | \$0.00 | 0.00 | \$0.00 | 0.00 | \$0.00 | 0.00 | \$0.00 | 0.00 | \$0.00 | 0.00 | \$0.00 | 0.00 | \$0.00 | 0.00 | \$0.00 |
| GRAND TOTAL | | 52.00 | \$3,840.80 | 312.00 | \$68,322.28 | 0.00 | \$0.00 | 0.00 | \$0.00 | 0.00 | \$0.00 | 0.00 | \$0.00 | 0.00 | \$0.00 | 0.00 | \$0.00 | 0.00 | \$0.00 | 364.00 | \$72,164.08 |

TIMELINE:

| Task Number | Task Title | Project Timeline | | | | | | | | | | | | | | | | | | | |
|-------------|--|------------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--|
| | | May-17 | Jun-17 | Jul-17 | Aug-17 | Sep-17 | Oct-17 | Nov-17 | Dec-17 | Jan-18 | Feb-18 | Mar-18 | Apr-18 | May-18 | Jun-18 | Jul-18 | Aug-18 | Sep-18 | Oct-18 | Nov-18 | |
| 1 | Business Intervention and Mitigation Program | | | | | | | | | | | | | | | | | | | | |
| 1.1 | Create Materials | | | | | | | | | | | | | | | | | | | | |
| 1.2 | Distribute Materials | | | | | | | | | | | | | | | | | | | | |
| 1.3 | | | | | | | | | | | | | | | | | | | | | |
| 2 | | | | | | | | | | | | | | | | | | | | | |
| 2.1 | Create Proposals | | | | | | | | | | | | | | | | | | | | |
| 2.2 | Distribute Applications | | | | | | | | | | | | | | | | | | | | |
| 2.3 | Receive and Review Requests | | | | | | | | | | | | | | | | | | | | |
| 2.4 | Determine Cap Funds | | | | | | | | | | | | | | | | | | | | |
| 2.5 | | | | | | | | | | | | | | | | | | | | | |

EXHIBIT "C"
ECONOMIC DEVELOPMENT AND SUSTAINABILITY FRAMEWORK GOALS

- Economic Development**
- Goal ED-1: Vision and Branding: A common understanding of, and unified voice for, economic development needs, services, assets, and challenges.
 - Goal ED-2: Subregional Capacity Building: A diversified, robust, and well-known array of economic development service providers supporting the growth and expansion of local businesses.
 - Goal ED-3: Economic Development Activities: Effective and coordinated local and regional economic development activities.
- Education**
- Goal E-1: New Partnerships: Unite with education and business leaders to increase the number of students who are college ready, enroll and graduate from college, and who achieve technical degrees that are in demand in Western Riverside County.
 - Goal E-2: Education First Culture: Unite with education and business leaders to create an education first culture in Western Riverside County.
 - Goal E-3: WRCOG Leadership: Integrate education into the WRCOG mission to improve partnerships between K-12 schools, colleges and universities, government, and businesses.
- Health**
- Goal H-1: Health Care Access: Facilitate the conditions needed for a growing, viable, and integrated health care system in Western Riverside County.
 - Goal H-2: Health Care Workforce: Advocate for a trained, home-grown workforce to serve the healthcare needs of Western Riverside County.
 - Goal H-3: Healthy Environment: Support efforts of local jurisdictions, business, and regional government to improve the health of our region's environment.
 - Goal H-4: Community Design: Facilitate local efforts to improve the opportunities and choices for a healthy and active lifestyle.
 - Goal H-5: Implementation + Action: Facilitate local strategic planning that improves the health and wellness of residents and communities.
- Transportation**
- Goal T-1: Transportation Programs: Continue to address regional transportation needs through ongoing collaboration and program administration.
 - Goal T-2: Vehicle Miles Traveled: Reduce vehicle miles traveled and improve mobility for pedestrians, transit users, and bicyclists.
 - Goal T-3: Goods Movement: Support efforts to improve the sustainable and efficient movement of goods through Western Riverside County.
 - Goal T-4: Air Transportation: Maintain and improve air transportation access.
- Water**
- Goal W-1: Agency Coordination: Advocate for and support regional, state, and federal initiatives pertinent to the mission of the Riverside County Water Task Force.
 - Goal W-2: Water Reliability: Advocate for and support efforts of local water districts to ensure long-term reliability of water supply for Western Riverside County.
 - Goal W-3: Water Quality: Preserve and improve regional water quality.
 - Goal W-4: Water Efficiency: Serve as a communication link and information clearinghouse on water efficiency issues for the benefit of member agencies, businesses, and residents.
- Energy / Environment**
- Goal EE-1: Energy Efficiency Programs: Develop and support programs to reduce energy use and GHG emissions.

- Goal EE-2: Climate Action Planning: Provide assistance to the region on climate action planning and implementation.
- Goal EE-3: Air Quality Improvements: Partner with state and regional agencies to advocate and support efforts for cleaner air.
- Goal EE-4: Environment Conservation and Enhancement: Support regional plans and programs to maintain or improve the quality of the natural environment.
- Goal EE-5: Local Food Production: Advocate for and support regional efforts to maintain access to local food sources.

| | |
|--|-------|
| Member Agency | |
| Address | |
| City, State, Zip Code | |
| Bill to: Western Riverside Council of Governments | |
| Attn: Ernie Reyna, Chief Financial Officer | |
| Purpose of Invoice: Beyond Initiative Expenses: | |
| List cost categories and itemizations here: | |
| Total Invoice Amount: | |
| \$ | |
| Make check out to: | |
| Contact | |
| Name: | |
| Title: | |
| Phone Number: | |
| Email Address: | |
| Invoice #: | Date: |

EXHIBIT "D"
TEMPLATE INVOICE

Elements of Compensation

EXHIBIT "E"

PROCEDURES FOR SUBMITTAL, CONSIDERATION AND PAYMENT OF INVOICES

1. At least once, after the completion of the Project, by no later than December 15, 2018, and not more often than each month, the AGENCY shall submit an invoice for eligible Project costs incurred. The original invoice shall be submitted to WRCOG's Chief Financial Officer. Each invoice shall be accompanied by a cover letter in a format substantially similar to that of Exhibit "E-1".
2. For jurisdictions with large construction projects (with the total construction cost exceeding \$10 million) under construction at the same time, may with the approval of WRCOG submit invoices to WRCOG for payment at the same time they are received by the jurisdiction. WRCOG must receive the invoice by the 10th day of the month in order to process the invoice within 30 days. WRCOG will retain 10% of the invoice until all costs have been verified as eligible and will release the balance at regular intervals not more than quarterly and not less than semi-annually. If there is a discrepancy or ineligible costs that exceed 10% of the previous invoice WRCOG will deduct that amount from the next payment.
3. Each invoice shall include documentation from each contractor used by the AGENCY for the Project, listing labor costs, subcontractor costs, and other expenses. Each invoice shall also include a monthly progress report and spreadsheets showing the hours or amounts expended by each contractor or subcontractor for the month and for the entire Project to date. All documentation from the AGENCY's contractors should be accompanied by a cover letter in a format substantially similar to that of Exhibit "E-2".
4. If the AGENCY is seeking reimbursement for direct expenses incurred by AGENCY staff for eligible Project costs, the AGENCY shall provide the same level of information for its labor and any expenses as required of its contractors pursuant to Exhibit "E" and its attachment.
5. Charges for each task and milestone listed in Exhibit "B" shall be listed separately in the invoice.

EXHIBIT "E-1"
Sample Cover Letter to WRCOG

Date _____
Western Riverside Council of Governments
Riverside County Administrative Center
4080 Lemon Street, Third Floor
Riverside, California 92501-3679
Attention: Director of Government Relations
ATTN: Accounts Payable

Re: Project Title - Invoice # _____

Enclosed for your review and payment approval is the AGENCY's invoice for professional and technical services that was rendered by our contractors in connection with the [PROJECT NAME] per Agreement No. _____ effective _____ (Month/Day/Year). The required support documentation received from each contractor is included as backup to the invoice.

Invoice period covered is from _____ Month/Date/Year to _____ Month/Date/Year.

Total Authorized Agreement Amount: \$0,000,000.00

Total Invoiced to Date: \$0,000,000.00

Total Previously Invoiced: \$0,000,000.00

Balance Remaining: \$0,000,000.00

Amount due this Invoice: \$0,000,000.00

I certify that the hours and salary rates charged in this invoice are the actual hours and rates worked and paid to the contractors or subcontractors listed.

By: _____

Name
Title

CLERK'S COPY

to Riverside County Clerk of the Board, Stop 1010

PROJECT #: 17-25-18-02

Post Office Box 1147, Riverside, Ca 92502-1147

Thank you.

**BEYOND FRAMEWORK FUND PROGRAM FUNDING AGREEMENT
BEYOND CORE PROGRAM CATEGORY
HOMELESS INTERVENTION AND MITIGATION PROGRAM**

THIS FUNDING AGREEMENT ("Agreement") is entered into as of this 24th day of April, 2018, by and between the Western Riverside Council of Governments ("WRCOG"), a California joint powers authority and the County of Riverside ("AGENCY"). WRCOG and AGENCY are sometimes hereinafter referred to individually as "Party" and collectively as "Parties".

RECITALS

A. WRCOG is the Administrator of the BEYOND Framework Fund Program, which encompasses the BEYOND Core, BEYOND Team, and BEYOND Health Program categories, an economic development and sustainability local assistance funding program intended to help WRCOG member agencies develop and implement plans and programs that can improve the quality of life in Western Riverside County by addressing critical growth components such as economy, water, education, environment, health, and transportation ("BEYOND").

B. For Round II of BEYOND, which launched in Fiscal Year 2016/2017, WRCOG has allocated Two Million Three Hundred Two Thousand Nine Hundred Seventeen Dollars and Thirty One Cents (\$2,302,917.31) for use by WRCOG member agencies through BEYOND ("Program Funds"). This funding includes Two Million Fifty Two Thousand Nine Hundred Seventeen Dollars and Thirty One Cents (\$2,052,917.31) for BEYOND Core, One Hundred Seventy Five Thousand Dollars and No Cents (\$175,000.00) for BEYOND Team, and Seventy Five Thousand Dollars and No Cents (\$75,000.00) for BEYOND Health. Funding allocations for Round II to each member agency are listed in Exhibit "A" attached hereto and incorporated herein by reference.

C. WRCOG member agencies shall use these funds in any of the following manners: (1) to develop plans and/or implement projects consistent with WRCOG's Economic Development and Sustainability Framework Goals; (2) to provide a match for grants and other funding opportunities consistent with WRCOG's Economic Development and Sustainability Framework Goals; or (3) to pool resources with other member agencies for larger projects consistent with WRCOG's Economic Development and Sustainability Framework Goals. All projects funded by the BEYOND Health category must, at a minimum, be consistent with the Health Goal Area outlined in WRCOG's Economic Development and Sustainability Framework.

D. WRCOG has reviewed and approved the application submitted by the AGENCY for use of Program Funds to implement a project that is consistent with WRCOG's Economic Development and Sustainability Framework Goals, and it is the purpose of this Agreement to identify the project and to set forth the terms and conditions by which WRCOG will release Program Funds to the AGENCY.

AGREEMENT

NOW, THEREFORE, in consideration of the mutual covenants and subject to the conditions contained herein, the Parties hereby agree as follows:

1. Description of the Project. This Agreement is intended to distribute Program Funds to the AGENCY for Homeless Prevention and Mitigation Program, (the "Project"). The Work, including a project schedule and a detailed scope of work, is more fully described in Exhibit "B" attached hereto and incorporated herein by reference ("Scope of Work") and, pursuant to Section 18 below, is subject to modification if requested by the AGENCY and approved by WRCOG. The Scope of Work shall also include the stated purpose(s) for which the Program Funds shall be used, and such stated purpose(s) shall be consistent with WRCOG's Economic Development and Sustainability Framework Goals set forth in Exhibit "C" attached hereto and incorporated herein by reference.

2. WRCOG Funding Amount. WRCOG hereby agrees to distribute to AGENCY, on the terms and conditions set forth herein, a sum not to exceed Seventy Two Thousand One Hundred Sixty Four Dollars and Eight Cents (\$72,164.08), to be used for reimbursing the AGENCY for eligible Project expenses as described in Section 3 herein ("Funding Amount"). The Funding Amount is not restricted to a specific category and may be used consistent with any of WRCOG's Economic Development and Sustainability Framework Goals. The Parties acknowledge and agree that the Funding Amount may be less than the actual cost of the Project. Nevertheless, the Parties acknowledge and agree that WRCOG shall not be obligated to contribute Program Funds in excess of the maximum allocation identified in Exhibit "A". The Parties also acknowledge and agree that if the AGENCY does not use or need all of the funding allocated to the AGENCY for Round II, WRCOG is neither obligated nor required to distribute those remaining unused funds to the AGENCY during the next cycle, unless the Project is a multi-year effort, approved by WRCOG.

3. Project Costs Eligible for Advance/Reimbursement. The total Project costs ("Total Project Cost") may include the following items, among others, provided that such items are included in the Scope of Work attached hereto as Exhibit "B": (1) AGENCY and/or consultant costs associated with direct Project coordination and support such as staff time (including interns) and overhead (which may not exceed 25% of the Funding Amount); (2) Project materials; (3) events, workshops, and fairs; and (4) matches for grant applications when the Project meets at least one goal contained in WRCOG's Economic Development and Sustainability Framework Goals. The AGENCY's use of Program Funds to pay for the Total Project Cost shall be solely for the stated purpose(s) listed in the Scope of Work. **In advance of incurring Project costs to be covered by Program Funds, WRCOG strongly encourages the AGENCY to contact WRCOG staff to confirm that those Project costs are eligible Project costs.**

4. Ineligible Project Costs. The Total Project Cost shall not include expenses for items of work not included within, or for purposes other than those listed in, the Scope of Work, which shall be borne solely by the AGENCY without reimbursement.

5. Procedures for Distribution of Program Funds to AGENCY.

a. Initial Payment by the AGENCY. The AGENCY shall be responsible for initial payment of all the Project costs as they are incurred. Following payment of such Project costs, the AGENCY shall submit invoices to WRCOG requesting reimbursement of eligible Project costs. Each invoice shall be accompanied by detailed invoices, or other demands for payment addressed to the AGENCY, and documents evidencing the AGENCY's payment of the invoices or demands for payment. When submitting an invoice, AGENCY shall indicate the general cost categories for which Program Funds are being used (e.g., labor, material, overhead, consultant, etc.) Documents evidencing the AGENCY'S payment of the invoices shall be retained for three (3) years and shall be made available for review by WRCOG. The AGENCY shall submit invoices not more often than monthly. AGENCY may use the template invoice attached hereto as Exhibit "D" attached hereto and incorporated herein by reference.

b. Review and Reimbursement by WRCOG. Upon receipt of an invoice from the AGENCY, WRCOG may request additional documentation or explanation of the Project costs for which reimbursement is sought. Undisputed amounts shall be paid by WRCOG to the AGENCY within thirty (30) days after receipt by WRCOG of an invoice. In the event that WRCOG disputes the eligibility of the AGENCY for reimbursement of all or a portion of an invoiced amount, the Parties shall meet and confer in an attempt to resolve the dispute, and payment for that disputed amount will be withheld, without interest, pending resolution of the dispute. If the meet and confer process is unsuccessful in resolving the dispute, the AGENCY may appeal WRCOG's decision as to the eligibility of one or more invoices to WRCOG's Administration & Finance Committee, provided the AGENCY submits its request for appeal to WRCOG's Administration & Finance Committee within thirty (30) days of the meet and confer process. The WRCOG Administration & Finance Committee shall provide its recommendation in writing to the full WRCOG Executive Committee, which shall then decide whether the disputed amount is eligible for reimbursement by WRCOG. The decision of the WRCOG Executive Committee shall be final. Additional details concerning the procedure for the AGENCY's submittal of invoices to WRCOG and WRCOG's consideration and payment of submitted invoices are set forth in Exhibit "E", attached hereto and incorporated herein by reference.

c. Funding Amount/Adjustment. If a post Project audit or review indicates that WRCOG has provided reimbursement to the AGENCY in an amount in excess of the Total Project Cost, or has provided reimbursement of ineligible Project costs, the AGENCY shall reimburse WRCOG for the excess or ineligible payments within thirty (30) days of notification by WRCOG. The determination of whether WRCOG has provided reimbursement of ineligible Project costs shall be at the sole discretion of WRCOG.

6. Increases in Project Funding. The Funding Amount may, in WRCOG's sole discretion, be augmented with additional Program Funds by a written amendment to this Agreement approved by WRCOG's Executive Director. In no case shall the amount of Program Funds allocated to the AGENCY for the Project in Round II exceed the maximum funding allocation for the AGENCY, as listed in Exhibit "A". No such increased funding shall be expended to pay for any Project already completed.

7. Transfer of Program Funds to Another Entity. The AGENCY may not transfer or give Program Funds to another individual, entity, agency, or organization without the express written approval of WRCOG, provided that such approval shall be at the sole discretion of WRCOG.

8. NA

9. Term/Completion Report. The term of this Agreement shall be from the date first herein above written until December 15, 2018, (the project must be completed by November 15, 2018, unless approved as a multi-year project), unless this Agreement is terminated pursuant to Section 13. All applicable indemnification provisions of this Agreement shall remain in effect following the termination of this Agreement. Within 30 days of the completion of the Project, the AGENCY shall submit a final progress report (to be provided under separate cover) to WRCOG, providing the following information: description of Project outcomes, lessons learned, deliverables, summary of financials, and any other information as requested by WRCOG.

10. Representatives of the Parties. WRCOG's Executive Director, or his or her designee, shall serve as WRCOG's representative and shall have the authority to act on behalf of WRCOG for all purposes under this Agreement. The AGENCY hereby designates the Riverside County Board of Supervisors, District 1 or his or her designee, as the AGENCY's representative to WRCOG. The AGENCY's representative shall have the authority to act on behalf of the AGENCY for all purposes under this Agreement and shall coordinate all activities of the Project under the AGENCY's responsibility. The AGENCY shall work closely and cooperate fully with WRCOG's representative and any other agencies which may have jurisdiction over or an interest in the Project.

11. Expenditure of Funds by AGENCY Prior to Execution of Agreement. Nothing in this Agreement shall be construed to prevent or preclude the AGENCY from expending funds on the Project prior to the execution of the Agreement, or from being reimbursed by WRCOG for such expenditures. However, the AGENCY understands and acknowledges that any expenditure of funds on the Project prior to the execution of the Agreement is made at the AGENCY's sole risk, and that some expenditures by the AGENCY may not be eligible for reimbursement under this Agreement.

12. Review of Services/Progress Reports. The AGENCY shall allow WRCOG's Representative to inspect or review the progress of the Project at any reasonable time in order to determine whether the terms of this Agreement are being met.

13. Termination.

a. Notice. Either WRCOG or AGENCY may, by written notice to the other party, terminate this Agreement, in whole or in part, in response to a material breach hereof by the other Party, by giving written notice to the other party of such termination and specifying the effective date thereof. The written notice shall provide a 30 day period to cure any alleged breach. During the 30 day cure period, the Parties shall discuss, in good faith, the manner in which the breach can be cured.

b. Effect of Termination. In the event that the AGENCY terminates this Agreement, the AGENCY shall, within 180 days, complete any portion or segment of work for the Project for

which Program Funds have been provided. In the event that WRCOG terminates this Agreement, WRCOG shall, within 90 days, distribute Program Funds to the AGENCY in an amount equal to the aggregate total of all unpaid invoices which have been received from the AGENCY regarding the Project at the time of the notice of termination; provided, however, that WRCOG shall be entitled to exercise its rights under Section 5(b), including but not limited to conducting a review of the invoices and requesting additional information. Upon such termination, the AGENCY shall, within 180 days, complete any portion or segment of work for the Project for which Program Funds have been provided. This Agreement shall terminate upon receipt by the non-terminating Party of the amounts due to it hereunder and upon completion of the segment or portion of Project work for which Program Funds have been provided.

c. Cumulative Remedies. The rights and remedies of the Parties provided in this Section are in addition to any other rights and remedies provided by law or under this Agreement.

14. Prevailing Wages. The AGENCY and any other person or entity hired to perform services on the Project are alerted to the requirements of California Labor Code Sections 1770 et seq., which would require the payment of prevailing wages were the services or any portion thereof determined to be a public work, as defined therein. The AGENCY shall ensure compliance with these prevailing wage requirements by any person or entity hired to perform the Project. The AGENCY shall defend, indemnify, and hold harmless WRCOG, its officers, employees, consultants, and agents from any claim or liability, including without limitation attorneys' fees, arising from its failure or alleged failure to comply with California Labor Code Sections 1770 et seq.

15. Progress Reports. WRCOG may request the AGENCY to provide WRCOG with progress reports concerning the status of the Project. The AGENCY, however, must submit to WRCOG at least two progress reports annually, regardless of whether WRCOG makes requests for such reports.

16. Indemnification.

a. AGENCY Responsibilities. In addition to the indemnification required under Section 14, the AGENCY agrees to indemnify and hold harmless WRCOG, its officers, agents, consultants, and employees from any and all claims, demands, costs or liability arising from or connected with all activities governed by this Agreement including all design and construction activities, due to negligent acts, errors or omissions or willful misconduct of the AGENCY or its subcontractors. The AGENCY will reimburse WRCOG for any expenditures, including reasonable attorneys' fees, incurred by WRCOG, in defending against claims ultimately determined to be due to negligent acts, errors or omissions or willful misconduct of the AGENCY or its subcontractors.

b. WRCOG Responsibilities. WRCOG agrees to indemnify and hold harmless the AGENCY, its officers, agents, consultants, and employees from any and all claims, demands, costs or liability arising from or connected with all activities governed by this Agreement including all design and construction activities, due to negligent acts, errors or omissions or willful misconduct of WRCOG or its sub-consultants. WRCOG will reimburse the AGENCY for any expenditures,

including reasonable attorneys' fees, incurred by the AGENCY, in defending against claims ultimately determined to be due to negligent acts, errors or omissions or willful misconduct of WRCOG.

c. Effect of Acceptance. The AGENCY shall be responsible for the professional quality, technical accuracy and the coordination of any services provided to complete the Project. WRCOG's review, acceptance or funding of any services performed by the AGENCY or any other person or entity under this Agreement shall not be construed to operate as a waiver of any rights WRCOG may hold under this Agreement or of any cause of action arising out of this Agreement. Further, the AGENCY shall be and remain liable to WRCOG, in accordance with applicable law, for all damages to WRCOG caused by the AGENCY's negligent performance of this Agreement or supervision of any services provided to complete the Project.

17. Insurance. The AGENCY shall require, at a minimum, all persons or entities hired to perform the Project to obtain, and require their subcontractors to obtain, insurance of the types and in the amounts described below and satisfactory to the AGENCY and WRCOG. Such insurance shall be maintained throughout the term of this Agreement, or until completion of the Project, whichever occurs last.

a. Commercial General Liability Insurance. Occurrence version commercial general liability insurance or equivalent form with a combined single limit of not less than \$1,000,000.00 per occurrence. If such insurance contains a general aggregate limit, it shall apply separately to the Project or be no less than two times the occurrence limit. Such insurance shall:

i. Name WRCOG and AGENCY, and their respective officials, officers, employees, agents, and consultants as insured with respect to performance of the services on the Project and shall contain no special limitations on the scope of coverage or the protection afforded to these insured;

ii. Be primary with respect to any insurance or self-insurance programs covering WRCOG and AGENCY, and/or their respective officials, officers, employees, agents, and consultants; and

iii. Contain standard separation of insured provisions.

b. Business Automobile Liability Insurance. Business automobile liability insurance or equivalent form with a combined single limit of not less than \$1,000,000.00 per occurrence. Such insurance shall include coverage for owned, hired and non-owned automobiles.

c. Workers' Compensation Insurance. Workers' compensation insurance with statutory limits and employers' liability insurance with limits of not less than \$1,000,000.00 each accident.

18. Project Amendments. Any changes to the Scope of Work or the characteristics of the Project, including the deadline for Project completion, and any responsibilities of the AGENCY or WRCOG shall: (a) be requested in writing by the AGENCY and subject to the approval of

WRCOG's Representative, provided that such approval shall be in the sole discretion of WRCOG's Representative, and (b) require an amendment to this Agreement in accordance with Section 30.

19. Conflict of Interest. For the term of this Agreement, no member, officer or employee of the AGENCY or WRCOG, during the term of his or her service with the AGENCY or WRCOG, as the case may be, shall have any direct interest in this Agreement, or obtain any present or anticipated material benefit arising therefrom. Each person, company or other entity receiving funds, payments, or other benefits from the Project, other than the benefits generally available to the public as a result of the Project, shall certify to AGENCY and WRCOG that such person, company, or other entity, together with its owners, managers, directors, or employees, are not a member, officer or employee of AGENCY or WRCOG with a direct interest in this Agreement, or is obtaining any present or anticipated material benefit arising therefrom.

20. Limited Scope of Duties. WRCOG's and the AGENCY's duties and obligations under this Agreement are limited to those described herein. WRCOG has no obligation with respect to the safety of any Project performed at a job site. In addition, WRCOG shall not be liable for any action of AGENCY or its contractors relating to the condemnation of property undertaken by AGENCY or construction related to the Project.

21. Books and Records. Each party shall maintain complete, accurate, and clearly identifiable records with respect to costs incurred for the Project under this Agreement. They shall make available for examination by the other party, its authorized agents, officers or employees any and all ledgers and books of account, invoices, vouchers, canceled checks, and other records or documents evidencing or related to the expenditures and disbursements charged to the other party pursuant to this Agreement. Further, each party shall furnish to the other party, its agents or employees such other evidence or information as they may require with respect to any such expense or disbursement charged by them. All such information shall be retained by the Parties for at least three (3) years following termination of this Agreement, and they shall have access to such information during the three-year period for the purposes of examination or audit.

22. Equal Opportunity Employment. The Parties represent that they are equal opportunity employers and they shall not discriminate against any employee or applicant of reemployment because of race, religion, color, national origin, ancestry, sex or age. Such non-discrimination shall include, but not be limited to, all activities related to initial employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or termination.

23. Governing Law. This Agreement shall be governed by and construed with the laws of the State of California.

24. Attorneys' Fees. If either party commences an action against the other party arising out of or in connection with this Agreement, the prevailing party in such litigation shall be entitled to have and recover from the losing party reasonable attorneys' fees and costs of suit.

25. Time of Essence. Time is of the essence for each and every provision of this Agreement.

26. Headings. Article and Section Headings, paragraph captions or marginal headings contained in this Agreement are for convenience only and shall have no effect in the construction or interpretation of any provision herein.

27. No Joint Venture. This Agreement is for funding purposes only and nothing herein shall be construed to make WRCOG a party to the construction of the Project or to make it a partner or joint venture with the AGENCY for such purpose.

28. Compliance With the Law. The AGENCY shall comply with all applicable laws, rules and regulations governing the implementation of the Project. Nothing in this Agreement shall be construed to require or allow completion of the Project without full compliance with the California Environmental Quality Act (Public Resources Code Section 21000 *et seq.*; "CEQA") and the National Environmental Policy Act of 1969 (42 USC 4231 *et seq.*), if applicable, but the necessity of compliance with CEQA and/or NEPA shall not justify, excuse, or permit a delay in completion of the Project.

29. Notices. All notices hereunder and communications regarding interpretation of the terms of this Agreement or changes thereto shall be provided by the mailing thereof by registered or certified mail, return receipt requested, postage prepaid and addressed as follows:

If to AGENCY: County of Riverside
Attn: Supervisor Kevin Jeffries
4080 Lemon Street, 5th Floor
Riverside, CA 92501
Telephone: 951-955-1010
Email: rrreid@rivco.org

If to WRCOG: Western Riverside Council of Governments
Riverside County Administrative Center
4080 Lemon Street, Third Floor
Riverside, California 92501-3609
Attention: Jennifer Ward, Director of Government Relations
Telephone: (951) 955-0186
Facsimile: (951) 787-7991

Any notice so given shall be considered served on the other party three (3) days after deposit in the U.S. mail, first class postage prepaid, return receipt requested, and addressed to the party at its applicable address. Actual notice shall be deemed adequate notice on the date actual notice occurred regardless of the method of service.

30. Integration; Amendment. This Agreement contains the entire agreement between the Parties. Any agreement or representation respecting matters addressed herein that are not expressly set forth in this Agreement is null and void. This Agreement may be amended only by mutual written agreement of the Parties.

31. Severability. If any term, provision, condition or covenant of this Agreement is held invalid or unenforceable, the remainder of this Agreement shall not be affected thereby.

32. Conflicting Provisions. In the event that provisions of any attached appendices or exhibits conflict in any way with the provisions set forth in this Agreement, the language, terms and conditions contained in this Agreement shall control the actions and obligations of the Parties and the interpretation of the Parties' understanding concerning the Agreement.

33. Independent Contractors. Any person or entities retained by the AGENCY or any contractor shall be retained on an independent contractor basis and shall not be employees of WRCOG. Any personnel performing services on the Project shall at all times be under the exclusive direction and control of the AGENCY or contractor, whichever is applicable. The AGENCY or contractor shall pay all wages, salaries and other amounts due such personnel in connection with their performance of services on the Project and as required by law. The AGENCY or consultant shall be responsible for all reports and obligations respecting such personnel, including, but not limited to: social security taxes, income tax withholding, unemployment insurance and workers' compensation insurance.

34. Effective Date. This Agreement shall not be effective until executed by both Parties. The failure of one party to execute this Agreement within forty-five (45) days of the other party executing this Agreement shall render any execution of this Agreement ineffective.

35. No Third Party Beneficiaries. There are no intended third party beneficiaries of any right or obligation assumed by the Parties.

[SIGNATURES ON FOLLOWING PAGE]

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed by their duly authorized representatives to be effective on the day and year first above-written.

WESTERN RIVERSIDE COUNCIL
OF GOVERNMENTS

COUNTY OF RIVERSIDE

By: _____ Date: _____
Rick Bishop
Executive Director

By: Chuck Washington Date: APR 24 2018
Chuck Washington
Chairman of the Board of Supervisors

Approved to Form:

By: _____ Date: _____
Steven C. DeBaun
General Counsel

By: Tiffany North Date: 4/17/18
Tiffany North
Assistant County Counsel

ATTEST:

KECIA HARPER, IHEM, Clerk

By: [Signature]
DEPUTY

EXHIBIT "A"

MEMBER AGENCY FUNDING ALLOCATION

Round II - BEYOND Core

| Jurisdiction | Allocation |
|--|------------------------|
| Banning | \$ 62,669.24 |
| Calimesa | \$ 35,000.00 |
| Canyon Lake | \$ 19,469.24 |
| Corona | \$ 150,868.24 |
| Eastvale | \$ 94,576.24 |
| Hemet | \$ 107,257.24 |
| Imperial Valley | \$ 130,837.49 |
| Lake Elsinore | \$ 92,959.24 |
| Mentec | \$ 113,957.74 |
| Moreno Valley | \$ 161,049.24 |
| Murietta | \$ 129,101.74 |
| Norco | \$ 58,135.54 |
| Perris | \$ 102,496.24 |
| Riverside | \$ 190,877.49 |
| San Jacinto | \$ 82,009.54 |
| Temecula | \$ 126,736.24 |
| Wildomar | \$ 67,648.34 |
| County of Riverside | \$ 177,254.30 |
| Eastern Municipal Water District | \$ 35,000.00 |
| Western Municipal Water District | \$ 35,000.00 |
| Riverside County Superintendent of Schools | \$ 35,000.00 |
| Morongo Band of Mission Indians | \$ 35,000.00 |
| Total BEYOND Core Allocation | \$ 2,052,917.31 |

Round II - BEYOND Team

| Lead Agency | Project | Allocation |
|--------------------|--|----------------------|
| Riverside | Western Riverside Homeless Collaborative | \$ 79,000.00 |
| Total | | \$ 175,000.00 |

Round II - BEYOND Health

| Jurisdiction | Allocation |
|-------------------------------------|---------------------|
| Calimesa | \$ 6,000.00 |
| Jurupa Valley | \$ 6,000.00 |
| Menifee | \$ 6,000.00 |
| Murrieta | \$ 6,000.00 |
| Perris | \$ 6,000.00 |
| San Jacinto | \$ 3,750.00 |
| Eastern Municipal Water District | \$ 3,750.00 |
| Total BEYOND Corr Allocation | \$ 75,000.00 |

EXHIBIT "B"**SCOPE OF WORK****SCOPE OF WORK:**

| Homeless Intervention and Mitigation Program | | | |
|--|------------------------------|--|------------------|
| Scope of Work | | | |
| | Task | Description | Deliverables |
| Task 1: Promotion | | | |
| 1.1 | Create Materials | Create Promotional Materials for partner agencies and landlords. | Flyers/Materials |
| Task 2: Promotion | | | |
| 2.1 | Distribute Materials | Distribute Materials to Partner Agencies for their knowledge and use | Announcement |
| Task 3: Distribution | | | |
| 3.1 | Create Process & Application | Create the process for receiving, tracking, and providing for fund requests from agencies. | Process Outline |
| Task 5: Distribution | | | |
| 5.1 | Distribute Applications | Make Applications available to partner agencies. | Announcement |
| Task 6: Distribution | | | |
| 6.1 | Provide Gap Funds | Receive requests for funds and provide funds to meet gap needs. | Report of Use |

BUDGET:

| Cost Categories | Maximum Hourly Rate | Task 1 | | Task 2 | | Grand Total (All tasks) | |
|---|---------------------|-------------------|-------------------|-------------------|--------------------|-------------------------|--------------------|
| | | Provide Gap Funds | | Provide Gap Funds | | | |
| | | Hours | Amount | Hours | Amount | Hours | Amount |
| Staff Time Expenses (examples below): | | | | | | | |
| Agency Project Manager | \$30.00 | 52.00 | \$1,560.00 | 104.00 | \$3,120.00 | 156.00 | \$4,680.00 |
| Agency Staff | \$16.00 | 0.00 | \$0.00 | 208.00 | \$3,328.00 | 208.00 | \$3,328.00 |
| Add additional as needed | \$0.00 | 0.00 | \$0.00 | 0.00 | \$0.00 | 0.00 | \$0.00 |
| Overhead (must not exceed 25% of total amount) | | | | | | | |
| Overhead (Staff Fringe) | 18.00% | | \$280.80 | | \$1,160.64 | | \$1,441.44 |
| Other Direct Costs (ODCs)(examples below): | | | | | | | |
| Travel | | | \$0.00 | | \$0.00 | | \$0.00 |
| Printing | | | \$2,000.00 | | \$0.00 | | \$2,000.00 |
| Social Media | | | \$0.00 | | \$0.00 | | \$0.00 |
| Programming Activities | | | \$0.00 | | \$0.00 | | \$0.00 |
| Project Materials - Gap Funding | | | \$0.00 | | \$60,714.64 | | \$60,714.64 |
| Consultant(s) | | | | | | | |
| Lead consultant | 0.00 | 0.00 | \$0.00 | 0.00 | \$0.00 | 0.00 | \$0.00 |
| Subconsultant | 0.00 | 0.00 | \$0.00 | 0.00 | \$0.00 | 0.00 | \$0.00 |
| Subtotal - Subconsultant(s) | | | | | | | |
| GRAND TOTAL | | 52.00 | \$3,840.80 | 312.00 | \$68,323.28 | 364.00 | \$72,164.08 |

TIMELINE:

| PROJECT TIMELINE | | | | | | | | | | | | | | |
|------------------|-----------------------------|--|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| Task Number | Project Title | Homeless Intervention and Mitigation Program | | | | | | | | | | | | |
| | | Nov-17 | Dec-17 | Jan-18 | Feb-18 | Mar-18 | Apr-18 | May-18 | Jun-18 | Jul-18 | Aug-18 | Sep-18 | Oct-18 | Nov-18 |
| 1 | Promotion | | | | | | | | | | | | | |
| 1.1 | Create Materials | | X | | | | | | | | | | | |
| 1.2 | Distribute Materials | | X | X | X | X | X | X | X | X | X | X | | |
| 2 | Distribution | | | | | | | | | | | | | |
| 2.1 | Create Process/App. | | X | | | | | | | | | | | |
| 2.2 | Distribute Application | | X | X | X | X | X | X | X | X | X | X | | |
| 2.3 | Receive and Review Requests | | | X | X | X | X | X | X | X | X | X | X | |
| 2.4 | Distribute Gap Funds | | | X | X | X | X | X | X | X | X | X | X | X |

EXHIBIT "C"

ECONOMIC DEVELOPMENT AND SUSTAINABILITY FRAMEWORK GOALS

Economic Development

- Goal ED-1: Vision and Branding: A common understanding of, and unified voice for, economic development needs, services, assets, and challenges.
- Goal ED-2: Subregional Capacity Building: A diversified, robust, and well-known array of economic development service providers supporting the growth and expansion of local businesses.
- Goal ED-3: Economic Development Activities: Effective and coordinated local and regional economic development activities.

Education

- Goal E-1: New Partnerships: Unite with education and business leaders to increase the number of students who are college ready, enroll and graduate from college, and who achieve technical degrees that are in demand in Western Riverside County.
- Goal E-2: Education First Culture: Unite with education and business leaders to create an education first culture in Western Riverside County.
- Goal E-3: WRCOG Leadership: Integrate education into the WRCOG mission to improve partnerships between K-12 schools, colleges and universities, government, and businesses.

Health

- Goal H-1: Health Care Access: Facilitate the conditions needed for a growing, viable, and integrated health care system in Western Riverside County.
- Goal H-2: Health Care Workforce: Advocate for a trained, home-grown workforce to serve the healthcare needs of Western Riverside County.
- Goal H-3: Healthy Environment: Support efforts of local jurisdictions, business, and regional government to improve the health of our region's environment.
- Goal H-4: Community Design: Facilitate local efforts to improve the opportunities and choices for a healthy and active lifestyle.
- Goal H-5: Implementation + Action: Facilitate local strategic planning that improves the health and wellness of residents and communities.

Transportation

- Goal T-1: Transportation Programs: Continue to address regional transportation needs through ongoing collaboration and program administration.
- Goal T-2: Vehicle Miles Traveled: Reduce vehicle miles traveled and improve mobility for pedestrians, transit users, and bicyclists.
- Goal T-3: Goods Movement: Support efforts to improve the sustainable and efficient movement of goods through Western Riverside County.
- Goal T-4: Air Transportation: Maintain and improve air transportation access.

Water

- Goal W-1: Agency Coordination: Advocate for and support regional, state, and federal initiatives pertinent to the mission of the Riverside County Water Task Force.
- Goal W-2: Water Reliability: Advocate for and support efforts of local water districts to ensure long-term reliability of water supply for Western Riverside County.
- Goal W-3: Water Quality: Preserve and improve regional water quality.
- Goal W-4: Water Efficiency: Serve as a communication link and information clearinghouse on water efficiency issues for the benefit of member agencies, businesses, and residents.

Energy / Environment

- Goal EE-1: Energy Efficiency Programs: Develop and support programs to reduce energy use and GHG emissions.
- Goal EE-2: Climate Action Planning: Provide assistance to the region on climate action planning and implementation.
- Goal EE-3: Air Quality Improvements: Partner with state and regional agencies to advocate and support efforts for cleaner air.
- Goal EE-4: Environment Conservation and Enhancement: Support regional plans and programs to maintain or improve the quality of the natural environment.
- Goal EE-5: Local Food Production: Advocate for and support regional efforts to maintain access to local food sources.

EXHIBIT "D"
TEMPLATE INVOICE

| | |
|--|-----------------------------------|
| <i>Member Agency</i> <i>Address</i> <i>City, State, Zip Code</i> | <i>Invoice #:</i> <i>Date:</i> |
| | |
| <i>Bill to: Western Riverside Council of Governments</i> <i>Attn: Ernie Reyna, Chief Financial Officer</i> | |
| <i>Purpose of Invoice: Beyond Initiative Expenses:</i> | |
| <i>List cost categories and itemizations here:</i> | |
| | |
| <i>Total Invoice Amount:</i> | \$ |
| <i>Make check out to:</i> | |
| | |
| <p><u><i>Contact</i></u> <i>Name:</i> <i>Title:</i> <i>Phone Number:</i> <i>Email Address:</i></p> | |

Elements of Compensation

EXHIBIT "E"

PROCEDURES FOR SUBMITTAL, CONSIDERATION AND PAYMENT OF INVOICES

1. At least once, after the completion of the Project, by no later than December 15, 2018, and not more often than each month, the AGENCY shall submit an invoice for eligible Project costs incurred. The original invoice shall be submitted to WRCOG's Chief Financial Officer. Each invoice shall be accompanied by a cover letter in a format substantially similar to that of Exhibit "E-1".
2. For jurisdictions with large construction projects (with the total construction cost exceeding \$10 million) under construction at the same time, may with the approval of WRCOG submit invoices to WRCOG for payment at the same time they are received by the jurisdiction. WRCOG must receive the invoice by the 10th day of the month in order to process the invoice within 30 days. WRCOG will retain 10% of the invoice until all costs have been verified as eligible and will release the balance at regular intervals not more than quarterly and not less than semi-annually. If there is a discrepancy or ineligible costs that exceed 10% of the previous invoice WRCOG will deduct that amount from the next payment.
3. Each invoice shall include documentation from each contractor used by the AGENCY for the Project, listing labor costs, subcontractor costs, and other expenses. Each invoice shall also include a monthly progress report and spreadsheets showing the hours or amounts expended by each contractor or subcontractor for the month and for the entire Project to date. All documentation from the AGENCY's contractors should be accompanied by a cover letter in a format substantially similar to that of Exhibit "E-2".
4. If the AGENCY is seeking reimbursement for direct expenses incurred by AGENCY staff for eligible Project costs, the AGENCY shall provide the same level of information for its labor and any expenses as required of its contractors pursuant to Exhibit "E" and its attachment.
5. Charges for each task and milestone listed in Exhibit "B" shall be listed separately in the invoice.

EXHIBIT "E-1"
Sample Cover Letter to WRCOG

Date
Western Riverside Council of Governments
Riverside County Administrative Center
4080 Lemon Street, Third Floor
Riverside, California 92501-3679
Attention: Director of Government Relations
ATTN: Accounts Payable

Re: Project Title - Invoice #__

Enclosed for your review and payment approval is the AGENCY's invoice for professional and technical services that was rendered by our contractors in connection with the [**PROJECT NAME**] per Agreement No. _____ effective (Month/Day/Year). The required support documentation received from each contractor is included as backup to the invoice.

Invoice period covered is from Month/Date/Year to Month/Date/Year.

| | |
|------------------------------------|----------------|
| Total Authorized Agreement Amount: | \$0,000,000.00 |
| Total Invoiced to Date: | \$0,000,000.00 |
| Total Previously Invoiced: | \$0,000,000.00 |
| Balance Remaining: | \$0,000,000.00 |

| | |
|---------------------------------|-----------------------|
| Amount due this Invoice: | \$0,000,000.00 |
|---------------------------------|-----------------------|

I certify that the hours and salary rates charged in this invoice are the actual hours and rates worked and paid to the contractors or subcontractors listed.

By: _____
Name
Title

INTENTIONALLY LEFT BLANK