

**ATTACHMENT B**  
**Proposal Submission Cover Sheet**

This cover sheet must be included with the RFP submittal and placed on the front of the submittal package.

Proposer's Contact Information:

Company Name: \_\_\_\_\_

Company Street Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Phone # \_\_\_\_\_

E-mail: \_\_\_\_\_

Contact Person: \_\_\_\_\_

\*\*\*\*\*This Area for RCHC Use Only\*\*\*\*\*

**Attention RCHC front desk personnel:**

**TIME SENSITIVE INFORMATION**  
**Please time stamp this package immediately upon receipt.**



After time stamping, please forward this package, in its entirety, to George Eliseo.

**ATTACHMENT C**  
**Proposal Inclusions**

**Instructions.** The Proposer must answer all questions and provide all requested information in the format set forth in the RFP document, including *Section 6* of the RFP document, Proposal Format. If any questions are left blank or if any information or inclusions are excluded, the proposal will be considered deficient and ineligible to compete in this RFP process.

It is preferable and recommended that the Proposer bind the proposal submittals in such a manner that RCHC can, if needed, remove the binding (i.e., "comb-type;" etc.) or remove the pages from the cover (i.e., 3-ring binder; etc.) to make copies and then conveniently return the proposal submittal to its original condition.

Information should be presented in the proposal in the order set forth in the below required tabs and in consistency with this *Attachment C*. Do not eliminate any of the below required tabs. If no information is to be placed under a particular tab (for example, the "Optional" tab), please place thereunder a statement such as "*No information is being placed under this tab*" or "*This tab left intentionally blank.*"

**Tab 1. Exhibit C1, Summary Form.** Proposer shall complete and sign the Summary Form, included as *Exhibit C1* of this *Attachment C*, for inclusion under Tab 1.

**Tab 2. Project Description.** Provide an in depth description of the project including the all of following information:

- a) A description of how the proposal is aligned with the specific purpose and objectives set forth by RCHC in *Section 3.2* of the RFP document.
- b) Provide a comprehensive list of specific services you will provide as part of your proposal.
- c) Provide details regarding the technical approach to proposed property management services (including labor categories, estimated hours and skill mix).
- d) Provide a comprehensive work plan for the proposed property management services.

**Tab 3. RCHC Preferences.**

- a) Indicate which, if any, of RCHC's project-related preferences that the Proposal incorporates. See *Section 3.3* of the RFP document for a list of RCHC's project-related preferences.
- b) If the proposal incorporates none of RCHC's project-related preferences, please include a statement stating such.

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- c) Provide evidence, documentation or references supporting your statements in item a, above.

**Tab 4. Exhibit C2, Proposer's Profile.** Proposer shall complete and sign the Proposer Profile, included as *Exhibit C2* of this *Attachment C*, for inclusion under Tab 4.

**Tab 5. Proposer's Capacity.** Please provide all of the following information under Tab 5.

- a) *Organization's Experience.* Use this section to state the experience of the Proposer, as an organization, for the proposed project. For this subsection, references to Proposer's experience, qualifications and performance history should be based on the organization as a whole. Include a list of properties for which the organization has provided property management services during the past ten (10) years along with the following information for each property:

- i. The owner entity type (e.g., government entity, private party, self, etc.);
- ii. The property type (e.g., residential or commercial)
- iii. The number of units;
- iv. Whether the property was subject to restrictions and, if so, describe the restrictions (e.g., program type, tenant income limits, rent affordability restrictions, etc.); and
- v. Whether the Proposer submitted annual claims for the Welfare Exemption on behalf of the owner and, if so, to which County Assessor.

- b) *Staff Experience.* Use this section to state the experience of the Proposer's individual staff members. Include staff persons' current position/title; length of time the individual has been affiliated with the Proposer organization; and whether the experiences, qualifications and/or performance history being included for that individual were obtained with the Proposer organization or with an entity other than the applying Proposer.

- c) *Past Collaboration.* Provide a list of past projects that the Proposer (both the Proposer as an organization and Proposer staff) has worked on with RCHC and/or the County of Riverside (including any of its agencies).

- d) *Resume.* Include a copy of the Proposer's organizational resume including, but not limited to, the year the firm was established, and the name of the firm's parent company and date acquired (if applicable).

e) *Business Plan*. Include a copy of the Proposer's business plan.

**Tab 6. Innovation.** Use this section to describe the ways, if any, in which the proposed project demonstrates innovation. Examples include, but are not limited to:

- a) New and creative ways to deliver services to Project Beneficiaries.
- b) Addressing Consolidated and Action Plan Priorities and/or Community Concerns in a manner that is novel, creative and exceptional.
- c) Addressing RCHC's general and specific objectives in a manner that is novel, creative and exceptional.

**Tab 7. Equal Employment Opportunity.** The Proposer must submit under this tab a copy of its Equal Opportunity Employment Policy.

**Tab 8. Optional Information.**

**Exhibit C1**  
**Summary Form**  
*[Page 1 of 2]*

***This Form must be completed, signed and placed under Tab 1 of the proposal submittal.***

Company Name: \_\_\_\_\_

Proposer must enter where provided the proposed unit fees for each of the following pricing items related to the Properties and services contemplated in this RFP. Such fees shall be all-inclusive of all related costs that the Proposer will incur to provide the noted services, including, but not limited to (unless otherwise stated herein): sales tax, employee wages and benefits; clerical support; overhead; profit; licensing; insurance; materials; supplies; tools; equipment; long distance telephone calls; document copying; etc. You must enter a proposed fee for the majority of pricing items. A response of "No Charge" or "\$0.00" is allowable. A response of "No Proposal" is not allowed for any item.

**MONTHLY FEES**

Enter the proposed total monthly fees to be charged for each item listed. If there is no charge for an item, please enter zero.

\$	Per Unit Fee
\$	Lease Up Fee
\$	Eviction Fee
\$	Other Fee(s) <i>Description:</i>
\$	<b>Total Fees/Month</b>
\$	Manager Salary Manager requirement is _____ per every _____ units.
\$	Maintenance Salary Maintenance Staff requirement is _____ per every _____ units.
\$	<b>Total Salary Costs/Month</b>
\$	<b>Total Fees/Month</b> (from above)
\$	<b>Total Salary Costs/Month</b> (from above)
\$	<b>TOTAL MONTHLY COSTS</b>

*All quantities entered by RCHC herein are for calculating purposes only.*

**Readiness to Commence.** Use this section to provide a date in which the Proposer will be ready to commence with property management services.

Month: \_\_\_\_\_ Day: \_\_\_\_\_ Year: \_\_\_\_\_

**Exhibit C1**  
**Summary Form**  
*[Page 2 of 2]*

**PROPOSER'S STATEMENTS**

By placing their initials next to each item, the undersigned, authorized representative of the Proposer declares each of the following to be true and correct:

- \_\_\_\_\_ This Proposal is aligned with the specific purpose and objectives set forth by RCHC in *Section 3.2* of the RFP document.
  
- \_\_\_\_\_ The Proposer is validly registered with the California Secretary of State to conduct business in the state of California.
  
- \_\_\_\_\_ The Proposer is validly and actively registered with the California Department of Real Estate to provide property management services.
  
- \_\_\_\_\_ The Proposer has verified that the proposal submittal contains all inclusions as listed in *Attachment C* of this RFP, and is organized in the format described in *Attachment C* and *Section 6* of the RFP document.
  
- \_\_\_\_\_ The Proposer has included a total of all proposed fees set forth in *Exhibit C1 to Attachment C* of the RFP document. Such fees are all-inclusive of all related costs that the Proposer will incur to provide the noted services, including, but not limited to (unless otherwise stated herein): sales tax, employee wages and benefits; clerical support; overhead; profit; licensing; insurance; materials; supplies; tools; equipment; long distance telephone calls; document copying; etc.

The undersigned proposer hereby states that by completing and submitting this Summary Form and all other documents within this proposal submittal, he/she is verifying that all information provided herein is, to the best of his/her knowledge, true and accurate, and that if the Riverside Community Housing Corp. (RCHC) discovers that any information entered herein to be false, such shall entitle the RCHC to not consider or make award or to cancel any award with the undersigned party. Further, by completing and submitting the proposal submittal, the undersigned proposer is thereby agreeing to abide by all terms and conditions pertaining to this RFP as issued by RCHC, including an agreement to execute contract provided by RCHC, the form of which is attached to the RFP as *Attachment E* and incorporated herein by this reference. Pursuant to all RFP documents and all attachments, and pursuant to all completed documents submitted, including these forms and all attachments, the undersigned proposes to supply the RCHC with the services described herein for the fee(s) entered within the areas provided within the noted Internet System pertaining to this RFP.

Signature of Authorized Signer: X \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Exhibit C2**  
**Proposer Profile**  
[Page 1 of 4]

***This Form must be completed, signed and placed under Tab 4 of the proposal submittal. Please answer all questions. If a particular question does not apply to you, enter "N/A" or "Not Applicable".***

Company Name: \_\_\_\_\_

(1) Identify the firm's principals and partners. Attach an additional page if needed.

Name	Title	% of Ownership

(2) Identify the individual(s) who will act as a project manager and any other supervisory personnel who will work on the project. Attach an additional page if needed.

Name	Title

(3) Federal Tax ID No.: \_\_\_\_\_

(4) County of Riverside Business License No.: \_\_\_\_\_

(5) City Business License No.: \_\_\_\_\_

(6) California Business Entity No. (from the Secretary of State): \_\_\_\_\_

(7) Worker's Compensation Insurance Carrier: \_\_\_\_\_  
Policy No.: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

(8) General Liability Insurance Carrier: \_\_\_\_\_  
Policy No.: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

(9) Professional Liability Insurance Carrier: \_\_\_\_\_  
Policy No.: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

(10) Check all of the following that apply to the ownership structure of this firm and enter where provided the correct percentage (%) of ownership of each:

- Caucasian American (Male) \_\_\_\_\_%       Publicly-Held Corporation \_\_\_\_\_%       Government Agency \_\_\_\_\_%       Non-Profit Organization \_\_\_\_\_%

**Exhibit C2**  
**Proposer Profile**  
[Page 2 of 4]

- (11) Check all of the following that describe the firm's ownership and active management, and enter where provided the correct percentage (%) of ownership and active management of each. All references in this section pertain to HUD's Section 3 definitions. More information about Section 3 may be found on HUD's website at [http://portal.hud.gov/hudportal/HUD?src=/program\\_offices/fair\\_housing\\_equal\\_opportunity/section3/section3](http://portal.hud.gov/hudportal/HUD?src=/program_offices/fair_housing_equal_opportunity/section3/section3)

<input type="checkbox"/> Resident-Owned _____ %	<input type="checkbox"/> African American _____ %	<input type="checkbox"/> Native American _____ %	<input type="checkbox"/> Hispanic American _____ %
<input type="checkbox"/> Asian/Pacific American _____ %	<input type="checkbox"/> Asian/Indian American _____ %	<input type="checkbox"/> Hasidic Jew _____ %	
<input type="checkbox"/> Woman-Owned (Minority) _____ %	<input type="checkbox"/> Woman-Owned (Caucasian) _____ %	<input type="checkbox"/> Disabled Veteran _____ %	<input type="checkbox"/> Other (Specify): _____ %

Woman- or Minority-Owned Business Entity Certification No: \_\_\_\_\_  
Certified by (Agency): \_\_\_\_\_

*Note: A certification/number is not required to propose – enter if available.*

- (12) Has your firm or any member of your firm been a party to litigation with a public entity?  
No  Yes\*  Initials \_\_\_\_\_  
*\*If yes, attach an explanation describing when, with whom, the circumstances and any resolution.*
- (13) Is your firm currently involved in local, County, State, or Federal mortgage foreclosure proceedings or currently 90 days in arrears on a local public or private loan?  
No  Yes\*  Initials \_\_\_\_\_  
*\*If yes, attach an explanation describing when, with whom, the circumstances and any resolution.*
- (14) Is your firm currently in foreclosure or substantial tax arrears with a City/County or local jurisdiction?  
No  Yes\*  Initials \_\_\_\_\_  
*\*If yes, attach an explanation describing when, with whom, the circumstances and any resolution.*
- (15) Is or has this firm, or any member of your firm, ever been in default on any contract obligation or agreement of any kind entered into with a City/County or local public agency?  
No  Yes\*  Initials \_\_\_\_\_  
*\*If yes, attach an explanation describing when, with whom, the circumstances and any resolution.*



**Exhibit C2**  
**Proposer Profile**  
*[Page 3 of 4]*

- (16) In the past 10 years, has your firm or any member of your firm failed to qualify as a responsible bidder, or refused to enter into a contract after an award has been made, privately or with any government agency?  
No  Yes\*  Initials \_\_\_\_\_  
*\*If yes, attach an explanation describing when, with whom, the circumstances and any resolution.*
- (17) In the last 7 years, has your firm filed a bankruptcy petition or been the subject of involuntary bankruptcy proceedings?  
No  Yes\*  Initials \_\_\_\_\_  
*\*If yes, attach an explanation describing when, the circumstances and any resolution.*
- (18) In the last 10 years, has your firm failed to file any required tax returns, or failed to pay any applicable Federal, State, County or other fees?  
No  Yes\*  Initials \_\_\_\_\_  
*\*If yes, attach an explanation describing when, with whom, the circumstances and any resolution.*
- (19) Does your firm or any member of your firm have a record of substantial Building Code violations or litigation against properties owned by the firm or by any entity or individual that comprises the Proposer?  
No  Yes\*  Initials \_\_\_\_\_  
*\*If yes, attach an explanation describing when, the circumstances and any resolution.*
- (20) Has your firm or any member of your firm been convicted for fraud, bribery, or grand larceny?  
No  Yes\*  Initials \_\_\_\_\_  
*\*If yes, attach an explanation describing when, with whom, the circumstances and any resolution.*
- (21) Has your firm or any member of your firm ever sued or been sued by the Housing Authority of the County of Riverside or its affiliated entities?  
No  Yes\*  Initials \_\_\_\_\_  
*\*If yes, attach an explanation describing when, the circumstances and any resolution.*
- (22) Has your firm or any member of your firm ever had a claim brought against because of breach of contract or nonperformance?  
No  Yes\*  Initials \_\_\_\_\_  
*\*If yes, attach an explanation describing when, the circumstances and any resolution.*
- (23) Debarred Statement: Has this firm, or any principal(s) ever been debarred from providing any services by the Federal Government, any state government, the State of California, or any local government agency within or outside of the State of California?  
No  Yes\*  Initials \_\_\_\_\_  
*\*If "Yes," attach a detailed explanation including dates, circumstances and current status.*

**Exhibit C2**  
**Proposer Profile**  
*[Page 4 of 4]*

- (24) Has this firm been de-designated as a developer of any government sponsored or publicly assisted project?

No  Yes\*  Initials \_\_\_\_\_

*\*If "Yes," attach a detailed explanation including dates, circumstances and current status.*

- (25) Disclosure Statement: Does this firm or any principals thereof have any current, past personal or professional relationship with any Director or Officer of the Riverside Community Housing Corp. (RCHC)?

No  Yes\*  Initials \_\_\_\_\_

*\*If yes, attach an explanation describing with whom and the circumstances.*

- (26) Non-Collusive Affidavit: The undersigned party submitting this bid hereby certifies that such bid is genuine and not collusive and that said bidder entity has not colluded, conspired, connived or agreed, directly or indirectly, with any proposer or person, to put in a sham proposal or to refrain from proposing, and has not in any manner, directly or indirectly sought by agreement or collusion, or communication or conference, with any person, to fix the proposal price of affiant or of any other proposer, to fix overhead, profit or cost element of said proposal price, or that of any other bidder or to secure any advantage against RCHC or any person interested in the proposed contract; and that all statements in said bid are true.

Initials \_\_\_\_\_

- (27) Verification Statement: The undersigned bidder hereby states that by completing and submitting this bid he/she is verifying that all information provided herein is, to the best of his/her knowledge, true and accurate, and agrees that if RCHC discovers that any information entered herein is false, that shall entitle RCHC to not consider nor make award or to cancel any award with the undersigned party.

Initials \_\_\_\_\_

Signature of Authorized Signer: **X** \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

**ATTACHMENT D**  
**Scoring Factors**

Criterion	Max. Points Possible										
<p><b>Fees and Costs.</b> Proposal fees and costs will be ranked relative to other Proposals submitted under this RFP. Points will be awarded in this section based on ranking.</p> <p>a) Per Unit Fee. Rank: ____ Points: ____ (5 points max)</p> <p>b) Lease Up Fee: Rank: ____ Points: ____ (5 points max)</p> <p>c) Eviction Fee: Rank: ____ Points: ____ (5 points max)</p> <p>d) Other Fee(s): Rank: ____ Points: ____ (5 points max)</p> <p>e) Total Salary Costs/Month: Rank: ____ Points: ____ (5 points max)</p> <p><i>Evaluators: For each subsection, rank proposals such that the proposal providing the lowest cost is assigned the ranking of 1, the second lowest is assigned the ranking of 2, and so on. In the instance of a tie in any particular subsection, more than one Proposer may be assigned a particular rank in that subsection. Points for each subsection are to be awarded based on the Proposers' rank in that subsection as follows:</i></p> <table border="1" style="margin-left: auto; margin-right: auto; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="padding: 5px;">Rank</th> <th style="padding: 5px;">Points Awarded</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">1</td> <td style="padding: 5px;">5</td> </tr> <tr> <td style="padding: 5px;">2</td> <td style="padding: 5px;">3</td> </tr> <tr> <td style="padding: 5px;">3</td> <td style="padding: 5px;">1</td> </tr> <tr> <td style="padding: 5px;">4 or higher</td> <td style="padding: 5px;">0</td> </tr> </tbody> </table>	Rank	Points Awarded	1	5	2	3	3	1	4 or higher	0	25
Rank	Points Awarded										
1	5										
2	3										
3	1										
4 or higher	0										
<p><b>Project Readiness.</b> Projects will be evaluated based on the Proposer's readiness to commence with property management services.</p> <p>a) Proposer is ready to commence with property management services by September 15, 2016 (5 points). <input type="checkbox"/></p> <p>b) Proposer is ready to commence with property management services after September 15, 2016 but before October 15, 2016 (3 points). <input type="checkbox"/></p> <p>c) Proposer is ready to commence with property management services on or after October 15, 2016 (0 points). <input type="checkbox"/></p>	5										

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<i>Evaluators: Check only one box.</i>	
<p><b>Project Description:</b> Points will be awarded for proposals that clearly describe the services the Proposer will provide as part of their proposal and include all required information as set forth in <i>Appendix C</i> of the RFP document.</p> <ul style="list-style-type: none"> <li>a) Extent to which Proposer has demonstrated understanding of RCHC's property management requirements. (5 points max) _____</li> <li>b) Proposer's technical approach (including labor categories, estimated hours and skill mix) is appropriate (5 points max). _____</li> <li>c) Quality of the Proposer's work plan. (5 points max). _____</li> <li>d) Quality of Proposer's management plan (including staffing of key positions, method of assigning work and procedures for maintaining level of service, etc.) (5 points max). _____</li> <li>e) Proposer's technical capabilities (in terms of personnel, equipment and materials). (5 points max). _____</li> </ul> <p><i>Evaluators: Add the points for subsections a-e. Criterion is worth a max. of 25 points total.</i></p>	25
<p><b>RCHC Preferences.</b> Projects that meet RCHC preferences as set forth in <i>Section 3.3</i> of the RFP document will be awarded points as follows. Points may be earned for each preference met and documented by the Proposer, not to exceed a maximum of 35 points total for this scoring criterion.</p> <ul style="list-style-type: none"> <li>a) Proposer has experience managing properties under NSP or equivalent federal programs. (10 points). <input type="checkbox"/></li> <li>b) Proposer has experience in submitting annual claims for the Welfare Exemption to the Riverside County Assessor's office within the most recent ten years. (10 points). <input type="checkbox"/></li> <li>c) Proposer has demonstrated understanding of the needs of the Property residents (i.e., individuals and households with income of not more than 50% AML) who will be served, which needs may include but are not limited to supportive services. (10 points). <input type="checkbox"/></li> <li>d) Proposer has established access to relevant resources in the eastern portion of Riverside County that will enable timely, efficient provision of services to Project Beneficiaries. (5 points). <input type="checkbox"/></li> </ul> <p><i>Evaluators: Check all boxes that apply. Criterion is worth a max. of 35 points</i></p>	35

<i>total.</i>	
<p><b>Proposer's Experience and Qualifications.</b></p> <p><b>a) Organization's Experience.</b> Points will be awarded based on the experience, qualifications and performance history of the Proposer, as an organization. To receive points, the proposal must include all information requested for Tab 5 of <i>Attachment C</i> to this RFP document.</p> <ul style="list-style-type: none"> <li>i. Points will be awarded for each project in which the Proposer organization provided property management services during the past ten (10) years (2 points per property for 10 total points max.)</li> <li>ii. Proposer's demonstrated successful past performance (including meeting costs, schedules and performance requirements) of contract work substantially similar to that required by this solicitation as verified by reference checks or other means (2 points per property for 10 total points max.)</li> <li>iii. Proposer's demonstrated successful past performance in its ability to manage multiple, small multi-site locations (10 points).</li> </ul> <p><b>b) Staff Experience.</b> Points will be awarded based on the experience, qualifications and performance history of the Proposer's individual staff members that is significantly over and above that of the Proposer as an organization. To receive points, the proposal must include all information requested for Tab 5b of <i>Attachment C</i> to this RFP document.</p> <ul style="list-style-type: none"> <li>i. Experience of the Proposer's individual staff members evidences qualifications and performance history substantially similar to that required by this solicitation that is significantly over and above that of the Proposer as an organization (10 points). <input type="checkbox"/></li> <li>ii. Experience of the Proposer's individual staff members does not evidence qualifications and performance history substantially similar to that required by this solicitation that is significantly over and above that of the Proposer as an organization (0 points). <input type="checkbox"/></li> </ul> <p><i>Evaluators: Indicate here the number of points earned in subsection a _____ (not to exceed 30 points). For subsection b, check only one box. Add points from subsections a + b. Criterion is worth a max. of 40 total points.</i></p>	40

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<p><b>Innovation.</b> Points will be awarded to proposals that demonstrate innovation as set forth in <i>Attachment C</i> of the RFP document (5 points max.).</p> <p><i>Evaluators: This scoring criterion is subjective and may be awarded a minimum of zero points or up to a maximum of 5 points.</i></p>	5
<p><b>Proposal Completeness.</b> Points will be awarded to proposals that have answered questions and provided all information and items as set forth in <i>Attachment C</i> of the RFP document.</p> <p>a) Proposer answered all questions in their entirety and included or attached all required information (5 points). <input type="checkbox"/></p> <p>b) Proposer failed to answer one or more questions, failed to provide complete answers, and/or failed to include or attach all required information (0 points). <input type="checkbox"/></p> <p><i>Evaluators: Check only one box.</i></p>	5
<b>Total Possible Points</b>	140

**ATTACHMENT E**

**Sample Contract**  
(Behind this page)

1           **REQUESTED SERVICE [DESCRIPTION] SERVICE CONTRACT**  
2   **BY AND BETWEEN**  
3           **THE HOUSING AUTHORITY OF THE COUNTY OF RIVERSIDE**  
4   **AND (CONTRACTOR'S NAME)**  
5

6           This CONTRACT is made by and between the **Housing AUTHORITY of the County**  
7 **of Riverside**, a body corporate and politic, hereinafter referred to as the "AUTHORITY," and  
8 **(CONTRACTOR'S NAME)**, hereinafter referred to as "CONTRACTOR."

9   **RECITALS**

10           **WHEREAS**, AUTHORITY is a Housing Authority duly created, established  
11 and authorized to transact business and exercise its powers, all under and pursuant to the  
12 provision of the Housing Authorities Law which is Part 2 of Division 24 of the California  
13 Health and Safety Code commencing with Section 34200 et seq.;

14           **WHEREAS**, pursuant to the Health and Safety Code, AUTHORITY is  
15 authorized to make and execute contracts and other instruments necessary or convenient to  
16 exercise its powers;

17           **WHEREAS**, CONTRACTOR has the expertise, special skills, knowledge and  
18 experience to perform the duties set out herein and agrees to provide such services to  
19 AUTHORITY;

20           **NOW THEREFORE**, in consideration of the mutual covenants contained  
21 herein, the parties hereto agree as follows:

22           1.    **DESCRIPTION OF SERVICES**: CONTRACTOR shall furnish all labor,  
23 material and equipment as outlined and specified in **Exhibit A**, attached hereto and by this  
24 reference incorporated herein. CONTRACTOR will provide a (BRIEF DESCRIPTION OF  
25 SERVICE) for (NAME OF PROJECT).

26           1.1. CONTRACTOR represents and maintains that it is skilled in the  
27 professional calling necessary to perform all services, duties and obligations required by this  
28 Contract to fully and adequately complete the project. CONTRACTOR shall perform the



1 services and duties in conformance to and consistent with the standards generally recognized as  
2 being employed by professionals in the same discipline in the State of California.  
3 CONTRACTOR further represents and warrants to the AUTHORITY that it has all licenses,  
4 permits, qualifications and approvals of whatever nature are legally required to practice its  
5 profession. CONTRACTOR further represents that it shall keep all such licenses and approvals  
6 in effect during the term of this Contract.

7 2. PERIOD OF PERFORMANCE: The term of this Contract shall commence from  
8 the date of execution of this Contract and shall be completed within (CALENDAR DAYS TO  
9 COMPLETE PROJECT).

10 3. COMPENSATION/PAYMENT:

11 3.1 The AUTHORITY will compensate CONTRACTOR for all services  
12 rendered and costs incurred in accordance with the terms in Exhibit A.

13 3.2 The Total amount of compensation paid to the CONTRACTOR under this  
14 Contract shall not exceed the sum of (ACCEPTED TOTAL AMOUNT OF PROJECT),  
15 unless a written amendment to this Contract is executed by both parties prior to performance of  
16 additional services, subject to approval by the Board of Commissioners.

17 3.3 CONTRACTOR shall invoice the AUTHORITY once services are rendered  
18 in accordance with Exhibit A attached hereto. AUTHORITY shall pay the invoice within thirty  
19 (30) working days from the date of receipt of the invoice. Authority shall not be liable for any  
20 interest or late charges in the performance of this Contract.

21 4. ADDITIONAL SERVICES: The CONTRACTOR shall not perform any  
22 additional services or incur additional expense without first receiving the express written  
23 consent to proceed from the AUTHORITY in the form of an amendment to this Contract.

24 5. AMENDMENTS TO WORK PROGRAM: The Deputy Executive Director of  
25 AUTHORITY is authorized to approve and execute changes to the Contract to the extent such  
26 changes do not cause the total Contract to exceed \$75,000. Such changes shall be mutually  
27 agreed upon by and between the Deputy Executive Director and CONTRACTOR and shall be  
28 incorporated in written amendments to this CONTRACT.

1           6.     INDEPENDENT CONTRACTOR: AUTHORITY retains CONTRACTOR on  
2 an independent contractor basis. CONTRACTOR is not, and shall not be considered to be in  
3 any manner, an employee, agent or representative of the AUTHORITY. Personnel performing  
4 the Services under this Contract on behalf of CONTRACTOR shall at all times be under  
5 CONTRACTOR's exclusive direction and control. CONTRACTOR shall pay all wages,  
6 salaries and other amounts due such personnel in connection with their performance of  
7 service(s) and as required by law. CONTRACTOR shall be responsible for all reports and  
8 obligations respecting such personnel, including but not limited to, social security taxes, income  
9 tax withholdings, unemployment insurance, and workers' compensation insurance.

10           7.     RESERVED.

11           8.     INDEMNIFICATION: CONTRACTOR shall indemnify and hold harmless the  
12 AUTHORITY, County of Riverside, its Agencies, Districts, Special Districts and Departments,  
13 their respective directors, officers, Board of Supervisors, elected and appointed officials,  
14 employees, agents and representatives (individually and collectively hereinafter referred to as  
15 Indemnitees) from any liability whatsoever, based or asserted upon any services of  
16 CONTRACTOR, its officers, employees, subcontractors, agents or representatives arising out of  
17 or in any way relating to this Contract, including but not limited to property damage, bodily  
18 injury, or death, or any other element of any kind or nature whatsoever arising from the  
19 performance of CONTRACTOR, its officers, employees, subcontractors, agents or  
20 representatives from this Contract. CONTRACTOR shall defend at its sole expense, all costs  
21 and fees including, but not limited to, attorney fees, cost of investigation, defense and  
22 settlements or awards, the Indemnitees in any claim or action based upon such alleged acts or  
23 omissions.

24           With respect to any action or claim subject to indemnification herein by CONTRACTOR,  
25 CONTRACTOR shall, at their sole cost, have the right to use counsel of their own choice and  
26 shall have the right to adjust, settle, or compromise any such action or claim without the prior  
27 consent of AUTHORITY; provided, however, that any such adjustment, settlement or  
28 compromise in no manner whatsoever limits or circumscribes CONTRACTOR'S indemnification

1 to Indemnitees as set forth herein.

2 CONTRACTOR'S obligation hereunder shall be satisfied when CONTRACTOR has  
3 provided AUTHORITY the appropriate form of dismissal relieving AUTHORITY from any  
4 liability for the action or claim involved.

5 The specified insurance limits required in this Contract shall in no way limit or  
6 circumscribe CONTRACTOR'S obligations to indemnify and hold harmless the Indemnitees  
7 herein from third party claims.

8 In the event there is conflict between this clause and California Civil Code Section 2782,  
9 this clause shall be interpreted to comply with Civil Code 2782. Such interpretation shall not  
10 relieve the CONTRACTOR from indemnifying the Indemnitees to the fullest extent allowed by  
11 law.

12 9. INSURANCE: Without limiting or diminishing the CONTRACTOR's obligation  
13 to indemnify or hold the AUTHORITY harmless, CONTRACTOR shall procure and maintain  
14 or cause to be maintained, at its sole cost and expense, the following insurance coverages during  
15 the term of this Contract. As respects to the insurance section only, the AUTHORITY herein  
16 refers to the County of Riverside, its Agencies, Districts, Special Districts, and Departments,  
17 their respective directors, officers, Board of Supervisors, employees, elected or appointed  
18 officials, agents or representatives as Additional Insureds.

19 9.1 Workers' Compensation: If the CONTRACTOR has employees as defined  
20 by the State of California, the CONTRACTOR shall maintain statutory Workers' Compensation  
21 Insurance (Coverage A) as prescribed by the laws of the State of California. Policy shall include  
22 Employers' Liability (Coverage B) including Occupational Disease with limits not less than  
23 \$1,000,000 per person per accident. The policy shall be endorsed to waive subrogation in favor  
24 of the AUTHORITY.

25 9.2 Commercial General Liability: Commercial General Liability insurance  
26 coverage, including but not limited to, premises liability, unmodified contractual liability,  
27 products and completed operations liability, personal and advertising injury, employment  
28 practices liability, and cross liability coverage, covering claims which may arise from or out of

1 CONTRACTOR's performance of its obligations hereunder. Policy shall name the  
2 AUTHORITY, as Additional Insureds. Policy's limit of liability shall not be less than  
3 \$1,000,000 per occurrence combined single limit. If such insurance contains a general aggregate  
4 limit, it shall apply separately to this Contract or be no less than two (2) times the occurrence  
5 limit.

6           9.3 Vehicle Liability: If vehicles or mobile equipment are used in the  
7 performance of the obligations under this Contract, then CONTRACTOR shall maintain  
8 liability insurance for all owned, non-owned or hired vehicles so used in an amount not less  
9 than \$1,000,000 per occurrence combined single limit. If such insurance contains a general  
10 aggregate limit, it shall apply separately to this Contract or be no less than two (2) times the  
11 occurrence limit. Policy shall name the AUTHORITY, as Additional Insureds.

12           9.4 Professional Liability: Contractor shall maintain Professional Liability  
13 Insurance providing coverage for the Contractor's performance of work included within this  
14 Contract, with a limit of liability of not less than \$1,000,000 per occurrence and \$2,000,000  
15 annual aggregate. If Contractor's Professional Liability Insurance is written on a claims made  
16 basis rather than an occurrence basis, such insurance shall continue through the term of this  
17 Contract and CONTRACTOR shall purchase at his sole expense either 1) an Extended  
18 Reporting Endorsement (also, known as Tail Coverage); or 2) Prior Dates Coverage from new  
19 insurer with a retroactive date back to the date of, or prior to, the inception of this Contract; or  
20 3) demonstrate through Certificates of Insurance that CONTRACTOR has Maintained  
21 continuous coverage with the same or original insurer. Coverage provided under items; 1), 2),  
22 or 3) will continue as long as the law allows.

23           9.5 General Insurance Provisions - All lines:

24           a. Any insurance carrier providing insurance coverage hereunder shall be  
25 admitted to the State of California and have an A M BEST rating of not less  
26 than A: VIII (A:8) unless such requirements are waived, in writing, by the  
27 County Risk Manager. If the County's Risk Manager waives a requirement  
28 for a particular insurer such waiver is only valid for that specific insurer and

1                   only for one policy term.

2                   b. The CONTRACTOR must declare its insurance self-insured retention for  
3                   each coverage required herein. If any such self-insured retention exceed  
4                   \$500,000 per occurrence each such retention shall have the prior written  
5                   consent of the County Risk Manager before the commencement of operations  
6                   under this Contract. Upon notification of self-insured retention unacceptable  
7                   to the AUTHORITY, and at the election of the County's Risk Manager,  
8                   CONTRACTOR's carriers shall either; 1) reduce or eliminate such self-  
9                   insured retention as respects this Contract with the AUTHORITY, or 2)  
10                  procure a bond which guarantees payment of losses and related  
11                  investigations, claims administration, and defense costs and expenses.

12                  c. CONTRACTOR shall cause CONTRACTOR's insurance carrier(s) to  
13                  furnish the AUTHORITY with either 1) a properly executed original  
14                  Certificate(s) of Insurance and certified original copies of Endorsements  
15                  effecting coverage as required herein, and 2) if requested to do so orally or in  
16                  writing by the County Risk Manager, provide original Certified copies of  
17                  policies including all Endorsements and all attachments thereto, showing  
18                  such insurance is in full force and effect. Further, said Certificate(s) and  
19                  policies of insurance shall contain the covenant of the insurance carrier(s)  
20                  that thirty (30) days written notice shall be given to the AUTHORITY prior  
21                  to any material modification, cancellation, expiration or reduction in  
22                  coverage of such insurance. In the event of a material modification,  
23                  cancellation, expiration, or reduction in coverage, this Contract shall  
24                  terminate forthwith, unless the AUTHORITY receives, prior to such  
25                  effective date, another properly executed original Certificate of Insurance and  
26                  original copies of endorsements or certified original policies, including all  
27                  endorsements and attachments thereto evidencing coverage's set forth herein  
28                  and the insurance required herein is in full force and effect. **CONTRACTOR**

1                    *shall not commence operations until the AUTHORITY has been furnished*  
2                    *original Certificate (s) of Insurance and certified original copies of*  
3                    *endorsements and if requested, certified original policies of insurance*  
4                    *including all endorsements and any and all other attachments as required*  
5                    *in this Section, showing that such insurance is in full force and effect. An*  
6                    *individual authorized by the insurance carrier to do so on its behalf shall*  
7                    *sign the original endorsements for each policy and the Certificate of*  
8                    *Insurance.*

- 9                    d. It is understood and agreed to by the parties hereto that the  
10                    CONTRACTOR's insurance shall be construed as primary insurance, and the  
11                    AUTHORITY's insurance and/or deductibles and/or self-insured retention's  
12                    or self-insured programs shall not be construed as contributory.
- 13                    e. If, during the term of this Contract or any extension thereof, there is a  
14                    material change in the scope of services; or, there is a material change in the  
15                    equipment to be used in the performance of the scope of work; or, the term of  
16                    this Contract, including any extensions thereof, exceeds five (5) years; the  
17                    AUTHORITY reserves the right to adjust the types of insurance and the  
18                    monetary limits of liability required under this Contract, if in the County  
19                    Risk Manager's reasonable judgment, the amount or type of insurance carried  
20                    by the CONTRACTOR has become inadequate.
- 21                    f. CONTRACTOR shall pass down the insurance obligations contained herein  
22                    to all tiers of subcontractors working under this Contract.
- 23                    g. The insurance requirements contained in this Contract may be met with a  
24                    program(s) of self-insurance acceptable to the AUTHORITY.
- 25                    h. CONTRACTOR agrees to notify AUTHORITY of any claim by a third party  
26                    or any incident or event that may give rise to a claim arising from the  
27                    performance of this Contract.

28                    10. GENERAL:

1           10.1 Any waiver by AUTHORITY of any breach of any one or more of the  
2 terms of this Agreement shall not be construed to be a waiver of any subsequent or other breach  
3 of the same or of any other term of this Contract. Failure on the part of AUTHORITY to  
4 require exact, full and complete compliance with any terms of this Agreement shall not be  
5 construed as in any manner changing the terms or preventing AUTHORITY from enforcement  
6 of the terms of this Contract.

7           10.2 In the event the CONTRACTOR receives payment under this Contract  
8 which is later disallowed by AUTHORITY for nonconformance with the terms of the Contract,  
9 the CONTRACTOR shall promptly refund the disallowed amount to the AUTHORITY on  
10 request; or at its option the AUTHORITY may offset the amount disallowed from any payment  
11 due to the CONTRACTOR.

12           10.3 CONTRACTOR shall not provide partial delivery or shipment of  
13 services or products unless specifically stated in the Contract.

14           10.4 CONTRACTOR shall not provide any services or products subject to any  
15 chattel mortgage or under a conditional sales contract or other agreement by which an interest is  
16 retained by a third party. The CONTRACTOR warrants that it has good title to all materials or  
17 products used by CONTRACTOR or provided to AUTHORITY pursuant to this Contract, free  
18 from all liens, claims or encumbrances.

19           10.5 The AUTHORITY agrees to cooperate with the CONTRACTOR in the  
20 CONTRACTOR'S performance under this Contract, including, if stated in the Contract,  
21 providing the CONTRACTOR with reasonable facilities and timely access to AUTHORITY  
22 data, information and personnel.

23           10.6 CONTRACTOR shall comply with all applicable Federal, State and local  
24 laws and regulations. CONTRACTOR will comply with all applicable AUTHORITY policies  
25 and procedures. In the event that there is a conflict between the various laws or regulations that  
26 may apply, the CONTRACTOR shall comply with the more restrictive law or regulation.

27           10.7 CONTRACTOR shall comply with all air pollution control, water  
28 pollution, safety and health ordinances, statutes or regulations which apply to performance

1 under this Contract.

2           10.8 CONTRACTOR shall comply with all requirements of the Occupational  
3 Safety and Health Administration (OSHA) standards and codes as set forth by the U.S.  
4 Department of Labor and the State of California (Cal/OSHA).

5           10.9 This Contract shall be governed by the laws of the State of California.  
6 Any legal action related to the performance or interpretation of this Contract shall be filed only  
7 in the Superior Court of the State of California located in Riverside, California, and the parties  
8 waive any provision of law providing for a change of venue to another location.

9           11. TERMINATION: AUTHORITY may, by written notice to CONTRACTOR,  
10 terminate this Contract in whole or in part at any time. Such termination may be for  
11 AUTHORITY's convenience or because of CONTRACTOR's failure to perform its duties and  
12 obligations under this Contract including, but not limited to, the failure of CONTRACTOR to  
13 timely perform services pursuant to this Contract.

14           11.1 Discontinuance of Services. Upon receipt of written Notice of  
15 Termination, CONTRACTOR shall discontinue all affected Services immediately, unless  
16 otherwise directed by the Notice, and deliver to the AUTHORITY all data, estimates, graphs,  
17 summaries, reports, and other related materials as may have been prepared or accumulated by  
18 CONTRACTOR in performance of Services, whether completed or in progress.

19           11.2 Effect of Termination for Convenience. If the termination is to be for the  
20 convenience of the AUTHORITY, the AUTHORITY shall compensate CONTRACTOR for  
21 Services satisfactorily provided through the date of termination. Such payment shall include a  
22 pro-rated amount of profit, if applicable, but no amount shall be paid for anticipated profit on  
23 unperformed Services. CONTRACTOR shall provide documentation deemed adequate by  
24 AUTHORITY's Representative to show the Services actually completed by CONTRACTOR  
25 prior to the date of termination. This Contract shall terminate immediately upon  
26 CONTRACTOR's receipt of the written Notice of Termination.

27           11.3 Effect of Termination for Cause. If the termination is due to the failure  
28 of CONTRACTOR to fulfill its obligations under this Contract, CONTRACTOR shall be



1 compensated for those Services which have been completed and accepted by the AUTHORITY.  
2 In such case, the AUTHORITY may take over the work and prosecute the same to completion  
3 by contract or otherwise. Further, CONTRACTOR shall be liable to the AUTHORITY for any  
4 reasonable additional costs incurred by the AUTHORITY to revise work for which the  
5 AUTHORITY has compensated CONTRACTOR under this Contract, but which the  
6 AUTHORITY has determined in its sole discretion needs to be revised in part or whole to  
7 complete the Project. Following discontinuance of Services, the AUTHORITY may arrange for  
8 a meeting with CONTRACTOR to determine what steps, if any, CONTRACTOR can take to  
9 adequately fulfill its requirements under this Contract. In its sole discretion, AUTHORITY's  
10 Representative may propose an adjustment to the terms and conditions of the Contract,  
11 including the contract price. Such contract adjustments, if accepted in writing by the Parties,  
12 shall become binding on CONTRACTOR and shall be performed as part of this Contract. In  
13 the event of termination for cause, unless otherwise agreed to in writing by the parties, this  
14 Contract shall terminate thirty (30) days following the date the Notice of Termination was  
15 mailed to the CONTRACTOR. Termination of this Contract for cause may be considered by  
16 the AUTHORITY in determining whether to enter into future contracts with CONTRACTOR.

17           11.4 Cumulative Remedies. The rights and remedies of the parties provided in  
18 this Section are in addition to any other rights and remedies provided by law or under  
19 these Contracts.

20           12. CONFLICT OF INTEREST: CONTRACTOR shall have no interest, and shall  
21 not acquire any interest, direct or indirect, which will conflict in any manner or degree with the  
22 performance of services required under this Contract.

23           13. ADMINISTRATION: The AUTHORITY Deputy Executive Director (or  
24 designee) shall administer this Contract on behalf of AUTHORITY.

25           14. ASSIGNMENT: This Contract shall not be assigned by CONTRACTOR, either  
26 in whole or in part, without prior written consent of AUTHORITY. Any assignment or  
27 purported assignment of this Contracts by CONTRACTOR without the prior written consent of  
28 AUTHORITY will be deemed void and of no force or effect.

1           15.    NONDISCRIMINATION: CONTRACTOR represents that it is an equal  
2 opportunity employer and it shall not discriminate against any employee or applicant for  
3 employment because of race, religion, color, national origin, ancestry, sex, physical condition,  
4 or age. Such non-discrimination shall include, but not be limited to, all activities related to  
5 initial employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff  
6 or termination.

7           16.    ALTERATION: No alteration or variation of the terms of this Contract shall be  
8 valid unless made in writing and signed by the parties hereto, and no oral understanding or  
9 agreement not incorporated herein shall be binding on any of the parties hereto.

10          17.    ELIGIBILITY: Services and benefits shall be provided by CONTRACTOR to  
11 individuals without reference to their religion, color, sex, national origin, age or physical or  
12 mental handicap.

13          18.    LICENSE AND CERTIFICATION: CONTRACTOR verifies upon execution of  
14 this Contract, possession of a current and valid license in compliance with any local, State, and  
15 Federal laws and regulations relative to the scope of services to be performed under Exhibit A,  
16 and that services(s) will be performed by properly trained and licensed staff.

17          19.    CONFIDENTIALITY: CONTRACTOR shall observe all Federal, State and  
18 AUTHORITY regulations concerning confidentiality of records. CONTRACTOR shall refer  
19 all requests for information to AUTHORITY.

20          20.    WORK PRODUCT: All reports, preliminary findings, or data assembled or  
21 compiled by CONTRACTOR under this Contract become the property of the AUTHORITY.  
22 The AUTHORITY reserves the right to authorize others to use or reproduce such materials.  
23 Therefore, such materials shall not be circulated in whole or in part, nor released to the public,  
24 without the direct authorization of the AUTHORITY Deputy Executive Director or an  
25 authorized designee.

26          21.    MEDIATION: CONTRACTOR and AUTHORITY agree that in the event of  
27 any controversy or dispute between AUTHORITY and CONTRACTOR arising out of this  
28 Contract, regardless of the nature of the claim or dispute whether in tort, contract, or otherwise,

1 which are not adequately addressed by the AUTHORITY's informal and formal dispute  
2 resolution process, if applicable, shall be submitted to mediation. The parties shall jointly select  
3 a mediator acceptable to CONTRACTOR and AUTHORITY. The mediation shall take place in  
4 the County of Riverside. Each party shall be responsible for its own legal fees and other  
5 expenses incident to the preparation for mediation. If the dispute cannot be resolved by  
6 mediation, neither AUTHORITY nor CONTRACTOR will waive their rights to bring the  
7 appropriate legal action in a court of competent jurisdiction within the County of Riverside.

8 22. SEVERABILITY: If any provision in this Contract is held by a court of  
9 competent jurisdiction to be invalid, void or unenforceable, the remaining provisions will  
10 nevertheless continue in full force without being impaired or invalidated in any way.

11 23. COUNTERPARTS: This Contract may be signed by the different parties hereto  
12 in counterparts, each of which shall be an original but all of which together shall constitute one  
13 and the same contract.

14 24. ENTIRE CONTRACT. This Contract, including any attachments or exhibits,  
15 constitutes the entire Contract of the Parties with respect to its subject matter and supersedes all  
16 prior and contemporaneous representations, proposals, discussions and communications,  
17 whether oral or in writing and any other terms Authority may be required to acknowledge and  
18 accept when accessing the services. In the event of any conflict between this Contract and any  
19 of the Exhibits attached hereto, including but not limited to, Software Terms of Use and the End  
20 User's License Agreement, (EULA) and any proprietary software terms and conditions accessed  
21 on-line, the terms of this Contract (Master Agreement) shall prevail. This Contract may be  
22 changed or modified only by a written amendment signed by authorized representatives of both  
23 parties.

24 25. SURVIVABILITY OF TERMS: Provisions of this Contract that are not fully  
25 performed or are not capable of being fully performed as of the date of termination will survive  
26 termination of this Contract.

27 26. MISCELLANEOUS: As used in this contract, the term CONTRACTOR also  
28 includes Contractor's owners, officers, employees, representatives and agents.



1 **IN WITNESS WHEREOF**, the parties hereto have caused their duly authorized  
2 representatives to execute this Contract this \_\_\_\_ day of \_\_\_\_\_, 201X.

3  
4 Company name: \_\_\_\_\_

5  
6 By: \_\_\_\_\_  
7 (CONTRACTOR'S NAME)

8  
9 Title: \_\_\_\_\_

10  
11 License #: \_\_\_\_\_

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14 **Housing Authority of the County of Riverside**

15  
16 By: \_\_\_\_\_  
17 Heidi Marshall, Deputy Executive Director

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**Exhibit "A"**  
**Scope of Services**  
**[LIST ALL SCOPE OF SERVICES HERE]**

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**EXHIBIT "K"**  
**RHDC's Proposal in Response to RFP No. 2016-001**

**(behind this page)**

Request for Proposals (RFP) No. 2016-001  
Property Management Service For Scattered Site Residential Units

**Exhibit C1**  
**Summary Form**  
[Page 1 of 2]

***This Form must be completed, signed and placed under Tab 1 of the proposal submittal.***

Company Name: Riverside Housing Development Corp./ Desert Sky Realty

Proposer must enter where provided the proposed unit fees for each of the following pricing items related to the Properties and services contemplated in this RFP. Such fees shall be all-inclusive of all related costs that the Proposer will incur to provide the noted services, including, but not limited to (unless otherwise stated herein): sales tax, employee wages and benefits; clerical support; overhead; profit; licensing; insurance; materials; supplies; tools; equipment; long distance telephone calls; document copying; etc. You must enter a proposed fee for the majority of pricing items. A response of "No Charge" or "\$0.00" is allowable. A response of "No Proposal" is not allowed for any item.

**MONTHLY FEES**

Enter the proposed total monthly fees to be charged for each item listed. If there is no charge for an item, please enter zero.

\$ 1,750.00	Per Unit Fee	Base Amount (\$50/unit x 35)
\$ 2,817.00	Lease Up Fee	(1/2 of 9 Actual Vacancies-\$5,635) one time fee
\$ 680.00	Eviction Fee	(Uncontested)
\$	Other Fee(s)	
	<i>Description:</i>	
\$ 1,750.00	<b>Total Fees/Month</b>	
\$ 2,184.00	Manager Salary	Manager requirement is _____ per every _____ units.
\$ 2,115.00	Maintenance Salary	Maintenance Staff requirement is _____ per every _____ units.
\$ 4,299.00	<b>Total Salary Costs/Month</b>	
\$ 1,750.00	<b>Total Fees/Month (from above)</b>	
\$ 4,299.00	<b>Total Salary Costs/Month (from above)</b>	
\$ 6,049.00	<b>TOTAL MONTHLY COSTS</b>	

*All quantities entered by RCHC herein are for calculating purposes only.*

**Readiness to Commence.** Use this section to provide a date in which the Proposer will be ready to commence with property management services.

Month: September Day: 15 Year: 2016



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**EXHIBIT "L"**  
**Affirmative Marketing Plan - Form HUD 935.2A**  
**(behind this page)**

Note to all applicants/respondents: This form was developed with Nuance, the official HUD software for the creation of HUD forms. HUD has made available instructions for downloading a free installation of a Nuance reader that allows the user to fill-in and save this form in Nuance. Please see <http://portal.hud.gov/hudportal/documents/huddoc?id=nuancerreaderinstall.pdf> for the instructions. Using Nuance software is the only means of completing this form.

**Affirmative Fair Housing Marketing Plan (AFHMP) - Multifamily Housing**

U.S. Department of Housing and Urban Development  
Office of Fair Housing and Equal Opportunity

OMB Approval No. 2529-0013  
(exp. 12/31/2016)

<b>1a. Project Name &amp; Address (including City, County, State &amp; Zip Code)</b> <div style="border: 1px solid black; height: 100px;"></div>	<b>1b. Project Contract Number</b> <div style="border: 1px solid black; width: 100%; height: 30px;"></div>	<b>1c. No. of Units</b> <div style="border: 1px solid black; width: 100%; height: 30px;"></div>
<b>1d. Census Tract</b> <div style="border: 1px solid black; width: 100%; height: 30px;"></div>		
<b>1e. Housing/Expanded Housing Market Area</b> Housing Market Area: Expanded Housing Market Area: <div style="border: 1px solid black; height: 40px;"></div>		

**1f. Managing Agent Name, Address (including City, County, State & Zip Code), Telephone Number & Email Address**

**1g. Application/Owner/Developer Name, Address (including City, County, State & Zip Code), Telephone Number & Email Address**

**1h. Entity Responsible for Marketing (check all that apply)**

Owner   
  Agent   
  Other (specify)

Position, Name (if known), Address (including City, County, State & Zip Code), Telephone Number & Email Address

**1i. To whom should approval and other correspondence concerning this AFHMP be sent? Indicate Name, Address (including City, State & Zip Code), Telephone Number & E-Mail Address.**

**2a. Affirmative Fair Housing Marketing Plan**

Plan Type Please Select Plan Type    Date of the First Approved AFHMP:

Reason(s) for current update:

**2b. HUD-Approved Occupancy of the Project (check all that apply)**

Elderly   
  Family   
  Mixed (Elderly/Disabled)   
  Disabled

**2c. Date of Initial Occupancy**

**2d. Advertising Start Date**

Advertising must begin *at least* 90 days prior to initial or renewed occupancy for new construction and substantial rehabilitation projects.

Date advertising began or will begin

**For existing projects, select below the reason advertising will be used:**

To fill existing unit vacancies

To place applicants on a waiting list  (which currently has  individuals)

To reopen a closed waiting list  (which currently has  individuals)

**3a. Demographics of Project and Housing Market Area**  
Complete and submit Worksheet 1.

**3b. Targeted Marketing Activity**

Based on your completed Worksheet 1, indicate which demographic group(s) in the housing market area is/are *least* likely to apply for the housing without special outreach efforts. (check all that apply)

- White       American Indian or Alaska Native       Asian       Black or African American  
 Native Hawaiian or Other Pacific Islander       Hispanic or Latino       Persons with Disabilities  
 Families with Children       Other ethnic group, religion, etc. (specify)

**4a. Residency Preference**

Is the owner requesting a residency preference? If yes, complete questions 1 through 5.  Please Select Yes or No  
If no, proceed to Block 4b.

(1) Type  Please Select Type

(2) Is the residency preference area:  
The same as the AFHMP housing/expanded housing market area as identified in Block 1e?  Please Select Yes or No

The same as the residency preference area of the local PHA in whose jurisdiction the project is located?  Please Select Yes or No

(3) What is the geographic area for the residency preference?

(4) What is the reason for having a residency preference?

(5) How do you plan to periodically evaluate your residency preference to ensure that it is in accordance with the non-discrimination and equal opportunity requirements in 24 CFR 5.105(a)?

Complete and submit Worksheet 2 when requesting a residency preference (see also 24 CFR 5.655(c)(1)) for residency preference requirements. The requirements in 24 CFR 5.655(c)(1) will be used by HUD as guidelines for evaluating residency preferences consistent with the applicable HUD program requirements. See also HUD Occupancy Handbook (4350.3) Chapter 4, Section 4.6 for additional guidance on preferences.

**4b. Proposed Marketing Activities: Community Contacts**

Complete and submit Worksheet 3 to describe your use of community contacts to market the project to those least likely to apply.

**4c. Proposed Marketing Activities: Methods of Advertising**

Complete and submit Worksheet 4 to describe your proposed methods of advertising that will be used to market to those least likely to apply. Attach copies of advertisements, radio and television scripts, Internet advertisements, websites, and brochures, etc.

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**5a. Fair Housing Poster**

The Fair Housing Poster must be prominently displayed in all offices in which sale or rental activity takes place (24 CFR 200.620(e)). Check below all locations where the Poster will be displayed.

Rental Office     Real Estate Office     Model Unit     Other (specify)

---

**5b. Affirmative Fair Housing Marketing Plan**

The AFHMP must be available for public inspection at the sales or rental office (24 CFR 200.625). Check below all locations where the AFHMP will be made available.

Rental Office     Real Estate Office     Model Unit     Other (specify)

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**5c. Project Site Sign**

Project Site Signs, if any, must display in a conspicuous position the HUD approved Equal Housing Opportunity logo, slogan, or statement (24 CFR 200.620(f)). Check below all locations where the Project Site Sign will be displayed. Please submit photos of Project signs.

Rental Office     Real Estate Office     Model Unit     Entrance to Project     Other (specify)

The size of the Project Site Sign will be  x

The Equal Housing Opportunity logo or slogan or statement will be  x

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**6. Evaluation of Marketing Activities**

Explain the evaluation process you will use to determine whether your marketing activities have been successful in attracting individuals least likely to apply, how often you will make this determination, and how you will make decisions about future marketing based on the evaluation process.

**7a. Marketing Staff**

What staff positions are/will be responsible for affirmative marketing?

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**7b. Staff Training and Assessment: AFHMP**

(1) Has staff been trained on the AFHMP?

(2) Has staff been instructed in writing and orally on non-discrimination and fair housing policies as required by 24 CFR 200.620(c)?

(3) If yes, who provides instruction on the AFHMP and Fair Housing Act, and how frequently?

(4) Do you periodically assess staff skills on the use of the AFHMP and the application of the Fair Housing Act?

(5) If yes, how and how often?

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**7c. Tenant Selection Training/Staff**

(1) Has staff been trained on tenant selection in accordance with the project's occupancy policy, including any residency preferences?

(2) What staff positions are/will be responsible for tenant selection?

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**7d. Staff Instruction/Training:**

Describe AFHM/Fair Housing Act staff training, already provided or to be provided, to whom it was/will be provided, content of training, and the dates of past and anticipated training. Please include copies of any AFHM/Fair Housing staff training materials.

**8. Additional Considerations** Is there anything else you would like to tell us about your AFHMP to help ensure that your program is marketed to those least likely to apply for housing in your project? Please attach additional sheets, as needed.

**9. Review and Update**

By signing this form, the applicant/respondent agrees to implement its AFHMP, and to review and update its AFHMP in accordance with the instructions to item 9 of this form in order to ensure continued compliance with HUD's Affirmative Fair Housing Marketing Regulations (see 24 CFR Part 200, Subpart M). I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (See 18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802).

Signature of person submitting this Plan & Date of Submission (mm/dd/yyyy)

Name (type or print)

Title & Name of Company

**For HUD-Office of Housing Use Only**

Reviewing Official:

**For HUD-Office of Fair Housing and Equal Opportunity Use Only**

Approval

Disapproval

Signature & Date (mm/dd/yyyy)

Signature & Date (mm/dd/yyyy)

Name  
(type  
or  
print)

Title

Name  
(type  
or  
print)

Title

Public reporting burden for this collection of information is estimated to average six (6) hours per initial response, and four (4) hours for updated plans, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid Office of Management and Budget (OMB) control number.

**Purpose of Form:** All applicants for participation in FHA subsidized and unsubsidized multifamily housing programs with five or more units (see 24 CFR 200.615) must complete this Affirmative Fair Housing Marketing Plan (AFHMP) form as specified in 24 CFR 200.625, and in accordance with the requirements in 24 CFR 200.620. The purpose of this AFHMP is to help applicants offer equal housing opportunities regardless of race, color, national origin, religion, sex, familial status, or disability. The AFHMP helps owners/agents (respondents) effectively market the availability of housing opportunities to individuals of both minority and non-minority groups that are least likely to apply for occupancy. Affirmative fair housing marketing and planning should be part of all new construction, substantial rehabilitation, and existing project marketing and advertising activities.

An AFHM program, as specified in this Plan, shall be in effect for each multifamily project throughout the life of the mortgage (24 CFR 200.620(a)). The AFHMP, once approved by HUD, must be made available for public inspection at the sales or rental offices of the respondent (24 CFR 200.625) and may not be revised without HUD approval. This form contains no questions of a confidential nature.

**Applicability:** The form and worksheets must be completed and submitted by all FHA subsidized and unsubsidized multifamily housing program applicants.

**INSTRUCTIONS:**

**Send completed form and worksheets to your local HUD Office, Attention: Director, Office of Housing**

**Part 1: Applicant/Respondent and Project**

**Identification.** Blocks 1a, 1b, 1c, 1g, 1h, and 1i are self-explanatory.

Block 1d- Respondents may obtain the Census tract number from the U.S. Census Bureau (<http://factfinder2.census.gov/main.html>) when completing Worksheet One.

Block 1e- Respondents should identify both the housing market area and the expanded housing market area for their multifamily housing projects. Use abbreviations if necessary. A **housing market area** is the area from which a multifamily housing project owner/agent may reasonably expect to draw a substantial number of its tenants. This could be a county or Metropolitan Division. The U.S. Census Bureau provides a range of levels to draw from.

An **expanded housing market area** is a larger geographic area, such as a Metropolitan Division or a Metropolitan Statistical Area, which may provide additional demographic diversity in terms of race, color, national origin, religion, sex, familial status, or disability.

Block 1f- The applicant should complete this block only if a Managing Agent (the agent cannot be the applicant) is implementing the AFHMP.

**Part 2: Type of AFHMP**

Block 2a- Respondents should indicate the status of the AFHMP, i.e., initial or updated, as well as the date of the first approved AFHMP. Respondents should also provide the reason (s) for the current update, whether the update is based on the five-year review or due to significant changes in project or local demographics (See instructions for Part 9).

Block 2b- Respondents should identify all groups HUD has approved for occupancy in the subject project, in accordance with the contract, grant, etc.

Block 2c- Respondents should specify the date the project was/will be first occupied.

Block 2d- For new construction and substantial rehabilitation projects, advertising must begin at least 90 days prior to initial occupancy. In the case of existing projects, respondents should indicate whether the advertising will be used to fill existing vacancies, to place individuals on the project's waiting list, or to re-open a closed waiting list. Please indicate how many people are on the waiting list when advertising begins.

### **Part 3 Demographics and Marketing Area.**

"Least likely to apply" means that there is an identifiable presence of a specific demographic group in the housing market area, but members of that group are not likely to apply for the housing without targeted outreach, including marketing materials in other languages for limited English proficient individuals, and alternative formats for persons with disabilities. Reasons for not applying may include, but are not limited to, insufficient information about housing opportunities, language barriers, or transportation impediments.

Block 3a - Using Worksheet 1, the respondent should indicate the demographic composition of the project's residents, current project applicant data, census tract, housing market area, and expanded housing market area. The applicable housing market area and expanded housing market area should be indicated in Block 1e. Compare groups within rows/across columns on Worksheet 1 to identify any under-represented group(s) relative to the surrounding housing market area and expanded housing market area, i.e., those group(s) "least likely to apply" for the housing without targeted outreach and marketing. If there is a particular group or subgroup with members of a protected class that has an identifiable presence in the housing market area, but is not included in Worksheet 1, please specify under "Other."

Respondents should use the most current demographic data from the U.S. Census or another official source such as a local government planning office. Please indicate the source of your data in Part 8 of this form.

Block 3b - Using the information from the completed Worksheet 1, respondents should identify the demographic group(s) least likely to apply for the housing without special outreach efforts by checking all that apply.

### **Part 4 - Marketing Program and Residency Preference (if any).**

Block 4a - A residency preference is a preference for admission of persons who reside or work in a specified geographic area (see 24 CFR 5.655(c)(1)(ii)). Respondents should indicate whether a residency preference is being utilized, and if so, respondents should specify if it is new, revised, or continuing. If a respondent wishes to utilize a residency preference, it must state the preference area (and provide a map delineating the precise area) and state the reason for having such a preference. The respondent must ensure that the preference is in accordance with the non-discrimination and equal opportunity requirements in 24 CFR 5.105(a) (see 24 CFR 5.655(c)(1)).

Respondents should use Worksheet 2 to show how the percentage of the eligible population living or working in the residency preference area compares to that of residents of the project, project applicant data, census tract, housing market area, and expanded housing market area. The percentages would be the same as shown on completed Worksheet 1.

Block 4b - Using Worksheet 3, respondents should describe their use of community contacts to help market the project to those least likely to apply. This table should include the name of a contact person, his/her address, telephone number, previous experience working with the target population(s), the approximate date contact was/will be initiated, and the specific role the community contact will play in assisting with affirmative fair housing marketing or outreach.

Block 4c - Using Worksheet 4, respondents should describe their proposed method(s) of advertising to market to those least likely to apply. This table should identify each media option, the reason for choosing this media, and the language of the advertisement. Alternative format(s) that will be used to reach persons with disabilities, and logo(s) that will appear on the various materials (as well as their size) should be described. **Please attach a copy of the advertising or marketing material.**

### **Part 5 - Availability of the Fair Housing Poster, AFHMP, and Project Site Sign.**

Block 5a - The Fair Housing Poster must be prominently displayed in all offices in which sale or rental activity takes place (24 CFR 200.620(e)). Respondents should indicate all locations where the Fair Housing Poster will be displayed.

Block 5b - The AFHMP must be available for public inspection at the sales or rental office (24 CFR 200.625). Check all of the locations where the AFHMP will be available.

Block 5c - The Project Site Sign must display in a conspicuous position the HUD-approved Equal Housing Opportunity logo, slogan, or statement (24 CFR 200.620(f)). Respondents should indicate where the Project Site Sign will be displayed, as well as the size of the Sign and the size of the logo, slogan, or statement. **Please submit photographs of project site signs.**



## **Part 6 - Evaluation of Marketing Activities.**

Respondents should explain the evaluation process to be used to determine if they have been successful in attracting those individuals identified as least likely to apply. Respondents should also explain how they will make decisions about future marketing activities based on the evaluations.

### **Part 7 - Marketing Staff and Training.**

Block 7a - Respondents should identify staff positions that are/will be responsible for affirmative marketing.

Block 7b - Respondents should indicate whether staff has been trained on the AFHMP and Fair Housing Act.

Please indicate who provides the training and how frequently. In addition, respondents should specify whether they periodically assess staff members' skills in using the AFHMP and in applying the Fair Housing Act. They should state how often they assess employee skills and how they conduct the assessment.

Block 7c - Respondents should indicate whether staff has been trained on tenant selection in accordance with the project's occupancy policy, including residency preferences (if any). Respondents should also identify those staff positions that are/will be responsible for tenant selection.

Block 7d - Respondents should include copies of any written materials related to staff training, and identify the dates of past and anticipated training.

### **Part 8 - Additional Considerations.**

Respondents should describe their efforts not previously mentioned that were/are planned to attract those individuals least likely to apply for the subject housing.

## **Part 9 - Review and Update.**

By signing the respondent assumes responsibility for implementing the AFHMP. Respondents must review their AFHMP every five years or when the local Community Development jurisdiction's Consolidated Plan is updated, or when there are significant changes in the demographics of the project or the local housing market area. When reviewing the plan, the respondent should consider the current demographics of the housing market area to determine if there have been demographic changes in the population in terms of race, color, national origin, religion, sex, familial status, or disability. The respondent will then determine if the population least to likely to apply for the housing is still the population identified in the AFHMP, whether the advertising and publicity cited in the current AFHMP are still appropriate, or whether advertising sources should be modified or expanded. Even if the demographics of the housing market area have not changed, the respondent should determine if the outreach currently being performed is reaching those it is intended to reach as measured by project occupancy and applicant data. If not, the AFHMP should be updated. The revised AFHMP must be submitted to HUD for approval. HUD may review whether the affirmative marketing is actually being performed in accordance with the AFHMP. If based on their review, respondents determine the AFHMP does not need to be revised, they should maintain a file documenting what was reviewed, what was found as a result of the review, and why no changes were required. HUD may review this documentation.

### **Notification of Intent to Begin Marketing.**

No later than 90 days prior to the initiation of rental marketing activities, the respondent must submit notification of intent to begin marketing. The notification is required by the AFHMP Compliance Regulations (24 CFR 108.15). The Notification is submitted to the Office of Housing in the HUD Office servicing the locality in which the proposed housing will be located. Upon receipt of the Notification of Intent to Begin Marketing from the applicant, the monitoring office will review any previously approved plan and may schedule a pre-occupancy conference. Such conference will be held prior to initiation of sales/rental marketing activities. At this conference, the previously approved AFHMP will be reviewed with the applicant to determine if the plan, and/or its proposed implementation, requires modification prior to initiation of marketing in order to achieve the objectives of the AFHM regulation and the plan.

OMB approval of the AFHMP includes approval of this notification procedure as part of the AFHMP. The burden hours for such notification are included in the total designated for this AFHMP form.

**Worksheet 1: Determining Demographic Groups Least Likely to Apply for Housing Opportunities**  
**(See AFHMP, Block 3b)**

In the respective columns below, indicate the percentage of demographic groups among the project's residents, current project applicant data, census tract, housing market area, and expanded housing market area (See instructions to Block 1e). If you are a new construction or substantial rehabilitation project and do not have residents or project applicant data, only report information for census tract, housing market area, and expanded market area. The purpose of this information is to identify any under-representation of certain demographic groups in terms of race, color, national origin, religion, sex, familial status, or disability. If there is significant under-representation of any demographic group among project residents or current applicants in relation to the housing/expanded housing market area, then targeted outreach and marketing should be directed towards these individuals least likely to apply. Please indicate under-represented groups in Block 3b of the AFHMP. Please attach maps showing both the housing market area and the expanded housing market area.

Demographic Characteristics	Project's Residents	Project's Applicant Data	Census Tract	Housing Market Area	Expanded Housing Market Area
% White					
% Black or African American					
% Hispanic or Latino					
% Asian					
% American Indian or Alaskan Native					
% Native Hawaiian or Pacific Islander					
% Persons with Disabilities					
% Families with Children under the age of 18					
Other (specify)					

**Worksheet 2: Establishing a Residency Preference Area (See AFHMP, Block 4a)**

Complete this Worksheet if you wish to continue, revise, or add a residency preference, which is a preference for admission of persons who reside or work in a specified geographic area (see 24 CFR 5.655(c)(1)(ii)). If a residency preference is utilized, the preference must be in accordance with the non-discrimination and equal opportunity requirements contained in 24 CFR 5.105(a). This Worksheet will help show how the percentage of the population in the residency preference area compares to the demographics of the project's residents, applicant data, census tract, housing market area, and expanded housing market area. **Please attach a map clearly delineating the residency preference geographical area.**

<b>Demographic Characteristics</b>	<b>Project's Residents (as determined in Worksheet 1)</b>	<b>Project's Applicant Data (as determined in Worksheet 1)</b>	<b>Census Tract (as determined in Worksheet 1)</b>	<b>Housing Market Area (as determined in Worksheet 1)</b>	<b>Expanded Housing Market Area (as determined in Worksheet 1)</b>	<b>Residency Preference Area (if applicable)</b>
% White						
% Black or African American						
% Hispanic or Latino						
% Asian						
% American Indian or Alaskan Native						
% Native Hawaiian or Pacific Islander						
% Persons with Disabilities						
% Families with Children under the age of 18						
Other (specify)						

Worksheet 3: Proposed Marketing Activities –Community Contacts (See AFHMP, Block 4b)

For each targeted marketing population designated as least likely to apply in Block 3b, identify at least one community contact organization you will use to facilitate outreach to the particular population group. This could be a social service agency, religious body, advocacy group, community center, etc. State the names of contact persons, their addresses, their telephone numbers, their previous experience working with the target population, the approximate date contact was/will be initiated, and the specific role they will play in assisting with the affirmative fair housing marketing. Please attach additional pages if necessary.

Targeted Population(s)	Community Contact(s), including required information noted above.

**Worksheet 4: Proposed Marketing Activities – Methods of Advertising (See AFHMP, Block 4c)**

Complete the following table by identifying your targeted marketing population(s), as indicated in Block 3b, as well as the methods of advertising that will be used to market to that population. For each targeted population, state the means of advertising that you will use as applicable to that group and the reason for choosing this media. In each block, in addition to specifying the media that will be used (e.g., name of newspaper, television station, website, location of bulletin board, etc.) state any language(s) in which the material will be provided, identify any alternative format(s) to be used (e.g. Braille, large print, etc.), and specify the logo(s) (as well as size) that will appear on the various materials. Attach additional pages, if necessary, for further explanation. Please attach a copy of the advertising or marketing material.

<b>Targeted Population(s)→ Methods of Advertising ↓</b>	<b>Targeted Population:</b>	<b>Targeted Population:</b>	<b>Targeted Population:</b>
<b>Newspaper(s)</b>			
<b>Radio Station(s)</b>			
<b>TV Station(s)</b>			
<b>Electronic Media</b>			
<b>Bulletin Boards</b>			
<b>Brochures, Notices, Flyers</b>			
<b>Other (specify)</b>			



Original Negative Declaration/Notice  
Determination was routed to County  
Clerks for posting on  
**NOTICE OF EXEMPTION**  
Date                      Initial WARCHE

May 17, 2018

**Project Name:** Property Management Services at Quinto Del Sol Apartments, Corregidor Manor Apartments, Aladdin Villas Apartments, and Thirty-Five (35) Scattered Site Residential Units.

**Project Number:** 2016-001

**Project Location:** APN: 644-230-005, APN: 673-140-007, APN: 608-230-032. (See attached Exhibit A for the descriptions and locations of the 35 Scattered Site Residential Units.)

**Description of Project:** The Riverside Community Housing Corp (RCHC) owns, operates and maintains the following real property acquired as part of HUD's Rental Assistance Demonstration (RAD) conversion: Quinto Del Sol Apartments, Corregidor Manor Apartments, and Aladdin Villas Apartments, and Thirty-Five (35) Scattered Site Residential Units (all hereafter the "RAD Properties") located at APN's: 644-230-005, 673-140-007, and 608-230-032. (See attached Exhibit A for the descriptions and locations of the 35 Scattered Site Residential Units.) The RAD Properties are former public housing units which are occupied by low income tenants. On-site property management and maintenance staff for the RAD Properties have either retired or resigned creating the necessity to enter into an agreement with a property management company to manage and maintain the RAD Properties. No new residential units will be created and the existing use of the site will remain the same and of similar intensity. Any existing impacts related to noise, traffic, or utilities will remain similar to existing conditions.

**Name of Public Agency Approving Project:** Riverside Community Housing Corp., Economic Development Agency

**Name of Person or Agency Carrying Out Project:** Riverside Community Housing Corp.

**Exempt Status:** California Environmental Quality Act (CEQA) Guidelines, Section 15301, Existing Facilities and Section 15061 (b) (3), General Rule Exemption.

**Reasons Why Project is Exempt:** The project is exempt from the provisions of CEQA specifically by the State CEQA Guidelines as identified below. The project will not result in any specific or general exceptions to the use of the categorical exemption as detailed under State CEQA Guidelines Section 15300.2. The project will not cause any impacts to scenic resources, historic resources, or unique sensitive biological environments. The existing structures that will receive the new property management service does not possess any historic significance and the project site is already developed. Further, no unusual circumstances or potential cumulative impacts would occur that may



Administration  
Aviation  
Business Intelligence  
Cultural Services  
Community Services  
Custodial

Housing  
Housing Authority  
Information Technology  
Maintenance  
Marketing

Economic Development  
Edward-Dean Museum  
Environmental Planning  
Fair & National Date Festival  
Foreign Trade  
Graffiti Abatement

Parking  
Project Management  
Purchasing Group  
Real Property  
Redevelopment Agency  
Workforce Development

reasonably create an environmental impact. The new property management service will not have an effect on the environment and no significant physical environmental impacts are anticipated to occur.

- Section 15301 – Class 1 Existing Facilities Exemption. This exemption includes the operation, repair, maintenance, leasing, or minor alteration of existing public or private structures or facilities, provided the exemption only involves negligible or no expansion of the previous site’s use. The project as proposed is the commencement of new property management services and as proposed is minimal and would not result in any significant physical impacts related to air quality, traffic, noise, biological or historic resources, or any other potential physical environmental impacts. Once the new property management service begins, the property will continue to operate as residential rental units. Therefore, the project meets the scope and intent of the Class 1 Exemption.
- Section 15061(b)(3) – General Rule or “Common Sense” Exemption. The State CEQA Guidelines provides this exemption based upon the general rule that CEQA only applies to projects with the potential to cause a significant effect on the environment. With certainty, there is no possibility that the proposed project may have a significant effect on the environment. The replacement of the former property managers and maintenance staff at the same physical location will not have an effect on the environment. The new property management service will not increase any potential environmental impacts. The use and operation of the site will be substantially unchanged and will not create any new environmental impacts to the surrounding area. In fact, the new property management service will improve both the existing structures and the surrounding community. Therefore, in no way would the project as proposed have the potential to cause a significant environmental impact and the project is exempt from further CEQA analysis.

Based upon the identified exemptions above, the County of Riverside, Economic Development Agency hereby concludes that no physical environmental impacts are anticipated to occur and the project as proposed is exempt under CEQA. No further environmental analysis is warranted.

Signed:  Date: 5/22/18

Mike Walsh, Deputy Director  
County of Riverside, Economic Development Agency

EXHIBIT "A"

RCHC 35 Scattered Sites Residential Units Description & Locations

APN	Address	# of Units
639-222-006	66061 Third Street Desert Hot Springs, CA 92240	9
639-302-012	66780 4th Street Desert Hot Springs, CA 92240	3
641-311-023	13740 Mark Drive Desert Hot Springs, CA 92240	2
644-141-013	68170 Calle Las Tiendas Desert Hot Springs, CA 92240	4
644-141-014	68160 Calle Las Tiendas Desert Hot Springs, CA 92240	4
644-141-015	68150 Calle Las Tiendas Desert Hot Springs, CA 92240	4
675-251-009	29660 Landau Boulevard Cathedral City, CA 92234	2
680-272-032	32425 Monte Vista Road Cathedral City, CA 92234	2
680-396-003	68685 Cedar Road Cathedral City, CA 92234	2
680-452-047	33580 Cathedral Canyon Cathedral City, CA 92234	2
842-216-001	424 Chaparral Drive Blythe, CA 92225	1
	Total Units:	35



**ATTACHMENT "C"**

**RCHC 35 Scattered Sites Description**

<b>APN</b>	<b>Address</b>	<b># of Units</b>
639-222-006	66061 Third Street Desert Hot Springs, CA 92240	9
639-302-012	66780 4th Street Desert Hot Springs, CA 92240	3
641-311-023	13740 Mark Drive Desert Hot Springs, CA 92240	2
644-141-013	68170 Calle Las Tiendas Desert Hot Springs, CA 92240	4
644-141-014	68160 Calle Las Tiendas Desert Hot Springs, CA 92240	4
644-141-015	68150 Calle Las Tiendas Desert Hot Springs, CA 92240	4
675-251-009	29660 Landau Boulevard Cathedral City, CA 92234	2
680-272-032	32425 Monte Vista Road Cathedral City, CA 92234	2
680-396-003	68685 Cedar Road Cathedral City, CA 92234	2
680-452-047	33580 Cathedral Canyon Cathedral City, CA 92234	2
842-216-001	424 Chaparral Drive Blythe, CA 92225	1

**Total: 35**