

Bicycles

- Bicycle racks are provided for your use in the front of the building and the patio area. Bikes are not to be stored in living area. Bicycles, scooters and skateboards are not to be ridden in living and common areas due to safety issues. The Village assumes no responsibility for your bike.

Activity Areas

The courtyard is an activity area for all residents. Children's Services provides a play area for children who are registered in that program. Parents may engage in organized activities with their children. Residents must use soft or Nerf type equipment for the safety of others.

- Basketballs, board games, and card games are available from the residential office, which may be used in the grassy area at the Village.

Make it to your appointments

It is your responsibility to check your messages daily for appointments and messages from the Village. You are encouraged to obtain more information by asking your Staff Contact or by visiting the Career & Education Center, and other departments.

Leaving the Village Program

Reasons you may earn a Termination of Stay:

- Illegal activity.
- Violence.
- You fail to show up for bed check three consecutive nights, and have abandoned your living space.
- You earned two sober living violations in combination with other violations.
- You acquire six residential points within 6 months. Please remember to work with staff on any issues.
- Violating any of the Immediate Suspension rules can result in you being asked to leave after an investigation. You may be suspended pending completion of the investigation.
- Falsification-Forgery of any documentation during your stay.
- Exhausting the time in the program.

Referral Information

You may see your Case Manager to get housing information for other agencies with their support.

Debarment (Restricted from Participating in the Program)

Debarment occurs for violations that place the community as a whole in danger. If you are given a debarment status, you will be told within 1 working days what the length of the debarment is and what the requirements are for you to use Village resources. The Security Staff will give you an exact time frame for your debarment.

Picking up your property

- When you leave the Village program for any reason, you have 18 days to pick up your property. If you do not pick up your property within 18 days, it will be discarded.

- Staff will go through it and set aside any important documents and photos that they find. They will be held in storage for a period of one year.
- If you go to the hospital, please contact the staff at the Village to make arrangements for your property (760-347-4741). We will put a hold on your property while you are in the hospital for up to 30 days. After 30 days, we will dispose of your property. If you wish for us to turn your property over to someone beside yourself, we need a signed consent to release.
- The Village is not responsible for the loss, theft, damage, or misplacement of any property on the premises. This includes the storage area, laundry service, and stored property.

Ready to Leave

When you are going to check out of the program, please clean your bed/room area and bring the blankets and sheets to the office. Return your badge to the office and notify staff that you are ready to leave, and complete an exit survey or interview with your case manager. This helps us to continue to receive funding for the programs when we are able to report the exit information clients share before leaving.

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Residential Intake Signature Page

I, _____ acknowledge that I was given a copy of the Martha's Village & Kitchen Client Handbook. I will be held responsible for the information and content of this handbook.

Client Signature **Date**

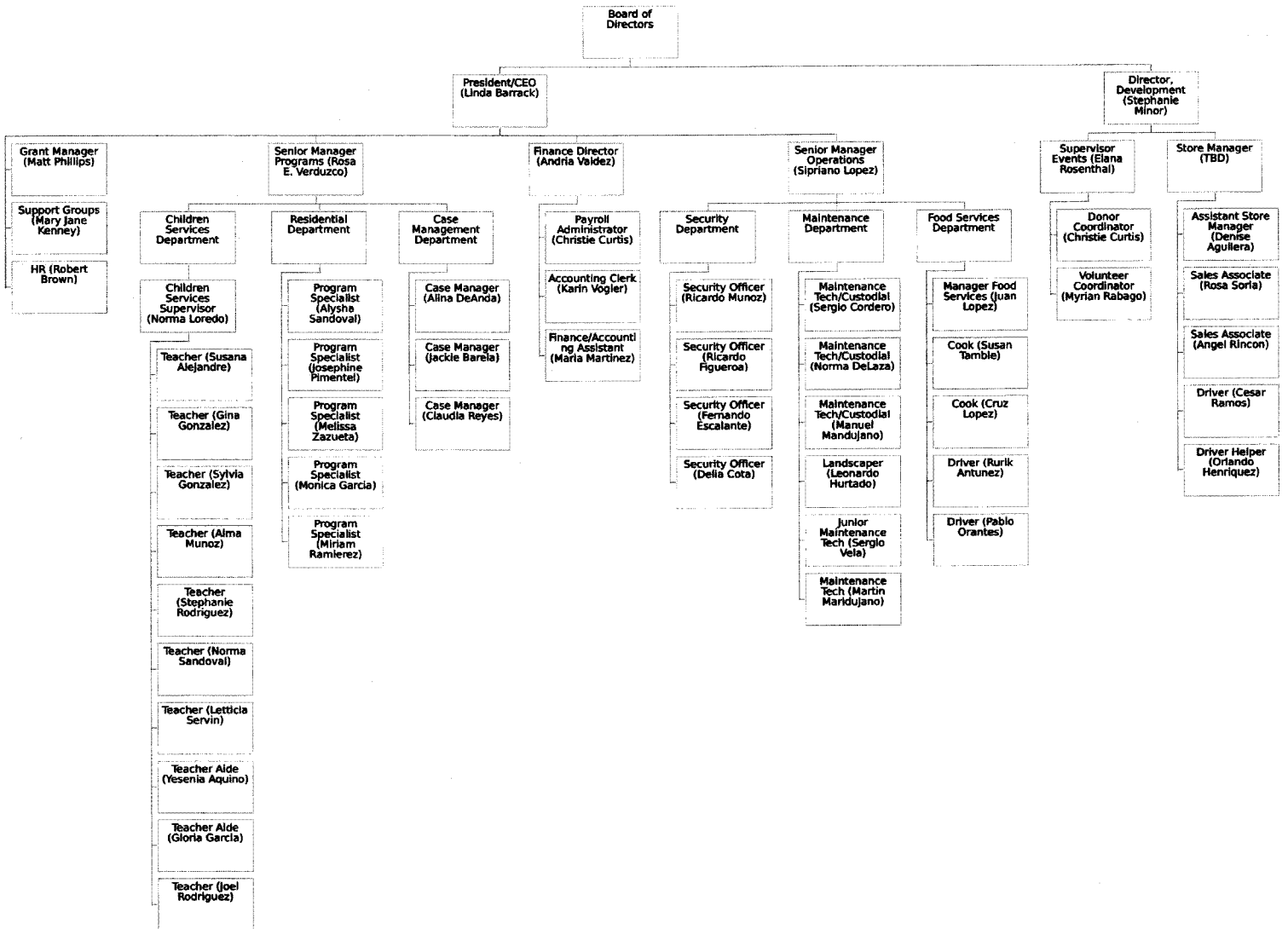
Staff Signature **Date**

I understand that Martha's Village & Kitchen, Inc. is a well-known organization and is often visited by the media.

I do _____ I do not _____ consent that myself and/or my children be filmed or interviewed during my stay here.

Route this page to the resident file.

Attachment 3



Attachment 4

JOB DESCRIPTION

| | |
|--------------------|--------------------|
| Title: | President/CEO |
| Program: | Administration |
| Hours: | Full Time |
| Supervisor: | Board of Directors |

Position Summary: The President and CEO provides leadership and oversight to all operational functions of the organization including program development, management and administration, financial management, public/community relations, fund development (including grants, donations and retail), human resource management, volunteer leadership and strategic direction.

Responsibilities include but are not limited to:

- Ensure a culture consistent with our core values as inscribed in our CREED: Compassion, Respect, Empathy, Empowerment and Dignity.
- Instill a culture of continuous improvement achieved through an ongoing process of defining goals, developing strategies, implementing systems and measuring performance results. Emphasize operational efficiency and effectiveness and good stewardship of our resources.
- Facilitate strategic and operational planning with the support of the Board of Directors and staff. Develop and refine strategic goals, growth targets and initiatives, including recommending changes to program operations to ensure the highest level of quality and performance. With staff, establish programmatic benchmarks and data tracking systems to monitor the organization's progress against goals.
- Ensure organization is operated on a sound fiscal basis. Participate in annual budgeting process and ensure programs and operations are administered and managed in accordance with budgetary guidelines and constraints, cash flow projections, and sound financial management practices.
- Play a major role in fundraising, pursuing an agenda of donor outreach and exceptional donor relations to increase the organization's financial resources.
- Serve as the key spokesperson and advocate for the organization, assuring positive, ongoing public relations. Establish and grow mutually beneficial relationships with nonprofits, government agencies, corporations, funders, community leaders, educational institutions, media and others to support the growth and development of the organization.
- Maintain sound personnel practices in accordance with organization policies, and federal and state law. Attract and retain qualified, competent and caring staff and ensure opportunities for ongoing staff development, including the setting of goals and measuring of results to drive organizational performance and outcomes.
- Encourage an engaged Board of Directors in the work of the organization. Provide adequate and timely information to the Board to effectively execute its oversight role.

This organization reserves the right to revise or change job duties and responsibilities as the need arises. This job description does not constitute a written or implied contract of employment.

Qualifications: Although it is likely that the successful candidate will have extensive leadership experience in human service organizations, it is possible that the individual will come from another career background in the nonprofit, for-profit or public sector. Qualifications will include:

- A minimum of ten (10) years of experience in senior management of an organization of comparable size and complexity and familiarity with the management of a human services

organization. History of broadening the reach and scale of an organization to increase its impact.

- Unquestioned integrity and the ability to provide values-based leadership. Strong personal passion for the organization's mission.
- Participative, goal-oriented management style and believer in formal systems to support culture of continuous improvement.
- Strong donor relation skills; success at cultivating major donors, asking for, and obtaining major gifts.
- Excellent communication skills; articulate, persuasive and inspiring with the ability to serve as a spokesperson. Ability to facilitate group discussion, group decision making and group action.
- Ability to maintain positive and effective relationships with key constituents, including political leaders, funders, clients, staff and volunteers. Ability to build consensus.
- Proven success building a highly qualified and effective staff.
- Strong belief in the power of volunteers to build the capacity of non-profit organizations.
- Sufficient fiscal management experience to be conversant with the fiduciary responsibility of a complex organization with a large asset base.

Education: (Bachelor's required, Master's preferred) in Social Work, Human Services Management, Public Administration, Business Administration or a related field.

Linda Barrack
President and Chief Executive Officer
Martha's Village & Kitchen
83-791 Date Ave.
Indio, CA 92201
760-347-4741 ext. 114

PROFESSIONAL EXPERIENCE:

President and Chief Executive Officer Martha's Village & Kitchen 2015 - Present

Provide overall leadership to the staff of Martha's Village and Kitchen. Plan, organize, and manage the organization's fiscal and operational activities. Prepare, present, and administer the organization's budget. Direct development and implementation of marketing activities. Prepare and present alternatives, recommendations, and solutions for complex public service, administrative and managerial problems. Create and evaluate policies and procedures. Foster an outstanding working relationship with a large dedicated and talented volunteer group. Establish and maintain effective relationships with governmental agencies, public officials, businesses, all levels of staff, and the public. Build and participate in fund development programs. Carry out complex quantitative and qualitative analysis. Serve as a spokesperson and ambassador for MVK.

Director of Programs Martha's Village & Kitchen 2014 - 2015

Provided overall programmatic leadership to the staff of Martha's Village and Kitchen, Coachella Valley's largest provider of comprehensive services targeted to the homeless population including chronically homeless, individuals with HIV/AIDS and unaccompanied homeless youth with Homeless Prevention and Shelter Diversion, Rapid Rehousing Interim and Emergency Housing, as well as Permanent Supportive Housing. Over 6,000 individuals served annually through integrated support services including case management, adult education, and employment support. Operations support includes security, facilities management and food services, providing a quarter million meals annually.

Director, Riverside County Operations Jewish family Service of San Diego 2005 - 2014

Experience includes the management and development of a wide-range of programs and services for homeless individuals and families in need of temporary, emergency, and permanent supportive housing, case management services, client transportation, limited on site client medical services and food services.

Responsible for successfully developing, writing and administering homeless programs in the Coachella Valley, including Roy's Desert Resource Center and Nightengale Family Emergency Shelter. Among the others are the Emergency Food and Shelter Program; Emergency Housing Assistance Program; Essential Services Grant (ESG): HUD Homeless Housing, including HUD Permanent Supportive Housing and HUD Supportive Housing Projects (SHP); Federal Emergency Shelter Grant from the State of California through Riverside County; Indian Well's Service Grant, numerous local foundation grants; and California Development Block Grants (CDBG's) from Riverside County, Palm Desert, and Cathedral City. All of the programs supervised successfully exceeded all auditing requirements and reviews.

Additional responsibilities include the compiling and monitoring of all Program budgets, as well as establishing and monitoring Program policies and protocols.

In the past several years with JFSSD I have progressed from being responsible for a single program with a \$250,000 annual budget to managing nine or more grants annually, three major programs, with nineteen cost centers and a total operating budget of over \$2.6 million.

Additional responsibilities included supervision and development of over forty staff members in all areas of client services.

Experience includes the management and development of a wide-range of programs and services for homeless individuals and families in need of temporary, emergency, and permanent supportive housing, drop in center resource services and case management services.

Supportive services offered as part of these programs include providing temporary housing assistance and attending to other crucial support needs, thus allowing individuals and families the opportunity to stabilize their lives while at the same time seeking long-term solutions through case management, outreach, skills development, and client follow-up. Grants authored, secured and successfully administered include: HUD Supportive Housing Projects/SHP, HUD HIV housing, California Development Block Grant/CDBG (multiple funders), Emergency Shelter Grant/ESG (Both County and State funding), Emergency Housing Assistance Program (EHAP), Emergency Food and Shelter Program/EFSP, multiple Foundation Grants, etc.

Programs supervised and developed included: Nightengale Manor Family Emergency Shelter, the Desert Resource Center for Drop-in Consumers; HUD funded Navajo Trails HIV Emergency Housing; and authored the first Chronically Homeless proposal to be operated by a non-profit, which resulted in an award of \$1.9 million by HUD in 2005. All of the supervised programs successfully exceeded all auditing requirements and reviews during 1998 through 2005. Directly responsible for administrating Episcopal Community Service's annual operating of budget over \$1.1 million dollars in the Coachella Valley. Additional responsibilities included the development and supervision of sixteen client service staff members.

COMMITTEES:

I am an active member of several local and county task forces, which address a broad range of issues, such as mental health, impoverished children, homelessness, and aging. As well as currently being the Vice Chair of the Riverside All County Continuum of Care (CoC), the CoC Planning Committee, Board of Governance (BOG), the CoC Review Committee, the HMIS Council and the Coachella Valley Association of Governments (CVAG) Homeless Committee.

SKILLS:

- | | | |
|------------------|---------------------------------------|------------------------|
| Grant Writing | Budget Development and Management | Staff Supervision |
| Reporting | Program Development and Compliance | Homeless Services |
| Monitoring | HUD -HEARTH Act Based Housing | Procurement |
| HMIS | Advanced Computer Skills | Case Management |
| Customer Service | Staff Development and HR Skills | Marketing |
| Multi -Tasking | Communication Skills | Organizational Skills |
| Team Player | Knowledge of Multiple Funding Streams | Problem Solving |
| Logical | Client and Homeless Services Advocate | Staff Scheduling |
| Title VI | Transportation and CHP Regulations | Fair Housing Practices |

JOB DESCRIPTION

Title: Chief Financial Officer

Program: Finance

Hours: Flexible to meet program needs

Supervisor: President and CEO

Job Summary: Responsible for the entire range of financial activity in the organization, including both the treasury and accounting functions. Formulates and recommends policies on banking, receipt and disbursement of funds, extension of credit, and fiscal and accounting matters. Responsible for the development of standard accounting, analysis and reporting procedures, and for exercising overall financial control. Maintains all accounting records, systems and reports.

Essential Functions:

- Provide President with all financial data required to make strategic and sound financial business decisions.
- Analyze and review final draft of budgets for presentation to the President and the finance committee for final approval by the board of directors.
- Negotiate bank loans, capital leases and other financial obligations for the organization.
- Prepare all schedules, fiscal reports and required documentation for annual audit.
- Coordinate activities involving government audits.
- Advise program directors regarding budget implementation and control.
- Provide informal audit of all operations of the organization.
- Manage all bank accounts on a monthly basis.
- Maintain accurate records of all company assets and transactions.
- Prepare consolidated quarterly financial reports for presentation at board meetings.
- Provide final review and approval of all disbursements and supporting documentation.
- Oversee all financial activities including grants, payroll, accounts payable and audits.
- Prepare business plans for expansion of organization for board approval.
- Maintain liaison and all reporting requirements according to Limited Partnership Agreements.
- Provide requested reports in a timely manner.
- Perform other reasonably related business duties as assigned by immediate supervisor and other management as required.

This organization reserves the right to revise or change job duties and responsibilities as the need arises. This job description does not constitute a written or implied contract of employment.

Supervisory Responsibilities:

Supervision of Staff:

- Recruit, select, orient and train management staff; oversee and ensure hiring process in all areas of the agency.
- Communicate job expectations; plan, monitor and appraise job results.
- Set measurable goals and evaluate achievement of goals.
- Give and receive feedback and evaluation as an improvement tool.
- Coach, counsel and discipline employees enforcing systems, policies and procedures.
- Provide development of personal growth and opportunities.
- Identify and evaluate alternative courses of action through utilization of principles of problem solving skills.
- Demonstrate emphasis on improving quality of staff, systems, and environment.
- Initiate and/or participate in processes to address and resolve issues impacting quality of services in programs and facilities.
- Must be able to demonstrate effective leadership skills.
- Consistent maintenance of favorable and effective relations in assigned area.
- Ability to plan, organize and effectively present ideas and concepts to groups both orally and in writing.
- Demonstrated ability to coordinate a high level of activity under a variety of conditions and constraints.
- Demonstrated organization skills.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimum Education and Experience: BS/BA in accounting and seven (7) years general accounting experience.

Preferred Education and Experience: CPA or MBA and fifteen (15) years of experience in finance (at least seven years at the senior level), including background in financial information systems, financial reporting, budgeting. A plus would be experience in non-profit accounting, public and private grants administration.

Other: Strong supervisory and management skills; superior verbal and written communication skills; ability to work comfortably as a team player and thrive in a fast-paced, multi-site environment; a problem-solving approach to challenges and demonstrated experience improving business processes and systems; internal and external customer service orientation; capacity to motivate and inspire colleagues and engage with them in a pro-active and positive manner; experience working with vendors to improve services and contain costs; thorough knowledge of applicable laws; demonstrated ability/desire to work with and develop a diverse staff. High energy and a sense of humor are important.

Language Skills: Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques or style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or boards of directors.

Mathematical Skills: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply basic algebra and geometry.

Reasoning Ability: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger; handle or feel objects, tools or controls; reach with hands and arms; climb stairs; talk or hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include ability to adjust focus.

Andria M. Valdez
83111 Blue Mountain Ct.
Indio, CA 92201
(760) 848-6635

QUALIFICATIONS:

- Held positions that required performing, and ultimately managing those that perform, general accounting functions.
- Conducted financial audits, as a Senior Auditor for a CPA firm, for governmental and private organizations.
- Prepared annual and monthly forecast and budgets for Board of Directors of non-profit organizations.
- Performed consultations that involved providing information on requirements needed to better internal controls.
- Lead in handling daily computer functions, programs and issues.
- Experienced in reading and analyzing legal and regulatory documentation.
- Skillful in gathering and analyzing data.
- Very well organized and able to meet deadlines.
- Dedicated and self-motivated team player/builder.
- Excellent oral and written communication skills.

EXPERIENCE:

1/15 – Present **Martha's Village & Kitchen, Inc.**

Director of Finance

- Developed and maintained financial accounting and record keeping systems for the organization.
- Implemented internal controls, and maintain review of controls and policies and procedures.
- Analyze and present monthly and annual financial statements; overseeing all financial, project/program and grant accounting.
- Coordinate and lead annual audits, liaising between external auditors and the Board of Directors Finance Committee.
- Supervise payroll, billing, receivables, payables, cash receipts, cash disbursements, & general ledger.
- Manage the day-to-day operations of the Finance and Administration department.
- Monitor the collection and recording of grant claims and receipts, ensuring monthly, quarterly and annual financial requirements are met.
- Support the Directors and Managers in the development of annual budgets for the organizations various strategic initiatives.
- Review employee time-sheets, and bi-weekly payroll submittals.
- Coordinate the organization's IT needs, ensuring effective maintenance of administrative systems and information, such as databases, email addresses and passwords, and file systems.
- Provide input on critical problems; participating in decisions affecting the organization's projects/programs, and work collaboratively with staff to formulate organizational positions and policies on key issues.

2/08 – Present ***Anytime Fitness***

Administrator/Executive Officer

- Created Chart of Accounts and ledgers necessary to generate Financial Statements.
- Created internal policies and procedures.
- Hired, trained, supervised and mentored employees.
- Developed and managed financial systems.
- Prepared monthly financial statements and reports.
- Prepared corporate tax returns.
- Handled accounts payable and receivables.
- Prepared sales and revenue reports.
- Prepared bank reconciliations.
- Handled payroll processing and payroll tax returns.
- Monitored and recorded company expenditures.

8/06 – 2/08 ***Angel View Crippled Children's Foundation***

Controller

- Prepared financial reports for monthly Board of Director meetings.
- Managed accounts payable, accounts receivable, and payroll departments.
- Prepared monthly and annual financial statements.
- Ensured proper accounting of general ledger transactions and prepared monthly general ledger reconciliations.
- Prepared departmental budgets.
- Monitored and improved internal controls.
- Oversaw the operations of over 30 departments.
- Prepared reconciliations for bank and investment accounts.
- Generated projected forecast of revenue and expenses.
- Prepared monthly and annual accruals and month end closings.
- Prepared payroll, sales, and property tax returns.
- Converted the organization from a manual payroll system, which involved the payroll computation of 200+ employees, to a new automated system that reduced expenses and improved efficiency.
- Improved general accounting and operational functions.

8/02 – 6/06 ***Maryanov Madsen Gordon & Campbell CPAs (MMGC)***

Senior Accountant

- Performed public accounting for businesses, professionals and non-profit organizations.
- Updated client's financial reports to comply with the latest GAAP pronouncements.
- Ensured proper accounting of general ledger transactions and prepared monthly general ledger reconciliations.
- Evaluated internal control structures.
- Prepared reports for several organizations to propose recommendations for improvement and advise on steps to be taken to comply with regulations.
- Prepared corporate, partnership and individual income tax returns.
- Conducted research on various tax matters.
- Prepared payroll tax returns.
- Responded to both client and governmental inquiries.
- Prepared monthly and quarterly financial statements.

8/02 – 6/06 ***Maryanov Madsen Gordon & Campbell CPAs (MMGC) (Continued)***

Senior Accountant

- Planned, coordinated and supervised audits of financial statements for profit.
- Knowledge acquired while conducting audits:
 - Understanding of multiple types of organization's financial and organizational structures.
 - Compliance requirements of applicable business laws and regulations.

– The ability to improve an organization's operations by evaluating internal controls and operational procedures.

2/01 – 7/02 Torre Nissan

Warranty Administrator

- Processed and submitted warranty claims.
- Documented receivables associated with the claims, and researched and submitted monthly warranty audit information request.

12/99 – 11/00 Chesler Enterprises

Bookkeeper

- Participated in the maintenance of company records that aided the president in making daily production as well as financial decisions.
- Performed multiple bank reconciliations.
- Prepared sales invoices, and maintained related accounts receivable records.
- Handled all account payables that pertained to business expenses.
- Maintained contact with affiliated sales organizations on a daily basis, issuing information related to the maintenance of purchase orders.

1/99 – 12/99 Sullivan's Steakhouse

Administrative Assistant

- Recorded beginning inventory and associated account balances.
- Created all financial reports and schedules required for the newly opened franchised location.
- Provided administrative support for management.
- Assisted in the preparation of all major reports requested by the corporate office, which included profit and loss statements and weekly sales reports.
- Audited daily sales transactions.
- Established, maintained, and updated files, databases, and records.

8/97 – 5/98 Torre Nissan

Cashier/Receptionist

- Managed all incoming phone inquiries.
- Handled all general front desk duties that pertained to cash receipts.
- Scheduled and coordinated meetings, interviews, and appointments.

EDUCATION:

2000 – 2002 **California State University San Bernardino** – San Bernardino, CA

B.S. Business Administration - Accounting

1997 – 1998 **College of the Desert** – Palm Desert, CA

A.S. Business Administration

1996 – 1997 **Fayetteville Technical Community College** – Fayetteville, NC

JOB DESCRIPTION

Title: Senior Manager of Operations

Program: Operations

Hours: 40 hours per week (flexible to meet program needs which may include mandatory overtime, evenings, weekends or holidays; available by pager to ensure coverage)

Supervisor: President/CEO

Job Description: The Senior Manager of Operations works collaboratively with the Executive Management Team to provide Facilities, Security, and Food Services that enhance the efforts of (1) the Social Service and Residential programs in assisting homeless clients.

Company description: Martha's Village & Kitchen is a dynamic social service organization that provides residential and supportive services to the homeless in Coachella Valley using interventions based on housing first (permanent supportive housing, short term rental assistance).

Following the motto of "neighbors helping neighbors," the mission of Martha's Village to prevent and end homelessness one life at a time. We achieve our mission by providing outcome-based programs in the spirit of our CREED (Compassion, Respect, Empathy, Empowerment, and Dignity).

Essential Functions:

- Ascribe to the "broken window theory" within the management of the Facilities program.
- Provide leadership to the Village Security Program that supports effective de-escalation of crisis situations while also properly preparing Officers to protect themselves, staff, and clients/tenants.
- Support the Food Services Program Manager in providing over 200,000 nutritious and delicious meals per year in a manner that is cost-effective and welcoming to our partners (Food Banks and donors), diners (clients and staff), and volunteers.
- Assist site inspections, audits and other related needs.
- Attends all required meetings
- Maintains appropriate communications within area of responsibility.
- Performs other related duties as assigned.
 - **Department Management**
- Provides quality assurance oversight for the Security, Food Services, and Facilities programs.
- Ensures timely deliverables.
 - **Staff Supervision**
- Personnel management to include hiring, training, coaching, evaluation, and daily supervision of employees.
- Ensure Human Resource issues are handled according company policy and procedure.
 - **Fiscal/Regulatory Compliance**
- Ensure compliance with legal, fiscal, and other regulatory requirements.

- Assures successful audits with all funding sources and maintains excellent relations with funders in order to increase subsidies and other growth opportunities.
- Assure that weekly and monthly internal and external reporting requirements are met in an accurate and timely fashion.
 - **Village Leadership**
- Support agency-wide efforts related to revenue production.
- Communicate programmatic deficiencies, challenges and successes to the Executive Director.
 - **Asset Management**
- Capital Assets as a “subject matter expert” in the area of Facilities management and food services.

Sipriano Lopez
46200 Jasmine Lane, Indio, CA 92201
p. 760-343-8354

Objective

To obtain a challenging and rewarding position with a company where I can utilize my skills and broaden my knowledge. I work professionally, proficiently, and am dedicated to building a successful career.

Senior Manager Building Operations

Oct 2012-Current Martha's Village 83791 Date Ave, Indio, CA
760-347-4741

- Support the Food Services Program Manager in providing over 220,000 nutritious and delicious meals per year in a manner that is cost-effective and welcoming to our partners (Food Banks and donors), diners (clients and staff), and volunteers.
- Provide leadership to Martha's Village Security Program that supports effective de-escalation of crisis situations while also properly preparing Officers to protect themselves, staff, and clients/tenants.
- Personnel management to include hiring, training, coaching, evaluation, and daily supervision of employees.
- Provides quality assurance oversight for the Security, Food Services, and Facilities programs.
- Capital Assets as a "subject matter expert" in the area of Facilities management and food services
- Ensure compliance with legal, fiscal, and other regulatory requirements.

Purchasing Manager

Apr 2008-Dec 2010 Augustine Casino 84001 Ave 54, Coachella,
CA 92236 760-391-9500

- Establishes, maintains and manages the purchasing, receiving, warehousing and inventory control processes
- Works with buyers in making sure the best prices of purchased goods are obtained without sacrificing quality
- Negotiates agreements and contracts and maintains the record management of each contract
- Responsible for monthly inventory and management of warehouse using Food Trak inventory control system

Executive Sous Chef

Aug 2004-Apr 2008 Augustine Casino, 84001 Ave 54, Coachella,
CA 92236 760-391-9500

- Responsible for assisting executive chef with financial management, purchasing, inventories, scheduling staff, training and recruiting
- Assist executive chef to supervise food operations
- Maintain departmental standards of sanitation
- Initiated and directed the training and evaluation of kitchen team members
- Conducted month end inventories

Delivery Assistant

Sep 2001-Aug 2004 CD Delivery, 68845 Perez Rd, Cathedral City, CA 92234 760-342-5000

- Responsible for delivery, assembly and installation of high end designer furniture
- Conducted monthly warehouse inventory
- Provide excellent customer service, conduct customer contact in a professional and courteous manner
- Responsible for furniture assembly/installation as per installation specifications to meet customer satisfaction; inspected furniture for proper operability according to manufacturer's guidelines

Executive Sous Chef

Feb 2000-Aug 2001 Best Beverage Catering, 81800 Ave 51, Indio, CA 92201 760-863-0100

- Oversaw all catering operations and 1 food and beverage facility; Planned and organized all catering food preparation and presentation for special events.
 - Supervised quality control, budgeting, purchasing and vendor negotiations; Monitored and maintained inventory levels, ordered food and supplies and managed catering staff as needed
 - Maintained food costs and sanitation standards
-

Skills and Certifications

- Over 16 years of management experience
- Computer and internet literate
- Assertive, self-motivated, goal-oriented and efficient
- Cooperative, hardworking and reliable team player
- Forklift certified
- ServSafe certified
- Food Handler's certification

JOB DESCRIPTION

| | |
|--------------------|--|
| Title: | Senior Manager of Programs |
| Program: | Residential/Case Management/C&E/Children Services |
| Hours: | 40 hours per week (flexible to meet program needs which may include mandatory overtime, evenings, weekends or holidays; available by pager to ensure coverage) |
| Supervisor: | President/CEO |

Position Summary: **Responsible** and accountable for the 24 hour administration, leadership and overall functioning of the Social Services Department, Case Management, Resources, and Counseling and Assessment center. Ensures the effective functioning of the clinical programs and services, develops and maintains program policies and procedures, program development and evaluation, milieu evaluations and implementation of appropriate staff and client interventions. Ensures paperwork completion, monitors and adheres to budgets. Contributes to the development of polices, programs and services that enhance the mission of the Village.

Duties and Responsibilities:

- As a member of the Executive Management Team attends and participates in weekly meetings and assists in problem solving issues of concern, develops policy recommendations and plans special events Village wide. Translates decisions into Policies and Procedures.
- Liaison with Board Committee to keep them informed of service program and needs and oversees Managers involved in this activity.
- Assists Program Managers in designing and implementing the service delivery system for the programs and for the Social Services Department in cooperation with the Administrative Management Team and according to Philosophy and Mission.
- Designs, implements and maintains an up to date Department Training manual that includes mission, goals, emergency protocols, confidential, reporting requirements, charting procedures, statistical tracking requirements, etc.
- Conducts and participates in regular Department Managers meetings for team building, general business, in-service training, program development and coordination of services in program and Center Wide.
- Designs data collection system, collects, maintains, analyzes and disseminates program accountability data.
- Reports program activity on a monthly and annual basis and in accordance with funding source requirements and instruct Program Managers in these duties.
- Assists development personnel with proposal writing to create resources that enhance and expand the program ability to serve the special needs of our clientele.
- Coordinates linkage with community and other agencies.
- Determines client assessments with the Assessment Team and analyzes and reports data (profiles and trends). Incorporates findings into program development and /or Public Relations recommendations.
- May provide emergency assessments, intervention and referrals as needed.
- May participate in Case Management Case conferencing meetings.
- Promotes and supports research efforts and assists the organization and community in learning more about poverty and homelessness.
- Provides Public Relations/Education in include public speaking and liaison with media and county agencies as needed to promote Village activities.
- Represents the organization at professional meetings in the community.
- Attends Village Counsel Meetings.
- Performs other reasonably related business duties as assigned by immediate supervisor and other management as required.

This organization reserves the right to revise or change job duties and responsibilities as the need arises. This job description does not constitute a written or implied contract of employment.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Minimum experience:

SUPERVISORY RESPONSIBILITIES

Supervision of Staff:

- Assist with the selection, orientation, training and scheduling of staff.
- Communicate job expectations, planning monitoring and appraising job results.
- Set measurable goals and evaluate achievement of goals.
- Give and receive feedback and evaluation as an improvement tool.
- Coach, counsel and discipline employees enforcing systems, policies and procedures.
- Recommend development of personal growth and opportunities.
- Identify and evaluate alternative courses of action through utilization of principles of problem solving skills.
- Demonstrate emphasis on improving quality of staff, systems, and environment.
- Initiate and/or participate in processes to address and resolve issues impacting quality of services in programs and facilities.
- Must be able to demonstrate effective leadership skills.
- Consistent maintenance of favorable and effective relations in assigned area.
- Ability to plan, organize and effectively present ideas and concepts to groups both orally and in writing.
- Demonstrated ability to coordinate a high level of activity under a variety of conditions and constraints.
- Demonstrated organizational skills.
- Ability to travel to off-site locations if applicable.

Performance Responsibilities:

Although each position has its own unique duties and responsibilities, the following listing applies to every employee of the Village. All employees of the organization:

- Will exercise necessary cost control measures.
- Will strive to maintain positive internal and external customer service relationships.
- Must demonstrate effective communication skills by conveying necessary information accurately, listening effectively and asking questions when clarification is needed.
- Must be able to be depended upon to plan and organize work effectively and ensure its completion.
- Must be able to demonstrate reliability by arriving to work on time and taking breaks in expected time frames.
- Will be expected to meet all productivity requirements.
- Must be able to demonstrate team behavior and must be willing to promote a team-oriented environment.
- Is expected to represent the organization professionally at all times.
- Must be able to demonstrate initiative, strive to continually improve processes and relationships.

Organization's Expectation of Employee:

- Adhere to Agency Policy and Procedures.
- Model our CREED and act as a role model within and outside the organization.
- Perform duties as workload necessitates.
- Maintain a positive and respectful attitude
- Communicate regularly with supervisor about department or program issues.
- Demonstrate flexible and efficient time management and ability to prioritize workload.
- Consistently report to work on time prepared to perform duties of position.

Skills:

- Ability to work effectively with volunteers.

- Thorough understanding of the organization's Vision, Mission and CREED.
 - Highly developed interpersonal skills and highly effective in working objectively with a diverse group of people.
 - Team player willing to accept and promote organizational goals and function with minimal supervision.
- Ability to make decisions based on education preparation and experience, which reflect consistency with organization philosophy, policies and procedures

LANGUAGE SKILLS

Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques or style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or boards of directors.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra.

REASONING ABILITY

Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, musical notes, etc.,) in its most difficult phases. Ability to deal with a variety of abstract and concrete variables.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, and regularly required to stand and walk. The employee frequently is required to use hands to finger, handle or feel; reach with hands and arms; and talk or hear. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include ability to adjust focus.

WORK ENVIRONMENT:

The noise level in the work environment is usually moderate with a high level of activity.

Rosa E. Verduzco
52788 Calle Emelia, Coachella CA, 92236
760.574.4964
rverduzco3@gmail.com

Summary

Skilled at learning new concepts quickly, working well under pressure, and communicating ideas clearly and effectively. Productive and efficient work habits without supervision. Self-motivator with high energy and a team player. Experience with various software programs for word processing, data entry, spreadsheets. Excellent organizational skills, Ability to prioritize assignment with frequent interruptions while completing work in a timely accurate manner.

Education B.S in Child Development 2012-2013
Union Instituted & University, Los Angeles, CA

Child Development
University of California Riverside Extension, Riverside, CA 2009-2012

High School Diploma
Coachella Valley High School, Thermal CA 1998-2002

Career History & Accomplishments

Senior Manager of Programs, Martha's Village & Kitchen (Non-profit) 10/2013-Current

- Act as a liaison with community and philanthropic organizations.
- Act as a liaison to school in the community, meeting with teachers and school administration.
- Attend in the design, collection, and maintenance of program accountability date.
- Provide in-service, training, and seminars related to the improvement of the program.
- Communicate/ meet with clients and staff to address their needs and concerns.
- Ensure that program is in compliance.
- Write, revise and implement policy and procedures design.
- Coordinate with Administration to qualify for grants, funding and donor wishes as necessary.
- Define developmentally appropriate program planning for all programs in conjunction with President/CEO
- Promote and maintain positive communications and working relationship among staff, volunteers.
- Recruit, train, supervise, discipline, and evaluate program staff, volunteer and interns.
- Supervise 19 staff members and 5 volunteers.

Montessori Elementary Teacher, Montessori School of Palm Springs 2012-2013

- Develop individual curriculum for multiple age groups from 1st-6th grade.
- Help plan school activities for parents and students to attend.
- Assist other teachers with any curriculum conflicts.
- Conducted parent & teacher conference for all students in my class.

Administrative Assistant to ECE Department Coordinator/ Teacher 2009-2010
University of California Riverside Extension.

- Provided clerical support for child development program
- Responsible for word processing, data entry, record keeping and filling.
- Assemble service packets, order program materials, process audio-visual
- Retrieve data from in house software program.
- Manage 1.5 million dollar grant requirement through the First 5 of California.
- Assisted program coordinator, students, and administrative team.
- Conducted monthly assessments of students and child care centers directors.
- Responsible for program recruitment and enrollment.

Account Sales Manager, Pepsi Bottling Group

2007-2009

- Achieve sales growth in assigned account
- Manage sales in 100 area stores
- Expanded territorial sales
- Demonstrated ability to gain customers trust and provide exceptional follow-up.
- Work with team members to insure sales growth and customer relations.
- Place product order. Predicting sales growth and needs for each account weekly.

Chore Coordinator, Martha's Village & Kitchen (Non-Profit)

2006-2007

- Responsible for monitoring 200 clients in a non-profit organization.
- Teach concept of responsibility and consistency to help break the cycle of homelessness.
- Develop schedules for each individual.
- Coordinated training for the use of chemicals and instructing the safety procedures.
- Work with families differences to meet their goal and needs.

Assistant Store Manager, Foot Locker Inc.

2001-2006

- Responsible for hiring personnel and payroll.
 - Manage store employees and sales increase.
 - Experience in resolving escalated customer service issues.
 - Increase employee's knowledge by assisting with development and implementation of product awareness.
 - Enhance employee performance and attendance through daily monitoring, one-on-one discussions.
 - Received outstanding positive comments from team members reviews.
-

JOB DESCRIPTION

Title: Security Officer
Program: Operation Services
Hours: Full-time (40 hours per week and/or on-call)
Supervisor: Senior Manager of Operations

Job Summary: Patrol premises and property to ensure safety and provide a secure environment.

Essential Functions:

- Ensure integrity and security of Residential building.
- Maintain surveillance through the use of CCTV monitors.
- Patrol all areas of the Residential areas.
- Ability to handle crisis situations.
- Provide timely assistance to assure safety.
- Clear the building in case of fire, bomb threat, natural disaster, or other emergency alarm.
- Conduct medical evaluations as needed or requested. Contact medical personnel as situation dictates.
- Will likely be called upon to assess suicidal/homicidal persons. May have to physically intervene to ensure safety of self and others. This may include other types of intervention involving acts of violence.
- Work closely with and learn from a qualified supervisor.
- Protect life and property; prevent and reduce crimes.
- Respect and protect the confidential and privileged information of employer or client beyond the term of employment, except where their interests are contrary to law.
- Cooperate with all recognized and responsible law enforcement and government agencies in matters within their jurisdiction - as long as it does not conflict with the confidentiality of the client.
- Accept no compensation, commission, gratuity, or other advantage.
- May act as a safety investigator and will report safety hazards and/or violations to a supervisor as soon as practical; responsible for following safety practices while conducting security duties.
- Present oneself in a professional manner.
- Record all incidents occurring during the shift. Write incident reports in a timely fashion.
- Report any malfunction of security equipment to Supervisor and document the malfunction in the log.
- Uphold the law and respect the constitutional rights of all persons.
- Observe the principles of truth, accuracy and prudence, allowing neither prejudices, nor friendships to influence decisions.
- Report to superiors, without hesitation, any violation of the law.
- Ensure all paperwork in control areas is filed properly and that the post is functional and clean.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities.

Minimum Education and Experience: California Guard Card and one year experience in security or will consider military experience.

Market Education and Experience: Same as minimum with Advanced Security School, i.e., completion of PSTA course in addition to certificate for baton, pepper spray, and CPR and two years in general security or military experience.

Preferred Education and Experience: PC 832 or POST or minimum of 45 college units in related field of study and experience working security at a school, university or school campus, hospital or other facility that would provide the experience as outlined in the job description.

Other:

Valid California Guard Card

Valid First Aid and CPR certifications; or complete within 30 days of employment

TB test must be completed within 30 days of employment, bi-annually thereafter

Attend New Employee Orientation within 60 days of hire and complete TB/Hepatitis series within 30 days of hire

Successfully complete the security PQS within 90 days of employment

Attend and successfully complete all job related trainings as assigned

Skills:

- Ability to work effectively with volunteers.
- Thorough understanding of the organization's Vision, Mission and CREED.
- Highly developed interpersonal skills and highly effective in working objectively with a diverse group of people.
- Team player willing to accept and promote organizational goals and function with minimal supervision.
- Ability to make decisions based on education preparation and experience, which reflect consistency with organization philosophy, policies and procedures.

Language Skills: Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints.

Mathematical Skills: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger; handle or feel objects, tools or controls; reach with hands and arms; climb stairs; talk or hear. The employee must occasionally lift and/or move up to 45 pounds without assistance. Specific vision abilities required by the job include ability to adjust focus.

Work Environment: The noise level in the work environment varies. Exposure to adverse weather conditions such as rain, wind or heat.

JOB DESCRIPTION

| | |
|--------------------|--|
| Title: | Maintenance Technician III |
| Program: | Facilities |
| Hours: | 40 hours per week (flexible to meet program needs which may include mandatory overtime, evenings, weekends or holidays; available by pager to ensure coverage) |
| Supervisor: | Senior Manager of Operations |

Job Summary: Is expected to have knowledge of and ability to perform moderately difficult work in two or more trades such as: electrician, carpenter, machinist, painter, mason, etc. goals and objectives of the maintenance program. Responsible for general repairs, installations, construction and replacement of equipment required, use of a variety of hand and power tools, making routine checks of building and facilities and completing necessary repairs.

Essential Functions:

- Schedule and prioritize daily assignments/work orders, and complete and return work orders indicating billable hours with program allocations and materials.
- Perform repairs and/or replacement of machine and/or equipment following authorized manual instructions and codes.
- Install, maintain and repair machinery, equipment, physical structures, and pipe and electrical systems or notify supervisor of situation outside technical ability.
- Repair and maintain physical structure of establishment by performing routine facility and equipment inspections.
- Perform routine safety inspections of facility and notify management of any safety hazards or concerns; respond to emergencies representing an immediate safety or equipment hazard and report findings to appropriate personnel.
 - Be attentive to unusual sounds from machines or equipment and take appropriate action, being mindful of service agreements, leases, warranties, etc.
- Set up, operate and maintain machine tools such as lathe, grinder, drill, and milling machine to repair or fabricate machine parts, jigs, fixtures and tools.
- Fabricate and repair counters, benches, partitions and other wooden structures.
- Maintain the building and perform routine painting or touch ups.
- Build, repair and install counters, cabinets, benches, partitions, floors and doors; build framework and trim as directed.
- Install glass in windows, doors and partitions.
- Replace damaged ceiling tile, floor tile and wall coverings.
- Replace or install items such as window shades, blinds, curtain rods, wall fans, door locks or other general maintenance duties as required to maintain building and meet established standards.
- Respond to work orders generated by facility and keep facility manager informed of any delays or problems that impact timelines.
- Report any unsafe tools and equipment to supervisor.
- Notify appropriate staff of any hazardous materials requiring special handling or cleanup; use appropriate safety precautions, equipment or clothing (i.e., mask, gloves, protective clothing) when working with safety sensitive materials.
- Follow and use safety precautions for the use and disposal of any unused/used chemicals (read and follow all MSDS guidelines prior to using new solvents or supplies—check with supervisor if there are any questions regarding chemical interactions that may produce toxic fumes, etc.).

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimum Education and Experience: High School diploma or equivalent or technical or vocational training or three (3) years of experience installing, troubleshooting, repairing, and maintaining various building systems, drywall installation, finishing, painting, and repairs.

Market Education and Experience: Minimum of two (2) years field experience with trade school training OR five (5) years total field experience.

Preferred Education and Experience: Recognized trade school or apprenticeship in construction industry and four (4) years general experience in property management or other area/industry where job responsibilities required ability to assess and perform in at least three trades.

Skills:

- Ability to work effectively with volunteers.
- Thorough understanding of the organization's Vision, Mission and CREED.
- Highly developed interpersonal skills and highly effective in working objectively with a diverse group of people.
- Team player willing to accept and promote organizational goals and function with minimal supervision.
- Ability to make decisions based on education preparation and experience, which reflect consistency with organization philosophy, policies and procedures.

Language Skills: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports, correspondence and memos. Ability to speak effectively before groups of customers or employees of the organization.

Mathematical Skills: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to perform these operations using units of American money and weight measurement, volume and distance. Ability to calculate figures and amounts such as discounts, proportions, percentages, area, circumference and volume.

Reasoning Ability:

Ability to apply principles of rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral diagrammatic, or schedule form.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, walk, climb, stoop, kneel, crouch or crawl. The employee is frequently required to use hands to finger; handle or feel; reach with hands and arms; and talk or hear. The employee must occasionally lift and/or move up to 45 pounds without assistance and may also push and pull objects weighing 100 pounds or more. Specific vision abilities required by the job include ability to adjust focus.

Work Environment: The noise level in the work environment is high with a high level of activity.

JOB DESCRIPTION

Title: Education Specialist
Program: Adult Education
Hours: Full-time (40 hours per week and/or on-call)
Supervisor: Senior Manager of Programs

Education: Baccalaureate level of conceptual thinking, organization and expression.

Experience: Minimum two years classroom instruction.

Other: Demonstrated communication skills and sensitivity to various cultures and socio-economic groups.
Working knowledge of computer skills, including proficiency with Microsoft PowerPoint, Word and Excel.

Essential Functions: On a daily basis, general responsibilities of education specialists include, but are not limited to: ensuring that programs are up to standards; observing programs to make necessary changes; determining the effectiveness of curricula; and other changes/modifications to improve academic success.

Educational Specialist Tasks:

- Coordinate instructional efforts. Administer TABE testing to clients, and record client scores.
- Prepare lesson materials, bulletin board displays, exhibits, equipment, and demonstrations.
- Present subject matter to clients using lectures and discussions.
- Tutor and assist clients individually or in small groups in order to help clients master assignments and to reinforce learning concepts.
- Supervise client in classrooms.
- Distribute teaching materials such as textbooks, workbooks, etc.
- Distribute tests and assignments, and collect them when they are completed.
- Review assignments and tests, and compute and record results.
- Instruct and monitor clients in the use and care of equipment and materials, in order to prevent injuries and damage.
- Observe clients' performance, and record relevant data to assess progress.
- Plan, prepare, and develop various teaching aids for GED instruction.
- Prepare lesson outlines and plans in assigned subject areas.
- Provide extra assistance to students with special needs, such as non-English-speaking students or those with physical and mental disabilities.
- Take class attendance, and maintain records.
- Maintain computers in classrooms and laboratories, and assist students with hardware and software use.
- Provide disabled students with assistive devices and supportive technology.
- Use computers, audiovisual aids, and other equipment and materials to supplement presentations.

JOB DESCRIPTION

Title: Case Manager
Program: Housing
Hours: Flexible to meet program needs
Supervisor: President and CEO

Job Summary: The Case Manager is responsible for overall case management based upon Housing First. Duties include initial and ongoing client assessment; development, implementation, and evaluation of a housing plan; coordination and reviewing of supportive services in accordance with the client's needs and wishes as set forth in a housing plan. This position requires some evening/weekends.

Education: Baccalaureate level of conceptual thinking, organization, and expression obtained by a degree in Social Work/counseling or equivalent work experience.

Experience: Minimum of two years case management experience. Knowledge of homelessness, addiction, and mental health issues as they pertain to provisions of supportive service.

Other: Demonstrated communication skills and sensitivity to various cultures and socio-economic groups. Working knowledge of computer skills, including proficiency with Microsoft PowerPoint, Word and Excel. Bilingual (Spanish) preferred. Current California Driver's License, proof of insurance and reliable vehicle.

Job Duties:

- Insure compliance with all State of CA Program Standards and Confidentiality Regulations. Adhere to all policies and procedures within program Protocol Manual, as well as following Program Policies and Procedures.
- Complete comprehensive client assessments.
- Maintain client case records.
- Develop and update client Housing Plan.
- Provide ongoing counseling, support, and referral program for clients.
- Reassess clients using the client assessment tool every 90 days and reflect in the client's housing plan.
- Assist clients with stabilization and daily living.
- Assist clients with living skills within case management; assist clients in securing local mainstream resources and increasing income through employment when or benefits.
- Accurately complete all required paperwork in a timely manner.

JOB DESCRIPTION

Title: Employment Counselor
Program: Career Services
Hours: Flexible to meet program needs
Supervisor: Senior Program Manager

3.0 JOB SUMMARY

Provides specialized individual and group career counseling in an effort to assist clients in developing the competencies required to become informed about the choice of a career options, and opportunities related to their personal and professional objectives, and to make informed decisions concerning career goals. Selects and interprets career assessments. Shows initiative, enthusiasm, and dedication to helping clients reach their selected career goals. Work is performed under general supervision and performance evaluation is based upon completion of assignments and results obtained.

PRIMARY DUTIES -

Provides individual and group career counseling
Recommends, administers, and interprets standardized career assessment inventories. Provides occupational information.
Maintains, updates, and organizes the career resource library.
Develops and presents workshops and occupational information.
Maintains effective communication and provides high quality customer service to clients.
Assist clients with resume building and interviewing skills.

4.0 EDUCATION

BA degree in career development, counselor education, counseling psychology, counseling and development or student personnel. Or five years of related employment.

5.0 EXPERIENCE

One year of experience in the field of career development or completion of internship or practicum during graduate training. Graduate work in career development theory, career testing, psychopathology, and legal and ethical consideration in counseling preferred.

KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

Ability to work autonomously and as a team oriented individual that is able to work evenings and weekends as needed.
Ability to provide and analyze statistical data for periodic and end of year reporting. Ability to be sensitive to issues of diversity and ability to work in a diverse environment. Ability and familiarity with computer applications in a career services setting.
Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies.
Ability to communicate effectively – orally, by phone, in person, and in writing.
Ability to use a personal computer and other office equipment.

6.0 PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with

disabilities to perform the essential functions.

While performing the duties of this job, the employee must be able to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; talk or hear. The employee must have the ability to occasionally lift and/or move up to 25 pounds. Specific vision abilities include ability to distinguish the nature of objects by using the eye.

7.0 WORK ENVIRONMENT

Employees are responsible for performing their duties in an environment that is free from discrimination, intimidation, coercion or harassment, including sexual harassment. Work is performed primarily indoors in an office setting. The noise level in the work environment is low to moderate. While performing the duties of this position, the employee may be required to travel.

8.0 SAFETY

Assists in the creation of a culture of safety and environmental protection by performing work safely in accordance with departmental safety procedures. Operates equipment safely and reports any unsafe work conditions or practice to supervisor.

JOB DESCRIPTION

Title: Food Services Staff
Program: Food Services
Hours: Flexible to meet program needs
Supervisor: Senior Program Manager

Program Manger Job Summary: Manages the daily operation of Food Services Program and Emergency Food services and prepares all Program allocated costs. Oversees the daily preparation all major food items for meals. Ensure the proper handling/storage of all food items in accordance with healthcare standards and sanitation/health regulations. Responsible for the ordering of food items and kitchen supplies thru approved vendors and donors. He or she is responsible for all menus planning in accordance with USDA meal patterns and grant requirements. He or she is responsible for reporting for all of the Food Services and Emergency Assistance Programs on a monthly basis to meet grants requirements.

Food Services Supervisor Job Summary: Supervise the Preparation all major food items for meals, with techniques including, but not limited to: knife skills, steam/boil, sauté, roast, and fry, braise/stew, grill, and bake. Maintain temperature control charts of all food items produced. Ensure the proper handling/storage of all food items in accordance with healthcare standards and sanitation/health regulations. Supervise volunteers and residents that have been assigned in the kitchen. Assist with weekly menu planning and cost control.

Food Services Cooks Job Summary: Prepare all major food items for meals, with techniques including, but not limited to: knife skills, steam/boil, sauté, roast, and fry, braise/stew, grill, and bake. Maintain temperature control charts of all food items produced. Ensure the proper handling/storage of all food items in accordance with healthcare standards and sanitation/health regulations. Duty cook is also responsible to assess and assign clients and volunteers with set up and break down of dining room and supervise volunteers and residents that have been assigned in the kitchen. This cook must be able to consider many details during the course of a shift and demonstrate good team work and interact courteously and correctly with all employees, guests and visitors.

- Prepares food items as assigned according to recipes or standard procedures in the correct quantity, at the correct temperature and on time.
- Complies with the health department codes and the food program policies regarding sanitation at all times.
- Supervises volunteers involved in food preparation and clean-up activities and in some situations, must confirm hours for court assigned "volunteers."

JOB DESCRIPTION

Title: Residential Specialist

Program: Emergency Housing

Hours: 40 hours per week (flexible to meet 24-hour program needs)

Supervisor: Client Services Manager

Job Summary: Support clients through the Bridges to Independence process by providing supportive and stable housing. Performs daily intake procedure, client file maintenance, client evaluations and support through the continuum. Provides general supervision of client activities, documents pertinent shift information in daily logs, CSTAR™ database program, and client files.

Essential Functions:

- Provide New Client Orientation for Bridges to Independence.
- Input and maintain client data in CSTAR system.
- Follow established procedures for intake and check-out of clients.
- Provide referrals and resources to clients.
- Monitor progress of guests through beginning of continuum. Meet with clients and document the weekly progress of the client using a solution-focused approach for accountability of attaining benchmarks.
- Assist clients with budgeting their income.
- Review Service Statistics and correct erroneous data based on the reports.
- Conduct weekly client living area inspections for safety. Inspect cleanliness of the living spaces and inform clients of deficiencies and provide opportunities for life skills education.
- For safety ensure compliance with the personal belongings policy and with extermination of the facility.
- Document pertinent shift information and observations in activity log, client files, and data management system. Inform case management of pertinent client information by way of the daily log, email or voicemail systems.
- Conduct bed checks according to curfew regulations.
- Ensure compliance with CPS reporting guidelines. Consult with HHS worker to ensure the best interest and safety of the children in the program.
- Ensure client knowledge of program guidelines.
- Monitor breakfast, lunch, and dinner attendance of children in accordance with the Department of Education's food grants encouraging balanced meals for children.
- Walk through the program each school day to ensure children are off to school on time.
- Follow established procedures in maintaining a safe & clean environment.
- Follow established procedures in conducting nightly bed checks.
- Provide crisis intervention and management as needed.
- Facilitate monthly resident house meetings.
- Participate in Village-wide celebrations for families.
- As a data specialist: review, correct, update information in CSTAR™ for the residential program.
- Facilitate and monitor the election process for Village Council Representatives
- Promote and maintain positive communications and working relationships among staff, volunteers, and clients.
- Generate Remedy Work Orders for Facilities and CSTAR issues.

This organization reserves the right to revise or change job duties and responsibilities as the need arises. This job description does not constitute a written or implied contract of employment.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

NOTE: Candidate, as a condition of employment, must be able to successfully take and pass CSTAR© training within first three months of employment.

Minimum Education and Experience: High school diploma or general education degree (GED); or one year related experience and/or training; or equivalent combination of education and experience including six months experience in Social Services. Will consider volunteer work, customer service or other employment that has provided direct customer service or high volume public contact where patience and tact are required and excellent written and oral communication. Ability to concisely and accurately write client incident reports and log critical client information in to CSTAR® client data base.

Market Education and Experience: Twelve units in Human Services and one year in social services and six months in a residential program.

Preferred Education and Experience: BA in Human Services and two (2) years in Social Services field; one year residential; six months experience with homeless population.

Other:

- Must have basic computer knowledge and keyboarding
- Bilingual English/Spanish a plus
- First Aid/CPR Card
- Initial TB testing and yearly basis after onset of employment
- Initial NVCR training certificate and yearly recertification

Skills:

- Ability to work effectively with volunteers.
- Thorough understanding of the organization's Vision, Mission and CREED.
- Highly developed interpersonal skills and highly effective in working objectively with a diverse group of people.
- Team player willing to accept and promote organizational goals and function with minimal supervision.
- Ability to make decisions based on education preparation and experience, which reflect consistency with organization philosophy, policies and procedures.

Language Skills: Ability to read and interpret documents such as policy and procedure manuals, safety rules, and operating and maintenance instructions. Ability to accurately write and record incidents for the purpose of logging client incidents and progress reports. Ability to speak effectively one-on-one to clients, groups of clients, customers, and the general public.

Mathematical Skills: Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Ability to define problems, collect data, establish facts, and draw valid conclusions.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand and walk. The employee frequently is required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee must occasionally lift and/or move up to 40 pounds and lift and place clients' personal items weighing up to 20 pounds in overhead storage without assistance. Specific vision abilities required by this job include ability to adjust focus.

Work Environment: The work space is shared with noise level usually moderate with a high level of activity and competing demands for attention.

Attachment 5

The screenshot displays the SAM System for Award Management interface. At the top, there is a navigation bar with the SAM logo and the text "SYSTEM FOR AWARD MANAGEMENT". The user's name, "Matt Phillips", and a session ID "1177041" are visible in the top right corner. Below the navigation bar, there are tabs for "MY SAM", "SEARCH RECORDS", "DATA ACCESS", "GENERAL INFO", and "HELP". A search bar is located to the right of these tabs.

The main content area is titled "Entity Dashboard" and features a sidebar on the left with a tree view of navigation options:

- Entity Overview
- Entity Registration
 - Core Data
 - Assertions
 - Reps & Certs
 - POCs
- Reports
 - Service Contract Report
 - BioPreferred Report
- Exclusions
 - Active Exclusions
 - Inactive Exclusions
 - Excluded Family Members

A "BACK TO USER DASHBOARD" button is located at the bottom of the sidebar.

The main content area displays information for "Martha's Village & Kitchen Inc":

- DUNS: 123443157
- CAGE Code: 406K8
- Status: Active
- Expiration Date: 02/08/2018
- Purpose of Registration: All Awards
- Address: 8701 Red Av, Indio, CA 92201-4771, UNITED STATES

Below this information, there are two summary boxes:

- Entity Registration Summary**
 - DUNS: 123443157
 - Name: Martha's Village & Kitchen Inc
 - Business Type: Business or Organization
 - Last Updated By: Andria Valdez
 - Registration Status: Active
 - Activation Date: 02/21/2017
 - Expiration Date: 02/08/2018
- Exclusion Summary**
 - Active Exclusion Records? No

At the bottom of the page, there is a footer with the following information:

- SAM | System for Award Management 1.0
- IBM P. P. 60. 20101220-1237
- WWW6
- Logos for PPIIS, USA.GOV, and IBM.
- Session will time out in: 1495
- 100%

Attachment 6



March 1, 2017

Riverside County – Homeless Program Unit
4060 County Circle Drive
Riverside, CA 92503

Re: State Emergency Solutions Grant (ESG) Homeless Assistance Program Request for Proposal #DFARC-530

To Whom It May Concern:

This letter is to demonstrate the commitment of Martha's Village and Kitchen to provide \$120,000 in matching funds for the required ESG match for Martha's Village and Kitchen. These funds will be generated through agency funds, donations and fund raising.

The required matching amount will be available on the first date of operations as required.

If you have any questions or need additional information please contact me at (760) 347-4741 ext. 114.

Sincerely,

Linda Barrack
CEO and President
Martha's Village and Kitchen

Martha's Village & Kitchen | 83791 Date Avenue, Indio, CA 92201 | (760) 347-4741 | www.MarthasVillage.org

Attachment 7

Client#: 29001

MARTHVILL

ACORD. CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
8/24/2016

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

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

| | |
|--|--|
| PRODUCER Marsh & McLennan Agency LLC Marsh & McLennan Ins Agency LLC PO Box 86638; CA Lic #0H18131 San Diego, CA 92186 | AGENT Joyce Flores PHONE (Int. No. Ext) 858-587-7546 FAX (Int. No. Ext) 858-210-3832 EMAIL: Joyce.Flores@barneyandbarney.com ADDRESS: Joyce.Flores@barneyandbarney.com |
| INSURED Martha's Village & Kitchen, Inc. 83-791 Dates Avenue Indio, CA 92201 | INSURER A: Philadelphia Indemnity Insurance 18058 INSURER B: Zenith Insurance Company 13288 INSURER C: INSURER D: INSURER E: INSURER F: |

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

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

| NAE LTR | TYPE OF INSURANCE | AGREEMENT (ISR) (W/B) | POLICY NUMBER | POLICY EFF. (MM/DD/YYYY) | POLICY EXP. (MM/DD/YYYY) | Limit |
|---------|---|-----------------------|---------------|--------------------------|--------------------------|---|
| A | GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLINGS-MADE <input checked="" type="checkbox"/> OCCUR GEN. AGGREGATE LIMIT APPLIES PER POLICY: <input type="checkbox"/> PER. <input type="checkbox"/> LOC. | | PHPK11464860 | 03/03/2016 | 03/03/2017 | EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (per occurrence) \$100,000 MED EXP (per occurrence) \$5,000 PERSONAL & ADVERTISING \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMBOP #30 \$2,000,000 \$ |
| A | PURCHASER LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS | | PHPK11464860 | 03/03/2016 | 03/03/2017 | COVERED SELECTIVITY (per occurrence) \$1,000,000 BODILY INJURY (per person) \$ BODILY INJURY (per accident) \$ PROPERTY DAMAGE (per accident) \$ \$ \$ |
| | UMBRELLA LIAB EXCESS LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> CLINGS-MADE <input type="checkbox"/> COB <input type="checkbox"/> RETENTION \$ | | | | | EACH OCCURRENCE \$ AGGREGATE \$ \$ |
| B | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR PARTNER EXECUTIVE OFFICER MEMBER EXCLUDED? <input type="checkbox"/> Y <input checked="" type="checkbox"/> N (Mandatory in NM) If yes, describe under DESCRIPTION OF OPERATIONS below | N/A | Z127054102 | 03/03/2016 | 03/03/2017 | <input checked="" type="checkbox"/> INC. STAT. <input type="checkbox"/> OTHER EL EACH ACCIDENT \$1,000,000 EL DISEASE - EA EMPLOYEE \$1,000,000 EL DISEASE - POLICY LIMIT \$1,000,000 |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101. Additional Remarks Schedule, if more space is required)

| | |
|--|---|
| CERTIFICATE HOLDER Evidence of Coverage | CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE <i>[Signature]</i> |
|--|---|

Attachment 8

CITY OF INDIO
BUSINESS LICENSE CERTIFICATE

License Number **18-0002586**
License Class **NON-PROFIT**
License-Sub-Class

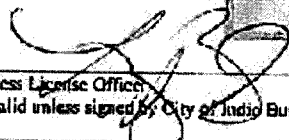
MARTHA'S VILLAGE & KITCHEN
83791 DATE AVE
INDIO CA 92201

Business Location Address
83791 DATE AVE
INDIO CA 92201

RVSD

Valid from **February 01, 2017** Expires **February 01, 2018**

Please Post in a Conspicuous Place

By 
Business License Officer
Not valid unless signed by City of Indio Business License Officer

Attachment 9

Martha's Village and Kitchen Contract List

| Contracting Company | Contract Name | Contact Name | Type of Services | Phone Number | Contract Term (Contract Dollar Amount) |
|---|-------------------------------|------------------|---|-------------------|--|
| United Way of the Desert | Community Impact | Kristal Granados | Emergency Housing and Employment Services | 760-323-2731 | 7/1/16-6/30/17 (\$20,000) |
| United Way of the Desert | Critical Needs | Kristal Granados | Food Services | 760-323-2731 | 7/1/11-6/30/12 (\$25,000) 7/1/12-6/30/13 (\$15,000); 7/1/13-6/30/14 (\$20,000); 7/1/14-6/30/15 (\$18,240); 7/1/15-6/30/16 (\$16,750); 7/1/16-6/30/17 (\$16,750) |
| Edison International (Southern California) | Grant Opportunity March | April Baumgarten | Career Education Center | 626-302-1061 | 1/1/14-1/31/14 (\$5,000); 1/1/15-12/31/15 (\$5,000); 1/1/16-12/31/16 (\$5,000); 1/1/17-12/31/17 (\$5,000) |
| Combined Federal Campaign | Combined Federal Campaign MVK | Bev Caires | Martha's Village and Kitchen | 858-636-4114 | 1/1/13-12/31/13 (\$8,000); 1/1/15-12/31/15 (\$1,485); 1/1/16-12/31/16 (\$2,485) |
| City of Indio | City of Indio CDBG | Jesus Gomez | Career & Ed, Tenant Services, and Food Services | 760-391-4120 | 7/1/11-6/30/12 (\$42,000); 7/1/12-6/30/13 (\$42,000); 7/1/13-6/30/14 (\$42,000); 7/1/14-6/30/15 (\$44,000); 7/1/15-6/30/16 (\$44,000); 7/1/16-6/30/17 (\$42,000) |
| County of Riverside Children & Families Commission | Families in Crisis | Arrin Banks | Children Services | 760-321-0063 | 7/1/11-6/30/12 (\$290,870); 7/1/12-6/30/13 (\$333,079); 7/1/13-6/30/14 (\$342,344); 7/1/14-6/30/15 (\$351,890); 7/1/15-6/30/16 (\$238,859); 7/1/16-6/30/17 (\$351,890) |
| Riverside County Deputy District Attorney Association | RCDDAA Application | Allison Roach | Children Services | 951-955-5400 | 7/1/15-6/30/16 (\$4,973) |
| City of Palm Desert | CDBG-Capital Improvement | Frankie Riddel | HVAC Air Cooling System | 760-346-0611 X331 | 7/1/15-6/30/16 (\$54,000); 7/1/16-6/30/17 (\$70,000) |
| City of Palm Desert | CDBG-Services | Frankie Riddel | Services | 760-346-0611 X331 | 7/1/15-6/30/16 (\$5,000); 7/1/16-6/30/17 (\$10,000) |
| Desert Classic Charities | Desert Classic Charities | John Foster | Food Services Program | 760-346-8184 | 1/1/11-12/31/11 (\$10,000); 1/1/12-12/31/12 (\$10,000); 1/1/13-12/31/13 (\$10,000); 1/1/14-1/31/14 (\$10,000); 1/1/15-12/31/15 (\$10,000); 1/1/16-12/31/16 (\$10,000) |

| | | | | | |
|--|---|-------------------------|---|--------------|---|
| Wells Fargo Foundation | Wells Fargo Foundation MVK | Martha Jimenez-Sullivan | Emergency Housing and Employment Services | 760-568-0482 | 1/1/11-12/31/11 (\$50,000); 1/1/12-12/31/12 (\$60,000); 1/1/13-12/31/13 (\$60,000); 1/1/14-1/31/14 (\$60,000); 1/1/15-12/31/15 (\$20,000); 1/1/16-12/31/16 (\$20,000); 1/1/17-12/31/17 (\$20,000) |
| S.L. Gimbel Foundation | Holiday Food Program | Celia Cudiamat | Food Services | 951-241-7777 | 1/1/11-12/31/11 (\$10,000); 1/1/12-12/31/12 (\$10,000); 1/1/13-12/31/13 (\$25,000); 1/1/14-1/31/14 (\$10,000); 1/1/15-12/31/15 (\$10,000); 1/1/16-12/31/16 (\$10,000); 1/1/17-12/31/17 (\$10,000) |
| County of Riverside Economic Development Agency | Emergency Shelter Grant Program | Sterlon M. Sims | Emergency Housing | 951-955-3141 | 7/1/11-6/30/12 (\$115,000); 7/1/12-6/30/13 (\$263,355); 7/1/13-6/30/14 (\$50,000); 7/1/14-6/30/15 (\$50,000); 7/1/15-6/30/16 (\$55,000) |
| County of Riverside Economic Development Agency | CDBG-Capital Improvement | Michelle Davitt | HVAC Air Cooling System | 760-863-2552 | 7/1/15-6/30/16 (\$80,000) |
| County of Riverside Economic Development Agency | CDBG | Sterlon M. Sims | Emergency Housing | 951-955-3141 | 7/1/11-6/30/12 (\$15,000); 7/1/12-6/30/13 (\$5,000); 7/1/15-6/30/16 (\$5,000); 7/1/16-6/30/17 (\$10,000) |
| Lennar | Lennar Charitable Housing Foundation | Mike Lennon | Emergency Housing | 714 812 9390 | 7/1/16-6/30/17 (\$10,000) |
| US Dept/ HUD-Riverside County Dept/ Public & Social Services | HUD MVK | Rowena Concepcion | Emergency Housing | 951-358-5638 | 7/1/11-6/30/12 (\$535,000); 7/1/12-6/30/13 (\$535,000); 7/1/13-6/30/14 (\$535,000); 7/1/14-6/30/15 (\$535,000); 7/1/15-6/30/16 (\$535,000) |
| Smart & Final Charitable Foundation | Smart & Final Charitable Foundation MVK | Food Services | Food Services | Active | 7/1/12-6/30/13 (\$500); 7/1/14-6/30/15 (\$500) |
| TJX Companies | Community Relations Grant Program | Sherrie Sain-Amant | Emergency Housing | Active | 7/1/16-6/30/17 (\$5,000) |
| The Champions Volunteer Foundation | Champions Volunteer Foundation | DeeDee Felich | Family Shelter Program | 760-200-8400 | 1/1/11-12/31/12 (\$5,000); 1/1/12-12/31/13 (\$5,000); 1/1/13-12/31/14 (\$5,000); 1/1/14-1/31/15 (\$5,000); 7/1/15-6/30/16 (\$5,000) |
| County of Riverside Board of Supervisors-District 4 | Community Improvement Designation Fund | Supervisor John Benoit | General Operations | 951-955-1040 | 7/1/11-6/30/12 (\$40,000); 7/1/12-6/30/13 (\$22,500); 7/1/13-6/30/14 (\$22,500); 7/1/14-6/30/15 (\$22,500); 7/1/15-6/30/16 (\$22,500) |
| State Of California | CACFP Renewal MVK | Laurie Pennings | Food Services | 916-324-7133 | 7/1/11-6/30/12 (\$99,000); 7/1/12-6/30/13 (\$99,000); 7/1/13-6/30/14 (\$99,000); 7/1/14-6/30/15 (\$99,000); 7/1/15-6/30/16 (\$99,000) |
| Union Bank Foundation | Union Bank Foundaion MVK | Kathy Patoff | Housing | 619-230-3105 | 7/1/11-6/30/12 (\$5,000); 7/1/12-6/30/13 (\$5,000); 7/1/13-6/30/14 (\$5,000); 7/1/14-6/30/15 (\$5,000); 7/1/15-6/30/16 (\$5,000) |

| | | | | | |
|---|--|-----------------------|--|----------------|--|
| City of Rancho Mirage | Special Assistance Funding | Gloria Griego | Food Services | 760-324-4511 | 7/1/11-6/30/12 (\$10,000); 7/1/12-6/30/13 (\$10,000); 7/1/13-6/30/14 (\$5,000); 7/1/14-6/30/15 (\$5,000); 7/1/15-6/30/16 (\$3,000); 7/1/16-6/30/17 (\$10,000) |
| Stater Bros. Charities | Harvesting Hope Grant MVK | Nancy Negrette | Food Services | 909-733-5495 | 1/1/11-12/31/11 (\$4,000); 1/1/12-12/31/12 (\$3,200); 1/1/13-12/31/13 (\$3,000); 1/1/14-1/31/14 (\$3,500); 1/1/15-12/31/15 (\$4,000) |
| County of Riverside | EFSP XXXIII | Anabel Ramos | Food Services | 951-358-5637 | 7/1/11-6/30/12 (\$16,293); 7/1/12-6/30/13 (\$13,850); 7/1/13-6/30/14 (\$13,757); 7/1/14-6/30/15 (\$11,500); 7/1/15-6/30/16 (\$13,475) |
| Bank of America Foundation | Local Grant MVK | Cathy Paredes | Food Services | 951-781-3532 | 1/1/11-12/31/11 (\$50,000); 1/1/12-12/31/12 (\$15,000); 1/1/13-12/31/13 (\$10,000); 1/1/14-1/31/14 (\$5,000); 1/1/15-12/31/15 (\$7,500) |
| Wal-Mart Store 5096 | WMT Store 5096 | Darren Bergman | Food Services | (760) 328-4375 | 1/1/13-12/31/13 (\$1,000); 1/1/14-1/31/14 (\$1,000); 1/1/15-12/31/15 (\$1,500) |
| City of Indian Wells | Community Assistance Program | Nancy Samuelson | Emergency Housing | 760-346-2489 | 7/1/11-6/30/12 (\$10,000); 7/1/13-6/30/14 (\$20,000); 7/1/14-6/30/15 (\$20,000); 7/1/15-6/30/16 (\$20,000) |
| In-N-Out Burger Foundation | In-N-Out Burger Foundation MVK | Howard Booker | MVK - TH for Families | 949-509-6253 | 1/1/11-12/31/11 (\$4,000); 1/1/12-12/31/12 (\$4,000); 1/1/13-12/31/13 (\$4,000); 1/1/14-12/31/14 (\$4,000); 1/1/15-12/31/15 (\$4,000) |
| Ronald McDonald House Charities of So. Cal. | Community Grant | Ashley Loar | Trans. Housing | 909-558-8300 | 7/1/15-6/30/16 (\$13,011.44) |
| Bighorn Golf Club | BIGHORN Cares | Danielle Ortega | Food Services | 760-773-5300 | 1/1/14-1/31/15 (\$25,000); 7/1/15-6/30/16 (\$22,500); 7/1/16-6/30/17 (\$20,000) |
| Anderson Children's Foundation | Anderson Children's Foundation | Dr. Diane Schlesinger | Children's Services - playground equipment | 760-778-1777 | 7/1/14-6/30/15 (\$7,693); 7/1/15-6/30/16 (\$11,129) |
| U.S. Bank Foundation Employee Matching Gift Program | U.S. Bank Foundation | Rockett Ewell | Emergency Housing/Employment Services | 925-942-2455 | 7/1/11-6/30/12 (\$10,000); 7/1/12-6/30/13 (\$10,000); 7/1/13-6/30/14 (\$10,000); 7/1/14-6/30/15 (\$10,000); 7/1/15-6/30/16 |
| The Frank M & Gertrude R Doyle Foundation, Inc | Doyle Family Foundation MVK | Maryreed Roberts | Family Shelter | 530-848-7906 | 1/1/11-12/31/11 (\$100,000); 1/1/12-12/31/12 (\$100,000); 1/1/13-12/31/13 (\$25,000); 1/1/14-1/31/14 (\$150,000); 1/1/15-12/31/15 (\$150,000); 1/1/16-12/31/16 (\$75,000); 1/1/17-12/31/17 (\$75,000); |
| Rancho Casa Blanca Chapel Board | Rancho Casa Blanca | Dee Ryberg | Food Services | 760-347-1999 | 1/1/11-12/31/11 (\$1,500); 1/1/14-1/31/14 (\$1,000); 1/1/15-12/31/15 (\$1,000); 1/1/16-12/31/16 (\$1,000) |
| The Coeta & Donald Barker Foundation | Barker Foundation MVK | Nancy Harris | Server & Computers Career and Ed Center | 760-340-1162 | 7/1/15-6/30/16 (\$25,328); 7/1/16-6/30/17 (\$25,328) |
| County of Riverside Children & Families Commission | Children and Families Commission, First 5 Riverside Families in Crisis | Tammi Graham | Ages 0-5 Operating expenses | 951-248-0014 | 7/1/11-6/30/12 (\$364,298); 7/1/12-6/30/13 (\$290,870); 7/1/13-6/30/14 (\$333,079); 7/1/14-6/30/15 (\$342,344); 7/1/15-6/30/16 (\$351,890); 7/1/16-6/30/17 (\$351,890) |

| | | | | | |
|--|-------------------------------------|----------------|-----------------------|----------------------|---|
| County of Riverside Children & Families Commission | Access and Quality Child Care | Arrin Banks | 13 scholarship spaces | 951- 248- 0014 | 7/1/12-6/30/13 (\$51,570); 7/1/13-6/30/14 (\$56,482); 7/1/14-6/30/15 (\$51,570); 7/1/15-6/30/16 (\$51,570) |
|--|-------------------------------------|----------------|-----------------------|----------------------|---|

Tab H Cost Proposal

Bidder must include a **budget narrative** see H-2 that describes each line item.

Budget Instructions: Double click inside of the budget table to activate the Excel Spreadsheet and fill in proposed budget for all eligible program costs related to the proposed project.

2017-18 PROPOSED ESG BUDGET AND MATCH SOURCES

Provide the proposed ESG budget, match contributions, and the source of match funds for the ESG activity(ies) you are applying for in this Application. The requested amounts should reflect the total ESG grant your agency is applying for. The minimum grant amount is \$75,000 and the maximum grant amount is \$200,000. The total match funds must equal the total requested ESG grant amounts. All formulas in this spreadsheet are set up to auto-calculate; do not alter any formulas or totals.

| ESG Budget and Match | | | |
|--|------------------|---------------------|-----------------------|
| ESG Funding Activities | ESG Request | Match Contributions | Source of Match Funds |
| Emergency Shelter | | | |
| Staff Costs | | | |
| Essential Services | \$77,220 | \$46,332 | Agency Funds |
| Shelter Operations | \$72,083 | \$43,250 | Agency Funds |
| Non-Staff Costs | | | |
| Essential Services | \$6,700 | \$4,020 | Agency Funds |
| Shelter Operations | \$43,997 | \$26,398 | Agency Funds |
| Total | \$200,000 | \$120,000 | Agency Funds |
| Street Outreach | | | |
| Staff Costs | | | |
| Essential Services | | | |
| Non-Staff Costs | | | |
| Essential Services | | | |
| Total | \$0 | \$0 | |
| Homelessness Prevention | | | |
| Staff Costs | | | |
| Housing Relocation & Stabilization Services - Financial Assistance | | | |
| Non-Staff Costs | | | |
| Housing Relocation & Stabilization Services | | | |
| Short- and Medium Term Rental Assistance | | | |
| Total | \$0 | \$0 | |
| Rapid Re-Housing | | | |
| Staff Costs | | | |
| Housing Relocation & Stabilization Services - Financial Assistance | | | |
| Non-Staff Costs | | | |
| Housing Relocation & Stabilization Services | | | |
| Short- and Medium Term Rental Assistance | | | |
| Total | \$0 | \$0 | |

PROPOSED ESG BUDGET AND MATCH SOURCES

Provide the proposed ESG budget, match contributions, and the source of match funds for the ESG activity(ies) you are applying for in this Application. The requested amounts should reflect the total ESG grant your agency is applying for. The minimum grant amount is \$75,000 and the maximum grant amount is \$200,000. The total match funds must equal the total requested ESG grant amounts. All formulas in this spreadsheet are set up to auto-calculate; do not alter any formulas or totals.

| ESG Budget & Match Funds | | | |
|--|------------------|---------------------|-----------------------|
| ESG Funding Activities | ESG Request | Match Contributions | Source of Match Funds |
| HMIS* | | | |
| Staff Costs | | | |
| Staffing | | | |
| Non-Staff Costs | | | |
| Hardware, Equipment, & Software Costs | | | |
| Training & Overhead | | | |
| Total | \$0 | \$0 | |
| <i>*The total amount of the ESG funds that may be used for HMIS cannot exceed 10% of the ESG funding request.</i> | | | |
| Local Grant Administration** | | | |
| Staff Costs | | | |
| General Management / Oversight / Coordination | | | |
| Training on ESG Requirements | | | |
| Consolidation Plan | | | |
| Environmental Review | | | |
| Non-Staff Costs | | | |
| General Management / Oversight / Coordination | | | |
| Training on ESG Requirements | | | |
| Consolidation Plan | | | |
| Environmental Review | | | |
| Total | \$0 | \$0 | |
| <i>**Grant Administration of up to \$200 per application may be requested by local government applicants (24 CFR 576.108).</i> | | | |
| TOTAL | \$200,000 | \$100,000 | |

ESG DETAILED INDIVIDUAL STAFF BREAKDOWN

List all position titles with a brief job description that corresponds with the eligible activity for each staff person to be paid with ESG funds.

Attach duty statements for all position titles listed. The position title must match with the duty statement.

| Proposed Activity | Title and a Brief Job Description |
|-------------------|--|
| | |
| Emergency Shelter | <p>Title: Case Manager</p> <p>Duty Statement: Provide case management services following the Housing First Model. Counseling; Developing, securing, and coordinating services; Using the centralized or coordinated assessment system as needed. Assist clients in obtaining federal, State, and local benefits; Monitoring and evaluating program participant progress; Providing information and referrals to other providers; Complete client assessments; Provide ongoing risk assessment and safety planning with victims of domestic violence; and developed an individualized housing and service plan, including planning a path to permanent housing stability.</p> |
| Emergency Shelter | <p>Title: Employment Specialist</p> <p>Duty Statement: Delivers employment services and directly related supplies. Offering classroom, online and/or computer instruction, on-the-job instruction, resume and interviewing skills services that assist individuals in securing employment, acquiring learning skills, and/or increasing earning potential.</p> |
| Emergency Shelter | <p>Title: Security</p> <p>Duty Statement: Provide housing areas with security and safety services 24 hours daily. Martha's client shelter occupy accounts for more than 50% of the security staff direct service time.</p> |
| Emergency Shelter | <p>Title: Maintenance Specialist</p> <p>Duty Statement: Performs moderately difficult work in two or more trades such as: electrician, carpenter, machinist, painter, mason, etc. goals and objectives of the maintenance program. Responsible for general repairs, installations, construction and replacement of equipment required, use of a variety of hand and power tools, making routine checks of all shelter related areas and completing necessary repairs.</p> |
| | |
| Rapid Re-Housing | |
| Rapid Re-Housing | |
| | |

(B) - Proposed Budget

Applicant Name: Martha's Village & Kitchen
Program Activity Address: 83791 Date Avenue, Indio, CA 92201



PROPOSED PROGRAM BUDGET

For the ESG activity(ies) you are applying for in this Application, provide the total program budget information by source of funds.

The budgeted amounts should include the ESG grant you are applying for.

| Revenue | Major Budget Activity | | | | | | |
|------------------------|-----------------------|-------------------|-----------------|-------------------------|------------------|------|-------|
| | B | C | D | E | F | G | H |
| | Total Revenue | Emergency Shelter | Street Outreach | Homelessness Prevention | Rapid Re-Housing | HMIS | Admin |
| 1. ESG | \$200,000 | \$200,000 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2. Special Event | \$194,597 | | | | | | |
| 3. CoC | \$55,000 | | | | | | |
| 4. Other Federal Gov. | \$586,381 | | | | | | |
| 5. Other State Gov. | \$99,000 | | | | | | |
| 6. Local Gov. | \$68,000 | | | | | | |
| 7. Private | \$450,331 | | | | | | |
| 8. Miscellaneous Other | \$190,840 | | | | | | |
| 9. Donations | \$1,033,977 | | | | | | |
| 10. Retail Sales | \$387,542 | | | | | | |
| 11. TOTAL | \$3,265,668 | \$200,000 | \$0 | \$0 | \$0 | \$0 | \$0 |

H-2 Budget Narrative

In the space below please detail the budget narrative:

| BIDDER'S RESPONSE: | | | | |
|--|------------|--------------------|--------------|--------------------------------|
| PROPOSED ESG BUDGET | FTE | ESG BUDGET | MATCH | TOTAL BUDGET PLUS MATCH |
| SUPPORTIVE SERVICES | | | | |
| CASE MANAGEMENT/ 1.5 FTE Case Manager with benefits to Provide case management services following the Housing First Model. Counseling; Developing, securing, and coordinating services; Using the centralized or coordinated assessment system as needed. Assist clients in obtaining federal, State, and local benefits; Monitoring and evaluating program participant progress; Providing information and referrals to other providers; Complete client assessments; Provide ongoing risk assessment and safety planning with victims of domestic violence; and developed an individualized housing and service plan, including planning and supporting a path to permanent housing stability with client input. | 1.50 | \$60,900.00 | | |
| EMPLOYMENT ASSISTANCE / .40 FTE Delivers employment services and directly related supplies. Offering classroom, online and/or computer instruction, on-the-job instruction, resume and interviewing skills services that assist individuals in securing employment, acquiring learning skills, and/or increasing earning potential. | 0.40 | \$16,320.00 | | |
| TOTAL SUPP SVCS | | \$77,220.00 | | |
| OPERATING | | | | |
| MAINTENANCE/REPAIR / 1.0 FTE with benefits and cost of repair and maintenance items. Cleaning supplies to be used by staff only for client units and assigned common areas. Costs not covered under any lease agreement. | 1.00 | \$32,500.00 | | |

| | | | | |
|--|------|---------------------|---------------------|---------------------|
| BUILDING SECURITY / 1.25 FTE Security personal with benefits to provide shelter areas with security and safety services 24 hours daily. Martha's client shelter occupy accounts for more than 50% of the security staff direct service time. | 1.25 | \$39,583.00 | | |
| ELECTRICITY, GAS AND WATER/ Based on square footage of shelter units, shelter staff offices and common areas provided for client use. | | \$19,100.00 | | |
| FURNITURE & EQUIPMENT/ Furnishings for client units and client common areas to remain with Martha's program. Eligible Items such as bed sets, dressers, sofas, window coverings, etc. Funds will not be used for ineligible items HUD identifies as disposable. Equipment to be used for direct client services by security and maintenance direct program staff to include computers, printers, maintenance and security equipment. | | \$3,400.00 | | |
| RENT/ Based on square footage of shelter units, shelter staff offices and common areas provided for client use | | \$28,197.00 | | |
| TOTAL OPERATIONS | | \$122,780.00 | | |
| ADMINISTRATION COSTS | | | | |
| ADMINISTRATIVE COSTS / | | \$0.00 | | |
| MATCH (38% Match) | | | \$120,000.00 | |
| TOTAL REQUEST | | \$200,000.00 | \$120,000.00 | \$320,000.00 |

H-3 Financial Accounting System

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

Tab I Financial Statement

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

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

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

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

STATE OF CALIFORNIA
STANDARD AGREEMENT
STD 213 (Rev 06/03)

AGREEMENT NUMBER

17-ESG-11846

REGISTRATION NUMBER

1. This Agreement is entered into between the State Agency and the Contractor named below:

STATE AGENCY'S NAME
DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
CONTRACTOR'S NAME
County of Riverside

2. The term of this Agreement is: Upon HCD Approval through 10/30/2019

3. The maximum amount of this Agreement is: \$654,773.00

4. The parties agree to comply with the terms and conditions of the following exhibits which are by this reference made a part of the Agreement.

| | |
|---|---------------|
| Exhibit A - Authority, Purpose and Scope of Work | 3 |
| Exhibit B - Budget Detail and Payment Provisions | 3 |
| Exhibit C - State of California General Terms and Conditions* | GTC - 04/2017 |
| Exhibit D - ESG Program Terms and Conditions | 9 |
| Exhibit E - Special Terms and Conditions | 5 |
| Exhibit F - Additional Provisions | 0 |
| TOTAL NUMBER OF PAGES ATTACHED | 20 pages |

Items shown with an Asterisk (*), are hereby incorporated by reference and made part of this agreement as if attached hereto. The GTC 04/2017 documents can be viewed at <http://www.dgs.ca.gov/ols/Resources/StandardContractLanguage.aspx>.

IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.

CONTRACTOR

California Department of
General Service
Use Only

CONTRACTOR'S NAME (if other than an individual, state whether a corporation,
partnership, etc)

County of Riverside

Susan von Zabern 3-23-18

BY (Authorized Signature)

DATE SIGNED (Do not type)

PRINTED NAME AND TITLE OF PERSON SIGNING

Susan von Zabern, Director

ADDRESS

4060 County Circle Drive, Riverside, CA 92503

STATE OF CALIFORNIA

MAR 27 2018

AGENCY NAME

Department of Housing and Community Development

BY (Authorized Signature)

DATE SIGNED (Do not type)

Synthia Rhinehart

3/27/18

PRINTED NAME AND TITLE OF PERSON SIGNING

Synthia Rhinehart, Contracts Manager, Business & Contract Services Branch

ADDRESS

2020 W. El Camino Ave., Sacramento, CA 95833

X Exempt per: SCM 4.04.A.3 (DGS
Memo dated 6/12/81)

EXHIBIT A

AUTHORITY, PURPOSE AND SCOPE OF WORK

1. Authority & Purpose

This Standard Agreement ("Agreement") will provide official notification of the conditional reservation of funds under the Department of Housing and Community Development's (referred to herein as "HCD" or "Department") administration of the Emergency Solutions Grants ("ESG") Program for non-formula jurisdictions pursuant to the provisions of 42 USC 11371 – 42 USC 11378, ("Federal Statutes"), 24 CFR Part 576, ("Federal Regulations"), 25 California Code of Regulations (CCR), Section 8400 et seq. ("State Regulations") all as shall be amended from time to time. HCD receives federal funds for ESG from the United States Department of Housing and Urban Development (HUD), and CA ESG funds as allocated in the 2016-17 California Budget Bill, SB 826 pursuant to Chapter 19, Section 50899.1 of Part 2 of Division 31 of the Health and Safety Code ("CA ESG Statute"); and the California Emergency Solutions Grants Program, Program Guidelines, Section 100 et seq. In accepting this conditional reservation of funds, Contractor (sometimes referred to herein as "Grantee" or "Administrative Entity") agrees to comply with the terms and conditions of this Agreement, the Notice of Funding Availability under which the Contractor applied, the representations contained in the Contractor's recommendations for this funding allocation, and the requirements of the authorities cited above.

2. Scope of Work

- A. Contractor shall perform the Work required by 25 CCR Section 8403 and as described in the Application, which is on file at the Department, Division of Financial Assistance, 2020 West El Camino Avenue, Sacramento, California 95833. Contractor's selected homeless service providers shall perform the Work set forth in Exhibit B, Paragraph 1. All written materials or alterations submitted as addenda to the original award recommendation package submitted by the Contractor and which are approved in writing by the ESG NOFA Award or Contract Manager, or higher Departmental official, as appropriate, are hereby incorporated as part of the application/award recommendation package submitted to the Department. The Department reserves the right to require the Contractor to modify any or all parts of the award recommendation package in order to comply with ESG requirements. The Department reserves the right to review and approve all Work to be performed by the Contractor in relation to this Agreement. Any proposed revision to the Work must be submitted in writing, for review and approval by the Department, and may require a contract amendment. Any approval shall not be presumed unless such approval is made by the Department in writing.
- B. Contractor shall perform the Work, only in the areas as identified, and in accordance to the approved ESG Application and required by 25 CCR Section 8403 according to the Federal ESG and CA ESG requirements. Contractor's selected homeless service providers shall provide services in the areas identified in the application/award recommendation package submitted to the Department. Services shall be provided by the Contractor and the Contractor's funded subrecipients for at least the term of the ESG grant.

EXHIBIT A

3. Contract Amount of Agreement

Grant Award Amount: \$ 654,773
Federal ESG Award: \$352,337
CA ESG Award: \$302,436

4. Term of Agreement and Deadlines

- A. All Program funds shall be expended by: July 30, 2019.
- A. All Final Funds Requests shall be submitted to the Department within 60 days after the expenditure deadline.
- B. This Agreement will expire on: October 30, 2019.
- C. Reimbursements will not be made after this Agreement expires.

5. Department Contract Coordinator

The coordinator of this Agreement for the Department is the Program Manager for the Contracts Management Section, Division of Financial Assistance, or the Program Manager's designee. Unless otherwise informed, any notice, report, or other communication required by this Agreement shall be mailed by first class mail to the Program Representative:

Department of Housing and Community Development
Division of Financial Assistance, Contract Management Section
Emergency Solutions Grants Program Representative
2020 West El Camino Avenue, Suite 400
Sacramento, California 95833

6. Contractor's Contract Coordinators

Contractor's Authorized Representative for this Agreement is listed below. Unless otherwise informed, any notice, report or other communication required by this Agreement shall be mailed by first class mail to the following address:

| | |
|---|--|
| Contractor Authorized Representative: | Ms. Susan Von Zabern, Director Department of Public Social Services County of Riverside 4060 County Circle Drive Riverside, CA 92503 |
| Phone: | (951) 358-3111 |
| Email: | svonzabe@rivco.org |

EXHIBIT A

7. Special Conditions:

None.

EXHIBIT B

BUDGET DETAIL AND PAYMENT PROVISIONS

1. Budget Detail and Description of Work

ESG funds shall be used for the following activities, as described under the federal ESG regulations at 24 CFR Part 576, Subpart B—Program Components and Eligible Activities:

| | |
|---|------------------|
| Homeless Management Information System (HMIS) | \$ 33,869 |
| Emergency Shelter | \$200,000 |
| Rapid Rehousing Assistance | \$396,888 |
| Grant Administration | \$ 24,016 |
| Federal ESG Award Amount: | \$352,337 |
| CA-ESG Award Amount: | \$302,436 |
| TOTAL GRANT AWARD AMOUNT: | \$654,773 |

2. Method of Payment

Payments to Contractor shall be made on a reimbursement basis with the exception that a Contractor may request an operating advance of \$5,000 or thirty (30) days working capital, whichever is greater. A request for an operating advance must be received within sixty (60) days of the effective date of this Agreement. To receive payment for the Work performed, or to receive an operating advance, the Contractor must submit, on forms provided by the Department, a duly executed ESG Request for Funds (RFF). The Contractor shall submit all RFFs to the Department, as referenced in Exhibit A, Section 5, or any other address of which the Contractor has been notified in writing. The Department shall not authorize payments unless it determines that the Work has been performed in compliance with the terms of this Agreement. Contractor shall not receive an operating advance or be reimbursed for expenditures incurred prior to the effective date of this Agreement, unless otherwise approved by the Department pursuant to Exhibit D, Paragraph 1A. Reimbursements will not be made after this Agreement expires.

The first request for disbursement shall include expenditure detail. After the first request, the Department may rely on the Contractor's certification that expenditures claimed in a request for disbursement are eligible and necessary, provided that the Contractor also certifies that detailed supporting documentation verifying each expenditure is available and shall be retained by the Contractor for three (3) years after the Department closes its HUD grant. NOTE: Record retention is based on the Department's HUD closing date; NOT three years from this Agreement expiration. The retention requirement can extend beyond 3 years after this Agreement expires. Therefore, the Contractor must contact the Department for the specific record retention date for this Agreement.

EXHIBIT B

Contractor shall not receive an advance or be reimbursed for expenditures incurred prior to the effective date of this Agreement even if all environmental review requirements have been met. Environmental review compliance shall include compliance with 24 C.F.R. Part 50. Contractor shall not be reimbursed for expenditures incurred after the expiration date of this Agreement, as set forth in Exhibit A, Section 4.

3. Budget Changes

After the effective date of this Agreement, no changes shall be made to the program budget, funded homeless service providers, or eligible activities without prior approval from the Department. Any changes to this Agreement must be made in writing and approved by both the Department and the Contractor. The proposed change/s must be consistent with 25 CCR 8403 and also comply with the requirements in 25 CCR Sections 8408 and 8409.

Contractor agrees to notify the Department of any line item changes to the budget needed for the Department to update the federal Integrated Disbursement and Information System. For line item changes representing more than twenty five (25) percent of the overall project budget, a contract amendment is required.

4. Ineligible Costs

- A. ESG funds shall not be used for costs associated with activities in violation of any law or for any activities referenced as ineligible in 25 CCR 8408. The Department reserves the right to request additional information and clarification to determine the reasonableness and eligibility of all costs to be paid with funds made available by this Agreement. If Contractor or its funded subrecipients use ESG funds for the costs of ineligible activities, Contractor shall be required to reimburse these funds to the Department, and shall be prohibited from applying to the Department for subsequent ESG funds until the Department is fully reimbursed.
- B. An expenditure which is not authorized by this Agreement, or which cannot be adequately documented, shall be disallowed and must be reimbursed to the Department or its designee, by the Contractor. Expenditures for Work, not described in Exhibit A or Paragraph 1 above, shall be deemed authorized if the performance of such Work is approved in writing by the Department prior to the Commencement of such Work.
- C. The Department, at its sole and reasonable discretion, shall make the final determination regarding the allowability of expenditures.

5. Indirect Costs

Contractor and/or subcontractors will allow their providers to seek reimbursement for indirect costs. The applicant must:

- A. Comply with all OMB requirements and standards including 2 CFR 200.403, 200.415, and Part 200 Appendix 4;

EXHIBIT B

- B. Certify that any providers seeking reimbursement for indirect costs at the de minimis rate do not meet the definition of a major nonprofit organization as defined by OMB 2 CFR 200.414; and,
- C. Maintain records including evidence of the Modified Total Direct Cost (MTDC) (2 CFR 200.68) calculations, indirect cost limits, and supporting documentation for actual direct cost billing.

EXHIBIT D

ESG PROGRAM TERMS AND CONDITIONS

1. Effective Date, Commencement of Work and Completion Dates

- A. This Agreement is effective upon approval by the Department, which is the date stamped by the Department in the lower right hand corner of page one, Standard Agreement, STD. 213. Contractor agrees that the Work shall not commence, nor any costs to be paid with ESG funds be incurred or obligated by any party prior to execution of this Agreement by the Department, completion of all required environmental clearances, and compliance with the applicable conditions of this Agreement. Contractor agrees that the Work shall be completed by the expenditure date specified in Exhibit A, Paragraph 4.
- B. Contractor must obligate all funds within 180 days from the date of the award notification letter. "Obligate" means that the Contractor has placed orders, awarded contracts, received services, or entered similar transactions that require payment from the grant amount. In the case of an award made to a general purpose local government that subcontracts with private nonprofit organizations via letters of awards and Service Provider Agreements, the subcontractors are subject to obligate the funds within 180 days from the date of the award notification letter received by the general purpose local government.
- C. Contractor and its subcontractors agree that the Work shall be completed by the expiration date specified in Exhibit A, Section 4 and that the Scope of Work will be provided for the full term of this Agreement.
- D. Contractor agrees to provide documentation satisfactory to the Department evidencing the obligation of ESG funds within 180 days from the date the Department made the grant amount available to the Contractor. If the Contractor fails to provide such documentation, the Department may disencumber any portion of the amount authorized by this Agreement with a fourteen (14) day written notification.

2. Sufficiency of Funds and Termination

- A. The Department may terminate this Agreement at any time for cause by giving a minimum of fourteen (14) days' notice of termination, in writing, to the Contractor. Cause shall consist of: violations of any terms and/or special conditions of this Agreement; the Federal Statutes; the Federal Regulations; the State Regulations; withdrawal of the Department's expenditure authority; or to comply with Exhibit E Paragraph 10 (D) of this Agreement. Upon termination of this Agreement, unless otherwise approved in writing by the Department, any unexpended funds received by the Contractor shall be returned to the Department within thirty (30) days of the Notice of Termination.
- B. It is mutually understood between the parties that this Agreement may have been written before ascertaining the availability of congressional appropriation of funds, for the mutual benefit of both parties in order to avoid program and fiscal delays, which would occur if the Agreement were executed after the determination was made.

EXHIBIT D

- C. This Agreement is valid and enforceable only if sufficient funds are made available to the Department by the United States Government for the purposes of this Program. In addition, this Agreement is subject to any additional restrictions, limitations or conditions, or statute, regulations or any other laws, whether federal or those of the State of California, or of any agency, department, or any political subdivision of the federal or the State of California governments, which may affect the provisions, terms or funding of this Agreement in any manner.
- D. It is mutually agreed that if the Congress does not appropriate sufficient funds for the Program, this Agreement shall be amended to reflect any reductions in funds.
- E. The Department has the option to terminate this Agreement under the fourteen (14) day cancellation clause or to amend this Agreement to reflect any reduction of funds.

3. Transfers

Contractor may not transfer by subcontract or novation, or by any other means, the rights, duties, or performance of this Agreement or any part thereof, except with the prior written approval of the Department and a formal amendment to this Agreement to affect such subcontract or novation.

4. Contractors and Subcontractors

- A. Contractor, or its subcontractors, shall not enter into any Agreement, written or oral, with any contractor without the prior determination by the Department of the Contractor's eligibility. A Contractor or subcontractor is not eligible to receive grant funds if the Contractor is not licensed and in good standing in California or is listed on the Federal Consolidated List of Debarred, Suspended and Ineligible Contractors.
- B. The Agreement between the Contractor and any subcontractor shall require the Contractor and its subcontractors, if any, to:
 - 1) Perform the Work in accordance with Federal, State and local housing and building codes, as applicable.
 - 2) Comply with the labor standards described in this Exhibit, Paragraph 13, as applicable. In addition to the requirements of this Exhibit, all Contractors and subcontractors must comply with the provisions of the California Labor Code, as applicable.
 - 3) Comply with the applicable Equal Opportunity Requirements, described in Exhibit E, Paragraph 1, of this Agreement.
 - 4) Maintain at least the minimum State-required worker's compensation insurance for those employees who will perform the Work or any part of it.

EXHIBIT D

- 5) Maintain, as required by law, unemployment insurance, disability insurance, and liability insurance in an amount to be determined by the Department, which is reasonable to compensate any person, firm, or corporation who may be injured or damaged by the Contractor or any subcontractor in performing the Work or any part of it.
- 6) Agree to include all the terms of this Agreement in each subcontract.
- C. The Department reserves the right of pre-award review and approval of all proposed contracts and related procurement documents, such as requests for proposals and invitations for bids, where the subcontract amount exceeds \$25,000.

5. Liability Insurance

Unless otherwise approved in writing, Contractor shall have and maintain in full force and effect during the terms of this Agreement liability insurance in an amount of not less than \$1,000,000.00 per occurrence with the Department named as an additionally insured. Prior to drawdown of funds, Contractor shall provide a valid certificate of insurance to the Department Program Representative for review and approval.

6. Inspections

- A. Contractor shall inspect any Work performed hereunder to ensure that the Work is being and has been performed in accordance with the applicable Federal, State and/or local requirements, and this Agreement.
- B. The Department reserves the right to inspect any Work performed hereunder to ensure that the Work is being and has been performed in accordance with the applicable Federal, State and/or local requirements, and this Agreement.
- C. Contractor agrees to require that all Work that is determined based on such inspections not to conform to the applicable requirements be corrected and to withhold payments to the subrecipient or subcontractor until it is corrected.

7. Audit/Retention and Inspection of Records

- A. Contractor agrees to maintain accounting books and records in accordance with Generally Accepted Accounting Standards. Contractor agrees that the Department, the Department of General Services, the Bureau of State Audits, or their designated representatives, shall have the right to review and copy any records and supporting documentation pertaining to the performance of this Agreement. Contractor agrees to maintain such records for possible audit for three (3) years after the Department closes its HUD grant or any other period specified in 24 CFR §576.500 (y).

EXHIBIT D

NOTE: Record retention is based on the Department's HUD closing date; NOT three years from this Agreement expiration. The retention requirement can extend beyond 3 years after this Agreement expires. Therefore, the Contractor must contact the Department for the specific record retention date for this Agreement. Contractor agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of employees who might reasonably have information related to such records. Further, Contractor agrees to include a similar right of the Department to audit records and interview staff in any subcontract related to performance of this Agreement.

- B. The audit shall be performed by a qualified State, local or independent auditor. Contractor shall notify the Department of the auditor's name and address immediately after the selection has been made. The contract for audit shall include a clause which permits access by the Department to the independent auditor's working papers.
- C. Private Nonprofit Organization and Unit of General Purpose Local Government grantees shall comply with the audit requirements contained in 2 CFR Part 200.

8. Monitoring Grant Activities

- A. Contractor shall monitor the activities selected and awarded by them to ensure compliance with Federal and California ESG requirements. An onsite monitoring visit of homeless service providers listed in Exhibit A shall occur whenever determined necessary by the Contractor, but at least once during the grant period.
- B. The Department will monitor the performance of the Contractor based on a risk assessment and according to the terms of this Agreement. The Department may also monitor any subrecipients of the Contractor as the Department deems appropriate based on a risk assessment.
- C. The Department will monitor the performance of Contractor and funded projects based on the performance measures used by HUD in ESG or the Continuum of Care program. In the event that project-level or system-wide performance consistently remains in the lowest quartile compared to all participating Service Areas in the Continuum of Care allocation, the Department will work collaboratively with the Contractor to develop performance improvement plans which will be incorporated into this Standard Agreement and other agreements required under 25 CCR Section 8403
- D. If it is determined that a Contractor or any of its subrecipients falsified any certification, application information, financial, or contract report, the Contractor shall be required to reimburse the full amount of the ESG award to the Department, and may be prohibited from any further participation in the ESG program. The Department may also impose any other actions permitted under 24 CFR 576.501 (c).

EXHIBIT D

- E. As requested by the Department, the Contractor shall submit to the Department all ESG monitoring documentation necessary to ensure that Contractor and its subrecipients are in continued compliance with Federal and California ESG requirements. Such documentation requirements and the submission deadline shall be provided by the Department at the time such information is requested from the Contractor.

9. Waivers

No waiver of any breach of this Agreement shall be held to be a waiver of any prior or subsequent breach. Failure of the Department to enforce the provisions of this Agreement or required performance by the Contractor of these provisions, at any time, shall in no way be construed to be a waiver of such provisions, nor affect the validity of this Agreement, or the right of the Department, to enforce these provisions.

10. Litigation

- A. If any provision of this Agreement, or any underlying obligation, is held invalid by a court of competent jurisdiction, such invalidity, at the sole discretion of the Department, shall not affect any other provisions of this Agreement and the remainder of this Agreement shall remain in full force and effect. Therefore, the provisions of this Agreement are, and shall be, deemed severable.
- B. Contractor shall notify the Department immediately of any claim or action undertaken by or against it, which affects or may affect this Agreement of the Department and shall take such action with respect to the claim or action as is consistent with the terms of this Agreement and the interests of the Department.

11. Compliance with Federal and State Law and Regulations

Contractor agrees to comply with all federal and State laws and regulations that pertain to construction, health and safety, labor, fair employment practices, equal opportunity, and all others matters applicable to the Contractor, its contractor or subcontractor and the Work. This includes but is not limited to complying with all relevant sections of 2 CFR Part 200.

12. Environmental Requirements

This Agreement is subject to the provisions of the California Environmental Quality Act (CEQA). Contractor assumes responsibility to fully comply with CEQA's requirements regarding the Work. In addition, Contractor shall comply with the environmental requirements of 24 CFR Part 576.407 subdivision (d). The obligation of funds and incurring of costs is hereby conditioned upon compliance with CEQA, 24 CFR Section 576.407 subdivision (d) and completion by the State and the U.S. Department of Housing and Urban Development of all applicable review and approval requirements.

EXHIBIT D

13. Prevailing Wages

- A. Where funds provided through this Agreement are used for construction work, or in support of construction work, Contractor shall ensure that the requirements of Chapter 1 (commencing with Section 1720) of Part 7 of the Labor Code (pertaining to the payment of prevailing wages and administered by the California Department of Industrial Relations) are met.
- B. For the purposes of this requirement "construction work" includes but is not limited to rehabilitation, alteration, demolition, installation or repair done under contract and paid for, in whole or in part, through this Agreement. All construction work shall be done through the use of a written contract with a properly licensed building contractor incorporating these requirements (the "construction contract"). Where the construction contract will be between the Contractor and a licensed building contractor, Contractor shall serve as the "awarding body" as defined in the Labor Code. Where the Contractor will provide funds to a third party that will enter into the construction contract with a licensed building contractor, the third party shall serve as the "awarding body".
- C. The construction contract and any amendments thereto shall be subject to the prior written approval of the Department. Prior to any disbursement of funds, including but not limited to release of any final retention payment, the Department may require a certificate from the awarding body that prevailing wages have been or will be paid when required by Section 1720 et. seq. of the Labor Code.

14. Matching Funds

- A. Each Contractor shall be required to supplement the assistance provided through Federal ESG funds with funding from other sources. Each Contractor shall certify to the Department its compliance with this Paragraph 14, subparagraphs A and B, and shall include with such certification a description of the sources and amounts of such supplemental funds.
- B. CA ESG funds may be used to satisfy the one-to-one match of the federal ESG funds and must be for the same approved activity. Matching contributions also may be obtained from any source, including any federal source other than Federal ESG awards, as well as state, local, and private sources. In calculating the amount of supplemental funds provided by a recipient under this part, a recipient may include the value of any donated material or building, the value of any lease on a building, any salary paid to staff to carry out the Contractor's program of the recipient and the value of the time and services contributed by volunteers to carry out the Contractor's program.

15. Eligible Activities

- A. ESG funds awarded by the Contractor shall be used for the eligible activities set forth in Exhibit B as permitted under the federal ESG regulations at 24 CFR Part 576. The following additional limitations or requirements shall apply.

EXHIBIT D

- B. A maximum of ten percent of the funds provided under this Agreement may be used for Homeless Management Information System (HMIS) activities.
- C. ESG funds shall not be used for renovation, conversion, or major rehabilitation activities pursuant to 576.102. Minor repairs to an ESG-funded Emergency shelter that do not qualify as Renovation, Conversion, or Major Rehabilitation are an eligible use of ESG funds.
- D. No less than 40% of these funds available to the Contractor must be awarded to rapid rehousing, except that Administrative Entities partnering with a neighboring Continuum of Care from the Balance of State Allocation must award 100% of both Service Area formula allocations to rapid rehousing.
- E. For rapid rehousing and homelessness prevention activities, no subpopulation targeting will be permitted except if documentation of all of the following is provided to the Department prior to the award of funds for these activities:
 - 1) Evidence that there is an unmet need for these activities for the subpopulation proposed for targeting; and,
 - 2) Evidence that there is existing funding in the Continuum of Care Service Area for programs that address the needs of the excluded populations for these activities.
- F. As set forth in the Department's 2016 Annual Action Plan to HUD:
 - 1) Homelessness prevention activities are limited to a 10% of a funded project;
 - 2) An emergency shelter or rapid rehousing project may also contain up to 10% in homeless prevention or street outreach activities; and,
 - 3) The street outreach or rapid rehousing activity referenced in subparagraph (ii) may be subcontracted to another eligible provider or may be provided directly by the Contractor. Subcontracting ESG funds to other programs for purposes of carrying out activities that are not part of the program awarded funds under the Standard Agreement is not permitted.
- G. Pursuant to OMB requirements, Contractor may permit homeless service providers receiving ESG funds to charge an indirect cost allocation to their grant. The indirect cost allocation may not exceed ten percent of the allowable direct costs under the ESG activity unless a higher limit for the indirect cost allocation has been approved by the applicable federal agency pursuant to OMB requirements. Indirect Costs are those that have been incurred for common or joint objectives and cannot be readily identified with a particular final cost objective or activity

EXHIBIT D

16. Core Practices

- A. All ESG-funded activities shall operate in a manner consistent with the requirements of 25 CCR 8409, including but not limited to use of a homelessness coordinated entry system, housing first practices, and progressive engagement practices.
- B. All service providers receiving CA ESG funds shall take actions to create an effective, welcoming and affirming environment for all program participants and employees, including, but not limited to, persons of different races, ethnicities, sexual orientations, gender identities, and gender expressions.

17. Reporting and Recordkeeping

- A. By July 31 of each year, Contractor shall submit an Annual Performance Report to the Department. In accordance with federal reporting requirements, the report will include, but will not be limited to, beneficiary data, Minority Owned Business/Women Owned Business (MBE/WBE) data, and Section 3 data, if applicable.
- B. Contractor shall submit, within thirty (30) days after the end of the State-designated reporting period, in a manner and format approved by the Department, a Request for Funds (RFF) and Detailed Expense Report (DER). Compliance reports shall be submitted as specified by the Department. Close-out-of-grant progress reports shall be submitted within sixty (60) days after the end of the reporting period.
- C. Contractor shall manage and maintain all client data information using a Homeless Management Information System (HMIS) or comparable data system (defined as a separate data system that collects required HMIS and ESG data elements and complies with HUD Data and Technical Standards). Contractor shall collect all program data elements using the HMIS and comply with all reporting requirements.
- D. Contractor shall maintain all fiscal and program records pertaining to the Grant for a period of three (3) years after the Department closes its HUD grant or any other period specified in 24 CFR §576.500 (y).

NOTE: Record retention is based on the Department's HUD closing date; NOT three years from this Agreement expiration. The retention requirement can extend beyond 3 years after this Agreement expires. Therefore, the Contractor must contact the Department for the specific record retention date for this Agreement.

- E. Contractor shall submit required reports on forms approved by the Department.

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18. Sanctions

The Department may impose sanctions, as well as any other remedies available to it under law, on Contractor or its subrecipients, for failure to abide by any State and Federal laws and regulations applicable to the ESG Program. Such sanctions include:

- A. Conditioning a future grant on compliance with specific laws of regulations;
- B. Directing Contractor or its subrecipients to stop incurring costs under the current grant;
- C. Requiring that some or the entire grant amount is remitted to the Department;
- D. Reducing or disencumbering some or all of the amount of grant funds Contractor would otherwise be entitled to receive;
- E. Electing not to award future grant funds to Contractor, unless and until appropriate actions are taken by the Contractor to ensure compliance; and/or,
- F. Taking any other actions permitted pursuant to 24 CFR 576.501.

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SPECIAL TERMS AND CONDITIONS

Contractor shall abide by all applicable local, State and Federal laws pertaining to the ESG Program, including, but not limited to, all other applicable Federal laws cited in the Federal Statutes and the Federal Regulations including, but not limited to, the following:

1. Equal Opportunity Requirements

A. The Civil Rights, Age Discrimination, and Rehabilitation Acts Assurance:

During the performance of this Agreement, Contractor assures that no otherwise qualified person shall be excluded from participation of employment, denied program benefits, or be subjected to discrimination based on race, color, national origin, sex, religion, religious preference, age, or handicap, under any program or activity funded by this Agreement as required by Title VI of the Civil Rights Act of 1964, Title VIII of the Civil Rights Act of 1968, Executive Order 11063, the Age Discrimination Act of 1975 and the Rehabilitation Act of 1973 and all implementing regulations.

B. Affirmative Outreach:

- 1) Contractor or its subrecipients must make known that the use of the facilities, assistance, and services are available to all on a nondiscriminatory basis. If it is unlikely that the procedures the Contractor or its subrecipients intends to use to make known the availability of its facilities, assistance, and services will reach persons of any particular race, color, religion, sex, age, national origin, familial status, or disability, who may qualify for those facilities and services, the Contractor or its subrecipients must establish additional procedures that ensure that those persons are made aware of the facilities, assistance, and services.
- 2) Contractor or its subrecipients must take appropriate steps to ensure effective communication with persons with disabilities including, but not limited to, adopting procedures that will make available to interested persons information concerning the location of assistance, services, and facilities that are accessible to person with disabilities. Consistent with Title VI and Executive Order 13166, applicants are also required to take reasonable steps to ensure meaningful access to programs and activities for Limited English Proficiency (LEP) persons.

C. The Training, Employment and Contracting Opportunities for Business and Lower Income Persons Assurance of Compliance:

- 1) The Work to be performed under this Agreement is on a project assisted under a program providing direct federal financial assistance from Housing and Urban Development (HUD) and is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u. Section 3 requires that to the greatest extent feasible, opportunities for training and employment be given to lower income residents of the project area and contracts for Work in connection with the project be awarded to business concerns that

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provided economic opportunities for low- and very low-income persons residing within the metropolitan area (or nonmetropolitan county) in which the assistance is expended.

- 2) The parties to this Agreement will comply with the provisions of said Section 3 and the regulations issued pursuant thereto by the Secretary of HUD set forth in 24 CFR Part 135 and all applicable rules and orders of the Department issued thereunder prior to the execution of this Agreement. The parties to this Agreement certify and agree that they are under no contractual or other impediment which would prevent them from complying with these requirements.
 - 3) Contractor will send to each labor organization or representative of workers with which he/she had a collective bargaining agreement or other contract or understanding, if any, a notice advising the said labor organization or worker's representative of his commitments under Section 3 and shall post copies of the notice in conspicuous places available to employees and applicants for employment or training.
- D. Contractor shall include Section 3 clauses, of the HUD Act of 1968, in every contract and subcontract for Work, in connection with the project and will, at the direction of the Department, take appropriate action pursuant to the contract upon a finding that the Contractor or any contractor or subcontractor is in violation of regulations issued by the Secretary of HUD, 24 CFR Part 135. Contractor will not sublet any contract, under the above conditions, unless the Contractor or subcontractor has first provided it with a preliminary statement of ability to comply with the requirements of these regulations.

2. Shelter and Housing Standards

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

If rapid rehousing or homeless prevention assistance is provided, the assisted housing must meet the minimum habitability standards at 24 CFR 576.403 (c).

3. Environmental Review Responsibilities

The Contractor shall supply all available, relevant information necessary for HCD to perform for each property any environmental review as required under 24 CFR Part 50. The Contractor shall also carry out mitigating measures required by HCD or select an alternate eligible property. HUD may eliminate from consideration any application that would require an environmental impact statement (EIS).

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

4. Lead-Based Paint Hazards

The assistance provided under this agreement is subject to the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4821 – 4845), the Residential Lead-Based Paint Hazard Reduction Act of 1992 (42 U.S.C. 4851 - 4856) and implementing regulations at part 35, subparts A, B, J, K, and R of Title 24 apply to activities under the Program.

5. Uniform Administrative Requirements, Cost Principles and Audit Requirements Federal Award

Contractor will comply with the requirements of 2 CFR 200.

6. Procurement of Goods and Services

Prior to the drawdown of ESG funds for the Contractor's purchase of goods or services, Contractor, shall comply with the Procurement Standards contained in 2 CFR 200. Contractor, when procuring goods with ESG funds, must provide the Department with evidence of compliance with these requirements, as applicable.

7. Procurement of Recovered Materials

Contractor and its subrecipients must comply with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR Part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceed \$10,000 or the value of the quantity acquired by the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

8. Faith-Based Activities

Pursuant to Section 8406 (b) (2) of the State Regulations, Contractor and its subrecipients listed in Exhibit B shall not require, as a condition of Program Participant housing, participation by Program Participants in any religious or philosophical ritual, service, meeting or rite. Contractor and its subrecipients listed in Exhibit B shall also comply with the requirements of 24 CFR Section 576.406 of the Federal Regulations.

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9. Interest of Members, Officers or Employees of Contractors, Members of Local Governing Body

Pursuant to 24 CFR 576.404, in addition to the conflict of interest requirements in OMB Circulars A-102 and A-110, no person:

- A. Who is an employee, agent, consultant, officer or elected or appointed official of the Contractor (or of any designated public agency); and,
- B. Who exercises or has exercised any functions or responsibilities with respect to assisted activities; or,
- C. Who is in a position to participate in a decision-making process or gain inside information with regard to such activities, may obtain a personal or financial interest or benefit from the activity or have an interest in any contract, subcontract or agreement with respect thereto, or the proceeds thereunder, either for him or herself or for those with whom he or she has family or business ties, during his or her tenure or for one (1) year thereafter. HUD may grant an exception to this exclusion as provided in 24 CFR §570.611 (d) and (e).

10. State Contract Manual Requirements (Section 3.11, Federally-Funded Contracts (Rev. 3/03)):

- A. It is mutually understood between the parties that this contract may have been written for the mutual benefit of both parties before ascertaining the availability of congressional appropriation of funds to avoid program and fiscal delays that would occur if the contract were executed after that determination was made.
- B. This contract is valid and enforceable only if sufficient funds are made available to the State by the United States Government for the purpose of this Program. In addition, this contract is subject to any additional restrictions, limitations, or conditions enacted by the Congress or to any statute enacted by the Congress that may affect the provisions, terms, or funding of this contract in any manner.
- C. The parties mutually agree that if the Congress does not appropriate sufficient funds for the program, this contract shall be amended to reflect any reduction in funds.
- D. The department has the option to invalidate the contract under the 30-day cancellation clause or to amend the contract to reflect any reduction in funds.

11. Assurance of Compliance with the "Violence Against Women Reauthorization Act of 2013" (VAWA) (S.47 - 113th Congress (2013-2014)) (as amended or reauthorized) Title VI - Safe Homes for Victims of Domestic Violence, Dating Violence, Sexual Assault, and Stalking – Sec. 601-603.

VAWA provides housing protections for survivors of domestic and dating violence, sexual assault, and stalking when it comes to finding and keeping a home they can feel safe in.

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VAWA applies for all victims of domestic violence, dating violence, sexual assault, and stalking, regardless of sex, gender identity, or sexual orientation, and which must be applied consistently with all nondiscrimination and fair housing requirements. VAWA now expands housing protections to HUD programs beyond HUD's public housing program and HUD's tenant-based and project-based Section 8 programs. VAWA now provides enhanced protections and options for victims of domestic violence, dating violence, sexual assault, and stalking.

During the performance of this Agreement, the Contractor or its subrecipients assure that:

- A. Domestic Violence survivors are not denied assistance as an applicant, or evicted or have assistance terminated as a tenant, because the applicant or tenant is or has been a victim of domestic violence, dating violence, sexual assault, and stalking.
- B. It will implement an 'emergency transfer plan', which allows for domestic violence survivors to move to another safe and available unit if they fear for their life and safety.
- C. It will provide "Protections against denials, terminations, and evictions that directly result from being a victim of domestic violence, dating violence, sexual assault, or stalking, if the applicant or tenant otherwise qualifies for admission, assistance, participation, or occupancy."
- D. It will implement a 'Low-barrier certification process' where a domestic violence survivor need only to self-certify in order to document the domestic violence, dating violence, sexual assault, or stalking, ensuring third party documentation does not cause a barrier in a survivor expressing their rights and receiving the protections needed to keep themselves safe.