

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



**ITEM: 3.70
(ID # 12287)**

MEETING DATE:
Tuesday, April 07, 2020

FROM : HOUSING, HOMELESSNESS PREVENTION AND WORKFORCE SOLUTIONS:

SUBJECT: HOUSING, HOMELESSNESS PREVENTION AND WORKFORCE SOLUTIONS:
State of California Business, Consumer Services and Housing Agency (BCSH)
COVID-19 Emergency Homelessness Funding - Continuum of Care Grant
Agreement (Agreement No. 20-HCFC-00009). Districts: All; [Total Cost
\$547,812.48 - 100% State] (4/5 Vote Required)

RECOMMENDED MOTION: That the Board of Supervisors:

1. Ratify acceptance of the COVID-19 Emergency Homelessness Funding Continuum of Care grant from BCSH in the amount of \$547,812.48, to be one hundred percent (100%) encumbered by June 30, 2020, on behalf of the County as the Administrative Entity of the Riverside County Continuum of Care, to address immediate investments into COVID-19 prevention and containment efforts for homeless shelters;
2. Approve Standard Agreement No. 20-HCFC-00009 between BCSH and the County of Riverside as Administrative Entity for the Riverside County Continuum of Care for the COVID-19 Emergency Homelessness Funding grant, in the amount of \$547,812.48, effective April 07, 2020 through June 30, 2020, (Grant Agreement), and authorize the Director of Housing, Homelessness Prevention and Workforce Solutions, or her designee, to sign the agreement on behalf of the County as the Administrative Entity for the Riverside County Continuum of Care;

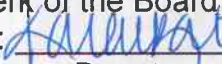
ACTION:4/5 Vote Required


Heidi Marshall, Director 4/2/2020

MINUTES OF THE BOARD OF SUPERVISORS

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

Ayes: Jeffries, Spiegel, Washington, Perez and Hewitt
Nays: None
Absent: None
Date: April 7, 2020
xc: Housing

Kecia R. Harper
Clerk of the Board
By: 
Deputy

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3. Authorize the Director of Housing, Homelessness Prevention and Workforce Solutions, or designee, to execute individual COVID-19 Emergency Homelessness Funding subrecipient agreements with the providers as set forth in the table below, in amounts not to exceed the funding amounts as previously allocated by the Continuum of Care Board of Governance (COVID-19 Subrecipient Agreements), without further Board of Supervisors action and subject to approval as to form by County Counsel);

4. Authorize the Director of Housing, Homelessness Prevention and Workforce Solutions, or designee, based on availability of funding and as approved as to form by County Counsel to: (a) sign amendments that do not change the substantive terms of the COVID-19 Subrecipient Agreements, and (b) sign amendments to the COVID-19 Subrecipient Agreements moving funds between the subrecipients, not to exceed the total grant amount, as approved by BCSH; and

6. Authorize the Director of Housing, Homelessness Prevention and Workforce Solutions, or designee, to administer the Grant Agreement and the COVID-19 Subrecipient Agreements.

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost
COST	\$547,812.48	\$0	\$547,812.48	\$0
NET COUNTY COST	\$0	\$0	\$0	\$0
SOURCE OF FUNDS: 100% State			Budget Adjustment: No	
			For Fiscal Year: 2019/2020	

C.E.O. RECOMMENDATION: [CEO use]

BACKGROUND:

Summary

In response to the COVID-19 outbreak and to protect the health and safety of people experiencing homelessness, Governor Gavin Newsom signed SB 89 on March 17, 2020, allocating funding to help protect this vulnerable population. The County of Riverside Continuum of Care has been awarded a COVID-19 Emergency Homelessness Funding grant in the amount of \$547,812.48 to invest in COVID-19 prevention and containment efforts for the homeless population. Given the urgent need to address the COVID-19 pandemic, the Continuum of Care's Board of Governance called a special meeting on April 01, 2020 and allocated these funds to the agencies noted in the table below. Additionally, the Board of Governance directed staff that any COVID-19 Emergency Homelessness Funding dollars not used by the entities set forth below was to be allocated for hygiene stations.

The standard agreement needs to be signed by the County as the Administrative Entity for the Continuum of Care and submitted within 30 days (April 22, 2020). Funds will be disbursed to

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the individual entities once subrecipient agreements are finalized. All subrecipient agreements will be substantially consistent in form to other subrecipient agreement templates used in the past for homelessness funding and subject to approval as to form by County Counsel. Funds must be encumbered by June 30, 2020.

Impact on Residents and Businesses

Residents and businesses will benefit as the funds are being used to provide emergency shelter for individuals and families who are vulnerable during the COVID-19 pandemic period.

Additional Fiscal Information

Provider	Area Served or Special Needs Population	2019 PIT Numbers	Recommended Funding
Operation Safehouse	Transition Age Youth - Countywide	181	\$52,812
US VETS	Veterans - Countywide	107	\$50,000
Coachella Valley Association of Governments (CVAG) for allocation to: <ul style="list-style-type: none"> • Coachella Valley Rescue Mission • Martha's Village & Kitchen • Palm Spring Shelter • Galilee Center 	Coachella Valley	612	\$150,000
Valley Restart	Hemet	112	\$100,000
Social Work Action Group (SWAG)	Temecula and Lake Elsinore and Perris	154	\$65,000
City of Corona	Corona	164	\$65,000
Riverside University Health System – Behavioral Health	Moreno Valley and the Pass (Outreach & Emergency Housing)	108	\$65,000


 Lisa D Brandl 4/2/2020


 Gregory F. Priamos, Director County Counsel 4/2/2020



CALIFORNIA HOMELESS COORDINATING AND FINANCING COUNCIL

Business, Consumer Services and Housing Agency
Gavin Newsom, Governor | Lourdes M. Castro Ramírez, Secretary

March 23, 2020

Department of Public Social Services
Attn: Jennifer Claar, DPSS Managing Director
1111 Spruce Street
Riverside, CA 92507

RE: Award Announcement - COVID-19 Emergency Homelessness Funding Agreement #: 20-HCFC-00009

Dear Jennifer Claar,

In response to the COVID-19 outbreak and to protect the health and safety of people experiencing homelessness, Governor Gavin Newsom signed SB 89 on March 17 allocating funding to help protect this vulnerable population. We are pleased to announce that Continuum of Care for Riverside has been awarded a grant in the amount of **\$547,812.48**.

This funding is immediately available as a result of swift action taken by the California State Legislature in unanimously approving SB 89 to help California fight the COVID-19 pandemic. Additionally, this is described in the March 18, 2020 letter from the Department of Finance to the Joint Legislative Budget Committee, pursuant to the provisions of Section 36.00, Chapter 2, Statutes of 2020, and the augmentation to Budget Act of 2019 Item 0515-101-0001. The purpose of this funding is to protect the health and safety of people experiencing homelessness and reduce the spread of the COVID-19 outbreak.

Specifically, this award is intended for investments into COVID-19 prevention and containment efforts for shelters, including, but not limited to, medically indicated services and supplies, such as testing and handwashing stations, and enhancements to existing shelter facilities. This will allow for proper social distancing and isolation to reduce the spread of COVID-19 among the homeless population. While eligible uses for funding are broad and should be determined based on the need of the jurisdiction, suggested uses include but are not limited to:

- **Emergency Shelter Operations** – furnishings, supplies, and equipment needed to maintain a sanitary shelter environment for clients and staff.
- **Shelter Capacity** – support for increasing shelter capacity and the acquisition of new shelters.
- **Isolation Capacity** – support for the acquisition/lease of hotels, motels, trailers, and other alternative isolation placements.
- **Street Outreach** – supplies and equipment needed to protect staff engaging with unsheltered from COVID-19 and to meet the urgent physical needs of people experiencing homelessness.
- **Transportation** – support for the transportation of those experiencing homelessness to and from shelters and medical care.
- **Staffing** – support for additional staff for infectious disease preparedness and case management for clients.

We also invite you to review guidance documents and the most up-to-date information for homeless assistance providers available on our website at <https://www.bcsh.ca.gov/hcfc/coronavirus19>.

The Standard Agreement along with instructions on how to fill it out are enclosed. Please review and follow the instructions thoroughly. Incorrect information provided may result in a delay of disbursement of funds. Continuum of Care for Riverside will receive its full disbursement of funds after the Standard Agreement is fully executed.

In an effort to ensure that these funds are immediately achieving their intent, we request that every jurisdiction execute and return this Standard Agreement no later than 30-days from receipt of this letter. For further information, please contact Amber Ostrander, HAAP Grant Manager at 916-651-7995 or by email at amber.ostrander@bcsh.ca.gov.

On behalf of Governor Newsom and our entire California State family, we thank you for all you are doing to protect and assist some of the most vulnerable members of our community.

Sincerely,



Lourdes M. Castro Ramirez, Secretary
Council Chair

STANDARD AGREEMENT

STD 213 (Rev. 03/2019)

AGREEMENT NUMBER
20-HCFC-00009

PURCHASING AUTHORITY NUMBER (If Applicable)

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

CONTRACTING AGENCY NAME

Business, Consumer Services, and Housing Agency

CONTRACTOR NAME

CA-608 Department of Public Social Services

2. The term of this Agreement is:

START DATE

Upon BCSH Approval

THROUGH END DATE

06/30/2020

3. The maximum amount of this Agreement is:

\$547,812.48

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.

Exhibits	Title	Pages
Exhibit A	Scope of Work	
Exhibit B	Budget Detail and Payment Provisions	
Exhibit C *	General Terms and Conditions	
+		
-		

Items shown with an asterisk (*), are hereby incorporated by reference and made part of this agreement as if attached hereto.

These documents can be viewed at <https://www.dgs.ca.gov/OLS/Resources>

IN WITNESS WHEREOF, THIS AGREEMENT HAS BEEN EXECUTED BY THE PARTIES HERETO.

CONTRACTOR

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

CA-608 Department of Public Social Services

CONTRACTOR BUSINESS ADDRESS

1111 Spruce Street

CITY

Riverside

STATE

CA

ZIP

92507

PRINTED NAME OF PERSON SIGNING

Jennifer Claar

TITLE

DPSS Managing Director

CONTRACTOR AUTHORIZED SIGNATURE

DATE SIGNED

STATE OF CALIFORNIA

CONTRACTING AGENCY NAME

Business, Consumer Services, and Housing Agency

CONTRACTING AGENCY ADDRESS

915 Capitol Mall, Suite 350A

CITY

Sacramento

STATE

CA

ZIP

95814

PRINTED NAME OF PERSON SIGNING

Lourdes Castro Ramirez

TITLE

Secretary

CONTRACTING AGENCY AUTHORIZED SIGNATURE

DATE SIGNED

CALIFORNIA DEPARTMENT OF GENERAL SERVICES APPROVAL

EXEMPTION (If Applicable)

Standard Agreement
EXHIBIT A
AUTHORITY, PURPOSE, AND SCOPE OF WORK

1. Authority

Pursuant to the provisions of Section 36.00, Chapter 2, Statutes of 2020, and the augmentation to Budget Act of 2019 Item 0515-101-0001 described in the March 18, 2020 letter from the Department of Finance to the Joint Legislative Budget Committee, the Homeless Coordinating and Financing Council ("HCFC"), which exists within the Business, Consumer Services and Housing Agency ("BCSH" or "Agency"), shall allocate a total of \$100,000,000.00 to Continuums of Care, Large Cities (population of 300,000+) and Counties, divided proportionally based on the allocations they are eligible to receive through the Homeless Housing, Assistance, and Prevention program ("HHAP"). This Agreement is entered into under the authority of, and in furtherance of the purposes of, the Budget Act of 2019.

2. Purpose

The purpose of this grant funding is to provide support to Continuums of Care, Large Cities, and Counties to protect the health and safety of homeless populations and reduce the spread of the COVID-19 outbreak. In accordance with the authority cited above, the HCFC shall distribute **\$547,812.48** to the **CA-608**.

3. Scope of Work

The **CA-608** shall use **\$547,812.48** to invest in COVID-19 prevention and containment efforts for temporary shelters, including, but not limited to, medically-indicated services and supplies, such as testing and handwashing stations, and enhancements to existing shelter facilities. The intent of these investments is to allow for proper social distancing and isolation to reduce the spread of COVID-19 among the homeless population.

4. Monitoring

CA-608 shall maintain books, records, documents, and other evidence that demonstrates the funding was used for the appropriate purposes, as laid out in the Scope of Work. These books, records, documents, and other evidence shall be made available for audit and inspection by the HCFC and Agency for a period of three years.

A. Annual Report Deadlines

The **CA-608** shall submit an expenditure report to Agency on a form and method provided by Agency, by July 1, 2020 and January 1, 2021. If the **CA-608** fails to provide such documentation, Agency may disencumber any portion of the amount authorized by this Agreement with a 14-day written notification.

Initials: _____

B. Reporting Requirements

The expenditure report shall contain detailed information including the following:

1. An ongoing tracking of the specific uses and expenditures of any program funds broken out by uses listed below, including the current status of those funds:
 - a. Diversion
 - b. Prevention
 - c. Shelter
 - d. Services and infection control
 - e. Other

2. Any additional information that Agency requests.

In addition to the reports, Agency may require supplemental reporting with written notice to the **CA-608**.

5. Expenditure Deadline

Pursuant to Assembly Bill 74, Statutes of 2019, Chapter 23 (Budget Act of 2019) SEC. 1.80, funds shall be encumbered by June 30, 2020.

EXHIBIT B
BUDGET DETAIL AND PAYMENT PROVISIONS

1. Agreement Amount

The total amount of this Agreement shall not exceed **\$547,812.48**.

2. General Conditions for Disbursement

General Requirements – All grantees must submit the following forms prior to funds being released:

- A. Request for Funds Form (RFF),
- B. Signed and dated PDF of the STD. 213

3. SB-89 Budget Act of 2019

SEC. 36.00. Notwithstanding any other law, \$500,000,000 is hereby appropriated from the General Fund to any item for any purpose related to the March 4, 2020 proclamation of a state of emergency upon order of the Director of Finance. Funds appropriated in this section may not be expended prior to 72 hours after the Director of Finance notifies the Joint Legislative Budget Committee in writing of the purposes of the planned expenditure. The chairperson of the Joint Legislative Budget Committee or the chairperson's designee may shorten the 72-hour period by written notification. The amount of the appropriation in this section may be increased in increments of \$50,000,000 no sooner than 72 hours after the Director of Finance notifies the Joint Legislative Budget Committee of the need for the increase. The chairperson of the Joint Legislative Budget Committee or the chairperson's designee may shorten the 72-hour period by written notification. The total appropriation under this section shall not exceed \$1,000,000,000.

EXHIBIT C

GENERAL TERMS AND CONDITIONS

APPROVAL: This Agreement is of no force or effect until signed by both parties and approved by the Department of General Services, if required. Contractor may not commence performance until such approval has been obtained.

1. **AMENDMENT:** No amendment or variation of the terms of this Agreement shall be valid unless made in writing, signed by the parties and approved as required. No oral understanding or Agreement not incorporated in the Agreement is binding on any of the parties.
2. **ASSIGNMENT:** This Agreement is not assignable by the Contractor, either in whole or in part, without the consent of the State in the form of a formal written amendment.
3. **AUDIT:** Contractor agrees that the awarding department, the Department of General Services, the Bureau of State Audits, or their designated representative shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this Agreement. Contractor agrees to maintain such records for possible audit for a minimum of three (3) years after final payment, unless a longer period of records retention is stipulated. Contractor agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, Contractor agrees to include a similar right of the State to audit records and interview staff in any subcontract related to performance of this Agreement. (Gov. Code §8546.7, Pub. Contract Code §10115 et seq., CCR Title 2, Section 1896).
4. **INDEMNIFICATION:** Contractor agrees to indemnify, defend and save harmless the State, its officers, agents and employees from any and all claims and losses accruing or resulting to any and all contractors, subcontractors, suppliers, laborers, and any other person, firm or corporation furnishing or supplying work services, materials, or supplies in connection with the performance of this Agreement, and from any and all claims and losses accruing or resulting to any person, firm or corporation who may be injured or damaged by Contractor in the performance of this Agreement.
5. **DISPUTES:** Contractor shall continue with the responsibilities under this Agreement during any dispute.
6. **TERMINATION FOR CAUSE:** The State may terminate this Agreement and be relieved of any payments should the Contractor fail to perform the requirements of this Agreement at the time and in the manner herein provided. In the event of such termination the State may proceed with the work in any manner deemed proper by the State. All costs to the State shall be deducted from any sum due the Contractor under this Agreement and the balance, if any, shall be paid to the Contractor upon demand.

Initials: _____

7. **INDEPENDENT CONTRACTOR:** Contractor, and the agents and employees of Contractor, in the performance of this Agreement, shall act in an independent capacity and not as officers or employees or agents of the State.
8. **RECYCLING CERTIFICATION:** The Contractor shall certify in writing under penalty of perjury, the minimum, if not exact, percentage of post-consumer material as defined in the Public Contract Code Section 12200, in products, materials, goods, or supplies offered or sold to the State regardless of whether the product meets the requirements of Public Contract Code Section 12209. With respect to printer or duplication cartridges that comply with the requirements of Section 12156(e), the certification required by this subdivision shall specify that the cartridges so comply (Pub. Contract Code §12205).
9. **NON-DISCRIMINATION CLAUSE:** During the performance of this Agreement, Contractor and its subcontractors shall not deny the contract's benefits to any person on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status, nor shall they discriminate unlawfully against any employee or applicant for employment because of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status. Contractor shall insure that the evaluation and treatment of employees and applicants for employment are free of such discrimination. Contractor and subcontractors shall comply with the provisions of the Fair Employment and Housing Act (Gov. Code §12900 et seq.), the regulations promulgated thereunder (Cal. Code Regs., tit. 2, §11000 et seq.), the provisions of Article 9.5, Chapter 1, Part 1, Division 3, Title 2 of the Government Code (Gov. Code §§11135-11139.5), and the regulations or standards adopted by the awarding state agency to implement such article. Contractor shall permit access by representatives of the Department of Fair Employment and Housing and the awarding state agency upon reasonable notice at any time during the normal business hours, but in no case less than 24 hours' notice, to such of its books, records, accounts, and all other sources of information and its facilities as said Department or Agency shall require to ascertain compliance with this clause. Contractor and its subcontractors shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other agreement. (See Cal. Code Regs., tit. 2, §11105.)

Contractor shall include the nondiscrimination and compliance provisions of this clause in all subcontracts to perform work under the Agreement.

10. **CERTIFICATION CLAUSES:** The CONTRACTOR CERTIFICATION CLAUSES contained in the document CCC 04/2017 are hereby incorporated by reference and made a part of this Agreement by this reference as if attached hereto.

Initials: _____

11. **TIMELINESS:** Time is of the essence in this Agreement.
12. **COMPENSATION:** The consideration to be paid Contractor, as provided herein, shall be in compensation for all of Contractor's expenses incurred in the performance hereof, including travel, per diem, and taxes, unless otherwise expressly so provided.
13. **GOVERNING LAW:** This contract is governed by and shall be interpreted in accordance with the laws of the State of California.
14. **ANTITRUST CLAIMS:** The Contractor by signing this agreement hereby certifies that if these services or goods are obtained by means of a competitive bid, the Contractor shall comply with the requirements of the Government Codes Sections set out below.
 - a. The Government Code Chapter on Antitrust claims contains the following definitions:
 1. "Public purchase" means a purchase by means of competitive bids of goods, services, or materials by the State or any of its political subdivisions or public agencies on whose behalf the Attorney General may bring an action pursuant to subdivision (c) of Section 16750 of the Business and Professions Code.
 2. "Public purchasing body" means the State or the subdivision or agency making a public purchase. Government Code Section 4550.
 - b. In submitting a bid to a public purchasing body, the bidder offers and agrees that if the bid is accepted, it will assign to the purchasing body all rights, title, and interest in and to all causes of action it may have under Section 4 of the Clayton Act (15 U.S.C. Sec. 15) or under the Cartwright Act (Chapter 2 (commencing with Section 16700) of Part 2 of Division 7 of the Business and Professions Code), arising from purchases of goods, materials, or services by the bidder for sale to the purchasing body pursuant to the bid. Such assignment shall be made and become effective at the time the purchasing body tenders final payment to the bidder. Government Code Section 4552.
 - c. If an awarding body or public purchasing body receives, either through judgment or settlement, a monetary recovery for a cause of action assigned under this chapter, the assignor shall be entitled to receive reimbursement for actual legal costs incurred and may, upon demand, recover from the public body any portion of the recovery, including treble damages, attributable to overcharges that were paid by the assignor but were not paid by the public body as part of the bid price, less the expenses incurred in obtaining that portion of the recovery. Government Code Section 4553.
 - d. Upon demand in writing by the assignor, the assignee shall, within one year from such demand, reassign the cause of action assigned under this part if the assignor has been or may have been injured by the violation of law for which the cause of action arose and (a) the assignee has not been injured thereby, or (b) the assignee declines to file a court action for the cause of action. See Government Code Section 4554.

Initials: _____

15. **CHILD SUPPORT COMPLIANCE ACT:** For any Agreement in excess of \$100,000, the contractor acknowledges in accordance with Public Contract Code 7110, that:
- a. The contractor recognizes the importance of child and family support obligations and shall fully comply with all applicable state and federal laws relating to child and family support enforcement, including, but not limited to, disclosure of information and compliance with earnings assignment orders, as provided in Chapter 8 (commencing with section 5200) of Part 5 of Division 9 of the Family Code; and
 - b. The contractor, to the best of its knowledge is fully complying with the earnings assignment orders of all employees and is providing the names of all new employees to the New Hire Registry maintained by the California Employment Development Department.
16. **UNENFORCEABLE PROVISION:** In the event that any provision of this Agreement is unenforceable or held to be unenforceable, then the parties agree that all other provisions of this Agreement have force and effect and shall not be affected thereby.
17. **PRIORITY HIRING CONSIDERATIONS:** If this Contract includes services in excess of \$200,000, the Contractor shall give priority consideration in filling vacancies in positions funded by the Contract to qualified recipients of aid under Welfare and Institutions Code Section 11200 in accordance with Pub. Contract Code §10353.

19. SMALL BUSINESS PARTICIPATION AND DVBE PARTICIPATION REPORTING REQUIREMENTS:

- a. If for this Contract Contractor made a commitment to achieve small business participation, then Contractor must within 60 days of receiving final payment under this Contract (or within such other time period as may be specified elsewhere in this Contract) report to the awarding department the actual percentage of small business participation that was achieved. (Govt.Code § 14841.)
 - b. If for this Contract Contractor made a commitment to achieve disabled veteran business enterprise (DVBE) participation, then Contractor must within 60 days of receiving final payment under this Contract (or within such other time period as may be specified elsewhere in this Contract) certify in a report to the awarding department: (1) the total amount the prime Contractor received under the Contract; (2) the name and address of the DVBE(s) that participated in the performance of the Contract; (3) the amount each DVBE received from the prime Contractor; (4) that all payments under the Contract have been made to the DVBE; and (5) the actual percentage of DVBE participation that was achieved. A person or entity that knowingly provides false information shall be subject to a civil penalty for each violation. (Mil. & Vets. Code § 999.5(d); Govt. Code § 14841.)
18. **LOSS LEADER:** If this contract involves the furnishing of equipment, materials, or supplies then the following statement is incorporated: It is unlawful for any person engaged in business within this state to sell or use any article or product as a "loss leader" as defined in Section 17030 of the Business and Professions Code. (PCC 10344(e).)

Initials: _____



Application Number:

Application number will be sent as part of the confirmation email after submitting the electronic HHAP application.

**Homeless Housing, Assistance and Prevention Program (HHAP)
Authorized Signatories Form**

Date:

GRANTEE INFORMATION

Entity Name:

Authorized Representative:

Form Instructions: Eligible applicants who may apply for HHAP program funds are the CoC, as identified by the United States Department of Housing and Urban Development (HUD), large cities (with a population of 300,000 or more), and counties. By signing and submitting this document, the authorized representative is certifying that the approved signatory(ies) below are authorized to sign the standard agreement and related documents on behalf of the specified Administrative Entity. Please attach this completed form with the rest of the required documents of the application. All required documents must be submitted in order for the application to be deemed complete.

In the space provided below, fill in the name, position/title and signature of all of the individuals who are authorized to sign all applicable HHAP documents in lieu of the authorized representative, including (but not limited to):

- 1) HHAP Standard Agreement
- 2) STD 204 form (for nongovernmental entities)
- 3) GovtTIN form (for governmental entities)
- 4) Redirection of Funds (if applicable)

Number	Name of Approved Signatory	Position / Title	Signature
1	Carrie Harmon	Assistant Director	
2			
3			

Note: This form must be updated by the Administrative Entity whenever the authorized representative or approved signatory changes. The updated information must include the name, position/title and signature of the newly approved signatory. Please forward supporting documentation noticing any official changes to the list of approved signatories to HCFC@BCSH.ca.gov. Supporting documentation must include the name and position/title of the individual authorized to legally bind the governing body to HHAP-related contracts and commitments. The supporting document does not need to be HHAP specific.

CERTIFICATION

I certify that the signature(s) above are of the individuals authorized to sign for all applicable documents for the HHAP grant cited above.

NOTE: Authorized Representative cannot be a person named as an approved signatory above.

Name of Authorized Representative

Title

Signature of Authorized Representative

Date