

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



ITEM: 3.18
(ID # 15390)

MEETING DATE:

Tuesday, June 15, 2021

FROM: HOUSING, HOMELESSNESS PREVENTION AND WORKFORCE SOLUTIONS:

SUBJECT: HOUSING, HOMELESSNESS PREVENTION AND WORKFORCE SOLUTIONS:
Ratification and Approval of Subrecipient's Agreement for the Use of Riverside County
Emergency Rental Assistance Program Funding between the County and the Superior Court of
Riverside County; All Districts [\$259,649 U.S Treasury Emergency Rental Assistance Funding,
100%] (4/5 vote required)

RECOMMENDED MOTION: That the Board of Supervisors:

1. Ratify and approve the Subrecipient's Agreement for the Use of Riverside County
Emergency Rental Assistance Program Funding between the County and the Superior
Court of California for the County of Riverside ("Subrecipient's Agreement"), attached
hereto;
2. Authorize the Director of Housing, Homelessness Prevention and Workforce Solutions
("HHPWS"), or designee, to execute the Subrecipient's Agreement on behalf of the
County; and
3. Authorize the Director of HHPWS, or designee, to take all necessary steps to implement
the Subrecipient's Agreement, including but not limited to, signing subsequent necessary
and relevant documents and approving subsequent amendments to the Subrecipient's
Agreement, subject to approval as to form by County Counsel.

ACTION: Policy

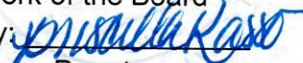

Heidi Marshall, Director 5/28/2021

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Perez, seconded by Supervisor Washington 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: June 15, 2021
xc: HHPWS

Kecia R. Harper
Clerk of the Board

By: 
Deputy

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

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost
COST	\$259,649	\$ 0	\$259,649	\$ 0
NET COUNTY COST	\$ 0	\$ 0	\$ 0	\$ 0
SOURCE OF FUNDS: U.S. Treasury Department Emergency Rental Assistance Funding, 100.0%			Budget Adjustment:	No
			For Fiscal Year:	20//21

C.E.O. RECOMMENDATION: Approve.

BACKGROUND:

Summary

On February 9, 2021, in Minute Order 3.38, the County Board of Supervisors (“Board”) accepted the allocation of \$57,267,219 of Emergency Rental Assistance Program (“ERAP”) funding from the Treasury Department and approved commencement of the Emergency Rental Assistance Program, a countywide rental assistance and eviction prevention program targeting income-qualified households impacted by the COVID-19 pandemic.

The Board also approved the form of the Subrecipient’s Agreement for the Use of Riverside County Emergency Rental Assistance Program Eviction Prevention and Protection Program using the federal funding between the County and the Fair Housing Council of Riverside County, Inc.; the Public Service Law Corporation (dba, Riverside Legal Aid); and the Superior Court of California for the County of Riverside.

The Superior Court requested substantive modifications to the form of the Subrecipient’s Agreement previously approved by the Board to clearly reflect the scope of services to be provided by the Superior Court. Specifically, the template agreement was designed with nonprofit organizations in mind, and the Superior Court the inclusion of provisions that were more pertinent to private entities and not a public institution such as the Superior Court.

The Superior Court will be responsible for administering the Legal Education Program for Eviction Prevention to support the County’s ERAP grant efforts and shall also provide administrative services for Riverside County Emergency Rental Assistance Program to provide public education regarding the legal rules and procedures of eviction, small claims, debt collection and other legal rules impacting rental assistance and utility assistance. The Superior Court will provide online content, screen customers for eligibility, and make referrals for rental assistance and any other services available through the Self-Help Legal Services.

County Counsel has approved the modified Subrecipient’s Agreement as to form. Staff recommend approval of the Agreement.

Impact on Residents and Businesses

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


The Riverside County Emergency Rental Assistance Program will provide financial assistance and eviction prevention services to an estimated 8,000 economically impacted renter households to allow them to pay back rent (arrears), current rent, prospective (future) rent, and utilities. The program will also benefit property owners impacted by the COVID-19 pandemic.

Additional Fiscal Information

The Riverside County Emergency Rental Assistance Program is 100% Federally-funded through the U.S. Department of the Treasury Emergency Rental Assistance program.

ATTACHMENT:

- Subrecipient's Agreement for the Use of Riverside County Emergency Rental Assistance Program Funding



Gregory V. Priamos, Director County Counsel 6/1/2021

CLERK'S COPY

to Riverside County Clerk of the Board, Stop 1010

Post Office Box 1147, Riverside, Ca 92502-1147

Thank you.

**SUBRICIPIENT'S AGREEMENT
FOR THE USE OF RIVERSIDE COUNTY
EMERGENCY RENTAL ASSISTANCE PROGRAM FUNDING**

This Subrecipient's Agreement ("Agreement") for the use of U.S. Department of the Treasury ("Treasury Department") Emergency Rental Assistance Program Funding under the Consolidated Appropriations Act of 2021 (Division N, Title V, Section 501, Public Law 116-260), hereinafter the "Emergency Rental Assistance Program," is made and entered into as of the effective date (defined herein), by and between the County of Riverside of the State of California, a political subdivision of the State of California, hereinafter referred to as "County" and the Superior Court of California, County of Riverside, hereinafter referred to as "Subrecipient," (individually, "Party" and collectively, "Parties").

RECITALS

WHEREAS, the Consolidated Appropriations Act of 2021 provides that Emergency Rental Assistance Program grant funds may be used to assist eligible tenants pay current and past due rent, utilities, home energy costs, and other expenses related to housing, including eviction prevention, incurred as a result of the COVID-19 pandemic;

WHEREAS, County received a direct allocation of \$57,267,219 of Treasury Department Emergency Rental Assistance Program funds;

WHEREAS, on February 9, 2021, in Minute Order 3.38, the County Board of Supervisors accepted the allocation of \$57,267,219 of Emergency Rental Assistance Program funding from the Treasury Department and approved commencement of the Emergency Rental Assistance Program, a countywide rental assistance and eviction prevention program targeting income-qualified households impacted by the COVID-19 pandemic;

WHEREAS, County has determined that Subrecipient is qualified to carry out the necessary program and administrative activities under the Emergency Rental Assistance Program; and

WHEREAS, Subrecipient has submitted and County has accepted a proposal to receive funding through the Emergency Rental Assistance Program to carry out activities countywide.

NOW, THEREFORE, County and Subrecipient mutually agree as follows:

1. **PURPOSE**
Subrecipient promise and agrees to undertake and assist with County's Emergency Rental Assistance Program ("ERAP") by utilizing ERAP funds in the amount of \$259,649 (Two Hundred and Fifty-Nine Thousand Six-Hundred and Forty-Nine Dollars) as specified in the Scope of Services, attached hereto as Exhibit A and incorporated herein as referenced.

2. **TERM AND EFFECTIVE DATE.**

This Agreement shall be effective March 1, 2021 through December 15, 2021.

3. TERMINATION

a. SUBRECIPIENT. Subrecipient may not terminate this Agreement except upon express written consent of County, pursuant to 2 CFR Section 200.339 (a)(4).

b. COUNTY. Notwithstanding the provisions of Paragraph 3a, County may suspend or terminate this Agreement upon written notice to Subrecipient of the action being taken and the reason for such actions including but not limited to the following reasons:

(1) In the event Subrecipient fails to perform the covenants herein contained at such times and in such manner as provided in this Agreement; or

(2) In the event there is a conflict with any federal, state or local law, ordinance, regulation or rule rendering any of the provisions of this Agreement invalid or untenable; or

(3) In the event the Treasury Department Emergency Rental Assistance Program funding is terminated or otherwise becomes unavailable.

c. This Agreement may be terminated and/or funding suspended, in whole or in part, for cause in accordance with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR Section 200.339). Cause shall be based on the failure of the Subrecipient to materially comply with either the terms or conditions of this Agreement. Upon suspension of funding, the Subrecipient agrees not to incur any costs related thereto, or connected with, any area of conflict from which the County has determined that suspension of funds is necessary.

d. Upon expiration of this Agreement, the Subrecipient shall transfer to the County any Emergency Rental Assistance Program – Eviction Prevention funding on hand at the time of expiration of the Agreement as well as any accounts receivable held by Subrecipient which are attributable to the use of Emergency Rental Assistance Program funds awarded pursuant to this Agreement.

4. PAYMENT OF FUNDS: County shall pay Subrecipient the sum specified in Section 1 and Exhibit A through monthly funding advances or other County approved advance funding schedule. Subrecipient shall submit to the County's Director of Housing, Homelessness Prevention, and Workforce Solutions, on or about the 26th of each month, in writing, a certified statement in a form acceptable to County, that sets forth in detail the estimated expenditures to be made for housing stability and eviction prevention payments, direct program staffing, and other program related expenses including but not limited to material, supplies, marketing, travel, and indirect cost. If County elects to utilize monthly funding advances, County will transfer the funds within ten (10) days of receiving an approved funding advance request. Subrecipient shall submit to County by the 20th of each month a summary of all educational and outreach services performed by Subrecipient during the previous month.

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5. PROGRAM MONITORING AND EVALUATION. Subrecipient shall be monitored and evaluated in terms of its effectiveness and timely compliance with the provisions of this Agreement and the effective and efficient achievement of the goals of the County's Emergency Rental Assistance Program – Eviction Prevention, as set forth in Exhibit A, attached hereto. Subrecipient shall be monitored and evaluated in terms of its effectiveness and timely compliance with the provisions of this Agreement. Monthly reports shall be due on the twentieth (20th) day of each month. The monthly written reports shall include, but shall not be limited to the following data elements:

- a. Title of program, listing of components, description of activities/operations.
- b. The projected goals, indicated numerically, and also the goals achieved (for each report period). In addition, identify by percentage and description, the progress achieved towards meeting the specified goals; additionally, identify any problems encountered in meeting goals.

6. AUDIT

Upon reasonable notice, Subrecipient shall provide to County, to any federal or state entity with monitoring or reviewing authority, or to County's authorized representatives, access to and the right to examine and audit all records and documents relating to the performance and billing under the Agreement, and, as necessary, to determine compliance with federal, state, and local statutes, rules, and regulations, subject only to a lawyer's duty of confidentiality owed to a represented party. Subrecipient agrees to provide County with all relevant information requested, and shall permit access to its premises at reasonable times, for the purpose of interviewing employees and inspecting and copying any relevant records. Records shall be retained for a period of five (5) years from the date that the activity or program is closed out by the County and reported as complete to the Board of Supervisors.

7. NOTICES

Any notices required or permitted by this Agreement shall be in writing and may be personally delivered; or by mail by depositing such notice in the United State mail, first class, postage prepaid; or by reputable overnight delivery service (such as United States Mail, Federal Express, UPS, or DHL); addressed as follows or to such other place as each Party may designate by subsequent written notice to each other:

COUNTY

Heidi Marshall, Director
County of Riverside HHPWS
3403 Tenth Street, Suite 300
Riverside, CA 92501
Attn: ERAP Staff

SUBRECIPIENT

Court Executive Office
Superior Court of California,
County of Riverside
4050 Main Street
Riverside, CA 92501
Attn: Court Executive Officer

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8. MISCELLANEOUS PROVISIONS

A. Independent Contractor. Subrecipient shall perform services as set forth in Exhibit A to this Agreement, as an independent contractor, exercising such skill that is customary in providing such services. Subrecipient and the officers, agents, and employees of Subrecipient are not and shall not be deemed County employees for any purpose, including Workers' Compensation and shall not be entitled to any of the benefits accorded to County employees. Subrecipient shall determine the method and manner by which the duties imposed on Subrecipient by this Agreement shall be performed.

B. Compliance with Laws and Regulations. Subrecipient shall comply with all applicable federal, state, and local laws and regulations, including but not limited to:

i. Lobbying. Funds awarded to Subrecipient under this Agreement shall not be used, indirectly or directly, to influence executive orders or similar promulgations by federal, state, or local legislative bodies;

ii. Political Activity. Subrecipient shall not contribute or make available funds awarded under this Agreement to any political party or association or the campaign of any candidate for public or party office. Nor shall Subrecipient use funds awarded under this Agreement to advocate or oppose any ballot measure, initiative, or referendum;

iii. Nondiscrimination/No Harassment.

a. During the performance of this Agreement, Subrecipient shall not unlawfully discriminate against any employee or applicant for employment because of race, religion, color, national origin, ancestry, physical or mental disability, medical condition, marital status, age (over 40), sex, or sexual orientation. Subrecipient shall ensure that the evaluation and treatment of employees and applicants for employment are free of such discrimination;

b. During the performance of this Agreement, Subrecipient shall not engage in unlawful harassment, including sexual harassment, with respect to any persons with whom Subrecipient interacts in the performance of this Agreement. Subrecipient shall take all reasonable steps to prevent harassment from occurring.

c. Subrecipient shall comply with applicable provisions of the Fair Employment and Housing Act, Government Code section 12990 et seq., and the applicable regulations promulgated under California Code of Regulations, title 2, section 7285 et seq. The applicable regulations of the Fair Employment and Housing Commission implementing Government Code section 12990, set forth

in chapter 5 of division 4 of title 2 of the California Code of Regulations, are incorporated into this Agreement by reference and made a part of it as if set forth in full.

- iv. Drug-Free Workplace. Subrecipient certifies that it will provide a drug-free workplace as required by Government Code sections 8355-8357;
- v. Americans with Disabilities Act. Subrecipient certifies that it complies with applicable provisions of the American With Disabilities Act (ADA) of 1990 (42 U.S.C. § 12101 et seq.), which prohibits discrimination on the basis of disability, as well as with all applicable regulations and guidelines issued pursuant to the ADA; and
- vi. Uniform Administrative Requirements, Cost Principles, and Audit Requirements from Federal Awards. Subrecipient shall comply with those regulations found in the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR Part 200).

C. Conflicts of Interest. The Parties and their respective employees or agents shall have no interest, and shall not acquire any interest, direct or indirect, which shall conflict in any manner or degree with the performance of services required under this Agreement.

D. Indemnification. Both Parties mutually agree to hold the other party harmless from any and all claims or causes of action arising out of or in any way related to the agreement. Each party is to bear its own costs and fees for any legal defense, settlement, or judgment.

E. Insurance. Subrecipient is an entity of the judicial branch of the State of California. The Judicial Council of California has established a Litigation Management Program to address litigation and claims against judicial branch entities. The program is administered pursuant to statutes and rules of court governing the management of litigation and claims against California judicial branch entities and judicial officers. Subrecipient's participation in the program is mandatory, and constitutes what other entities may refer to as insurance coverage.

9. GOVERNING LAW

This Agreement and its construction and interpretation as to validity, performance, and breach shall be construed under the laws of the State of California applicable to agreements both entered into and to be performed in California.

10. MODIFICATION OF AGREEMENT

The Agreement may be modified or amended in writing as agreed to by the Parties.

11. AUTHORITY TO EXECUTE. The persons executing this Agreement or exhibits attached hereto on behalf of the parties to this Agreement hereby warrant and represent that they have the authority to execute this Agreement and warrant and represent that they have the authority to bind the respective parties to this Agreement to the performance of its obligations hereunder.

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the dates set forth below.

COUNTY OF RIVERSIDE,
a political subdivision of the
State of California

SUPERIOR COURT OF CALIFORNIA,
COUNTY OF RIVERSIDE,

BY: _____

BY: W. Samuel Hamrick, Jr.

NAME: _____

NAME: W. Samuel Hamrick

TITLE: _____

TITLE: Court Executive Officer

APPROVED AS TO FORM:
Gregory P. Priamos, County Counsel


By:  _____
Amrit P. Dhillon,
Deputy County Counsel

EXHIBIT A
RIVERSIDE COUNTY
EMERGENCY RENTAL ASSISTANCE PROGRAM
SUBRECIPIENT AGREEMENT SCOPE OF SERVICES

I. GENERAL INFORMATION

SUBRECIPIENT NAME: Superior Court of California, County of Riverside
ADDRESS: 4050 Main Street, Executive Office
PROGRAM CONTACTS: Nina Magno, Managing Attorney
PHONE: (951) 777-3443
E-MAIL: Nina.Magno@riverside.court.ca.gov
PROJECT NAME: Self Help Legal Education Program for Eviction Prevention
PROJECT FUNDING SUMMARY: \$259,649

II. SCOPE OF SERVICE

a. Activities

Subrecipient will be responsible for administering the Legal Education Program for Eviction Prevention to support Riverside County's Emergency Rental Assistance Program grant efforts in a manner satisfactory to the County of Riverside and consistent with any standards required as a condition of providing these funds.

Subrecipient shall provide administrative services for Riverside County Emergency Rental Assistance Program to provide public education regarding the legal rules and procedures of eviction, small claims, debt collection and other legal rules impacting rental assistance and utility assistance. Subrecipient shall provide online content, screen customers for eligibility, and make referrals for rental assistance and any other services available through the Self-Help Legal Services.

Eligible expenses shall include personnel salary, benefits, operating expenses and indirect costs, and other related expenses as set forth herein under Section II(d), Program Budget.

b. Accomplishment Goals and Performance Measures

Subrecipient anticipates providing weekly workshops and individual legal services to customers directly referred to by RCERAP and to customers directly contacting the Riverside Self-Help Program who are referred to RCERAP. Subrecipients estimate approximately 3,000 individuals assisted using Riverside County ERAP Funds ("RCERAP").

Legal education events, assistance, and public materials shall address the following topics:

- Unlawful Detainer, Eviction, and Small Claims notice requirements and procedures.
- Debtor liability and enforcement.
- News and updates regarding eviction and Small Claims changes in law.
- Non-litigation relief alternatives.

- Free legal resources for low-income landlords.
- Education to customers and parties in litigation regarding ERAP Program for arrears, future rent, and utilities.

c. Subrecipient Capacity

By executing this Subrecipient Agreement, the Subrecipient certifies that it has the appropriate number of trained and knowledgeable staff, adequate facilities, proper equipment, required licensing and permitting, and sufficient amount of financial resources necessary to implement and carry out the activities funded with the Emergency Rental Assistance Program funds. Subrecipient shall immediately notify County of any significant changes in organizational management, assigned staff, change in facilities, loss or change in matching funds, or any other event that could potentially impact Subrecipient's performance under this Agreement. Any changes in the above items are subject to the prior approval of the County.

d. Program Budget

It is expressly agreed and understood that the total amount to be paid by the County under this Agreement shall not exceed \$259,649. Drawdowns for the payment of eligible expenses shall be made against the line item budgets specified in this Section and in accordance with performance. Payments may be contingent upon certification of the Subrecipient's financial management system in accordance with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR Part 200).

County may require more detailed budget information, and Subrecipient shall provide such supplementary budget information in a timely fashion in the form and content prescribed by County. Any amendments to the budget must be approved in writing by County.

EXPENSE CATEGORY		County ERAP
Salaries and Benefits		
Managing Attorney	FTE 0.10	\$ 16,529
Self Help Attorney	FTE 0.65	\$ 93,182
Paralegal	FTE 1.50	\$ 128,368
	Subtotal	\$ 238,079
Administration and Program	ICRP 9.06%	\$ 21,570
Grand Total		\$ 259,649

The County will reimburse Subrecipient for all eligible and approved ERAP expenses incurred on or after March 1, 2021. All ERAP final payment advances or reimbursement requests must be submitted to the County no later than 4:00 PM on December 22, 2021.

e. Performance Monitoring

The County of Riverside will monitor the performance of the Subrecipient against goals and performance standards as stated above and in the Agreement. Substandard performance as determined by the County shall constitute noncompliance with this Agreement. If action to correct such substandard performance is not taken by the Subrecipient within a reasonable period of time after being notified by the County, contract suspension or termination procedures will be initiated.

III. ADMINISTRATIVE REQUIREMENTS

a. Accounting Standards

The Subrecipient agrees to comply with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR Part 200), and agrees to adhere to the accounting principles and procedures required therein, utilize adequate internal controls, and maintain necessary source documentation for all costs incurred.

b. Cost Principles

The Subrecipient shall administer its program in conformance with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR Part 200). These principles shall be applied for all costs incurred whether charged on a direct or indirect basis.

c. Documentation and Record Keeping

1. Records to be Maintained

The Subrecipient shall maintain all records that are pertinent to the activities to be funded under this Agreement. Such records shall include, but not be limited to:

- i. Records providing a full description of each activity undertaken;
- ii. Records demonstrating that each activity undertaken complies with the guidelines of the U.S. Treasury Emergency Rental Assistance program;
- iii. Customer applications requesting ERAP Eviction Prevention Self-Help Legal Services; and
- iv. Financial records, including but not limited to records required by 2 CFR Part 200.

2. Records Retention

The Subrecipient shall retain all financial records, supporting documents, statistical records, and all other records pertinent to the Agreement for a period of five (5) years. Notwithstanding the above, if there is litigation, claims, audits, negotiations or other actions that involve any of the records cited and that have started before the expiration of the five-year period, then such records must be retained until completion of the actions and resolution of all issues, or the expiration of the five-year period, whichever occurs later.

3. Assisted Customer Data

The Subrecipient shall provide the number of callers, appointments, and workshop attendees assisted by program staff to the County upon request. To the extent the Subrecipient disburses ERAP financial assistances directly to eligible recipients, the Subrecipient shall maintain customer data demonstrating customer eligibility for services provided. Such data shall include, but not be limited to, client name, address, income level or other basis for determining eligibility, and description of services provided. Such information shall be made available to County monitors, or their designees, for review upon request.

4. Disclosure

The Subrecipient understands that client information collected under this contract is private and the use or disclosure of such information, when not directly connected with the administration of County's or Subrecipient's responsibilities with respect to services provided under this contract, is prohibited by applicable federal and State law unless written consent is obtained from such persons receiving service.

IV. SPECIAL CONDITIONS / PERFORMANCE REQUIREMENTS

- a. Subrecipient shall complete and maintain detailed records of the volume of customers assisted and a description of the services provided via email, online, and in person via workshops, individual services, and phone. Public events shall not be restricted to RCERAP eligible customers.
- b. Subrecipient shall maintain and submit to County detailed records of every expense incurred in carrying out the Emergency Rental Assistance Program and shall submit to County upon request.
- c. Subrecipient shall not institute additional programmatic requirements that may inhibit participation in the program, as provided in the California Health and Safety Code. This prohibition shall include the following:
 1. Documentation requirements that intentionally or unintentionally result in discrimination against protected classes, including documentation formats that are inaccessible to persons with a disability;
 2. Requirements that de facto require legal resident status;
 3. Documentation standards that disadvantage vulnerable populations, such as requiring driver's licenses, formal leases, or documentation of citizenship;
 4. Application or documentation requirements that collect unnecessary information, such as personally identifying information from the tenant household in excess of the minimum information required to validate the application and prevent fraud; or
 5. Participation requirements that demand households open bank accounts with a specific financial institution to be eligible for receipt of funds.

Boydd, April

From: cob@rivco.org
Sent: Friday, June 11, 2021 8:49 PM
To: COB; keriformoval@gmail.com
Subject: Board comments web submission

CAUTION: This email originated externally from the **Riverside County** email system.
DO NOT click links or open attachments unless you recognize the sender and know the content is safe.



First Name: Keri
Last Name: Then
Address (Street, City and Zip): 27983 Morrey Lane
Phone: 9092232608
Email: keriformoval@gmail.com
Agenda Date: 06/15/2021
Agenda Item # or Public Comment: 3.18
State your position below: Support

Thank you for submitting your request to speak. The Clerk of the Board office has received your request and will be prepared to allow you to speak when your item is called. To attend the meeting, please call (669) 900-6833 and use Meeting ID #864 4411 6015 . Password is 20210615. You will be muted until your item is pulled and your name is called. Please dial in at 9:00 am am with the phone number you provided in the form so you can be identified during the meeting.