

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



ITEM: 3.31  
(ID # 21482)

**MEETING DATE:**  
Tuesday, June 13, 2023

**FROM :** HOUSING AND WORKFORCE SOLUTIONS:


**SUBJECT:** HOUSING AND WORKFORCE SOLUTIONS (HWS): Approve Amendment #1 to the First Amended and Restated Agreement HHPWSCoC-0000051 with the Institute for Urban Initiatives to add Consultation Services and Application contribution and preparation for Youth Homelessness Demonstration Program (YHDP) and Homeless Housing, Assistance and Prevention Program (HHAP); All Districts. [Total Cost Increase: \$36,000; up to 20% of the Aggregate amount in additional compensation; 100% Federal Funding]

**RECOMMENDED MOTION:** That the Board of Supervisors:

1. Approve Amendment #1 to the First Amended and Restated Agreement HHPWSCoC-0000051 (Amendment) with Institute for Urban Initiatives for Consultation and Application preparation services for the Youth Homelessness Demonstration Program (YDAP) and Homeless and Housing Assistance and Prevention Program (HHAP), to increase the annual contract amount by \$18,000 from \$66,000 to \$84,000 for FY22/23 and FY23/24, for a total agreement amount increase from \$338,000 to \$374,000 through the current termination date of June 30, 2026.

Continued on Page 2

**ACTION:Policy**

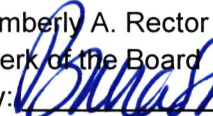
  
Heidi Marshall, Director 5/31/2023

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**MINUTES OF THE BOARD OF SUPERVISORS**

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

Ayes: Jeffries, Washington, and Gutierrez  
Nays: None  
Absent: Spiegel, Perez  
Date: June 13, 2023  
xc: HWS

Kimberly A. Rector  
Clerk of the Board  
By:   
Deputy

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**RECOMMENDED MOTION:** That the Board of Supervisors:

2. Authorize the Purchasing Agent, or designee, to execute the Amendment on behalf of the County.
  
3. Authorize the Purchasing Agent, or designee, based on the availability of fiscal funding and as approved as to form by County Counsel, to: (a) sign amendments that exercise the options of the agreement, including modifications of the scope of services that stay within the intent of the agreement; and (b) sign amendments to the compensation provisions that do not exceed the sum total of twenty percent (20%) of the total annual cost of the agreement.

<b>FINANCIAL DATA</b>	<b>Current Fiscal Year:</b>	<b>Next Fiscal Year:</b>	<b>Total Cost:</b>	<b>Ongoing Cost</b>
<b>COST</b>	\$18,000	\$18,000	\$36,000	\$0
<b>NET COUNTY COST</b>	\$ 0	\$ 0	\$ 0	\$0
<b>SOURCE OF FUNDS:</b> 100% Federal Funds			<b>Budget Adjustment:</b>	No
			<b>For Fiscal Year:</b> 22/23 – 25/26	

**C.E.O. RECOMMENDATION:** Approve

**BACKGROUND:**

**Summary**

The Institute for Urban Initiatives (Urban Initiatives) specializes in working with the U.S. Department of Housing and Urban Development (HUD) and Continuums of Care (CoCs). Urban Initiatives presently has six (6) contracts with other CoCs and consults with 44 more throughout Southern California in developing the Continuum of Care (CoC) Program application to HUD. Urban Initiatives has over 20 years of experience coordinating and conducting homeless point in time counts, performing data analysis, and assisting with HUD CoC applications for funding. Urban Initiatives researches and provides analysis of HUD requirements, including changes that may impact the application and provides on-going technical assistance and expertise specific to the HUD Notice Of Funding Opportunity (NOFO) and CoC Program Consolidated Application.

The current agreement, approved by the Board of Supervisors on December 14, 2021 via agenda item 3.27, between the County and Urban Initiatives includes technical assistance, consultation, and planning services. HWS is expanding its partnership with Urban Initiatives to include grant writing services for (1) federal and (1) state programs which include: HUD’s Youth Homelessness Demonstration Program (YHDP) and the state’s Business, Consumer Services Housing Agency’s (BCSH) Homeless, Housing Assistance Program (HHAP). Both YHDP and HHAP provide targeted and flexible opportunities to expand housing assistance programs for Riverside County’s Continuum of Care (CoC). While the HHAP program provides a broader reach to all residents who are experiencing homelessness, YHDP is a focused funding opportunity to aid communities in resolving homelessness for youth.

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**Impact on Residents and Businesses**

The Riverside County Department of Housing and Workforce Solutions (HWS) serves as the Administrative Entity and Collaborative Applicant for the Riverside County Continuum of Care (CoC). Under this role, the department and its subrecipients administer a variety of housing assistance programs to improve the lives of homeless individuals and families. Grant writing and consultation services from Urban Initiatives will provide technical assistance and help the department increase capacity within its Homeless System of Care network.

**Additional Fiscal Information**

The program year for this grant is based on the Fiscal year (July 1, 2021, through to June 30, 2026). The table below outlines how the funds will be distributed on an annual basis. The funding allocation is as follows:

<b>BUDGET DESCRIPTION</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>	<b>2024-25</b>	<b>2025-26</b>
Federal and State Funding and Program Technician Assistance	\$12,000	\$12,000	\$12,000	\$12,000	\$12,000
Annual Continuum of Care Application	\$18,000	\$18,000	\$18,000	\$18,000	\$18,000
Homelessness Planning and Policy	\$12,000	\$12,000	\$12,000	\$12,000	\$12,000
Homeless Point-in-Time Count Coordination and Planning	\$24,000	\$24,000	\$24,000	\$24,000	\$24,000
Consulting Services for YHDP proposal	\$8,000	\$8,000	\$8,000	\$0	\$0
Consulting Services for HHAP	\$0	\$10,000	\$10,000	\$0	\$0
<b>TOTAL</b>	<b>\$74,000</b>	<b>\$84,000</b>	<b>\$84,000</b>	<b>\$66,000</b>	<b>\$66,000</b>

**Contract History and Price Reasonableness**

The County of Riverside Purchasing Department released RFQ DPAR-454 on November 1, 2015. Thirty-Nine (39) Bidders were notified, and the County received two (2) proposals. Urban Initiatives was awarded as the lowest most responsive and responsible bidder.

The amendment before the Board expands the scope of services under the agreement to include grant writing services for YHDP proposal and HHAP during FY22/23 and FY23/24 to meet HWS current needs, and increases the total agreement amount by \$36,000 from \$338,000

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to \$374,000 through the current termination date of June 30, 2026. Purchasing previously approved an agreement with Urban Initiatives under SSJ# 150693297.

**ATTACHMENTS:**

- Attachment A: HHPWSCoC-0000051 Amendment #1

HM:TT;cg

Prev.Agn.Ref.: 06/28/2022, #3.33; 12/14/2021, #3.27

  
Brianna Lontajo, Principal Management Analyst

6/8/2023

  
Michael C. Thomas

6/8/2023



HOUSING AND WORKFORCE SOLUTIONS  
AMENDMENT # 1  
INSTITUTE FOR URBAN INITIATIVES  
2021 HUD HWS Application Consultation  
HHPWSCoC-0000051

This Amendment # 1 to the First Amended and Restated Agreement for the 2021 HUD HWS Application Consultation (herein referred to as "Amendment # 1") is made and entered into by and between Institute for Urban Initiatives, (herein referred to as "CONTRACTOR") and the County of Riverside, a political subdivision of the State of California, on behalf of the Department of Housing and Workforce Solutions (herein referred to as "COUNTY").

**WHEREAS**, COUNTY and CONTRACTOR entered into that certain Agreement for 2021 HUD HWS Application Consultation, HHPWSCoC-0000051, on December 14, 2021 with a period of performance effective July 1, 2021 through June 30, 2026, (herein referred to as "Original Agreement"); and

**WHEREAS**, COUNTY and CONTRACTOR previously entered into that certain First Amended and Restated Agreement for the 2021 HUD HWS Application Consultation, on June 28, 2022, (herein referred to as "Agreement"), to amend and restate the Original Agreement to increase the total Maximum Reimbursable Amount and to update certain other terms and conditions; and

**WHEREAS**, the parties now desire to amend the Agreement to increase the total Maximum Reimbursable Amount and replace the line item budget table Schedule A. ; and

**NOW, THEREFORE**, the parties agree as follows:

- 1. **Definitions.** Add the following definition to the end of Section 1 of the Agreement:  
  - "S. "HHAP" refers to the Homeless Housing, Assistance and Prevention Program established pursuant to Chapter 6 of Part 1 of Division 31 of the Health and Safety Code."
- 2. **Schedule A.** The line-item budget in Subsection a. of Section A.1. METHOD, TIME, AND CONDITIONS OF PAYMENT of Schedule A, Payment Provisions, of the Agreement is hereby amended to increase the amounts for FY 2022-23 and FY 2023-24 and to read as follows:

BUDGET DESCRIPTION	2021-22	2022-23	2023-24	2024-25	2025-26
Federal and State Funding and Program Technician Assistance	\$12,000	\$12,000	\$12,000	\$12,000	\$12,000
Annual Continuum of Care Application	\$18,000	\$18,000	\$18,000	\$18,000	\$18,000
Homelessness Planning and Policy	\$12,000	\$12,000	\$12,000	\$12,000	\$12,000

Homeless Point-in-Time Count Coordination and Planning	\$24,000	\$24,000	\$24,000	\$24,000	\$24,000
Consulting Services for YHDP proposal	\$8,000	\$8,000	\$8,000	---	---
Consulting Services for HHAP	---	\$10,000	\$10,000	---	---
<b>TOTAL</b>	<b>\$74,000</b>	<b>\$84,000</b>	<b>\$84,000</b>	<b>\$66,000</b>	<b>\$66,000</b>

3. **Schedule B.** Add the following subsection to the end of B.2 SCOPE OF SERVICES in Schedule B of the Agreement:

**"E. Consulting Services for HHAP**

Contractor shall:

1. "Assist with developing and administering the Annual Continuum of Care (CoC) Application to the California Interagency Council on Homelessness (Cal ICH) Required services include, but are not limited to the following:
    - a. Prepare all materials required to conduct Technical Assistance Workshops for agencies interested in responding to the CoC Project Applications;
    - b. Conduct Technical Assistance Workshops;
    - c. Provide technical assistance to applicants on an as needed basis;
    - d. Assist with the initial review of the application received to identify whether or not they meet the requirements set forth in the Cal ICH annual application.
    - e. Assist Review Panel with the evaluation of proposals submitted in response to the Cal ICH application."
  2. Assist with the preparation of the CoC Application for submission to Cal ICH;
  3. Upon the County's request, present the final application to Board of Governance.
4. **Miscellaneous.** All other terms and conditions of the Agreement not modified herein shall remain unchanged and in full force and effect.
5. **Effective Date.** This Amendment # 1 to the Agreement shall become effective upon signature of both parties.
6. **Electronic Signatures.** This Amendment # 1 may be executed in any number of counterparts, each of which will be an original, but all of which together will constitute one instrument. Each party of this Amendment # 1 agrees to the use of electronic signatures, which as digital signatures that meet the requirements of the California Uniform Electronic Transactions Act ("CUETA") Cal. Civil Code §§ 1633.1 to 1633.17), for executing this Amendment # 1. The Parties further agree that the electronic signature means an electronic sound, symbol, or process attached to or logically associated with an electronic record pursuant to the CUETA as amended from time to time. The CUETA authorizes use of an electronic signature for transactions and contracts among parties in California, including government agency. Digital signature means an electronic identifier,

created by computer, intended by the party using it to have the same force and effect as the use of a manual signature, and shall be reasonably relied upon by the parties. For purposes of this section, a digital signature is a type of "electronic signature" as defined in subdivision (i) of Section 1633.2 of the Civil Code.

IN WITNESS WHEREOF, the parties hereto have caused their duly authorized representatives to execute this Amendment # 1.

**COUNTY OF RIVERSIDE**, a political subdivision of the state of California

**INSTITUTE FOR URBAN INITIATIVES**, a California nonprofit corporation

\_\_\_\_\_  
Pearl Rodriguez  
Procurement Contract Specialist

*Joe Colletti*  
\_\_\_\_\_  
Joe Colletti  
Chief Executive Officer

\_\_\_\_\_  
Date

**Jun 7, 2023**  
\_\_\_\_\_  
Date

FORM APPROVED COUNTY COUNSEL  
BY: *Lisa Sanchez* 6/08/2023  
LISA SANCHEZ DATE