

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



**ITEM: 13.3
(ID # 22051)**

MEETING DATE:
Tuesday, June 27, 2023

FROM : Regional Parks and Open Space District:

SUBJECT: REGIONAL PARK AND OPEN-SPACE DISTRICT: Approve the Memorandum of Understanding between the County of Riverside Department of Housing and Workforce Solutions and the Riverside County Regional Park and Open-Space District for Encampment Resolution Funding Program; CEQA Exempt; Districts 1 and 2. [\$0]

RECOMMENDED MOTION: That the Board of Directors:

1. Approve the Memorandum of Understanding between the County of Riverside Department of Housing and Workforce Solutions (HWS) and the Riverside County Regional Park and Open-Space District (RivCoParks) for the Encampment Resolution Funding Program and authorize the Chairman of the Board to execute the same;
2. Authorize the General Manager, or designee, to execute future amendments, as approved by County Counsel, that do not change the intent or purpose of the agreement; and
3. Instruct the Clerk of the Board to return two (2) copies of the Memorandum of Understanding to RivCoParks.

ACTION:Policy

Kyla R. Brown, General Manager

6/1/2023

MINUTES OF THE BOARD OF DIRECTORS

On motion of Director Perez, seconded by Director Spiegel and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Jeffries, Spiegel, Washington, Perez and Gutierrez
Nays: None
Absent: None
Date: June 27, 2023
xc: Parks

Kimberly A. Rector
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	\$ 0	\$ 0	\$ 0	\$ 0
NET COUNTY COST	\$ 0	\$ 0	\$ 0	\$ 0
SOURCE OF FUNDS: N/A			Budget Adjustment:	No
			For Fiscal Year:	22/23-24/25

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

Summary

On November 8, 2022 by Minute Order 3.14 and on the behalf of the Department of Housing and Workforce Solutions, your honorable Board accepted Encampment Resolution Funding (ERF) in the amount of \$10,997,001.36, to prevent, reduce, and end homelessness in Riverside County.

ERF will cover costs towards a multidisciplinary team made up of the following Riverside County Departments: Housing and Workforce Solutions, Housing Authority County of Riverside, Riverside University Health Systems – Behavioral Health, Department of Animal Services, Regional Park and Open-Space District, Cities of: Corona, Norco, Riverside, Eastvale, and Jurupa Valley, and local Homeless Service Providers: Path of Life Ministries and City Net.

Led by Second District Supervisor Karen Spiegel, the collaborative Santa Ana River Bottom (SARB) multidisciplinary team has convened since April 2021 to provide a compassionate and humane response to individuals experiencing homelessness. The collaborative is made up of multi-jurisdictional and disciplinary partners who meet regularly to coordinate responses to rehouse existing encampment residents living in the Santa Ana River Bottom area, remove and mitigate physical encampments, and conduct clean-up, maintenance repairs, and habitat restoration.

HWS and Riverside County Regional Park and Open-Space District (RivCoParks), now desire to enter into a Memorandum of Understanding (MOU) to perform services as part of the SARB team responding to support individuals living in and around the Santa Ana River Bottom, in accordance with the requirements of the ERF Program. The proposed MOU would provide funding to RivCoParks in the amount of \$500,000 to perform the aforementioned services.

County Counsel has approved the Agreement as to form.

Impact on Residents and Businesses

Residents and businesses will benefit as the funds will be used to address critical gaps in services and housing for homeless seniors, families, and individuals in Riverside County, including the Santa Ana River area.

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

Additional Fiscal Information

ERF program funds must be expended by June 30, 2025.

ATTACHMENTS:

Memorandum of Understanding



Jason Farin, Principal Management Analyst 6/21/2023



Kristine Bell-Valdez, Supervising Deputy County Counsel 6/1/2023

County of Riverside
Department of Housing and Workforce Solutions
3403 Tenth Street, Suite 300
Riverside, CA 92501

and

Riverside County Regional Park and Open-Space District

Encampment Resolution Funding Program

HWS-0004819



HWS HOUSING AND
WORKFORCE
SOLUTIONS
ENGAGE. ENCOURAGE. EQUIP.



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MEMORANDUM OF UNDERSTANDING TERMS AND CONDITIONS

WHEREAS, the Department of Housing and Workforce Solutions (HWS) has been designated by the County of Riverside (COUNTY) to provide coordination and administration of the Encampment Resolution Funding (ERF) received from the State of California, Business, Consumer Services and Housing Agency (BCSH);

WHEREAS, the State of California established the ERF Program pursuant to Chapter 7 (commencing with Section 50250) of Part 1 of Division 31 of the Health and Safety Code, amended by SB 197 (Statutes of 2022, Chapter 70, Sec. 3-8, effective June 30, 2022);

WHEREAS, HWS desires Riverside County Regional Park and Open-Space Districts (RivCoParks), herein referred to as "SUBRECIPIENT") to perform services as part of the housing and encampment multidisciplinary team responding to support individuals living in and around the Santa Ana River Bottom, in accordance with the requirements of the ERF Program; and,

NOW, THEREFORE, HWS and Riverside County Regional Park and Open-Space District do hereby covenant and agree that SUBRECIPIENT shall provide said services in accordance with the terms and conditions contained herein of this Memorandum of Understanding.

1. DEFINITIONS

- A. "BCSH" refers to State of California, Business Consumer Services and Housing Agency.
- B. "Budget Amendment" means any change affecting the overall total grant amount awarded that may or may not affect the scope of work.
- C. "Budget Modification" means any change in the dollar amounts of budget line items without any change in the overall total grant amount awarded under this MOU.
- D. "CoC" refers to the Continuum of Care for the Riverside County service area.
- E. "Continuum of Care Program" or "CoC Program" refers to the U.S. Department of Housing and Urban Development (HUD) program designed to promote communitywide commitment to the goal of ending homelessness and provide funding for efforts by homeless service providers.
- F. "COUNTY" or "HWS" refers to the County of Riverside and its Department of Housing and Workforce Solutions, which has administrative responsibility for this Memorandum of Understanding (MOU). HWS and COUNTY are used interchangeably in this MOU.
- G. "SUBRECIPIENT" refers to Riverside County Regional Park and Open-Space District (RivCoParks) including its employees, agents, representatives, subcontractors and suppliers. Riverside County Regional Park and Open-Space District and SUBRECIPIENT used interchangeably in this MOU.

2. DESCRIPTION OF SERVICES

SUBRECIPIENT shall provide all services as outlined and specified in Schedule B, Scope of Services, Attachment I Forms 2076A, Attachment II Supporting Documentation, Attachment III Time and Activity Report, Attachment IV HWS Administrative Handbook, V Standard Agreement 22-ERF-2-L-10005 all of which are attached hereto and incorporated herein as referenced.

3. PERIOD OF PERFORMANCE

This MOU shall commence effective date February 1, 2023 (Effective Date”) and continue through June 30, 2025, unless terminated earlier.

4. COMPENSATION

COUNTY shall pay SUBRECIPIENT for services performed, products provided, or expenses incurred in accordance with Schedule A, “Payment Provisions.” COUNTY is not responsible for any fees or costs incurred above or beyond the contracted amount and shall have no obligation to purchase any specified amount of services or product. Unless otherwise specifically stated in Schedule A, COUNTY shall not be responsible for payment of any of SUBRECIPIENT’s expenses related to this MOU.

5. AVAILABILITY OF FUNDS/NON-APPROPRIATION OF FUNDS

The obligation of COUNTY for payment under this Agreement is contingent upon and limited by the availability of funding from which payment can be made. This Agreement is valid and enforceable only if sufficient funds are made available to COUNTY by BCHS. There shall be no legal liability for payment on the part of COUNTY unless funds are made available for such payment by BCSH. In the event such funds are not forthcoming for any reason, COUNTY shall immediately notify SUBRECIPIENT in writing and this Agreement shall be deemed terminated and be of no further force or effect. In the event the funding is reduced, COUNTY shall immediately notify SUBRECIPIENT in writing and it is mutually agreed that COUNTY has the option to immediately terminate this Agreement or to amend this Agreement to reflect the reduction of funds. COUNTY shall make all payments to SUBRECIPIENT that were properly earned prior to the unavailability or reduction of funding.

6. SUPPLANTATION

SUBRECIPIENT shall not supplant any federal, state or county funds intended for the purpose of this MOU with any funds made available under any other agreement. SUBRECIPIENT shall not claim reimbursement from COUNTY for any sums which have been paid by another source of revenue. SUBRECIPIENT agrees that it will not use funds received pursuant to this MOU, either directly or indirectly, as a contribution or compensation for purposes of obtaining state funds under any state program or county funds under any county programs without prior approval of COUNTY.

7. CONFIDENTIALITY

A. SUBRECIPIENT shall maintain the privacy and confidentiality of all information and records, regardless of format, received pursuant to this MOU (“confidential information”). Confidential information includes, but is not limited to, unpublished or sensitive technological or scientific information; medical, personnel, or security records; material requirements or pricing/purchasing actions; COUNTY information or data which is not subject to public disclosure; COUNTY operational procedures; and knowledge of contractors, subcontractors or suppliers in advance of official announcement. SUBRECIPIENT shall ensure that no person will publish, disclose, use or cause to be disclosed such confidential information pertaining to any applicant or recipient of services. SUBRECIPIENT shall keep all confidential information received from COUNTY in the strictest confidence. SUBRECIPIENT shall comply with Welfare and Institutions Code section 10850.

B. SUBRECIPIENT shall take special precautions, including, but not limited to, sufficient training of SUBRECIPIENT’s staff before they begin work, to protect such confidential information from loss or unauthorized use, access, disclosure, modification or destruction.

C. SUBRECIPIENT shall ensure case records or personal information is kept confidential when it identifies an individual by name, address, or other specific information. SUBRECIPIENT shall not use such information for any purpose other than carrying out SUBRECIPIENT’s obligations under this MOU.

D. SUBRECIPIENT shall promptly transmit to COUNTY all third-party requests for disclosure of

under this MOU.

D. SUBRECIPIENT shall promptly transmit to COUNTY all third-party requests for disclosure of confidential information. SUBRECIPIENT shall not disclose such information to anyone other than COUNTY except when disclosure is specifically permitted by this MOU or as authorized in writing in advance by COUNTY.

8. ASSIGNMENT

SUBRECIPIENT shall not assign or transfer any interest in this MOU without the prior written consent of COUNTY. Any attempt to assign or transfer any interest without written consent of COUNTY shall be deemed void and of no force or effect.

9. NOTICES

All notices, claims, correspondence, and/or statements authorized or required by this MOU shall be addressed as follows:

COUNTY:

Housing and Workforce Solutions
3403 Tenth Street, Suite 300
Riverside, CA 92501

SUBRECIPIENT:

Riverside County Regional Park
and Open-Space District
4600 Crestmore Road
Jurupa Valley, CA 92509

10. DISPUTES

Except as otherwise provided in this MOU, any dispute concerning a question of fact arising under this MOU, which is not disposed by this MOU, shall be disposed as follows.

There will be three phases of Dispute Resolution and they are as follows:

1. Phase 1

This phase of dispute resolution will be called "Phase 1 Informal Resolution," and it will be conducted between the HWS liaison and SUBRECIPIENT liaison using the MOU and other supporting documentation maintaining a level of reason, logic and common sense. Phase 1 must be documented.

2. Phase 2

This phase of dispute resolution will be called "Phase 2 Formal Resolution," and it will be between the Assistant Director of HWS and/or his/her designee(s) and the Director of SUBRECIPIENT or designee. This incident must be written as a note to file.

3. Phase 3

This phase of dispute resolution will be called "Phase 3 Formal Dispute Resolution," and will be conducted by the Director of SUBRECIPIENT and the Director of HWS.

11. MODIFICATION OF TERMS

This MOU may be modified only by a written amendment signed by authorized representatives of both parties.

12. TERMINATION

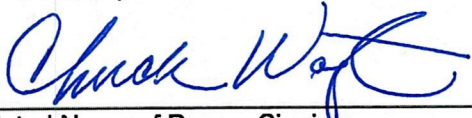

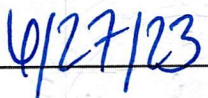
This MOU may be terminated without cause by either party by giving thirty (30) days written notification to the other party. In the event HWS elects to abandon, indefinitely postpone, or terminate the MOU, HWS shall make payments for all services performed up to the date that written notice was given in a prorated amount.


13. ELECTRONIC SIGNATURES

Each party of this MOU agrees to the use of electronic signatures, such as digital signatures that meet the requirements of the California Uniform Electronic Transactions Act ("CUETA") Cal. Civ. Code §§ 1633.1 to 1633.17), for executing this MOU. The parties further agree that the electronic signature(s) included herein are intended to authenticate this writing and to have the same force and effect as manual signatures. Electronic signature means an electronic sound, symbol, or process attached to or logically associated with an electronic record and executed or adopted by a person with the intent to sign the electronic record pursuant to the CUETA as amended from time to time. 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.

14. ENTIRE AGREEMENT

This MOU constitutes the entire agreement between the parties hereto with respect to the subject matter hereof, and all prior or contemporaneous agreements of any kind or nature relating to the same shall be deemed to be merged herein.

Authorized Signature for SUBRECIPIENT (RivCoParks) 	Authorized Signature for COUNTY (HWS): 
Printed Name of Person Signing: Chuck Washington	Printed Name of Person Signing: Heidi Marshall
Title: Chair, Board of Directors Riverside County Regional Park and Open-Space District	Title: Director, HWS
Date Signed: 	Date Signed: June 20, 2023

ATTEST:
KIMBERLY A. RECTOR, Clerk
By 
DEPUTY

FORM APPROVED COUNTY COUNSEL
BY:  2/14/2023
LISA/SANCHEZ DATE

A.1 METHOD, TIME, AND CONDITIONS OF PAYMENT

- a. SUBRECIPIENT shall be reimbursed by COUNTY for an amount not to exceed \$500,000. Said funds shall be spent according to the Budget shown below.

Budget Description	Cost
Staff	\$285,000
Operations / Supportive Services	\$215,000
Total	\$500,000

- The table above may be changed (without changing the total amount) as approved with written approval from HWS.
 - Updated budget and spending milestone table for the subsequent terms with the total amounts awarded will be provided by HWS when available.
 - SUBRECIPIENT must meet the prorated monthly spending milestones in each line item in the table above and submit the Fiscal Performance in the Monthly Performance Report by the 10th business day of the following month (Note: Monthly spending milestones are the amounts of the budget line items divided by the number of months in the Period of Performance).
- b. SUBRECIPIENT will be paid the actual amount of each monthly invoice for payment. If the required supporting documentation is not provided, COUNTY may delay payment until the information is received by COUNTY.
- c. SUBRECIPIENT shall submit claim in accordance with the HWS Administrative Handbook for attached hereto as Attachment IV and incorporated herein by this reference.
- d. CONTRACTOR shall be reimbursed for eligible costs only. CONTRACTOR shall submit claims for reimbursement of eligible costs on a monthly basis no later than thirty (30) days after the end of each month in which the costs were incurred. Each claiming period shall consist of a calendar month.
- e. With each claim for reimbursement of eligible costs, CONTRACTOR shall submit:
1. Form 2076A attached hereto as Attachment I and incorporated herein by this reference;
 2. The required supporting documentation set forth in Attachment II, Supporting Documentation Instructions, attached hereto and incorporated herein by this reference. If the required supporting documentation is not provided, COUNTY may delay payment until the documentation is received by COUNTY. COUNTY 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 MOU.
- f. All complete claims submitted in a timely manner shall be processed within forty-five (45) calendar days.
- g. All Program funds shall be expended by the termination date of this Agreement.

A.2 WITHHELD PAYMENTS

Payments to SUBRECIPIENT may be withheld by COUNTY if SUBRECIPIENT fails to comply with any provision of this MOU.

A.3 DISALLOWANCE

If SUBRECIPIENT receives payment under this MOU which is later disallowed by COUNTY for nonconformance with this MOU, SUBRECIPIENT shall be required to promptly reimburse these funds to COUNTY and shall be prohibited from submitting to COUNTY reimbursement requests for subsequent ERF Program funds until COUNTY is fully reimbursed or, at its option, COUNTY may offset the amount disallowed from any payment due to SUBRECIPIENT.

If it is determined that a SUBRECIPIENT falsified any certification, RFP information, financial, or contract report, SUBRECIPIENT shall be required to reimburse the full amount of the ERF Program award to COUNTY, and may be prohibited from any further participation in the ERF Program. COUNTY may impose any other actions permitted under 24 CFR 576.501 (c).

A.4 FISCAL ACCOUNTABILITY

- a. SUBRECIPIENT agrees to manage funds received through COUNTY in accordance with sound accounting policies; incur and claim only eligible costs for reimbursement; and adhere to accounting standards established in 2 CFR Part 200.
- b. SUBRECIPIENT must establish and maintain on a current basis an accrual accounting system in accordance with generally accepted accounting principles and standards. Further, SUBRECIPIENT must develop an accounting procedure manual. Said manual shall be made available to COUNTY upon request or during fiscal monitoring visits.

A.5 BUDGET MODIFICATION, BUDGET AMENDMENT, AND OTHER AMENDMENT

SUBRECIPIENT is expected to implement the agreed services and activities and meet all performance and financial outcomes as planned and agreed in this MOU. SUBRECIPIENT shall make no changes to the budget without first obtaining written approval from the HWS. Any budget amendments must be requested by the SUBRECIPIENT in writing. In the event it is deemed necessary to conduct budget modification, budget amendment and/or any other amendment of this MOU, they are permissible with HWS written approval and best formally requested in writing at least six (6) months prior to the end of the Period of Performance.

1. Budget Modification, Budget Amendment and/or any other Amendment of MOU for Convenience may be conducted based on mutual agreement between the COUNTY and SUBRECIPIENT and written approval from HWS with no negative effect for both parties under the authority of HWS.
2. Budget Modification, Budget Amendment and/or any other Amendment of MOU for Cause may be conducted based on mutual agreement between the COUNTY and SUBRECIPIENT and written approval from HWS. Any Cause due to SUBRECIPIENT's inability to implement the agreed services and/or activities to meet all performance and financial outcomes as planned and agreed in this MOU will become Finding(s) in the monitoring/auditing process and lead to any related effects such as project scoring, evaluation, consideration for future funding opportunities.

A.6 FINAL REIMBURSEMENT

Unless approved by HWS in writing, all final requests for reimbursement of authorized ERF expenditures hereunder must be submitted to HWS no later than **May 31, 2025**.

B.1 GENERAL REQUIREMENTS

SUBRECIPIENT agrees that it is aware of, and shall comply with, all applicable conditions of Standard Agreement No. 22-ERF-2-L-10005 between BCSH and COUNTY, and applicable State of California requirements governing the use of Encampment Resolution funds, and shall cooperate with COUNTY in fulfilling its obligations thereunder. In addition, SUBRECIPIENT shall:

- a. Be responsible for the overall administration of the Project, including overseeing all subcontractors, Participant services, case management, medical care, social services support, and legal support. SUBRECIPIENT shall also provide Participant linkages to other sources of support. SUBRECIPIENT shall keep records and reports established to complete the Project in an effective and efficient manner. These records and reports must include racial and ethnic data on Participants for program monitoring and evaluation.
- b. Participate in and accept its Participant referrals from the CoC CES. The CES is a part of the CoC's cohesive and integrated housing crisis response system with existing programs, bringing them together into a "no-wrong-door" system. The CES is designed to coordinate program Participant intake, assessment, and provision of referrals. CES participation is a federal and state requirement under HEARTH Act 2009, 24 CFR parts 91 and 576; 24 CFR 576.400(d); and 25 CCR Section 8409.
- c. SUBRECIPIENT shall be responsible for meeting the requirements included in the HWS Administrative Handbook (Attachment IV), the Housing Workforce Solutions Grant Agreement between BCHS and COUNTY (Attachment V). SUBRECIPIENT shall use the most current version of Attachment V. Any subsequent changes to Attachment V issued by HWS shall automatically be incorporated and serve as Attachment V to this Agreement. In the event any provisions of the attachments conflict with each other or this Agreement, the order of precedence shall be as follows: (1) Housing Workforce Solutions Grant Agreement between BCHS and COUNTY, (2) this Agreement, and (3) HWS Administrative Handbook.
- d. Agree to participate in the HMIS.
 1. HMIS security policies and procedures, and entering required Participant data on a regular and timely basis.
 2. COUNTY retains the rights to the HMIS and case management software application used in the operations of this property. COUNTY will grant SUBRECIPIENT access to use the HMIS software for the term of this MOU.
 3. SUBRECIPIENT shall ensure that employees using HMIS for Participant intake capture all required data fields, as set forth in the County of Riverside CoC HMIS Policies and Procedures Manual, which is located on the County of Riverside CoC website:
<https://rivcohhpws.org/sites/g/files/aldnop131/files/cocdocumnets/HMIS/county-of-riverside-coc-hmis-charter-rev-12-7-17-final.pdf?ver=2020-08-05-113900-583>
 4. SUBRECIPIENT must maintain a valid HMIS End User Agreement on file with the COUNTY, which is located on the County of Riverside CoC website: [County of Riverside CoC HMIS Participating Agency Agreement Revised 9-10-2020 \(1\).pdf \(rivcohhpws.org\)](#).

e. Coordinated Entry System

1. Participation is defined by CES training attendance, complying with Riverside County CES Charter, Policies and Procedures, data collection, valid user agreements, and entering required client data on a regular and timely basis.
<https://www.harivco.org/HomelessManagementInformationSystem/tabid/237/Default.aspx>
2. SUBRECIPIENT shall work with the CES Lead Agency to ensure that screening, assessment and referral of program participants are consistent with the CES Charter, Policies and Procedures which are located on the County of Riverside CoC website:
<https://www.harivco.org/HomelessManagementInformationSystem/tabid/237/Default.aspx>
3. SUBRECIPIENT agrees to work with the CES Lead Agency and coordinate delivery of services (e.g. street outreach, housing navigation, case management, landlord incentive programs, and all other supportive services and housing assistance) to support inquiries received through the CES HomeConnect Hotline and by name list.
4. SUBRECIPIENT agrees to participate in the CES HomeConnect Navigation Council Review Meetings facilitated by the CES Lead Agency.
5. SUBRECIPIENT shall utilize the Vulnerability Index – Service Prioritization Decision Assistance Tool (VI-SPDAT) to screen individuals with high barriers to help them gain access to housing services through the CES.
6. SUBRECIPIENT agrees to provide BCSH access to CES data collected and entered into the SUBRECIPIENT'S HMIS, upon request, and to participate in any statewide data initiative as directed by BCSH, including, but not limited to, a statewide data integration environment.

B.2 SCOPE OF SERVICES

a. Project Description
Outreach and Coordination

Subrecipient will designate a Parks and Open-Space lead who will serve on the Integrated Homeless Encampment Response Team to deliver services in the Santa Ana River Bottom (SARB) and carry out the following duties:

1. Coordinate with other team members from the Integrated Homeless Encampment Response Team for planning, Implementation, and execution of response to SARB.
2. Assists with developing a timeline and schedule to areas for engagement (e.g., outreach and coordination, abatement, and other responses resulting in permanent housing).
3. Assists with canvassing service area to determine legal jurisdiction of each participating entity.
4. Engages regularly with individuals residing in area to facilitate appropriate social service linkages such as housing, workforce, behavioral, mental and or substance use services.
5. Responds to emergencies such as flood and fires impacting the area and residents who live there by posting notice and assisting with search and rescue activities to help relocate individuals to emergency housing or safe zones.

6. Completes the Survey 1-2-3 Homeless Encampment Assessment Tool for designated service areas to determine resident occupancy levels, household composition including animals, housing-type (e.g., tents, underground structures, makeshift, and vehicles), and potential safety risk and/or hazards.
7. Utilize the VI-SPDAT (Vulnerability Index – Service Prioritization Decision Assistance Tool or other CoC-approved assessment tool) to complete assessments and determine risk and prioritization when providing assistance to homeless and at-risk of homelessness populations.
8. Participates in the Homeless Management Information System (HMIS) and enrolls individuals into outreach projects, enters case notes, and identifies services provided.
9. Participates in all county homeless response meetings such as the CES Community Partnership Meeting and activities concerning the Santa Ana River Bottom.
10. Develops and delivers educational materials on fire management and suppression to residents and community stakeholders supporting encampment response.
11. Receives encampment information and coordinate responses with lead agencies and partnering jurisdictions and will deploy planning and coordination calls for the site reported.
12. Prepares reports to partnering Integrated Homeless Encampment Response Team members and assists with monitoring progress (e.g., linkage to permanent housing and services).

b PROJECT DETAIL

Project Detail	Service
Funding Costs for:	Outreach & Coordination
Population Focus:	Individuals & Families located at encampment sites throughout the Santa Ana River Bottom

c. PERFORMANCE MEASUREMENTS OUTCOME STATEMENT

1. Outcomes (Data Analysis)

SUBRECIPIENT shall collect and report anticipated performance measures for meeting the following benchmarks with the new beds (in addition to those met with the existing beds):

**Total numbers reflect the collaboration between Parks & Open-Space, Housing Authority, RUHS-BH and Workforce Development.*

# of households served:	100
# of people served	100
# of households to achieve housing stability: (Note: Report should include breakdown of # of persons connected to each type of housing and services)	60
# of persons to achieve housing stability: (Note: Report should include breakdown of # of persons connected to each type of housing and services)	60
Percentage of persons exiting back into Homelessness:	No more than 40%
Percentage of eligible and willing persons served to retain or obtain mainstream benefits:	60%

Percentage of eligible and willing persons to maintain or increase income or employment income:	60%
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- B.3 SUBRECIPIENT shall submit reports, as requested by COUNTY in order for COUNTY to comply with its reporting requirements set forth in the Standard Agreement (Attachment V).

Attachment I

COUNTY OF RIVERSIDE
HOUSING AND WORKFORCE SOLUTIONS - CONTINUUM OF CARE

CONTRACTOR PAYMENT REQUEST

To: County of Riverside
Continuum of Care
3403 Tenth St, Suite 310
Riverside, CA 92501

From: _____
Remit to Name

Remit to Address

City State Zip Code

Contract Number

Total amount requested: \$ _____ for the period of _____

Select Payment Type(s) Below:

Advance Payment \$ _____
(if allowed by Contract/Grant)

Actual Payment \$ _____
(reimbursement of actual program costs)

Expense Category List each line item as outlined in Contract budget	Current Expenditures

\$0.00

Any questions regarding this request should be directed to: _____
Name Phone Number

I hereby certify under penalty of perjury that to the best of my knowledge the above is true and correct

Authorized Signature Title Date

FOR COUNTY USE ONLY DO NOT WRITE BELOW THIS LINE

Purchase Order # (10) Invoice #

Amount Authorized
If amount authorized is different from amount request, please
see attached claim recap for adjustments.

Program Date

Fiscal Date

Attachment II

Supporting Documentation Instructions

SUPPORTING DOCUMENTATION

The general rule for supporting documentation is that for any program cost that is to be reimbursed (or used as match), provide the invoice which documents that a cost was incurred, and a receipt, or a copy of a check, a check stub, or copy of bank statement to substantiate the amount paid. Supporting documentation must be **legible, clear, and organized**. The COUNTY must be able to tie your request to the amounts claimed after each line item on the Claim Form. Costs can only be reimbursed if they have been included in the original Technical Submission/Application.

Documentation for like line items should be clipped together and identified with a summary sheet or label identifying the Line Item Number or the Activity as listed on the Claim Form A spreadsheet itemizing the expenses, or at a minimum, an adding machine tape showing the expenses with a matching amount on the claim form is helpful. The clearer the information is that you provide, the quicker we will be able to process the claim.

The Fiscal Management Reporting Unit reviews each claim for expenses that are:
 Allowable Allocable Reasonable

CLAIM DOCUMENTATION REQUIRED BY THE COUNTY

RAPID REHOUSING / EMERGENCY SHELTER

- Lease agreement - Must be submitted at time of client entry into the program and each time a lease expires or changes.)
- Invoice or documentation of rent amount and due date
- Proof of payment (receipt and cancelled check or check stub)

STAFF (Street Outreach, Rapid Rehousing, Emergency Shelter, HMIS & Admin)

- Program Individual Staff Breakdown form
- Time Sheet
- Time and Activity Report
- Pay Stub or Payroll Report

EXPENSES (Street Outreach, Rapid Rehousing, Emergency Shelter, HMIS & Admin)

- Invoice or receipt that is dated and has a detailed explanation of charges.
- Proof of payment (cancelled check or check stub)

HUD EMERGENCY SOLUTION GRANT TIME/ACTIVITY REPORT

AGENCY NAME - EMPLOYEE NAME

DATES: (dates for pay period)		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	TOTAL		
RAPID REHOUSING STAFF																																			
Case Mgmt		0.00																																	
Housing		0.00																																	
Total RRH		0.00																																	
HOMELESS PREVENTION SERVICES STAFF																																			
Case Mgmt		0.00																																	
Housing		0.00																																	
Total HPS		0.00																																	
ADMIN STAFF																																			
Admin		0.00																																	
Total ADMIN		0.00																																	
Non-Project		0.00																																	
Total Non-Project		0.00																																	
Vacation		0.00																																	
Sick		0.00																																	
Holiday		0.00																																	
Other Paid Time Off		0.00																																	
Total Fringe		0.00																																	
TOTALS		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

I certify that this is a true and accurate report of my time and the activities were performed as shown.

Total Hours	0.00
Total Fringe Hrs	0.00
Difference	0.00
Actual Hrs - RRH	0.00
Actual Hrs - HPS	0.00
Actual Hrs - ADMIN	0.00
Non-Project Hours	0.00

Employee Signature _____ Date _____

Supervisor Signature _____ Date _____

