

**SUBMITTAL TO THE BOARD OF COMMISSIONERS
HOUSING AUTHORITY
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**



ITEM: 13.1
(ID # 28089)

MEETING DATE:
Tuesday, June 24, 2025

FROM : HOUSING AUTHORITY

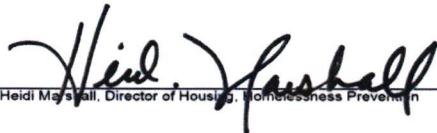
SUBJECT: HOUSING AUTHORITY OF THE COUNTY OF RIVERSIDE (HACR): Ratify and Approve Agreement No. HWSCoC-0004690 between Housing and Workforce Solutions and HACR for Encampment Resolutions Funding for the Santa Ana River Bottom Project (Agreement); Approve the Form of Amendment No. 1 to HWSCoC-0004690 to Increase the Original Award Amount; Authorize the Executive Director of HACR, or Designee, to Execute the Amendment No. 1 Increasing the Original Award; Districts 1 and 2. [Total Cost \$3,248,658 - 100% State Funds]

RECOMMENDED MOTION: That the Board of Commissioners:

1. Ratify and approve Agreement No. HWSCoC-0004690 between Housing and Workforce Solutions (HWS) and Housing Authority of the County of Riverside (HACR) to obligate funds for the Santa Ana River Bottom Project in Districts 1 and 2 for a total amount of \$3,033,249.04 beginning February 1, 2023 through June 30, 2025;
2. Approve the form of Amendment No. 1 to HWSCoC-0004690 between Housing and Workforce Solutions (HWS) and Housing Authority of the County of Riverside (HACR) to obligate additional funds for the Santa Ana River Bottom Project in Districts 1 and 2, increasing the original award amount by \$215,409.17;

Continued on Page 2

ACTION:Policy

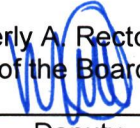

Heidi Marshall, Director of Housing, Homelessness Prevention

6/11/2025

MINUTES OF THE BOARD OF COMMISSIONERS

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

Ayes: Medina, Spiegel, Washington, Perez and Gutierrez
Nays: None
Absent: None
Date: June 24, 2025
xc: HA

Kimberly A. Rector
Clerk of the Board
By: 
Deputy

**SUBMITTAL TO THE BOARD OF COMMISSIONERS HOUSING AUTHORITY
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**

RECOMMENDED MOTION: That the Board of Commissioners:

3. Ratify and approve the Executive Director of HACR, or designee, to execute Amendment No. 1 to HWSCoC-0004690 for Encampment Resolution Funds, conforming in form and substance to the attached Amendment No. 1, to be obligated for the Santa Ana River Bottom Project; and
4. Authorize the Executive Director of HACR, or designee, to administer all actions necessary related to the administration of the attached Agreement No. HWSCoC-0004690 and, based on the availability and as approved as to form by County Counsel, to: (a) sign amendments to the Agreement that make modifications to the scope of services that stay within the intent of the Agreement, and, (b) sign amendments to the Agreement, including but not limited to, extending the period of performance and modifying the compensation provisions.

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost
COST	\$1,613,775	\$ 0	\$3,248,658	\$ 0
NET COUNTY COST	\$ 0	\$ 0	\$ 0	\$ 0
SOURCE OF FUNDS: 100% State Funding			Budget Adjustment:	No
			For Fiscal Year:	24/25

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

Summary

Housing and Workforce Solutions (HWS) awarded Housing Authority of the County of Riverside (HACR) Encampment Resolution Funding (ERF) for the Santa Ana River Bottom (SARB) Project. The ERF covered costs associated with supporting individuals experiencing homelessness in encampments and helping them towards a meaningful path to safe and stable housing, using non-punitive, low-barrier, person-centered, Housing First approaches.

HWS formed a Multidisciplinary Team (MDT) comprised of Riverside County departments, including HWS, HACR, Riverside University Health System – 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 Kingdom Causes, Inc., dba City Net.

Under the current agreement, HACR is contracted to provide services for an amount not to exceed \$3,033,249.04. Through administrative efficiencies and savings realized during project implementation, HWS now seeks to amend the agreement to redirect those savings into additional direct services, increasing the total contract amount by \$215,409.17 to a new total of \$3,248,658.21. This amendment will enhance outreach efforts, expand service capacity, and provide critical support for more individuals experiencing homelessness in the SARB area. County Counsel has approved the form of the amendment.

**SUBMITTAL TO THE BOARD OF COMMISSIONERS HOUSING AUTHORITY
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Since the initiation of the SARB Project, 180 individuals residing in encampments have been engaged through outreach, offered shelter, and transitioned into housing. This additional funding will allow HACR to maintain project momentum and extend services to more unsheltered individuals in the region.

Impact on Residents and Businesses

Acceptance of grant funding will have a positive impact on Riverside County residents, particularly individuals experiencing homelessness in the Santa Ana River Bottom area. Through the CoC Program, the County of Riverside, along with its subrecipients, will continue to improve the lives of homeless individuals or those at-risk of homelessness through local planning efforts.

Additional Fiscal Information

There will be no impact upon the County's General Fund. The ERF is fully funded by the State through grant funding.

Funding was previously disbursed to HACR in Fiscal Year 23/24 as detailed below:

Fiscal Year	Amount
FY 2023/2024	\$1,634,883
FY 2024/2025	\$1,613,775
Total	\$3,248,658

ATTACHMENTS:

- Attachment A: Agreement No. HWSCoC-0004690
- Attachment B: Form of Amendment No. 1 to HWSCoC-0004690


Stacey Pena, EO Management Analyst 6/17/2025


Aaron Gettis, Chief of Deputy County Counsel 6/16/2025

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

and

Housing Authority of the County of Riverside

Encampment Resolution Funding Program

Project

HWSCoC-0004690



HWS HOUSING AND
WORKFORCE
SOLUTIONS
ENGAGE. ENCOURAGE. EQUIP.



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Attachment V - Standard Agreement 22-ERF-2-L-10005

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 the Housing Authority of the County of Riverside (HACR) 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 HACR do hereby covenant and agree that HACR 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 the Housing Authority of the County of Riverside including its employees, agents, representatives, subcontractors and suppliers. Housing Authority of the County of Riverside (HACR) 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, Attachment IV HWS Administrative Handbook, Attachment 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 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:

Housing Authority of the County of Riverside
5555 Arlington Ave.
Riverside, CA 92504

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 HACR 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 HACR 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 HACR 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.


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 (HACR): 	Authorized Signature for COUNTY (HWS): Heidi Marshall, Director
Printed Name of Person Signing: Carrie Harmon	Printed Name of Person Signing: Heidi Marshall
Title: Assistant Director	Title: Director, HWS
Date Signed:	Date Signed: 4/18/2023

FORM APPROVED COUNTY COUNSEL
 BY 
 KRISTINE BELL-VALDEZ DATE

A.1 METHOD, TIME, AND CONDITIONS OF PAYMENT

- a. SUBRECIPIENT shall be reimbursed by COUNTY, for an amount not to exceed \$3,033,249.04. Said funds shall be spent according to the Budget shown below.

Budget Description	Cost
Direct Staff Cost	\$1,077,308.61
Operations / Supportive Services	\$1,811,500
Administrative Cost	\$144,440.43
Total	\$3,033,249.04

- 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 VI and incorporated herein by this reference.
- d. SUBRECIPIENT shall be reimbursed for eligible costs only. SUBRECIPIENT 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, SUBRECIPIENT shall submit:
1. Forms 2076A attached hereto as Attachment I and incorporated herein by this reference;
 2. Time/Activity Report, an example of which is attached hereto as Attachment III and incorporated herein by this reference; and
 3. The required supporting documentation set forth in Attachment III, 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. COUNTY is the pass-through agency for these funds. Once a claim is reviewed and approved, COUNTY shall submit a Request for Funds to the State. When the requested funds are received from the State, COUNTY shall remit payment to the SUBRECIPIENT. In total, this process can take 4-6 weeks.

- g. All funds shall be expended by the termination date of this MOU.

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 V), the Housing Workforce Solutions Grant Agreement between BCHS and COUNTY (Attachment VI). 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://rivcohpws.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 \(rivcohpws.org\)](#)

B.2 Description of Services

- a. Accept referrals through the County's Coordinated Entry System (CES).
- b. Provide Rental Assistance and Rapid Rehousing (RRH) (Housing identification, Rent and move-in assistance; and Intensive Case management and services)
 1. HHAP eligible RRH activities include:
 - i. Rental and utility arrears payments
 - ii. Rental application fees
 - iii. Moving costs
 - iv. Security deposits
 - v. Rental subsidies
 - vi. Housing search assistance
 - vii. Housing stabilization case management services
- c. Target population will serve homeless individuals and families currently in short-term, non-congregate shelter through County of Riverside Project RoomKey. This population includes high-risk individuals who have tested positive for COVID-19 and need to be in isolation, were exposed and require quarantine; are 65 and older, have a compromised immune system, are expecting mothers and other vulnerable populations.
- d. Provide case management that includes but is not limited to:
 1. Intake assessment, income, housing history and current living circumstances
 2. Housing search assistance
 3. Assistance to clients with completing applications and negotiations to landlords as needed
 4. Developing Individual Service Plans with clients to ensure long-term stability
- e. Continuing case management a minimum of 6 months after the client has graduated from the program to ensure stability.
- f. Connecting clients to mainstream benefits such as, but not limited to:
 1. Employment assistance
 2. Job training programs
 3. CalWorks
 4. CalFresh
 5. SSI/SSDI
 6. Mental Health services
- g. Provide landlord incentives to increase housing opportunities for clients exiting Project RoomKey and other vulnerable populations.
 1. Landlord incentives can include, but are not limited to:
 - i. Security deposits
 - ii. Holding fees
 - iii. First and Last month's rent
 - iv. Damages to units
 - v. Holding fees up to one month's rent
 - vi. Marketing to secure and retain new and partnering landlords
- h. Coordinate with other team members from the Integrated Homeless Encampment Response Team for planning, implementation, and execution of response to SAR.
- i. Assists with developing a timeline and schedule to areas for engagement (e.g. outreach and coordination, abatement, and other responses resulting in permanent housing).
- j. Assists with canvassing service area to determine legal jurisdiction of each participating entity.

- k. Engages regularly with individuals residing in area to facilitate appropriate social service linkages such as housing, workforce, behavioral, mental and or substance use services.
- l. 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.
- m. 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 risks and/or hazards.
- n. Utilizes 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.
- o. Participates in the Homeless Management Information System (HMIS) and enrolls individuals into outreach projects, enters case notes, and identifies services provided.
- p. Participates in all county homeless response meetings such as the CES Community Partnership Meeting and activities concerning the Santa Ana River Bottom.
- q. Develops and delivers educational materials on fire management and suppression to residents and community stakeholders supporting encampment response.
- r. Receives encampment information and coordinate responses with lead agencies and partnering jurisdictions and will deploy planning and coordination calls for the site reported.
- s. Prepares reports to partnering Integrated Homeless Encampment Response Team members and assists with monitoring progress (e.g. linkage to permanent housing and services).

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.

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

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	

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

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

Employee Signature _____ Date _____

Supervisor Signature _____ Date _____

Signature:  .

Email: hmarshall@rivco.org

COUNTY OF RIVERSIDE DEPARTMENT OF HOUSING AND WORKFORCE SOLUTIONS
 AMENDMENT NO. 1
 HOUSING AUTHORITY OF THE COUNTY OF RIVERSIDE
 ENCAMPMENT RESOLUTION FUNDING (2-L)
 HWSCoC-0004690

This Amendment No. 1 to HWSCoC-0004690 for the purpose of providing services under the Encampment Resolution Funding (“ERF-2-L”) (herein referred to as “Amendment No. 1”) is made and entered into by and between Housing Authority of the County of Riverside (herein referred to as “HACR”), and Housing and Workforce Solutions, (herein referred to as “HWS”).

WHEREAS, COUNTY and HACR entered into that certain Agreement for ERF-2-L, HWSCoC-0004690, to provide services in the Santa Ana River Bottom, effective February 1, 2023 through June 30, 2025, (herein referred to as “Original Agreement”); and

WHEREAS, the parties now desire to change the Method, Time, and Conditions of Payment.

NOW, THEREFORE, the parties agree as follows:

1. **Method, Time, and Conditions of Payment.** Replace Section A.1 § a of Schedule A of the Agreement with the following:

“a. SUBRECIPIENT shall be reimbursed by COUNTY for an amount not to exceed \$3,248,658.21. Said funds shall be spent according to the Budget show below.

BUDGET CATEGORY	COST
Direct Staff Cost	\$192,829.52
Operations/Supportive Services	\$2,911,751.15
Administrative Cost	\$144,077.54
TOTAL	\$3,248,658.21

- The table above may be changed (without changing the total amount) with written approval from HWS.
- Updated budget and spending milestone table for the subsequent terms with the total amounts awarded with 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).

2. **Miscellaneous.** All other terms and conditions of the Agreement not modified herein shall remain unchanged and in full force and effect.
3. **Effective Date.** This Amendment No. 1 to the Agreement is effective upon signature of both parties.
5. **Electronic Signatures.** This Amendment 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 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 Amendment. The parties further agree that the electronic signatures of the parties included in this Amendment 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. The CUETA authorizes use of an electronic signature for transactions and contracts among parties in California, including a 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 No. 1.

<p>Authorized Signature for Housing Authority of the County of Riverside:</p> <p>form - do not sign</p>	<p>Authorized Signature for Riverside County Housing and Workforce Solutions:</p> <p>form - do not sign</p>
<p>Printed Name of Person Signing: Cindy Hui</p>	<p>Printed Name of Person Signing: Heidi Marshall</p>
<p>Title: Deputy Director</p>	<p>Title: Director of Housing and Workforce Solutions</p>
<p>Address: 5555 Arlington Avenue Riverside, CA 92504</p>	<p>Address: 3403 Tenth Street, Suite 300 Riverside, CA 92501</p>
<p>Date Signed:</p>	<p>Date Signed:</p>

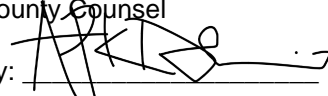
Approval as to Form

Approval as to Form

County Counsel

County Counsel

By: _____

By:  _____

Deputy County Counsel

Anrit P. Dhillon
Deputy County Counsel

Date: _____

Date: _____