

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



**ITEM: 3.21
(ID # 28468)**

MEETING DATE:
Tuesday, August 26, 2025

FROM : HOUSING AND WORKFORCE SOLUTIONS

SUBJECT: HOUSING AND WORKFORCE SOLUTIONS (HWS): Approve the Cooperative Agreement between City of Palm Springs and Housing and Workforce Solutions in the amount of \$251,820 for Homeless Outreach Services in the Palm Canyon Wash encampment (Project); District 4. [Total Cost \$251,820; 100% State Funds] (4/5 Vote Required)

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve the Cooperative Agreement between City of Palm Springs (Palm Springs) and Housing and Workforce Solutions (HWS) for the Palm Canyon Wash encampment (Project) for Homeless Outreach Services for a total amount of \$251,820 through June 30, 2028 (Attachment B);
2. Authorize the Chair of the Board to execute three (3) original copies of the Cooperative Agreement on behalf of the County;
3. Direct the Clerk of the Board to return three (3) original copies of the Cooperative Agreement to Housing and Workforce Solutions;
4. Authorize the Director of HWS, or designee, to administer all actions necessary related to the administration of the attached Cooperative Agreement and, based on the availability of funding 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 provision; and
5. Approve and direct the Auditor-Controller to make the budget adjustments shown in Schedule A – Budget Adjustment attached (Attachment A).

ACTION:4/5 Vote Required, Policy


Heidi Marshall, Director 8/7/2025

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Gutierrez, seconded by Supervisor 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: August 26, 2025
xc: HWS, Auditor

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	\$251,820	\$ 0	\$251,820	\$ 0
NET COUNTY COST	\$ 0	\$ 0	\$ 0	\$ 0
SOURCE OF FUNDS: 100% State Funds			Budget Adjustment: Yes	
			For Fiscal Year: 25/26	

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

Summary

The City of Palm Springs has been awarded State Encampment Resolution Funding, Round 3, Rolling Application (ERF). The City of Palm Springs desires to enter into a Cooperative Agreement with County of Riverside, Department of Housing and Workforce Solutions (HWS) Utilizing awarded ERF grant funds for the Palm Canyon Wash encampment (Project). The ERF grant funds cover 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.

Through this agreement, HWS will provide targeted outreach, case management, and housing navigation services to individuals experiencing homelessness in the Palm Canyon Wash. HWS will also coordinate care for up to ten (10) individuals not eligible for services at the Palm Springs Navigation Center.

HWS will leverage existing contracts through its Coordinated Entry System (CES), collaborating with Riverside University Health – Behavioral Health (RUHS-BH), the Department of Public Social Services (DPSS), and the Adult Services Division (ASD) to support clients who meet program criteria. This coordinated effort aims to address the housing needs of residents at the encampment. Street outreach services will seamlessly transition into housing case management for all residents served, offering comprehensive support that includes:

- **Housing:** Permanent Supportive Housing, Rapid Rehousing, Tenant/Project-Based Rental Assistance, Flexible Housing Subsidies
- **Supportive Services:** Case management, outreach, navigation, training & employment services
- **Emergency Housing:** Mass shelter, motel vouchers
- **Supportive Services:** Case management, outreach, navigation, training & employment services

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Impact on Residents and Businesses

Acceptance of grant funding will have a positive impact on Riverside County residents, particularly individuals experiencing homelessness in the Palm Canyon Wash area. The project will directly benefit individuals experiencing homelessness by providing pathways to stability and self-sufficiency.

SUPPLEMENTAL:

Additional Fiscal Information

There will be no impact upon the County's General Fund. The project is fully funded by the State of California through Encampment Resolution Funding.

ATTACHMENTS:

- Attachment A: Schedule A
- Attachment B: Cooperative Agreement with the City of Palm Springs

 Brett Austin, Supervising Accountant	8/7/2025	 Stacey Pena, EO Management Analyst	8/14/2025
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 Aaron Gettis, Chief of Deputy County Counsel	8/14/2025
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CLERK'S COPY

to Riverside County Clerk of the Board, Stop 1010
Post Office Box 1147, Riverside, Ca 92502-1147

Thank you.

**COOPERATIVE AGREEMENT 25F231
BETWEEN
THE COUNTY OF RIVERSIDE
AND
THE CITY OF PALM SPRINGS
FOR ENCAMPMENT RESOLUTION FUNDING (ERF) HOMELESS OUTREACH
SERVICES**

THIS COOPERATIVE AGREEMENT ("**AGREEMENT**") is entered into by and between the County of Riverside on behalf of its Department of Housing and Workforce Solutions (hereinafter "**HWS**") and the City of Palm Springs (hereinafter "**PALM SPRINGS**") and is based on the following representations and statements of purpose (collectively "**Parties**" and individually "**Party**").

- A. WHEREAS, the purpose and intent of this AGREEMENT is to formalize a partnership between the City of Palm Springs and the County of Riverside Housing and Workforce Solutions (HWS) Department to provide services under the Encampment Resolution Funding (ERF) program.
- B. WHEREAS, the City of Palm Springs seeks to address unsheltered homelessness through coordinated efforts and targeted interventions in high-impact encampment areas.
- C. WHEREAS, HWS has the expertise and staffing capacity to deliver outreach, housing navigation, service coordination, and case management as detailed in **Attachment 1** of this AGREEMENT.
- D. WHEREAS, the City and HWS will collaborate to ensure efficient program delivery, ERF grant compliance, and data coordination through the County's Coordinated Entry System (CES).
- E. WHEREAS, this AGREEMENT serves to outline roles, responsibilities, and financial commitments in the joint implementation of ERF services.

NOW, THEREFORE, Parties mutually agree as follows:

I. SCOPE OF SERVICE

The purpose of this AGREEMENT is to formalize collaboration between the City of Palm Springs and the County of Riverside Housing and Workforce Solutions (HWS) Department to deliver ERF-funded homeless services, including outreach, housing navigation, and individualized case management as detailed in **Attachment 1**.

II. PROGRAM GOALS

- A. Provide housing-focused outreach and individualized services for unsheltered individuals residing in high-priority encampments within Palm Springs.

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- B. Rapidly link participants to permanent housing solutions with supportive services, removing barriers through case conferencing and coordinated entry.
- C. Improve outcomes by integrating ERF services with the County's Continuum of Care and Coordinated Entry System (CES), prioritizing high-need individuals.

IV. FISCAL PROVISIONS

A. MAXIMUM AMOUNT AND SOURCE OF FUNDS

Maximum payments by Palm Springs to HWS under this AGREEMENT will not exceed \$251,820, unless terminated as provided herein. This AGREEMENT shall be funded through Encampment Resolution Grant funds identified in the annual City of Palm Springs and is subject to the ERF funds being available in the City of Palm Springs' Budget for each year of operation.

B. COMPENSATION

HWS shall bill Palm Springs for half (.5) Program Specialist and one and a half (1.5) Housing Specialist positions.

1. Salaries and Benefits
Salaries and benefits for the Program Specialist and Housing Specialist positions shall be billed based on the actual cost of filled position but shall not exceed amount indicated on Attachment I.
2. Prior to July 1 of each year, HWS shall notify PALM SPRINGS of salaries and benefit cost changes.

C. REIMBURSEMENT/PAYMENT/ COMPENSATION

HWS shall compile all payments made by HWS to fund the one half (.5) Program Specialist and one and a half (1.5) Housing Specialist by quarter and shall include them in the quarterly billing to be received by PALM SPRINGS within forty-five (45) days following the end of the quarter in which the services were provided (i.e., First Quarter: July—September billing is due November 15th). If actuals are not available, an estimated billing if necessary will be submitted. Upon submission, PALM SPRINGS will pay the estimated invoice, and an adjustment will be made by HWS on the subsequent quarter's billing for the difference. PALM SPRINGS will reimburse the HWS within 30 days after receipt of the claim.

Equipment purchased by either party will remain their property and shall be returned to them upon termination of this AGREEMENT.

V. GENERAL PROVISIONS

A. EFFECTIVE PERIOD

This AGREEMENT shall be effective September 1, 2025 through June 30, 2028. This AGREEMENT may be renewed for additional one-year terms upon mutual consent by all parties (HWS, City of Palm Springs) and upon availability of funding but may not extend beyond term allowed by ERF grant.

B. ALTERATION OF TERMS AND ENTIRE AGREEMENT

The body of this AGREEMENT fully expresses all understanding of the parties concerning all matters covered and shall constitute the total AGREEMENT. No addition to, or alteration of, the terms of this AGREEMENT, whether by written or verbal understanding of the parties, their officers, agents, or employees, shall be valid unless made in the form of a written amendment to this AGREEMENT, which is formally approved and executed by Parties.

C. AMENDMENTS

In the event that either party desires to amend the terms of this AGREEMENT, Parties will comply with the terms of this AGREEMENT until such time as the amendment is approved or formal action is taken by the County of Riverside Board of Supervisors and the City of Palm Springs' City Council.

D. TERMINATION

This AGREEMENT may be terminated by either party by giving 30 days written notice by certified mail return receipt requested of intention to terminate, such period beginning upon receipt of notice, and may be terminated for cause, such as a willful and/or material breach of the AGREEMENT by either party by giving five (5) days written notice of intention to terminate by certified mail return receipt requested, such period beginning upon receipt of notice.

E. NOTICES

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

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

PALM SPRINGS: City of Palm Springs
3200 East Tahquitz Canyon Way
Palm Springs, CA 92262-6959
Attn: City Manager

Unless the persons or addresses are otherwise identified by notice given in the manner specified by this paragraph, all notices shall be deemed effective when they are reduced to writing and either deposited in the United States mail, postage prepaid, and addressed as above, or (ii) sent by email to the designated email addresses provided by the parties. Any notices, correspondences, reports, and/or statements authorized or required by this AGREEMENT addressed in any other fashion shall not be acceptable. A notice to terminate shall follow the guidelines set forth in Clause D, Termination.

VI. MISCELLANEOUS PROVISIONS

- A. SEVERABILITY: If any provision in this AGREEMENT is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions will nevertheless continue in full force without being impaired or invalidated in any way.
- B. HOLD HARMLESS-INDEPENDENT PARTNER: HWS is, for purposes relating this Agreement, an independent contractor and shall not be deemed an employee of the City.
- C. INSURANCE-INDEMNIFICATION: Each party hereto agrees to indemnify and hold harmless the other party, its agency, officers, Board of Supervisors, elected and appointed officials, agents and employees, free and harmless from any liability whatsoever, including wrongful death, based or asserted upon any acts or omission of such Indemnifying Party, relating to or in any way connected with or arising from the accomplishment of the work by the Indemnifying Party.

Each party further agrees to protect, indemnify and defend at its expense including attorney fees, the other party, its agency officers, agents and employees in any legal action(s) or claim(s) based upon such alleged acts or omissions whether the subject action(s) or claim(s) are well-founded, properly filed or pleaded, or not commenced in a court of competent jurisdiction.

Without limiting such indemnification, each party shall maintain in force at all times during the performance of this AGREEMENT, insurance policies evidencing coverage during the entire term of the AGREEMENT as follows:

- 1. General liability insurance in the amount of not less than \$1,000,000 per occurrence and aggregate.
- 2. Workers' Compensation insurance in accordance with statutory requirements.
- 3. If motor vehicles are used pursuant to this AGREEMENT, not less than \$1,000,000 combined single limit for damage to property and injury to persons.

These requirements may be met by a program of self-insurance.

- D. RECORD RETENTION: PALM SPRINGS agrees to retain all records pertaining to this AGREEMENT for a period of three years after termination of this AGREEMENT, or such federal and state provisions in effect. If, at the end of three years, there is ongoing litigation or an audit involving those records, HWS shall retain the original records until the

resolution of such litigation or audit; PALM SPRINGS shall retain copies of the records until the resolution of such litigation or audit.

- E. JURISDICTION, VENUE, ATTORNEY'S FEES: This AGREEMENT is to be construed under the laws of the State of California. The parties agree to the jurisdiction and venue of the appropriate courts in the County of Riverside, State of California.

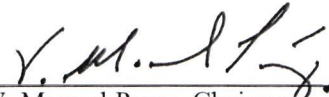
SIGNATORIES

HWS and CITY OF PALM SPRINGS mutually agree to fully and faithfully perform all applications set forth in this AGREEMENT. Both parties agree to have their duly authorized signatories sign this AGREEMENT.

CITY OF PALM SPRINGS

COUNTY OF RIVERSIDE:

Signed _____
Scott C. Stiles
City of Palm Springs



V. Manuel Perez, Chairman
Riverside County Board of Supervisors

Title: _____
City Manager

Date: _____

Date _____
AUG 26 2025

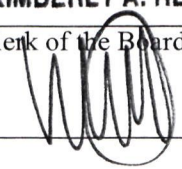
ATTEST: _____
City Clerk

ATTEST: **KIMBERLY A. RECTOR**

Clerk of the Board

Deputy: _____

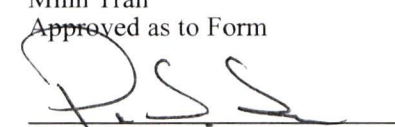
City of Palm Springs
PO Box 2743
3200 E Tahquitz Canyon Way
Palm Springs, CA 92263

Deputy: _____


CITY COUNSEL:
Approved as to Form

COUNTY COUNSEL:
Minh Tran
Approved as to Form

By: _____
City Counsel

By: _____

Paula S. Salcido
Deputy County Counsel

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ATTACHMENT 1

PROJECT: ERF-3-R - Encampment Resolution

BUDGET: \$ 251,820 (Not to exceed)

Category	Position Title	FTE	Amount
Service Coordination	Program Specialist	.5	\$ 63,540
Service Coordination	Housing Specialist	1.5	\$ 188,280
	TOTAL	2	\$ 251,820

SUMMARY

Riverside County Department of Housing and Workforce Solutions (HWS) is committed to delivering essential, high-quality services to help individuals and families quickly regain stable, permanent housing following a housing crisis or episode of homelessness. These efforts will be guided by Individualized Service Plans and form part of a comprehensive continuum of care.

HWS will support ERF grant administration and ERF grant compliance efforts, participate in coordination calls to ensure accountability among all stakeholders, and act as a liaison—connecting participants with other vital county programs throughout the project's duration. HWS staff will provide case coordination for ten (10) individuals who are not eligible for the Palm Springs Navigation Center, offering targeted case conferencing to overcome barriers and facilitate pathways to permanent housing. These efforts will leverage resources from other Riverside County Continuum of Care initiatives and county-funded programs, ensuring a seamless integration into the region's Homeless System of Services. This integration will strengthen service capacity, broaden access to opportunities, and extend critical support to some of the city's most vulnerable residents. The Case Coordination services will continue for each individual until they are housed. HWS will accept additional participants as needed to replace those that may fall out of the program or be unresponsive.

Additionally, HWS will provide housing navigation services, including landlord outreach and recruitment, to secure permanent housing placements for individuals from the designated encampment service area. Participating landlords will have access to the countywide Hope 2 Home program, which offers incentives and supportive services to encourage and sustain their involvement. HWS will also assist other City contractors such as Jewish Family Services for coordination and housing navigation as needed.

PROGRAM SUPPORT

- **County of Riverside Housing Workforce Services**

The County's Housing and Workforce Solutions Department will be leveraging resources through its Coordinated Entry System to include: **Riverside University Health Services – Behavioral Health (RUHS-BH), Department of Public Social Services (DPSS) and Adult Services Division (ASD)** for clients meeting program criteria to respond and meet the housing needs of residents at the encampment. Street outreach services transition into housing case management for all residents served to include:

- **Housing** (e.g., *Permanent Supportive Housing, Rapid Rehousing, Rental Assistance (tenant-based or project-based), Flexible Housing Subsidies, etc.*)
- **Supportive Services** (case management, outreach, navigation, training & employment services, etc.)
- **Emergency Housing** (e.g., *mass shelter, motel vouchers, etc.*)
- **Supportive Services** (case management, outreach, navigation, training & employment services, etc.)

The above HWS services (including mental health services) will be available to all ERF clientele as needed. This includes integrating staff from the Coordinated Entry System (CES) to ensure all referrals are prioritized in accordance with local requirements, with individuals with the most acute needs receiving services first.

The Housing Authority of the County of Riverside has an “Extraordinary Local Preference” for individuals who are referred through CES, and Housing Choice Vouchers may be available to individuals who will need access to affordable housing after the term of the ERF agreement ends.

The project integrates seamlessly within the Office of Homeless Services (OHS) and will conform to the county-wide adopted, Coordinated Entry System (CES) policies. These policies prioritize client choice, consider available resources, and base prioritization thorough an assessment that measures individual needs.

ATTACHMENT A
Housing and Workforce Solutions
Budget Adjustment
Fiscal Year 2025/2026

Increase in Appropriations:

21300-5500300000-537120	Interfnd Exp-Prof & Spec Svcs	\$251,820
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Increase in Estimated Revenues:

21300-5500300000-755680	CA- Other Operating Grants	\$251,820
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