

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



**ITEM: 3.27
(ID # 29252)**

MEETING DATE:

Tuesday, December 16, 2025

FROM : HOUSING AND WORKFORCE SOLUTIONS

SUBJECT: HOUSING AND WORKFORCE SOLUTIONS (HWS): Approve Amendment #2 to Agreement HHPWSCoC-0000051 with the Institute for Urban Initiatives (Urban Initiatives) to add \$20,000 in compensation for Consultation Services for Youth Homelessness Demonstration Program (YHDP) and \$10,000 in compensation for Consultation for Homeless Housing, Assistance and Prevention Program (HHAP) for total compensation not to exceed \$404,000(HHAP); All Districts. [Total Cost: \$30,000; up to 10% of the Aggregate total of \$404,000; 100% Federal Funding]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve Amendment #2 to Agreement HHPWSCoC-0000051 with Institute for Urban Initiatives (Urban Initiatives) to increase total compensation by \$30,000 from \$374,000 to \$404,000 and add Consultation and Application preparation for Youth Homelessness Demonstration Program (YHDP) and Homeless and Housing Assistance and Prevention Program (HHAP) for FY 25/26 through the current termination date of June 30, 2026, and authorize Chair of the Board to sign three (3) copies of the same on behalf of the County;
2. Authorize the HWS Director, or designee, based on the availability of fiscal funding and as approved as to form by County Counsel, to: (a) sign amendments that exercise the options of the agreements, including modifications of the statements of work that stay within the intent of the agreement; and (b) sign amendments to the compensation provisions of the agreement not to exceed Board approved funding amount;

Continued on Page 2

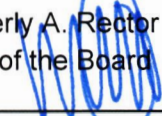
ACTION:Policy


Heidi Marshall, Director 12/2/2025

MINUTES OF THE BOARD OF SUPERVISORS

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

Ayes: Spiegel, Washington, Perez, and Gutierrez
Nays: None
Absent: Medina
Date: December 16, 2025
xc: HWS

Kimberly A. Rector
Clerk of the Board
By: 
Deputy

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RECOMMENDED MOTION: That the Board of Supervisors:

3. Direct the Purchasing Agent, based on the availability of fiscal funding, to issue purchase order(s) for the services rendered and invoices received that do not exceed the Board approved funding amount; and
4. Direct Clerk of the Board to keep one (1) copy of executed Amendment #2 to Agreement HHPWSCoC-0000051 and return two (2) copies to Housing and Workforce Solutions.

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost
COST	\$20,000	\$10,000	\$30,000	\$ 0
NET COUNTY COST	\$ 0	\$ 0	\$ 0	\$ 0
SOURCE OF FUNDS: 100% Federal Funds			Budget Adjustment: No	
			For Fiscal Year:	25/26

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

Summary

The Institute for Urban Initiatives (Urban Initiatives) provides consulting services to support the County of Riverside, the Continuum of Care (CoC), and subrecipients in administering federal and state homeless service grants. Their work includes technical assistance, research, analysis of HUD and HCD requirements, and support with homelessness planning and policy efforts. As part of these services, Urban Initiatives assists with the preparation and submission of key applications, including the Continuum of Care (CoC) and Youth Homelessness Demonstration Program (YHDP) applications to HUD under the annual Notice of Funding Opportunity (NOFO), as well as the Homeless Housing, Assistance, and Prevention (HHAP) Program application to the California Department of Housing and Community Development (HCD).

Urban Initiatives will also provide ongoing technical assistance to help strengthen compliance and program performance and offer expertise to ensure that federal and state funding is effectively utilized. These services support the County's efforts as the CoC Collaborative Applicant and Administrative Lead, to deliver high-quality housing and service interventions and to meet the needs of individuals and families experiencing homelessness.

Additional Fiscal Information

The Urban Initiatives undertaking is 100% Federal funding. The program year for this grant is based on the Fiscal years (July 1, 2021, through to June 30, 2026). The table below outlines how the funds will be distributed on an annual basis. The funding allocation is as follows:

BUDGET DESCRIPTION	2021-22	2022-23	2023-24	2024-25	2025-26
Federal and State Funding and Program Technician Assistance	\$12,000	\$12,000	\$12,000	\$12,000	\$12,000

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Annual Continuum of Care Application	\$18,000	\$18,000	\$18,000	\$18,000	\$18,000
Homelessness Planning and Policy	\$12,000	\$12,000	\$12,000	\$12,000	\$12,000
Homeless Point-in-Time Count Coordination and Planning	\$24,000	\$24,000	\$24,000	\$24,000	\$24,000
Consulting Services for YHDP proposal	\$8,000	\$8,000	\$8,000	---	\$20,000
Consulting Services for HHAP	---	\$10,000	\$10,000	---	\$10,000
TOTAL	\$74,000	\$84,000	\$84,000	\$66,000	\$96,000

Impact on Residents and Businesses

Through the CoC, the County of Riverside and its subrecipients continue to improve the lives of homeless individuals and families through direct housing and services assistance. The aim is to provide top quality services to the people HWS serve. Contracting application consultation services from Urban Initiatives will give HWS the opportunity to receive technical assistance in the capacity most needed at this time. This initiative will move the department one step ahead regarding strategizing and disseminating help to the homeless population. The ultimate benefit will be realized by the homeless individuals and families that HWS serve because in the long run their needs will be met in the most suitable capacity.

Contract History and Price Reasonableness

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

This new agreement before the Board has an expanded scope of service from the previous agreement to meet HWS current needs with a five (5) year term not to exceed total compensation of \$404,000. (Purchasing Approved SSJ# 150693297).

ATTACHMENTS:

- ATTACHMENT A: Amendment #2 to HHPWSCoC-0000051

Prev. Agn. Ref.: (06/13/23 3.31) (06/28/2022 3.33) (01/25/22 3.32)

Melissa Curtis
Melissa Curtis, Deputy Director of Purchasing and Fleet 12/4/2025

Stacey Pena
Stacey Pena, EO Management Analyst 12/8/2025

Aaron Gettis
Aaron Gettis, Chief of Deputy County Counsel 12/4/2025

HOUSING AND WORKFORCE SOLUTIONS
 AMENDMENT # 2
 INSTITUTE FOR URBAN INITIATIVES
 2021 HUD HWS Application Consultation
 HHPWSCoC-0000051 First Amended and Restated

This Amendment # 2 to the 2021 Awarded Vendor for the 2021 HUD HWS Application Consultation (herein referred to as "Amendment # 2") is made and entered into by and between Institute for Urban Initiatives, (herein referred to as "CONTRACTOR") and the County of Riverside, a political subdivision of the State of California, on behalf of Housing, and Workforce Solutions (herein referred to as "COUNTY").

WHEREAS, COUNTY and CONTRACTOR entered into that certain 2021 Agreement for the 2021 HUD HWS Application Consultation, HHPWSCoC-0000051, for PSH Chronically Homeless Services, executed February 27, 2020 and effective January 1, 2020, (herein referred to as "Agreement"); and,

WHEREAS, COUNTY and CONTRACTOR previously entered into that certain First Amended and Restated Agreement for 2021 effective upon signature of both parties, to amend and restate the Original Agreement to increase the total Maximum Reimbursable Amount and to update certain other terms and conditions; and, that certain Amendment #1 to Agreement, effective June 7, 2023.

WHEREAS, the parties now desire to amend the Agreement to add \$10,000 for HHAP Consulting Services and \$20,000 for YHDP Consulting Services for Year 2025-26 and replace the line item budget table Schedule A;

NOW THEREFORE, the parties agree as follows:

1. **Schedule A "Payment Provisions"**. Section A.1. METHOD, TIME, AND CONDITIONS OF PAYMENT, subsection a is deleted in its entirety and replaced with the following table:

BUDGET DESCRIPTION	2021-22	2022-23	2023-24	2024-25	2025-26
Federal and State Funding and Program Technician Assistance	\$12,000	\$12,000	\$12,000	\$12,000	\$12,000
Annual Continuum of Care Application	\$18,000	\$18,000	\$18,000	\$18,000	\$18,000
Homelessness Planning and Policy	\$12,000	\$12,000	\$12,000	\$12,000	\$12,000
Homeless Point-in-Time Count Coordination and Planning	\$24,000	\$24,000	\$24,000	\$24,000	\$24,000
Consulting Services for YHDP	\$8,000	\$8,000	\$8,000	---	\$20,000
Consulting Services for HHAP	---	\$10,000	\$10,000	---	\$10,000

TOTAL	\$74,000	\$84,000	\$84,000	\$66,000	\$96,000
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2. Schedule B. Scope of Services, B.2 SCOPE OF SERVICES add the following language:

D. Consulting Services for the YHDP:

Contractor shall:

1. Assist with transition from initial 2 year grant to the ongoing CoC application and review process. (YHDP rollover and set aside);
2. Support integration of regulatory changes and program updates into YHDP documents and policies.
3. Prepare training information as needed to ensure compliance with YHDP changes/operations.
4. Provide Technical Assistance to HWS Staff and subrecipients (upon request)
5. Support the tracking and evaluation of progress on the Coordinated Community Plan; and
6. Participate in YHDP meetings as warranted /requested.

E. Consulting Services for HHAP:

Contractor shall:

1. Read NOFA and assist with collecting core files and data.
2. Review requirements of the application with staff.
3. Assist with drafting the updated Regionally Coordinated Homelessness Action Plan.
4. Assist in the development of the HHAP 6 Funding Plan.
5. Assist with ensuring the completion of all required forms and attachments; and
6. Review final draft with staff prior to submission.”


3 **Miscellaneous.** All other terms and conditions of the Agreement not modified herein shall remain unchanged and in full force and effect.

4 **Effective Date.** This Amendment # 2 to the Agreement shall become 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, which as digital signatures that meet the requirements of the California Uniform Electronic Transactions Act (“CUETA”) Cal. Civil Code §§ 1633.1 to 1633.17), for executing this Amendment. The Parties further agree that the electronic signature means an electronic sound, symbol, or process attached to or logically associated with an electronic record pursuant to the CUETA as amended from time to time. The CUETA authorizes use of an electronic signature for transactions and contracts among parties in California, including government agency. Digital signature means an electronic identifier, created by computer, intended by the party using it to have the same force and effect as the use of a manual signature, and shall be reasonably relied upon by the parties. For purposes of this section, a digital signature is a type of “electronic signature” as defined in subdivision (i) of Section 1633.2 of the Civil Code.

IN WITNESS WHEREOF, the parties hereto have caused their duly authorized representatives to execute this Amendment # 2.

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



V. Manuel Perez, Chair
Board of Supervisor

Date: DEC 1 6 2025

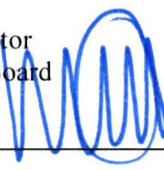
INSTITUTE FOR URBAN INITIATIVES



Joe Colletti
Chief Executive Officer

Date: 11.7.25

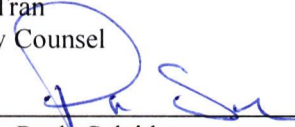
ATTEST:
Kimberly Rector
Clerk of the Board


By: _____
Deputy

Dated: DEC 1 6 2025

APPROVED AS TO FORM:

Minh Tran
County Counsel


By: _____
Paula Salcido
Deputy County Counsel

Dated: 12-2-2025