



**HWS** HOUSING AND  
WORKFORCE  
SOLUTIONS  
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## **REQUEST FOR PROPOSAL COARC-0024**

### **Consultant Services & Technical Assistance 2025 Unsheltered Homeless Point in Time Count**

This RFP and any ensuing Addendums are available at the following links:

<https://rivcohhpws.org/continuum-care-division>

**NOTE: BIDDERS ARE RESPONSIBLE TO READ ALL INFORMATION THAT IS  
STATED IN THIS REQUEST FOR PROPOSAL AND PROVIDE A RESPONSE AS  
REQUIRED**

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## I. OVERVIEW

The County of Riverside Department of Housing and Workforce Solutions (HWS) – Continuum of Care (CoC) Division, is seeking proposals from respondents with demonstrated experience an success in planning, coordinating, and conducting the United States Department of Housing and Urban Development (HUD) required 2025 Homeless Unsheltered Point in Time (PIT) Count including the unsheltered youth count. The county is the CoC collaborative applicant and lead administrative entity for the CoC, including HMIS and the Coordinated Entry System (CES) for the CoC.

The Point-in-Time Count is a one-day unduplicated count of sheltered and unsheltered homeless individuals, youth, and families across the United States. The successful respondent to this RFP will work with the County and the Local CoC to identify a date to conduct the 2019 Point In Time count, which must be conducted during the last 10 days of January. The county will conduct the sheltered count. The U.S. Department of Housing and Urban Development (HUD) requires that each Continuum of Care (CoC) conduct a count at the end of January every year. The county will work with the awarded vendor to determine the date of the unsheltered count. In 2023 the County submitted a PIT Count which can be found here: <https://drive.google.com/file/d/1mA9xcnGMqNTVZUTrdfksF1WGk-uxCNWj/view?pli=1>

Information on the HUD Point In Time instructions are available at <https://www.hudexchange.info/programs/hdx/pit-hic/#pit-count-and-hic-guidance-and-tools> The awarded entity will be required to reference and use the Point-in-Time Count Methodology Guide on the HUD Exchange website to determine HUD’s current PIT count standards, and they should also reference HUD’s most recent Notice for Housing Inventory Count (HIC) and Point-in-Time (PIT) Data Collection for Continuum of Care (CoC) Program and the Emergency Solutions Grants (ESG) Program to learn the PIT count requirements for the upcoming PIT count. The awarded entity shall follow all HUD requirements.

## II. ELIGIBLE BIDDERS

Eligible applicants for this RFP are consultants, researchers, research organizations, public or private colleges or universities, and not-for-profit or for-profit agencies who have experience providing similar services to the public or private sector and do not have a conflict of interest, including, but not limited to, being affiliated or associated with a local homeless service provider(s) or a current direct recipient of public or private funds for the provision of homeless services or housing.

Furthermore, eligible bidders must meet the following conditions:

- a) Bidder shall have no less than three (3) years of experience coordinating and conducting a homeless point in time count of unsheltered homeless persons;
- b) Bidder shall have experience developing PIT trainings and conducting community and volunteer training;
- c) Bidder, its officers, and employees are not currently debarred or suspended from doing business with the Federal Government, State of California, or a local government;
- d) Bidder does not have unresolved current or past contract non-compliance, non-performance, suspension, termination, or other adverse audit finding with one or more funders in the past five (5) years preceding the deadline for the submission of proposals;
- e) Bidder must demonstrate project readiness and clearly show ability to complete the project.

### **III. FUNDING FOR SERVICES**

Funding for the 2025 PIT Count may come from one or more sources including but not limited to, State, Federal, Local and private funding, depending upon the approved budget and availability of funds.

### **IV. DESCRIPTION OF SERVICES**

We are seeking proposals from qualified bidders to provide comprehensive services for planning, coordinating, and conducting a one-day unduplicated Homeless Point-in-Time (PIT) Count. The goal is to obtain accurate, reliable data on homelessness in our community, which will inform our efforts to address and alleviate homelessness. The count should be an actual head count of unsheltered persons using the survey tool agreed upon by County.

#### **Scope of Services:**

The selected bidder will be responsible for delivering the following services:

1. Planning and Strategy Development (Beginning no later than October 2024)
  - a. Needs Assessment: Conduct a thorough evaluation of the community's needs to develop a tailored PIT Count strategy.
  - b. Scope Definition: Define the geographical area and demographic groups to be included in the count. Geographical area will include both incorporated cities and unincorporated communities in Riverside County.
  - c. Resource Planning: Identify and allocate resources including

personnel, materials, and technology.

- d. Timeline Creation: Develop a detailed timeline with clear milestones and deadlines for all phases of the project.
2. Coordination and Training
    - a. Stakeholder Engagement: Facilitate collaboration with local agencies, shelters, and other community organizations to ensure broad participation. County will provide contacts of past site coordinators and will assist with stakeholder engagement.
    - b. Volunteer Management: Recruit, train, and manage volunteers necessary for the count. This includes providing a volunteer management system which will be used to take volunteer applications, communicate with volunteers (email and text options), assign volunteer roles, and coordinate volunteer deployment to counting sites across the county.
    - c. Training Programs: Create and deliver training sessions for volunteers and staff on procedures, data collection methods, and ethical considerations.
  2. Execution and Oversight
    - a. Field Operations: Oversee the execution of the PIT Count, ensuring adherence to protocols and effective data collection. This includes both cities and unincorporated areas of the county. Develop large canvassing area maps for planning purposes and small subsequent block group maps for volunteers.
    - b. Data Collection: Implement methods for accurate and consistent data collection.
    - c. Issue Resolution: Address and resolve any issues encountered during the count promptly.
  3. Data Management and Analysis
    - a. Will be performed by the County team.
  4. Post-Count Evaluation and Support
    - a. Debriefing: Organize a debriefing session to review the process, identify successes, and discuss areas for improvement.
    - b. Documentation: Deliver a final report summarizing the count results, methodology, and recommendations.
    - c. Ongoing Support: Provide support for implementing recommendations and preparing for subsequent counts if needed.

## V. BIDDER'S RESPONSE

Bidder shall answer all questions below within their Proposal. All answers shall be easy for evaluators to find/view, therefore, the County recommends keeping the same format. Bidders' answers should be clear and concise and should not include "see enclosed manual".

1. Bidder's PIT Experience: Bidder must clearly demonstrate they meet minimum eligibility requirements of:
  - a) Three (3) years of experience conducting point in time counts in other communities, Bidder's with experience operating point in time counts and or in Riverside County are preferred.

Bidder shall describe experience below: [Click or tap here to enter text.](#)

- b) Provide examples of past PITs planned, coordinated, and conducted. Examples of work should be provided preferably for other government entities. Include methodology used to perform count; and

Bidder shall provide examples of past work below: [Click or tap here to enter text.](#)

2. Work Plan: Provide work plan with timelines, milestones, and proposed materials to compete project. Bidder must include the following administrative deliverables:
  - a) Attendance and Facilitation of PIT community meetings
  - b) Training materials for volunteers
  - c) Collect and analyze data at the sub-County regional and jurisdictional level
  - d) Concise status reports with timetables at the end of each month;
  - e) Weekly/biweekly calls and/or monthly status reports before, during and after the Count;
  - f) Detailed summary of the proposed methodology to be used to analyze and extrapolate the Count and survey data within 30 days of the contract execution date. If methodology changes, submit brief justification within 15 days of change;
  - g) Final methodology report provided to County upon completion of data analysis before the end of the contract agreement;
  - h) Detailed communication plan to effectively communicate and summarize key Count findings to

diverse stakeholder audiences across multiple media channels within 60 days of the contract execution date.

- i) Complete written report for community planning and performance outcomes.

Bidder shall describe work plan below: [Click or tap here to enter text.](#)

3. Price Proposal: Must be provided that is not more than three (3) pages. This price proposal should indicate the overall fixed price for the project as well as hourly rates and an estimated total number of hours, should the County decide to award a contract on an hourly rate basis.

The respondent must explain the pricing structure for services, including staff configuration, hourly-billing rates, and hours needed to complete the project. If the respondent identifies a role for either the County, and assumes the County will be providing resources or will take responsibility for certain tasks, please specify these resources or tasks.

Eligible expenses shall include costs to plan, coordinate, and conduct the project. Payments may be contingent upon certification of the Bidder's financial management system in accordance with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR Part 200).

The County may require more detailed budget information, and Bidder shall provide such supplementary budget information in a timely fashion in the form and content prescribed by the County. Any amendments to the budget must be approved in writing by County.

Costs for services provided shall be all-inclusive for each work component/test necessary to complete the proposed work. Costs shall be all-inclusive and shall include, but not limited to, reimbursable, phone calls, reproduction beyond those identified herein, meetings beyond those listed herein (unless requested by the district), travel, mileage, lodging, materials, printing, mailing, faxing, indirect expenses, individual expenses, overhead, payroll, etc. The County will not be responsible for reimbursing Bidder for any charges not included in the Cost Summary that are incurred in securing these requirements and services.

Bidder shall respond here: [Click or tap here to enter text.](#)

4. References: Provide 3 references (company, contact, phone number, date(s) and description of service(s) provided).

References should be entities for which similar work has been completed.

Bidder's response here: [Click or tap here to enter text.](#)

5. Include a description of qualifications, including business experience, project specific experience, company information including time the company has been in business, number of employees, identified project manager and team, detailing their experience working on similar projects. Include resumes of all key personnel performing the work.

Bidder shall respond here [Click or tap here to enter text.](#)

6. If you have a standard set of terms and conditions, please submit them with your proposal. All terms and conditions will be subject to negotiation.

Bidder's response here: [Click or tap here to enter text.](#)

7. Proposals must be signed by a representative that is authorized to commit the bidder's company.
8. Please use the format below to comply with the bullet above;

**SIGNED AUTHORIZATION AND CONTACT SHEET**

**1. Project Director:**

**Name:**  
**Title:**  
**Telephone:**  
**Email:**

**2. Grant Administrator:**

**Name:**  
**Title:**  
**Telephone:**  
**Email:**

**3. Contact Person for application, if different from Project Director:**

**Name:**  
**Title:**  
**Telephone:**  
**Email:**

The Authorized Official certifies that, the best of their knowledge and belief, the data in this application are true and correct. Additionally, the parties named above are authorized to apply on behalf of the agency:

**Name, Title, Signature and Date:** [Click or tap here to enter text.](#)



## VI. TIMELINES/SCHEDULE OF EVENTS

#	Solicitation Event	Deadlines	Submission Information
1	Release of RFP	Thursday, August 8, 2024	
2	Primary Contact		<b>Raushanah Walker</b> <a href="mailto:rwalker@rivco.org">rwalker@rivco.org</a>
3	Non- Mandatory Bidder's Workshop	Thursday, August 15, 2024 10:00 am-11:00 am PST	<b>Microsoft Teams</b> <a href="#">Need help?</a> <b><a href="#">Join the meeting now</a></b> Meeting ID: 226 526 742 544 Passcode: C2t2D2
			<b>Dial in by phone</b> <a href="tel:+19514658390">+1 951-465-8390</a> , <a href="tel:+128929548">28929548#</a> United States, Riverside <a href="#">Find a local number</a> Phone conference ID: 289 295 48# For organizers: <a href="#">Meeting options</a>   <a href="#">Reset dial-in PIN</a>
4	Last day to Submit Written Questions and Requests for Interpretations	Thursday, August 22, 2024 by 11:59 PM PST	Bidders must submit their questions to <a href="mailto:CoC@rivco.org">CoC@rivco.org</a>  All questions submitted are located within the RFP are located on <a href="https://rivcohhpws.org/continuum-care-division">https://rivcohhpws.org/continuum-care-division</a>
5	FAQs Posted	Tuesday, August 27, 2024 by 11:59 PM PST	Posted to website at <a href="https://rivcohhpws.org/continuum-care-division">https://rivcohhpws.org/continuum-care-division</a>
6	<b>Proposal Submission Due Date and Time</b>	<b>On or before Thursday, September 05, 2024 by 1:30 pm PST</b>	<b><a href="mailto:CoC@rivco.org">CoC@rivco.org</a></b>
7	TENTATIVE DATE FOR AWARDING RFP	Approximately 30 to 60 days after the RFP closes.	The Bidders are responsible for checking the Purchasing website for notice of intent to award at: <a href="https://rivcohhpws.org/continuum-care-division">https://rivcohhpws.org/continuum-care-division</a>

## **VII. CONTRACT TERM**

The period of performance anticipated for this solicitation is effective upon signature of an Agreement by both parties, through April 30, 2025, unless terminated earlier. This agreement shall be based on mutually acceptable services, cost adjustments, and County requirements and there is no obligation by the County to purchase any specified amount of goods or services.

## **VIII. CONFIDENTIALITY AND PROPRIETY INFORMATION/DATA**

Subsequent to the County's evaluation and proposals, which requires application submission in response to the solicitation process, applications become the exclusive property of the County. Upon submission of an Applicant's application, the submission and any pertaining documents is subject to the State of California Public Records Act. Exceptions will be those elements in the California Government Code section 6250 et. seq. (Public Records Act) and which are marked "trade secret," "confidential," or "proprietary." The County shall not be liable or responsible for the disclosure of any such records, including, without limitation, those so marked, if disclosure is required by law, or by an order issued by a court of competent jurisdiction. In the event the County is required to defend an action on a Public Records Act request for any of the aforementioned documents, information, books, records, and/or contents of a Qualification marked "trade secret", "confidential", or "proprietary" the Applicant agrees to defend and indemnify the County from all costs and expenses, including reasonable attorney's fees, in action or liability arising under the Public Records Act. Where applicable, Federal regulations may take precedence over this language.

## **IX. INTERPRETATION OF SOLICITATION**

The Applicant must make careful examination and understand all the requirements, specifications, and conditions stated in the solicitation. If any Applicant planning to submit an application finds discrepancies in or omissions from the solicitation, or is in doubt as to the meaning, a written request for interpretation or correction must be given to the County via email to the Primary HWS Contact as specified in Section 5. Any changes to the solicitation will be made only by written addendum and may be emailed. The County is not responsible for any other explanations or interpretations. 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.

## **X. CONTRACTUAL DEVELOPMENT**

If an application is accepted, the County will enter into a contractual agreement with the selected Contractor. **A sample of the standard**

**Subrecipient Agreement is attached hereto as Attachment B** and incorporated herein to be used for this project. If an agreement cannot be reached, negotiations with the next ranking Applicant shall commence.

**XI. CANCELLATION OR MODIFICATION** County may cancel the procurement process at any time. All applications become the property of the County. All information submitted in the application becomes “public record” as defined by the State of California upon completion of the procurement process. If any proprietary information is contained in or attached to the application, it must be clearly identified by the Applicant; otherwise, the Applicant agrees that all documents provided may be released to the public after contract award.

The procurement process may be canceled after opening, but prior to award if the County determines that cancellation is in the best interest of the County for reasons (but not limited to) such as:

1. Inadequate, ambiguous, or otherwise deficient specifications.
2. The services are no longer required.
3. Proposals received are at an unreasonable cost.
4. Proposal did not arrive in open competition, were collusive, or not submitted in good faith.
5. The County determines, after analysis of the proposals that its needs can be satisfied through a less expensive method.

The County reserves the right to amend or modify the project Scope of Services prior to the award of contract, as necessity may dictate, and to reject any applications hereunder. This solicitation does not commit the County to award a contract or to pay any costs incurred in the preparation of an application in response to this request. The County reserves the right to accept or reject any or all applications received because of this request, to negotiate with any qualified source or to cancel in part or in its entirety this solicitation if it is in the best interest of the County.

## XII. COUNTY OBSERVED HOLIDAYS

HOLIDAY	DAY OBSERVED
* New Year's Day	January 1
Martin Luther King Jr's Birthday	Third Monday in January
Lincoln's Birthday	Second Tuesday in February
Washington's Birthday	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Columbus Day	Second Monday in October
Veterans' Day	November 10
*Thanksgiving Day	Fourth Thursday in November
* Following Thanksgiving	Friday following the fourth Thursday in November
*Christmas Day	December 25

### Note:

1. Thanksgiving Day, which shall be the fourth Thursday in November unless otherwise appointed.
2. Friday following Thanksgiving Day.
3. December 24<sup>th</sup> and 31<sup>st</sup> when they fall on Monday.
4. December 26<sup>th</sup> and January 2<sup>nd</sup> when they fall on Friday.  
Friday preceding January 1<sup>st</sup>, February 12<sup>th</sup>, July 4<sup>th</sup>,  
November 11<sup>th</sup> or December 25<sup>th</sup>, when such date falls on  
Saturday, the Monday following such date when such  
date falls on a Sunday

## XIII. EVALUATION PROCESS

Applications will be evaluated based on the following criteria, which may include, but not necessarily limited to the following:

1. Minimum Experience of Applicant, Subrecipient(s), and Other Partners
2. Technical Proposal
3. Overall best value to the County
4. Any other factors the County determines to be appropriate

Applications will be given thorough review. All communication during the application process and review selection phase may be directed to the primary contact. Attempts by the Applicant to contact any other County representative may result in disqualification of the Applicant's application to this or any other solicitation.

All evaluation material will be considered confidential and not released by the County. The County reserves the right to split or make the award that

is most advantageous to the County.

#### **XIV. PERFORMANCE MONITORING**

The County of Riverside's Housing and Workforce Solutions Department will monitor the performance of the Bidder against goals and performance standards as stated above and in the Agreement. Substandard performance as determined by the County shall constitute noncompliance with this Agreement. If action to correct such substandard performance is not taken by the Bidder within a reasonable period of time after being notified by the County, contract suspension or termination procedures will be initiated.

#### **XV. ADMINISTRATIVE REQUIREMENTS**

##### **1. Accounting Standards**

- a. The Bidder agrees to comply with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR Part 200) and agrees to adhere to the accounting principles and procedures required therein, utilize adequate internal controls, and maintain necessary source documentation for all costs incurred.
- b. Cost Principles: The Bidder shall administer its program in conformance with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR Part 200). These principles shall be applied for all costs incurred whether charged on a direct or indirect basis.

##### **2. Documentation and Record Keeping**

- a. The Bidder shall maintain all records that are pertinent to the activities to be funded under this Agreement. Such records shall include, but not be limited to:
  - i. Records providing a full description of each activity undertaken;
  - ii. Records demonstrating that each activity undertaken complies with the guidelines of the Riverside County Nonprofit Assistance Fund;
  - iii. Applications submitted requesting funding under the Riverside County Nonprofit Assistance Fund;
  - iv. Records required to determine the eligibility of nonprofits including IRS designations; operating in good standing with the State of California, and valid programming; and
  - v. Financial records as required by 2 CFR 200

##### **3. Records Retention**

- a. The Bidder shall retain all financial records, supporting documents, statistical records, and all other records pertinent to the Agreement for a period of seven (7) years. Notwithstanding the above, if there is litigation, claims, audits, negotiations, or other actions that involve any of the records cited and that have started before the expiration of the three- year period, then such records must be retained until completion of the actions and resolution of all issues, or the expiration of the three-year period, whichever occurs later.
  - b. The Bidder shall provide all records pertaining to the count to the County upon request. Data collected shall remain with the County and shall be owned by the County.
  
4. Disclosure
  - a. The Bidder understands that client information collected under this contract is private and the use or disclosure of such information, when not directly connected with the administration of the County's or Bidder's responsibilities with respect to services provided under this contract, is prohibited by applicable federal and State law unless written consent is obtained from such persons receiving service.
  
5. Close-outs
  - a. The Bidder's obligation to the County shall not end until all close-out requirements are completed. Activities during this close-out period shall include but are not limited to making final payments, disposing of program assets (including the return of all unused materials, equipment, unspent cash advances, program income balances, and accounts receivable to the County), and determining the custodianship of records. Notwithstanding the foregoing, the terms of this Agreement shall remain in effect during any period that the Bidder has control over program data or materials.
  
6. Audits & Inspections
  - a. All Bidders records with respect to any matters covered by this Agreement shall be made available to the County, the Controller General of the United States, or any of their authorized representatives, at any time during normal business hours, as often as deemed necessary, to audit, examine, and make excerpts or transcripts of all relevant data. Any deficiencies noted in audit reports must be fully cleared by the

Subrecipient within 30 days after receipt by the Bidder. Failure of the Bidder to comply with the above audit requirements will constitute a violation of this contract and may result in the withholding of future payments. The Bidder hereby agrees to have an annual agency audit conducted in accordance with current County policy concerning Bidder audits, the Single Audit Act, and the Office of Management and Budget (OMB) Title 2 U.S. Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Costs Principles, and Audit Requirements for Federal Awards (Uniform Guidance).

7. Bidder Special Conditions/Performance Requirements:

1. Bidder shall complete and maintain detailed records and shall submit records to County upon request.
2. Bidder shall maintain and submit to the County detailed records of every expense incurred in carrying out the project and shall submit to the County upon request.
3. Bidder shall submit to County by the 20th of each month expenditure reports during the previous month.

The County of Riverside Purchasing Department on behalf of the Department of Housing and Workforce Solutions is soliciting proposals from qualified agency to Develop and Operate Homeless Emergency Crisis Stabilization Housing/Navigation Center in accordance with the terms and conditions herein.

There will be a non-mandatory bidder’s Workshop meeting on:

**Date:** Thursday, August 15, 2024, **Time:** 11:00 a.m.

**Location:**

**Microsoft Teams**

[Join the meeting now](#)

Meeting ID: 226 526 742 544

Passcode: C2t2D2

**Dial in by Phone:**

[+1 951-465-8390](tel:+19514658390), [28929548#](tel:+19514658390) United States, Riverside

[Find a local number](#)

Phone conference ID: 289 295 48#

For organizers: [Meeting options](#) | [Reset dial-in PIN](#)

**Bid Closing Date:** Thursday, September 5, 2024, no later than 5:00pm

**\*\*\*Proposals received after 5:00 P.M. on 09/05/2024 will not be accepted**

## EXHIBIT A

### GENERAL APPLICATION REQUIREMENTS

Applications shall be submitted in accordance with the standards and specifications contained within this solicitation.

- 1) The County reserves the right to waive, at its discretion, any irregularity, which the County deems reasonably correctable or otherwise not warranting rejection of the application.
- 2) The County shall not pay any costs incurred or associated in the preparation of this or any application or for participation in the procurement process.
- 3) Modification of application, any Applicant that wishes to make modifications to an application already received by the County must withdraw Applicant's application in order to make the modifications. All modifications must be made in ink or tracked changes, properly initialed by Applicant's authorized representative, executed, and submitted in accordance with the terms and conditions of this solicitation. It is the responsibility of the Applicant to ensure that modified application is resubmitted before the solicitation submittal deadline.
- 4) Applicant may withdraw their application at any time prior to the due date and time by submitting notification of withdrawal signed by the Applicant's authorized agent. Applicant cannot be changed or modified after the date and time designated for receipt.
- 5) Late applications will not be accepted. Proposals submitted to any other County office will be rejected and not accepted.
- 6) Faxed, mailed, hand delivered application will not be accepted.
- 7) The application shall be concise and to the point.
- 8) **Pricing/Delivery/Terms/Tax:** All pricing shall be quoted F.O.B. destination, (e.g., cash terms less than 20 days should be considered net) excluding applicable tax, which is a separate line item. The County reserves the right to designate method of freight. The County pays California Sales Tax and is exempt from Federal excise tax. In the event of an extension error, the unit price shall prevail.
- 9) **Other Terms and Conditions** - The terms and conditions as indicated in this document and/or attached are hereby included with full force and like effect as if set forth herein. Copies of the applicable Terms and Conditions may be obtained by visiting the Purchasing website at [www.Purchasing.co.riverside.ca.us](http://www.Purchasing.co.riverside.ca.us) or by contacting Riverside County Purchasing at the number shown above and requesting a copy faxed, or emailed.
- 10) **Period of Firm Pricing** - Unless stated otherwise elsewhere in this document, prices shall be firm for 120 days after the closing date, and prior to an award being made.
- 11) **Specification/Changes:** Wherever brand names are used, the words "or equal" shall be considered to appear and be a part of the specification. If you are quoting another make or model, cross out our nomenclature and insert yours. If no make or model is stipulated, insert yours. Attach applicable specifications and/or brochures. Variations in manufacturers, design, etc., may be acceptable,



Applicant is encouraged to offer them as alternatives; however, the County reserves the right to reject those alternatives as nonresponsive.

- 12) Recycled Material:** Wherever possible, the County is looking for items made from, or containing in part, recycled material. Applicant is encouraged to use items containing recycled material as an alternative for the items specified; however, the County reserves the right to reject those alternatives as nonresponsive.
- 13) Method of Award:** The County reserves the right to reject any or all offers, to waive any discrepancy or technicality and to split or make the award in any manner determined by the County to be most advantageous to the County. The County recognizes that prices are only one of several criteria to be used in judging an offer and the County is not legally bound to accept the lowest offer.
- 14) Federal Exclusion List:** If federally or State funded, the potential bidder must go to the following website (<https://www.sam.gov/portal/public/SAM>) and submit a printout with their proposal that verifies that the contractor is not listed on the Excluded Parties Listing System (EPLS) (Executive Order 12549, 7 CFR Part 3017, 45 CFR Part 76, and 44 CFR Part 17). If awarded a contract, awarded vendor must notify the County immediately if debarred at any time during the contract period.

**EXHIBIT B**  
**SAMPLE AGREEMENT**

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

**and**

**Provider**

**2025 HOMELESS POINT IN TIME COUNT**

**HWSCOC-00000XX**



**HWS** HOUSING AND  
WORKFORCE  
SOLUTIONS  
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This Agreement is made and entered into effective [redacted] by and between **Provider Name**, a California nonprofit corporation (herein referred to as "CONTRACTOR"), and the County of Riverside, a political subdivision of the State of California, on behalf of its Department of Housing Authority County of Riverside (herein referred to as "COUNTY"). The parties agree as follows:

1. DEFINITIONS

- A. "Agreement" refers to the terms and conditions, schedules, attachments, and exhibits included herein.
- B. "CES" refers to the Coordinated Entry System in the County of Riverside.
- C. "CoC" refers to the Riverside County Continuum of Care.
- D. "COUNTY" and/or "HWS" refers to the County of Riverside and its Department of Housing Authority County of Riverside, which has administrative responsibility for this Agreement. HWS and COUNTY are used interchangeably in this Agreement.
- E. "HWS" refers to the Department of Housing Authority County of Riverside which has administrative responsibility for this Agreement; for purpose of this Agreement, "HWS" and "COUNTY" may be used interchangeably.
- F. "HMIS" refers to the Riverside County Homeless Management Information System.
- G. "Homeless" refers to homeless as defined in 24 CFR 576.2.
- H. "Participant(s)" refers to an individual(s) or family(ies) who is assisted under the Program.
- I. "CONTRACTOR" refer to the CONTRACTOR including its employees, agents, representatives, subcontractors and suppliers providing services under this Agreement.
- J. "SUBCONTRACTOR" refers to any supplier, vendor, or firm that furnishes supplies, materials, equipment, or services to or for the CONTRACTOR or another SUBCONTRACTOR

2. DESCRIPTION OF SERVICES

CONTRACTOR shall provide all services as outlined and specified in Schedule B, Scope of Services, Attachment I – Assurance of Compliance, Attachment II – Contractor Payment Request & Instructions, all of which are attached hereto and incorporated herein as referenced.

3. PERIOD OF PERFORMANCE

This Agreement is effective [redacted] ("Effective Date") and continues in effect through [redacted], with four (4) one-year renewal options unless terminated earlier. CONTRACTOR shall commence performance upon the Effective Date and shall diligently and continuously perform thereafter until the end of the period of performance. COUNTY and CONTRACTOR agree that all services provided to the Target Population are estimated to be, and shall be, fully performed by [redacted].

4. COMPENSATION

COUNTY shall pay CONTRACTOR 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 CONTRACTOR's expenses related to this Agreement. AVAILABILITY OF FUNDS/NON-APPROPRIATION OF FUNDS

HWS obligation for payment of any Agreement is contingent upon the availability of funds from which payment can be made.

6. TERMINATION FOR CONVENIENCE

A. COUNTY may terminate this Agreement without cause upon giving thirty (30) days written notice served on CONTRACTOR stating the extent and effective date of termination.

B. After receipt of the notice of termination, CONTRACTOR shall:

(1) Stop all work under this Agreement on the date specified in the notice of termination; and

(2) Transfer to COUNTY and deliver in the manner directed by COUNTY any materials, reports or other products, which, if the Agreement had been completed or continued, would be required to be furnished to COUNTY.

C. After termination, COUNTY shall make payment only for CONTRACTOR's performance up to the date of termination in accordance with this Agreement.

D. In the event of such termination, COUNTY may proceed with the work in any manner deemed proper by COUNTY.

7. TERMINATION FOR CAUSE

A. COUNTY may, at any time, upon five (5) days written notice, terminate this Agreement for cause, if CONTRACTOR refuses or fails to comply with the terms of this Agreement, or fails to make progress that may endanger performance and does not immediately cure such failure, Cause shall include, but is not limited to:

(1) CONTRACTOR's failure to comply with the terms or conditions of this Agreement;

(2) Use of, or permitting the use of funds provided under this Agreement for any ineligible activities;

(3) Any failure to comply with the deadlines set forth in this Agreement;

(4) Violation on any federal or state laws or regulations; or

(5) Withdrawal of HCD's expenditure authority.

B. In addition to the other remedies that may be available to COUNTY in law or equity for breach of this Agreement, COUNTY may:

(1) Bar the CONTRACTOR from applying for future funds;

(2) Revoke any other existing award(s) to the CONTRACTOR;

(3) Require the return of any unexpended funds disbursed under this Agreement;

(4) Require repayment of funds disbursed and expended under this Agreement;

(5) Require the immediate return to COUNTY of all funds derived from the use of funds including, but not limited to recaptured funds and returned funds;

- (6) Seek, in a court of competent jurisdiction, an order for specific performance of the defaulted obligation or the appointment of a receiver to complete the technical assistance in accordance with requirements; and,
- (7) Seek such other remedies as may be available under this Agreement or any law.

C. After receipt of the notice of termination, CONTRACTOR shall:

- (1) Stop all work under this Agreement on the date specified in the notice of termination; and
- (2) Transfer to COUNTY and deliver in the manner directed by COUNTY any materials, reports or other products, which if the Agreement had been completed or continued, would be required to be furnished to COUNTY.

D. In the event of such termination, COUNTY may proceed with the work in any manner deemed proper by COUNTY.

E. The rights and remedies of COUNTY provided in this section shall be cumulative not exclusive and are in addition to any other rights or remedies provided by law or this Agreement.

8. REQUEST FOR WAIVER AND WAIVER OF BREACH

Waiver of any provision of this Agreement must be in writing and signed by authorized representatives of the parties. Any waiver by COUNTY of any breach of any provision of the terms and conditions herein shall not be deemed, for any purpose, to be a waiver of any subsequent or other breach of the same or any other term of this Agreement. Failure of COUNTY to require exact, full and complete compliance with any term of this Agreement shall not be construed as making any changes to the terms of this Agreement and does not prevent COUNTY from enforcing the terms of this Agreement.

9. OWNERSHIP, PUBLICATION, REPRODUCTION, AND USE OF MATERIAL

CONTRACTOR agrees that all materials, reports, or products, in any form including electronic, created by CONTRACTOR for which CONTRACTOR has been compensated by COUNTY pursuant to this Agreement shall be the sole property of COUNTY. The material, reports or products may be used by the COUNTY for any purpose that COUNTY deems appropriate, including but not limited to, duplication and/or distribution within COUNTY or to third parties. CONTRACTOR agrees not to release or circulate, in whole or in part, such materials, reports, or products without prior written authorization of COUNTY.

10. CONDUCT OF CONTRACTOR/ CONFLICT OF INTEREST

A. CONTRACTOR covenants that it presently has no interest, including but not limited to, other projects or contracts, and shall not acquire any such interest, direct or indirect, which would conflict in any manner or degree with CONTRACTOR's performance under this Agreement. CONTRACTOR further covenants that no person or subcontractor having any such interest shall be employed or retained by CONTRACTOR under this Agreement. CONTRACTOR agrees to inform the COUNTY of all CONTRACTOR's interest, if any, which are or may be perceived as incompatible with COUNTY's interests.

B. CONTRACTOR shall not, under circumstances which could be interpreted as an attempt to influence the recipient in the conduct of his/her duties, accept any gratuity or special favor from individuals or firms with whom CONTRACTOR is doing business or proposing to do business, in fulfilling this Agreement.

C. CONTRACTOR or its employees shall not offer gifts, gratuity, favors, and entertainment directly or indirectly to COUNTY employees.

D. CONTRACTOR and its employees shall comply with all applicable provisions of federal and state laws pertaining to conflict of interests, including but not limited to any applicable conflict of interest provisions

of the California Political Reform Act, Government Code section 87100 et seq., Government Code section 1090, and Public Contract Code sections 10410 and 10411.

11. RECORDS, INSPECTIONS, AND AUDITS

- A. All performance, including services, workmanship, materials, facilities or equipment utilized in the performance of this Agreement, shall be subject to inspection and test by COUNTY or any other regulatory agencies at all times. This may include, but is not limited to, monitoring or inspecting CONTRACTOR performance through any combination of on-site visits, inspections, evaluations, and CONTRACTOR self-monitoring. CONTRACTOR shall cooperate with any inspector or COUNTY representative reviewing compliance with this Agreement and permit access to all necessary locations, equipment, materials, or other requested items. CONTRACTOR shall establish sufficient procedures to self-monitor the quality of services/products under this Agreement and shall permit COUNTY or other inspector to assess and evaluate CONTRACTOR's performance at any time, upon reasonable notice to the CONTRACTOR.
- B. CONTRACTOR agrees that COUNTY, or their designees, shall have the right to review, obtain, and copy all records and supporting documentation pertaining to performance of this Agreement. CONTRACTOR agrees to provide COUNTY, or their designees, with any relevant information requested. CONTRACTOR agrees to permit COUNTY, or their designees, access to its premises, upon reasonable notice, during normal business hours for the purpose of interviewing employees who might reasonably have information related to such records and inspecting and copying such books, records, accounts, and other material that may be relevant to a matter under investigation for the purpose of determining compliance with Chapter 6 (commencing with Section 50216) of Part 1 of Division 31 of the Health and Safety Code, and all other relevant provisions established under AB 101 (Chapter 159, Statutes of 2019), program guidance document published on the website, and this Agreement. CONTRACTOR further agrees to retain all records described in this paragraph for a minimum of five (5) years after the termination of this Agreement. If any litigation, claim negotiation, audit, monitoring, inspection or other action has been commenced before the expiration of the required record retention period, all records must be retained until completion of the action and resolution of all issues which arise from it.
- C. COUNTY reserves the right to perform or cause to be performed a financial audit. At COUNTY's request, the CONTRACTOR shall provide, at CONTRACTOR's own expense, a financial audit prepared by a certified public accountant. administrative funds may be used to fund this expense.
  - (1) If a financial audit is required by COUNTY, the audit shall be performed by an independent certified public accountant.
  - (2) The CONTRACTOR shall notify COUNTY of the auditor's name and address immediately after the selection has been made. The contract for the audit shall allow access by COUNTY to the independent auditor's working papers.
  - (3) The CONTRACTOR is responsible for the completion of audits and all costs of preparing audits.
  - (4) If there are audit findings, the CONTRACTOR must submit a detailed response acceptable to COUNTY for each finding within ninety (90) days from the date of the audit finding report.

12. CONFIDENTIALITY

- A. CONTRACTOR shall maintain the privacy and confidentiality of all information and records, regardless of format, received pursuant to this Agreement ("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 selection of contractors, subcontractors or suppliers in advance of official announcement.
- B. CONTRACTOR 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. CONTRACTOR shall protect

from unauthorized disclosure names and other identifying information concerning person receiving services pursuant to this Agreement. CONTRACTOR shall ensure case records or personal information is kept confidential when it identifies an individual by name, address, or other specific information. CONTRACTOR shall not use such information for any purpose other than carrying out CONTRACTOR's obligations under this Agreement. CONTRACTOR shall comply with Welfare and Institutions Code Section (WIC) 10850.

- C. CONTRACTOR shall take special precautions, including but not limited to, sufficient training of CONTRACTOR's staff before they begin work, to protect such confidential information from loss or unauthorized use, access, disclosure, modification or destruction.
- D. CONTRACTOR shall promptly transmit to COUNTY all third party requests for disclosure of confidential information. CONTRACTOR shall not disclose such information to anyone other than COUNTY except when disclosure is specifically permitted by this Agreement or as authorized in writing in advance by COUNTY.

13. HOLD HARMLESS/INDEMNIFICATION

- A. CONTRACTOR shall indemnify and hold harmless the County of Riverside, its Agencies, Districts, Special Districts and Departments, their respective directors, officers, Board of Supervisors, elected and appointed officials, employees, agents and representatives (individually and collectively hereinafter referred to as Indemnitees) from any liability, action, claim or damage whatsoever, based or asserted upon any services of CONTRACTOR, its officers, employees, subcontractors, agents or representatives arising out of or in any way relating to this Agreement, including but not limited to property damage, bodily injury, or death or any other element of any kind or nature. CONTRACTOR shall defend the Indemnitees at its sole expense including all costs and fees (including, but not limited, to attorney fees, cost of investigation, defense and settlements or awards) in any claim or action based upon such acts, omissions or services.
- B. With respect to any action or claim subject to indemnification herein by CONTRACTOR, CONTRACTOR shall, at their sole cost, have the right to use counsel of their own choice, subject to the approval of COUNTY which shall not be unreasonably withheld, and shall have the right to adjust, settle, or compromise any such action or claim without the prior consent of COUNTY; provided, however, that any such adjustment, settlement or compromise in no manner whatsoever limits or circumscribes CONTRACTOR indemnification to Indemnitees as set forth herein.
- C. CONTRACTOR's obligation hereunder shall be satisfied when CONTRACTOR has provided to COUNTY the appropriate form of dismissal relieving COUNTY from any liability for the action or claim involved.
- D. The specified insurance limits required in this Agreement shall in no way limit or circumscribe CONTRACTOR's obligations to indemnify and hold harmless the Indemnitees herein from third party claims.

14. INSURANCE

- A. Without limiting or diminishing CONTRACTOR's obligation to indemnify or hold COUNTY harmless, CONTRACTOR shall procure and maintain or cause to be maintained, at its sole cost and expense, the following insurance coverages during the term of this Agreement. As respects to the insurance section only, COUNTY herein refers to the County of Riverside, its agencies, districts, special districts, and departments, their respective directors, officers, Board of Supervisors, employees, elected or appointed officials, agents, or representatives as Additional Insureds.



- B. Any insurance carrier providing insurance coverage hereunder shall be admitted to the State of California and have an AM BEST rating of not less than A: VIII (A:8) unless such requirements are waived, in writing, by the COUNTY Risk Manager. If the COUNTY's Risk Manager waives a requirement for a particular insurer such waiver is only valid for that specific insurer and only for one policy term.
- C. CONTRACTOR's insurance carrier(s) must declare its insurance self-insured retentions. If such self-insured retentions exceed \$500,000 per occurrence such retentions shall have the prior written consent of the COUNTY Risk Manager before the commencement of operations under this Agreement. Upon notification of self-insured retention unacceptable to COUNTY, and at the election of the COUNTY's Risk Manager, CONTRACTOR's carriers shall either; 1) reduce or eliminate such self-insured retentions as respects to this Agreement with COUNTY, or 2) procure a bond which guarantees payment of losses and related investigations, claims administration, and defense costs and expenses.
- D. CONTRACTOR shall cause CONTRACTOR's insurance carrier(s) to furnish the COUNTY with either 1) a properly executed original certificate(s) of insurance and certified original copies of endorsements effecting coverage as required herein, or 2) if requested to do so orally or in writing by the COUNTY Risk Manager, provide original certified copies of policies, including all endorsements and all attachments thereto, showing such insurance is in full force and effect. Further, said certificate(s) and policies of insurance shall contain the covenant of the insurance carrier(s) that thirty (30) calendar days written notice shall be given to the COUNTY prior to any material modification, cancellation, expiration or reduction in coverage of such insurance. In the event of a material modification, cancellation, expiration, or reduction in coverage, this Agreement shall terminate forthwith, unless the COUNTY receives, prior to such effective date, another properly executed original certificate of insurance and original copies of endorsements or certified original policies, including all endorsements and attachments thereto evidencing coverages set forth herein and the insurance required herein is in full force and effect. CONTRACTOR shall not commence operations until the COUNTY has been furnished original certificate(s) of insurance and certified original copies of endorsements and if requested, certified original policies of insurance including all endorsements and any and all other attachments as required in this section. An individual authorized by the insurance carrier to do so on its behalf shall sign the original endorsements for each policy and the certificate of insurance.
- E. It is understood and agreed to by the parties hereto that CONTRACTOR's insurance shall be construed as primary insurance, and COUNTY's insurance and/or deductibles and/or self-insured retentions or self-insured programs shall not be construed as contributory.
- F. If, during the term of this Agreement or any extension thereof, there is a material change in the scope of services, or there is a material change in the equipment to be used in the performance of the scope of work which will add additional exposures (such as the use of aircraft, watercraft, cranes, etc.), or the term of this Agreement, including any extensions thereof, exceeds five (5) years, the COUNTY reserves the right to adjust the types of insurance required under this Agreement and the monetary limits of liability for the insurance coverages currently required herein if, in the COUNTY Risk Manager's reasonable judgment, the amount or type of insurance carried by the CONTRACTOR has become inadequate.
- G. CONTRACTOR shall pass down the insurance obligations contained herein to all tiers of subcontractors working under this Agreement.
- H. The insurance requirements contained in this Agreement may be met with a program of self-insurance acceptable to COUNTY.
- I. CONTRACTOR agrees to notify COUNTY of any claim by a third party or any incident or event that may give rise to a claim arising from the performance of this Agreement.

15. WORKER'S COMPENSATION

If CONTRACTOR has employees as defined by the State of California, CONTRACTOR shall maintain statutory Worker's Compensation Insurance (Coverage A) as prescribed by the laws of the State of California. Policy shall include Employers' Liability (Coverage B) including Occupational Disease with limits not less than \$1,000,000 per person per accident. The policy shall be endorsed to waive subrogation in favor of the County of Riverside, and, if applicable, to provide a Borrowed Servant/Alternate Employer Endorsement.

16. VEHICLE LIABILITY

If vehicles or mobile equipment are used in the performance of the obligations under this Agreement, then CONTRACTOR shall maintain liability insurance for all owned, non-owned or hired vehicles so used in an amount not less than \$1,000,000 per occurrence combined single limit. If such insurance contains a general aggregate limit, it shall apply separately to this Agreement or be no less than two (2) times the occurrence limit. Policy shall name COUNTY as Additional Insured.

17. COMMERCIAL GENERAL LIABILITY

Commercial General Liability insurance coverage, including but not limited to, premises liability, unmodified contractual liability, products and completed operations liability, personal and advertising injury, and cross liability coverage, covering claims which may arise from or out of CONTRACTOR's performance of its obligations hereunder. Policy shall name the COUNTY as Additional Insured. Policy's limit of liability shall not be less than \$1,000,000 per occurrence combined single limit. If such insurance contains a general aggregate limit, it shall apply separately to this Agreement or be no less than two (2) times the occurrence limit.

18. INDEPENDENT CONTRACTOR

The CONTRACTOR is, for purposes relating to this Agreement, an independent contractor and shall not be deemed an employee of the COUNTY. It is expressly understood and agreed that the CONTRACTOR (including its employees, agents, and subcontractors) shall in no event be entitled to any benefits to which COUNTY employees are entitled, including but not limited to, overtime, any retirement benefits, workers' compensation benefits, health benefits, and injury leave or other leave benefits. COUNTY shall not be required to make any deductions for CONTRACTOR's employees from the compensation payable to CONTRACTOR under this Agreement. There shall be no employer-employee relationship between the parties and CONTRACTOR shall hold COUNTY harmless from any and all claims that may be made against COUNTY based upon any contention by a third party that an employer-employee relationship exists by reason of this Agreement. It is further understood and agreed by the parties that CONTRACTOR in the performance of this Agreement is subject to the control or direction of COUNTY merely as to the results to be accomplished and not as to the means and methods for accomplishing the results.

19. PROFESSIONAL LIABILITY

CONTRACTOR shall maintain Professional Liability Insurance providing coverage for the CONTRACTOR's performance of work included within this Agreement, with a limit of liability of not less than \$1,000,000 per occurrence and \$2,000,000 annual aggregate. If CONTRACTOR's Professional Liability Insurance is written on a claims made basis rather than an occurrence basis, such insurance shall continue through the term of this Agreement and CONTRACTOR shall purchase at its sole expense either 1) an Extended Reporting Endorsement (also, known as Tail Coverage); or 2) Prior Dates Coverage from new insurer with a retroactive date back to the date of, or prior to, the inception of this Agreement; or 3) demonstrate through Certificates of Insurance that CONTRACTOR has maintained continuous coverage with the same or original insurer. Coverage provided under items 1), 2), or 3) will continue as long as the law allows.

20. USE BY POLITICAL ENTITIES

The CONTRACTOR agrees to extend the same pricing, terms and conditions as stated in this Agreement to each and every political entity, special district, and related non-profit entity in Riverside County and under certain circumstances entities located in the State of California. It is understood that other entities shall make purchases in their own name, make direct payment, and be liable directly to the CONTRACTOR; and COUNTY shall in no way be responsible to CONTRACTOR for other entities' purchases.

21. LICENSES AND PERMITS

If applicable, CONTRACTOR shall be licensed and have all permits as required by Federal, State, COUNTY, or other regulatory authorities at the time the proposal is submitted to COUNTY and throughout the term of this Agreement. CONTRACTOR warrants that it has all necessary permits, approvals, certificates, waivers, and exceptions necessary for performance of this Agreement.

22. NO DEBARMENT OR SUSPENSION

A. CONTRACTOR is not eligible to receive grant funds if CONTRACTOR is not licensed and in good standing in California or is listed on the Federal Consolidated List of Debarred, Suspended and Ineligible Contractors.

B. CONTRACTOR certifies that it is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by a federal department or agency; has not within a three-year period preceding this Agreement been convicted of or had a civil judgment rendered against it for the commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction; violation of federal or state anti-trust status; commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; is not presently indicted or otherwise criminally or civilly charged by a government entity (federal, state or local) with commission of any of the offenses enumerated herein; and has not within a three-year period preceding this Agreement had one or more public transactions (federal, state or local) terminated for cause or default.

23. COMPLIANCE WITH RULES, REGULATIONS, AND DIRECTIVES

CONTRACTOR shall comply with all applicable federal, state, and local laws as well as all rules, regulations, requirements, and directives of applicable federal or state agencies and funding sources which impose duties and regulations upon COUNTY as though made with SUBRECIPIENT directly. In the event there is a conflict between the various laws or regulations that may apply, SUBRECIPIENT shall comply with the more restrictive law or regulation.

In the event that there is a conflict between the various laws or regulations that may apply, the CONTRACTOR shall comply with the more restrictive law or regulation.

24. INSPECTIONS

A. The COUNTY shall inspect any work performed hereunder to ensure that the work is being and has been performed in accordance with the requirements.

B. CONTRACTOR shall correct all work that is determined based on such inspections not to conform to the applicable requirements and COUNTY shall withhold payments to the CONTRACTOR until it is corrected.

26. EMPLOYMENT PRACTICES

A. CONTRACTOR shall comply with all federal and state statutes and regulations in the hiring of its employees.

B. CONTRACTOR shall not discriminate in its recruiting, hiring, promoting, demoting, or terminating practices on the basis of race, religious creed, color, national origin, ancestry, physical handicap, medical condition, marital status, age, or sex in the performance of this Agreement and, if applicable, with the provisions of the Fair Employment and Housing Act (FEHA) and the Federal Civil Rights Act of 1964 (P. L. 88-352).

C. In the provision of benefits, CONTRACTOR shall certify and comply with Public Contract Code 10295.3 and not discriminate between employees with spouses and employees with domestic partners, or

discriminate between the domestic partners and spouses of those employees. For the purpose of this section, "domestic partner" means one of two persons who have filed a declaration of domestic partnership with the Secretary of State pursuant to Division 2.5 (commencing with Section 297) of the Family Code.

D. By signing this Agreement or accepting funds under this Agreement, CONTRACTOR shall comply with Executive Order 11246 of September 24, 1965, entitled "Equal Employment Opportunity," as amended by Department of Labor regulations (41 CFR Chapter 60).

27. CHILD SUPPORT COMPLIANCE ACT

A. The CONTRACTOR recognizes the importance of child and family support obligations and shall fully comply with all applicable state and federal laws relating to child and family support enforcement, including, but not limited to, disclosure of information and compliance with earnings assignment orders, as provided in Chapter 8 (commencing with section 5200) of Part 5 of Division 9 of the Family Code; and

B. The CONTRACTOR, to the best of its knowledge is fully complying with the earnings assignment orders of all employees and is providing the names of all new employees to the New Hire Registry maintained by the California Employment Development Department (EDD).

C. In order to comply with child support enforcement requirements of the State of California, the COUNTY may be required to submit a Report of Independent Contractor(s) form **DE 542** to the Employment Development Department. The CONTRACTOR agrees to furnish the required data and certifications to the COUNTY within ten (10) days when required by the EDD. This data will be transmitted to governmental agencies charged with the establishment and enforcement of child support orders. Failure of the CONTRACTOR to comply with all federal and state reporting requirements for child support enforcement or to comply with all lawfully served Wage and Earnings Assignments Orders and Notices of Assignment shall constitute a material breach of this Agreement. If CONTRACTOR has any questions concerning this reporting requirement, please call (916) 657-0529. CONTRACTOR should also contact its local Employment Tax Customer Service Office listed in the telephone directory in the State Government section under "Employment Development Department" or access their Internet site at [www.edd.ca.gov](http://www.edd.ca.gov).

28. DRUG FREE WORKPLACE CERTIFICATION

By signing this Agreement, CONTRACTOR, and its subcontractors, hereby certify, under penalty of perjury under the laws of the State of California, compliance with the requirements of the Drug-Free Workplace Act of 1990 (Government Code 8350 et seq.) and have or will provide a drug-free workplace by taking the following actions:

(1) Publish a statement notifying employees and subcontractors that unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited and specifying actions to be taken against employees, contractors, or subcontractors for violations, as required by Government Code section 8355 (a)(1).

(2) Establish a Drug-Free Awareness Program, as required by Government Code section 8355(a)(2) to inform employees, contractors, or subcontractors about all of the following:

- a. The dangers of drug abuse in the workplace;
- b. CONTRACTOR's policy of maintaining a drug-free workplace;
- c. Any available counseling, rehabilitation, and employee assistance programs; and,
- d. Penalties that may be imposed upon employees, contractors, and subcontractors for drug abuse violations.

(3) Provide as required by Government Code section 8355(a)(3), that every employee and/or subcontractor who works under this Agreement:

- a. Will receive a copy of CONTRACTOR'S drug-free policy statement; and,
- b. Will agree to abide by terms of SUBREECIPIENT'S condition of employment or Subcontract.

27. PERSONNEL

A. Upon request by COUNTY, CONTRACTOR agrees to make available to COUNTY a current list of personnel that are providing services under this Agreement who have contact with children or adult Participants. The list shall include:

- (1) All staff who work full or part-time positions by title, including volunteer positions;
- (2) A brief description of the functions of each position and hours each position worked; and
- (3) The professional degree, if applicable and experience required for each position.

B. COUNTY has the sole discretion to approve or not approve any person on the CONTRACTOR's list that has been convicted of any crimes involving sex, drugs or violence, or who is known to have a substantiated report of child abuse, as defined in Penal Code Section 11165.12, who occupies positions with supervisory or disciplinary power over minors, or who occupies supervisory or teaching positions over adult Participants. COUNTY shall notify CONTRACTOR in writing of any person not approved, but to protect Participant confidentiality, may not be able to disclose the reason(s) for non-approval. Upon notification, CONTRACTOR shall immediately remove that person from providing services under this Agreement.

C. Background Checks

CONTRACTOR shall conduct criminal background record checks on all individuals providing services under this Agreement. Prior to these individuals providing services to Participants, CONTRACTOR shall have received a criminal record from the State of California Department of Justice (DOJ). A signed certification of such criminal record and, as appropriate, a signed justification and clearance from Contractor or Designee demonstrating fitness to perform duties shall be retained in each individual's personnel file. The use of criminal records for the purposes of employment decisions must comply with the Office of Federal Contract Compliance Programs Directive 2013-02 "Complying with Nondiscrimination Provisions: Criminal Record Restrictions and Discrimination Based on Race and National Origin" and California Government Code § 12952.

30. LOBBYING

A. CONTRACTOR certifies no federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant loan or cooperative agreement.

B. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the underlying federal contract, grant, loan, or cooperative agreement, CONTRACTOR shall complete and submit Standard Form LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

C. CONTRACTOR shall require that the language of this certification be included in all contracts or subcontracts entered into in connection with this Agreement and that all CONTRACTOR's subcontractors shall certify and disclose accordingly.

31. ADVERSE GOVERNMENT ACTION

In the event any action of any department, branch or bureau of the federal, state, or local government has a material adverse effect on either party in the performance of their obligations hereunder, then that party shall notify the other of the nature of this action, including in the notice a copy of the adverse action. The parties

shall meet within thirty (30) calendar days and shall, in good faith, attempt to negotiate a modification to this Agreement that minimizes the adverse effect. Notwithstanding the provisions herein, if the parties fail to reach a negotiated modification concerning the adverse action, then the affected party may terminate this Agreement by giving at least one hundred eighty (180) calendar days' notice or may terminate sooner if agreed to by both parties.

32. SUPPLANTATION

CONTRACTOR shall not supplant any federal, state or COUNTY funds intended for the purpose of this Agreement with any funds made available under any other agreement. CONTRACTOR shall not claim reimbursement from COUNTY for any sums which have been paid by another source of revenue. CONTRACTOR agrees that it will not use funds received pursuant to this Agreement, 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.

33. ASSIGNMENT

CONTRACTOR shall not assign or transfer any interest in this Agreement 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.

34. FORCE MAJEURE

If either party is unable to comply with any provision of this Agreement due to causes beyond its reasonable control and which could not have been reasonably anticipated, such as acts of God, acts of war, civil disorders, or other similar acts, such party shall not be held liable for such failure to comply.

35. GOVERNING LAW

This Agreement shall be governed by the laws of the State of California. Any legal action related to the interpretation or performance of this Agreement shall be filed only in the Superior Court of the State of California located in Riverside, California, and the parties waive any provision of law providing for a change of venue to another location. In the event 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.

36. DISPUTES

A. The parties shall attempt to resolve any disputes amicably at the working level. If that is not successful, the dispute shall be referred to the senior management of the parties. Any dispute relating to this Agreement which is not resolved by the parties shall be decided by COUNTY's Compliance Contract Officer who shall furnish the decision in writing. The decision of COUNTY's Compliance Contract Officer shall be final and conclusive unless determined by a court to have been fraudulent, capricious, arbitrary, or so grossly erroneous as necessarily to imply bad faith. CONTRACTOR shall proceed diligently with the performance of this Agreement pending resolution of a dispute.

B. Prior to the filing of any legal action related to this Agreement, the parties shall be obligated to attend a mediation session in Riverside County before a neutral third party mediator. A second mediation session shall be required if the first session is not successful. The parties shall share the cost of the mediations.

37. ADMINISTRATIVE/CONTRACT LIAISON

Each party shall designate a liaison that will be the primary point of contact regarding this Agreement.

38. CIVIL RIGHTS COMPLIANCE

A. Assurance of Compliance

CONTRACTOR shall complete the "Assurance of Compliance with Riverside County Department of Housing and Workforce Solutions Non-Discrimination in State and Federally Assisted Programs,"

attached as Attachment I. CONTRACTOR shall sign and date Attachment I and return it to COUNTY along with the executed Agreement. CONTRACTOR shall ensure that the administration of public assistance and social service programs are non-discriminatory. To the effect that no person shall because of ethnic group identification, age, sex, color, disability, medical condition, national origin, race, ancestry, marital status, religion, religious creed or political belief be excluded from participation in or be denied the benefits of, or be otherwise subject to discrimination under any program or activity receiving federal or state financial assistance.

**B. Participant Complaints**

CONTRACTOR shall further establish and maintain written referral procedures under which any person, applying for or receiving services hereunder, may seek resolution from COUNTY of a complaint with respect to any alleged discrimination in the provision of services by CONTRACTOR's personnel. CONTRACTOR must distribute to social service clients that apply for and receive services, "Your Rights Under California Welfare Programs" brochure (Publication 13). For copies of this brochure, visit the following website at:

<http://www.cdss.ca.gov/inforesources/Civil-Rights/Your-Rights-Under-California-Welfare-Programs>

Civil Rights Complaints should be referred to:

Program Manager  
Riverside County Housing and Workforce Solutions  
3403 10<sup>th</sup> Street, Suite 300  
Riverside CA. 92501

**C. Services, Benefits and Facilities**

CONTRACTOR shall not discriminate in the provision of services, the allocation of benefits, or in the accommodation in facilities on the basis of color, race, religion, national origin, sex, age, sexual preference, physical or mental handicap in accordance with Title VI of the Civil Rights Act of 1964, 42 U.S.C. Section 2000d and all other pertinent rules and regulations promulgated pursuant thereto, and as otherwise provided by State law and regulations, as all may now exist or be hereafter amended or changed. For the purpose of this Section, discrimination means denying a Participant or potential Participant any service, benefit, or accommodation that would be provided to another and includes, but is not limited to, the following:

- (1) Denying a Participant any service or benefit or availability of a facility.
- (2) Providing any service or benefit to a Participant which is different, or is provided in a different manner, or at a different time or place from that provided to other Participants on the basis of race, color, creed or national origin.
- (3) Restricting a Participant in any way in the enjoyment of any advantage or privilege enjoyed by others receiving any service or benefit. Treating a Participant differently from others in satisfying any admission requirement or condition, or eligibility requirement or condition, which individuals must meet in order to be provided any service or benefit.

**D. Cultural Competency**

CONTRACTOR shall cause to be available bilingual professional staff or qualified interpreter to ensure adequate communication between Participants and staff. Any individual with limited English language capability or other communicative barriers shall have equal access to services. For the purpose of this Section, a qualified interpreter is defined as someone who is fluent in English and in the necessary second language, can accurately speak, read and readily interpret the necessary second language and/or accurately sign and read sign language. A qualified interpreter must be able to translate in linguistically

appropriate terminology necessary to convey information such as symptoms or instructions to the Participant in both languages.

39. NOTICES

All notices, Invoices, financial documents, claims, correspondence, or statements authorized or required by this Agreement shall be deemed effective three (3) business days after they are made in writing and deposited in the United States mail addressed as follows:

COUNTY:

Riverside County Housing and Workforce Solutions  
3403 10<sup>th</sup> Street, Suite 300  
Riverside, CA 92501

CONTRACTOR:

Provider

Address:

City, Zip Code

40. SIGNED IN COUNTERPARTS

This Agreement may be executed in any number of counterparts, each of which when executed shall constitute a duplicate original, but all counterparts together shall constitute a single agreement.

41. ELECTRONIC SIGNATURES (after SIGNED IN COUNTERPARTS)

This Agreement 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 Agreement 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 Agreement. The parties further agree that the electronic signatures of the parties included in this Agreement 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.

42. MODIFICATION OF TERMS

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

43. ENTIRE AGREEMENT

This Agreement constitutes the entire agreement between the parties with respect to the subject matter hereof. All prior or contemporaneous agreements of any kind or nature relating to the same subject matter shall be of no force or effect.

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



Authorized Signature for <b>CONTRACTOR</b> :	Authorized Signature for COUNTY:
Printed Name of Person Signing:	Printed Name of Person Signing:
Title:	Title: Director
Date Signed:	Date Signed:

A.1 METHOD, TIME, AND CONDITIONS OF PAYMENT

- a. CONTRACTOR shall be reimbursed by COUNTY, for an amount not to exceed \$ [redacted] Said funds shall be spent according to the Budget shown below.

PERIOD	ANNUAL PAYMENT
Year One	\$0.00
Year Two	\$0.00
Year Three	\$0.00
Year Four	\$0.00
Year Five	\$0.00
Total	\$0.00

The table above may be changed (without changing the Total amount) with written approval from HWS.

- b. 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.
- c. With each claim for reimbursement of eligible costs, CONTRACTOR shall submit:
1. Contractor Payment Request, examples of which are attached hereto as Attachment II 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 Agreement.
- d. All complete claims submitted in a timely manner shall be processed within forty-five (45) calendar days. COUNTY is the pass-thru 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 CONTRACTOR. In total, this process can take 4-6 weeks.
- e. All Program funds shall be expended by the termination date of this Agreement

A.2 LINE ITEM BUDGET

The CONTRACTOR shall be paid in accordance with the line-item budget shown below:

EXPENSES	COSTS
Salaries	\$ 0.00
Operations	\$ 0.00
Administrative	\$ 0.00
<b>TOTAL</b>	<b>\$0.00</b>

A.3 WITHHELD PAYMENTS

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

#### A.4 DISALLOWANCE

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

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

#### A.5 FISCAL ACCOUNTABILITY

a. CONTRACTOR 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. CONTRACTOR must establish and maintain on a current basis an accrual accounting system in accordance with generally accepted accounting principles and standards. Further, CONTRACTOR must develop an accounting procedure manual. Said manual shall be made available to COUNTY upon request or during fiscal monitoring visits.

#### A.6 BUDGET MODIFICATION, BUDGET AMENDMENT, AND OTHER AMENDMENT

CONTRACTOR is expected to implement the agreed services and activities and meet all performance and financial outcomes as planned and agreed in this agreement. CONTRACTOR shall make no changes to the budget without first obtaining written approval from the HWS. Any budget amendments must be requested by the CONTRACTOR in writing. In the event it is deemed necessary to conduct budget modification, budget amendment and/or any other amendment of this agreement, 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 Agreement for Convenience may be conducted based on mutual agreement between the COUNTY and CONTRACTOR 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 Agreement for Cause may be conducted based on mutual agreement between the COUNTY and CONTRACTOR and written approval from HWS. Any Cause due to CONTRACTOR's inability to implement the agreed services and/or activities to meet all performance and financial outcomes as planned and agreed in this agreement 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.7 FINAL REIMBURSEMENT

Unless approved by HWS in writing, all final requests for reimbursement of authorized expenditures under this Grant must be submitted to HWS no later than           .

B.1 GENERAL REQUIREMENTS

CONTRACTOR shall adhere to all applicable provisions outlined in and CONTRACTOR shall cooperate with COUNTY in fulfilling its obligations under. In addition, CONTRACTOR 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. CONTRACTOR shall also provide Participant linkages to other sources of support. CONTRACTOR 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 Riverside County 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. 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 CONTRACTOR access to use the HMIS software for the term of this Agreement.
  3. CONTRACTOR 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. CONTRACTOR must maintain a valid HMIS End User Agreement on file with the COUNTY, which is located on the County of Riverside CoC website: <https://rivcohhpws.org/sites/g/files/aldnop131/files/cocdocumnets/HMIS/HMIS%20-%20CES%20Account%20Request%20Process.doc>

B.2 Service Description:

- 1.

**ASSURANCE OF COMPLIANCE WITH  
Riverside County Housing and Workforce Solutions  
NONDISCRIMINATION IN STATE AND FEDERALLY ASSISTED PROGRAMS**

**Provider**

NAME OF ORGANIZATION

HEREBY AGREES THAT it will comply with Title VI and VII of the Civil Rights Act of 1964 as amended; Section 504 of the Rehabilitation Act of 1973 as amended; the Age Discrimination Act of 1975 as amended; the Food Stamp Act of 1977, as amended and in particular section 272.6; Title II of the Americans with Disabilities Act of 1990; California Civil Code Section 51 et seq., as amended; California Government Code section 11135-11139.5, as amended; California Government Code section 12940 (c), (h) (1), (i), and (j); California Government Code section 4450; Title 22, California Code of Regulations section 98000 – 98413; Title 24 of the California Code of Regulations, Section 3105A(e); the Dymally-Alatorre Bilingual Services Act (California Government Code Section 7290-7299.8); Section 1808 of the Removal of Barriers to Interethnic Adoption Act of 1996; and other applicable federal and state laws, as well as their implementing regulations [including 45 Code of Federal Regulations (CFR) Parts 80, 84, and 91, 7 CFR Part 15, and 28 CFR Part 42], by ensuring that employment practices and the administration of public assistance and social services programs are nondiscriminatory, to the effect that no person shall because of ethnic group identification, age, sex, color, disability, medical condition, national origin, race, ancestry, marital status, religion, religious creed or political belief be excluded from participation in or be denied the benefits of, or be otherwise subject to discrimination under any program or activity receiving federal or state financial assistance; and HEREBY GIVE ASSURANCE THAT it will immediately take any measures necessary to effectuate this Agreement.

THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all federal and state assistance; and THE VENDOR/RECIPIENT HEREBY GIVES ASSURANCE THAT administrative methods/ procedures which have the effect of subjecting individuals to discrimination or defeating the objectives of the California Department of Social Services (CDSS) Manual of Policies and Procedures (MPP) Chapter 21, will be prohibited.

BY ACCEPTING THIS ASSURANCE, the vendor/recipient agrees to compile data, maintain records and submit reports as required, to permit effective enforcement of the aforementioned laws, rules and regulations and permit authorized CDSS and/or federal government personnel, during normal working hours, to review such records, books and accounts as needed to ascertain compliance. If there are any violations of this assurance, CDSS shall have the right to invoke fiscal sanctions or other legal remedies in accordance with Welfare and Institutions Code section 10605, or Government Code section 11135-11139.5, or any other laws, or the issue may be referred to the appropriate federal agency for further compliance action and enforcement of this assurance.

THIS ASSURANCE is binding on the vendor/recipient directly or through contract, license, or other provider services, as long as it receives federal or state assistance.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director's Signature

\_\_\_\_\_  
Address of Vendor/Recipient  
(08/13/01)

CR50-Vendor Assurance of Compliance

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