



REQUEST FOR PROPOSAL (RFP) # COARC-0035

Youth Homelessness Demonstration Program (YHDP) Permanent Supportive Housing (PSH)



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

<https://rivcohws.org/coc-open-bids-division-and-funded-programs>

NOTE: BIDDERS ARE RESPONSIBLE FOR READING ALL THE INFORMATION STATED IN THIS REQUEST FOR PROPOSAL AND PROVIDING A RESPONSE AS REQUIRED.

<https://rivcohws.org/coc-open-bids-division-and-funded-programs>

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REQUEST FOR PROPOSALS - PURPOSE/BACKGROUND**OVERVIEW**

The County of Riverside Department of Housing and Workforce Solutions (HWS) is seeking proposals from public (government) or private/not-for-profit organizations qualified in providing **Permanent Supportive Housing (PSH) to transitional aged youth (TAY) ages 18-24 years old. Through this Request for Proposal (RFP), up to \$750,000 in funding from the Fiscal Year 2022 Youth Homelessness Demonstration Program (YHDP) is being made available. The period of performance for awarded projects shall not extend beyond March 31, 2027.**

This is a transfer project for a project-based permanent supportive housing project utilizing existing YHDP funding and established budget line items, and all project participants currently enrolled in the project will be absorbed by new awarded vendor. The project will accept countywide referrals through Riverside County's Coordinated Entry System (CES).

The campus is located at [16641](#), [16659](#), and [16675](#) Perris Boulevard, Moreno Valley, CA 92551 has a gated in ground pool. The property can be further identified by Assessor Parcel Numbers 316-110-010, 316-110-025, 316-110-026, 316-110-027, and 316-110-028. 4.0 The YHDP PSH Campus located at 16641, 16659, and 16675 Perris Boulevard, Moreno Valley, CA 92551 includes a garage that has been converted into a junior accessory dwelling unit (JR ADU).

Prospective applicants should read through all sections carefully to avoid submitting an incomplete or ineligible application. Failure to respond accurately to any submission requirement could result in an incomplete or noncompetitive proposal.

The Continuum of Care (CoC) Program (24 CFR Part 578) is designed to promote a community-wide commitment to the goal of ending homelessness; to provide funding for efforts by nonprofit providers, states, Indian Tribes, tribally designated housing entities (as defined in section 4 of the Native American Housing Assistance and Self-Determination Act of 1996 (24 U.S.C. 4103) (TDHEs)), and local governments to quickly rehouse homeless individuals, families, persons fleeing or attempting to flee domestic violence, dating violence, sexual assault, or stalking, and youth while minimizing the trauma and dislocation caused by homelessness; to promote access to and effective utilization of mainstream programs by homeless individuals and families; and to optimize self-sufficiency among those experiencing homelessness.

The County of Riverside's Department of Housing and Workforce Solutions, Office of Homeless Services (OHS) serves as the CoC Lead Agency and Administrative Entity for the Riverside County CoC and works alongside the CoC's membership body of county departments, cities, homeless assistance providers, and other members to oversee the community's plan to organize and deliver housing options, including supportive services, which meet the specific needs of individuals and families experiencing homelessness in Riverside County.

In September 2023, the Department of Housing and Workforce Solutions (HWS) was selected as one of 16 communities to participate in Round 7 of the U.S. Department of Housing and Urban Development's (HUD) Youth Homelessness Demonstration Project (YHDP). HWS will receive a total of \$7,487,462 over two years through the YHDP initiative which includes \$748,746 in planning funds and \$6,738,716 in project funds to be used to provide housing and services for youth/young adults experiencing homelessness. Agencies awarded under this RFP will receive referrals through the CoC's Coordinated Entry System (CES), engage

and case manage individuals, and identify and facilitate connections into supports need to obtain and maintain permanent housing.

This RFP must be read in conjunction with the following regulations, statutes, and plans, which establish local and federal YHDP requirements, all of which may be amended from time to time. Revisions and addendums may be issued to communicate changes, revisions, or corrections to this RFP. All projects awarded funding will be subject to the terms and conditions under the [U.S. Department of Housing and Urban Development \(HUD\) Youth Homelessness Demonstration Program \(YHDP\)](#).

- [HUD Exchange](#)
- [HUD YHDP Notice of Funding Opportunity \(NOFO\)](#)
- [HUD Homeless Definition + Record Keeping Requirements](#)
- [Riverside County YHDP Coordinated Community Plan \(CCP\)](#)

FUNDING (AVAILABLE) FOR SERVICES

This is a transfer project with pre-established budget line items. The project is anticipated to be project-based, utilizing the leasing line item, and ability to operate scattered-site units under the rental assistance line item. The project is anticipated to be located within the City of Moreno Valley; however, the final location may need to be adjusted to address site-related factors.

The maximum funding amount not to exceed \$750,000 through March 31st, 2027.

Existing YHDP PSH Project Budget:

Budget Category	Total
Leasing (County)	\$ 450,624.00
Rental Assistance	\$ 74,104.00
Supportive Services	\$ 231,370.00
Operating Costs (County)	\$ 153,492.00
HMIS	\$ n/a
Administrative Costs (Subrecipient)	\$ 45,245.00
SUBRECIPIENT TOTAL	\$ 954,835.00
Administrative Costs (County)	\$ 45,245.00
GRAND TOTAL	\$ 1,000,080.00

Project Deliverables:

Deliverable	Number of Participants
Leasing	12
Rental Assistance	4
Minimum Number of Participants to be Served (All Budget Categories Combined)	16
<i>Number of Participants Currently Housed in Project</i>	9

Costs charged to YHDP must be allowable, allocable, and reasonable.

- Allowable costs must conform to any limitations or exclusions set forth in the federal cost principles. Allowable costs must comply with the GAAP and the costs must be adequately documented.
- Allocable costs are those treated consistently with other costs incurred for the same purpose in like circumstances. These costs must meet the requirements listed in 2 C.F.R. § 200.405.
- Reasonable costs do not exceed in nature or amount of costs that would be incurred by a prudent person under the same or similar circumstances prevailing at the time a decision was made to incur the cost.

Permanent Supportive Housing (PSH) – Offers non-time limited leasing/rental assistance & intensive case management for youth/young adults with a verified disability who are experiencing homelessness.

For more information on HUD’s PSH Project, please refer to [Continuum of Care Program rule 24 CFR Part 578](#)

Administrative Costs – Subrecipients may use no more than five percent (5%) of the awarded amount for administrative costs.

Match Requirement – Bidders must have an identified dollar-for-dollar match for federal funding, with funds from other public or private sources. Bidder must match all grant funds, except for leasing funds, with no less than 25 percent of funds or in-kind contributions from other sources as referenced in 24 CFR 578.73, except as otherwise provided in YHDP NOFO Appendix A, I.C.1.b.3 and I.C.1.b.4.

ELIGIBLE APPLICANTS

Bidders who fail to meet any of the following threshold eligibility requirements are deemed ineligible. Proposals from ineligible bidders are not rate or ranked and will not receive HUD funding. To be eligible, bidders must meet the following conditions:

- a) Bidder shall be a non-profit organization, private/not-for-profit, or government agency;
- b) Bidder shall propose new programs only;
- 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 must demonstrate project readiness and clearly show ability to complete the project and its deliverables by March 31st, 2027.

TARGET POPULATION TO BE SERVED

Young adults ages 18–24 residing in Riverside County who have a verified disability and meet Categories 1, 2, or 4 of HUD’s definition of homelessness:

Category 1: Literally Homeless – Individual or family who lacks a fixed, regular, and adequate nighttime residence meaning:

- I. Has a primary nighttime residence that is a public or private place not meant for human habitation.
- II. Is living in a publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state and local government programs): or

- III. Is exiting an institution where youth has resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution.

Category 2: Imminent Risk of Homelessness – Individual or family who will imminently lose their primary nighttime residence, provided that:

- I. Residence will be lost within 14 days of the date of application for homeless assistance.
- II. No subsequent residence has been identified; and
- III. The individual or family lacks the resources or support networks needed to obtain other permanent housing.

Category 4: Fleeing/Attempting to Flee DV – Any individual or family who:

- I. Is fleeing, or is attempting to flee, domestic violence.
- II. Has no other residence; and
- III. Lacks the resources or support networks to obtain other permanent housing.

HUD'S HOMELESS POLICY PRIORITIES AND PROGRAM HIGHLIGHTS

This section provides additional context regarding the selection criteria HUD will use to establish Continuum of Care scores and is included here to help prospective bidders better understand how the criteria support the goals of ending youth homelessness. Prospective bidders are encouraged to consider incorporating the following policy priorities and program highlights into their proposals to strengthen the competitiveness of their application. Doing so will further strengthen Riverside County's Continuum of Care application and maximize the competitiveness of each project application.

The Youth Homeless Demonstration Program (YHDP) is an initiative designed to reduce the number of youths experiencing homelessness. The goal of the YHDP is to support selected communities, including rural, suburban, and urban areas across the United States, in the development and implementation of a coordinated community approach to preventing and ending youth homelessness. Additionally, HUD is committed to sharing the experience of YHDP communities and mobilizing communities around the country toward the same end.

The Youth Homelessness Demonstration Program (YHDP) has the following primary objectives:

- 1) **Prevent and End Youth Homelessness.** Providing funding, regulatory flexibility, and technical assistance to help communities develop housing and services for youth experiencing homelessness and make youth homelessness, rare and, if it occurs, brief and non-recurring.
- 2) **Build national momentum.** Motivate state and local homelessness stakeholders and youth services providers, including Runaway and Homeless Youth providers across the country to prevent and end youth homelessness by forming new partnerships, addressing system barriers, conducting needs assessments, testing promising strategies, and evaluating their outcomes.
- 3) **Highlight the importance of youth leadership.** Demonstrate effective models of strong leadership and agency by youth with lived experience in the community. Create replicable best practices of youth leadership for other communities.
- 4) **Evaluate the coordinated community approach.** Evaluate coordinated community approaches to preventing and ending youth homelessness, including local and state partnerships across sectors and other coordinated operation planning.
- 5) **Expand capacity.** Expand community capacity to serve youth experiencing homelessness, pilot new models of assistance, and determine what array of interventions is necessary to serve the target population in their community.

- 6) **Evaluate performance measures.** Evaluate the use of performance measurement strategies designed to better measure youth outcomes and the connection between youth program outcomes and youth performance measures on overall system performance for the Continuum of Care (CoC).
- 7) **Establish a framework for Federal program and Technical Assistance (TA) provider collaboration.** Determine the most effective way for Federal resources to interact within a state or local system to support a coordinated community approach to preventing and ending youth homelessness.

GENERAL REQUIREMENTS

All projects awarded through the YHDP must be administered in accordance with CoC Program requirements, except as otherwise provided in the YHDP Notice of Funding Opportunity (NOFO), including section I.A., Appendix A: Project Selection Process of the NOFO, or as specifically authorized by HUD waiver. However, HUD will not waive any regulations pertaining to fair housing, civil rights, or environmental requirements. HUD strongly encourages Project Applicants to review notices and HUD guidance provided in relation to the CoC Program.

- a) **Project Term:** the awardee under this RFP will have until **March 31st, 2027**, to administer this project and its deliverables in full.
- b) **System for Award Management (SAM):** all project applicants seeking funding under the YHDP grant must have an active SAM registration. A valid Unique Entity Identifier (UEI) must be provided by Applicant.
- c) **Eligible Entities:** all project applicants must be within the County of Riverside CoC service area, which includes the cities and unincorporated areas of Riverside County. Eligible entities include nonprofit providers, government agencies, and Federally recognized Tribal areas.
- d) **Coordinated Entry System:** projects shall, as applicable, participate in and accept referrals from Riverside County's Coordinated Entry System (CES).
- e) **Homeless Management Information System:** projects shall, as applicable, participate and provide data through the County of Riverside's Homeless Management Information System (HMIS). Awardees shall collect the applicable data set required for reporting purposes under SB850, 24 CFR 576, and 24 CR 578.3, and HMIS Universal Data Elements. [HMIS Manual](#).

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 modification to an application already received by the County must withdraw Applicant's application to make the modifications. All modifications must be 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 after the date and time designated for receipt.
4. Applicants 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. Applicants 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. All application proposals will be submitted via email addressed to: coc@rivco.org. Faxed, mailed, or hand delivered applications will not be accepted.
7. The application shall be concise and to the point.
8. **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.
9. **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.
10. **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, the awarded vendor must notify the County immediately if debarred at any time during the contract period.

TIMELINES/SCHEDULE OF EVENTS

#	Activities	Dates	Information
1	Release of RFP	Monday, May 15, 2026	RFP will be posted to RivCo HWS OHS Website under RivCo HWS OHS Website under Open Bids
2	Primary Contacts	<p>Amy Primrose-Puente- Sr. Program Specialist aprimrose@rivco.org</p> <p>Mariel Sarmiento – Program Specialist msarmiento@rivco.org</p>	
3	HUD YHDP RFP Non-Mandatory Pre-Bid Workshop	Tuesday, May 26, 2026, from 2:00 p.m. to 3:00 p.m.	<p>Microsoft Teams Meeting Link Meeting ID: 211 813 364 709 494 Passcode: j3Kr76PY <i>Web links to the recording and slides will be posted on the competition website.</i></p>
4	Last day to submit written questions related to HUD YHDP RFP	Tuesday, June 2, 2026 by 5:00 p.m.	All questions must be submitted via email to coc@rivco.org .
5	Responses to submitted questions posted on website	All questions will be answered by: Thursday, June 4, 2026 by 5:00 p.m.	Answers will be posted to RivCo HWS OHS Website under Open Bids
6	Project Proposal Submission Due Date and Time	Monday, June 15, 2026 By 5:00 p.m.	All proposals must be submitted via email to coc@rivco.org .
7	TENTATIVE DATE FOR AWARDING RFP	Approximately 60 days after the RFP closes.	Awarded Bidders will be notified via email and awardees will be posted to https://rivcohws.org/OHS .

SCORING CRITERIA

The application is based on 100 points with no bonus points available. Each rating factor includes a maximum number of pages per response. Any pages above the maximum length will not be reviewed or considered. Project applicants are strongly encouraged to review Exhibits A and B of this RFP to ensure their project application aligns with and addresses each of the respective components.

Rating Factor	Maximum Points	Bidder's Response to Receive Maximum Points
Program Design & Description	40	Bidders must provide a clear and concise yet detailed description of the proposed project, including plans to provide supportive services, especially for connections to employment and job opportunities. Applicants must include how the project will incorporate youth voice, positive youth development, youth-centered case management, and trauma informed care into the project.
Experience & Capacity	30	Describe the agency's past performance in providing housing, supportive services, and/or referral services, especially to youth/young adults with disabling conditions who are experiencing homelessness. Bidders shall describe the staffing plan for the proposed project, including the caseworker or counselor to client ratio.
Impact & Effectiveness	15	Describe your plan for measuring the performance of your project, including data collection, analysis and quality improvement. Describe the agency's plan for how participant outcomes will be measured, and describe the process for program exits, including proposed projects termination policy.
Implementation Timelines	15	Submit a Project Timeline (with key activities, benchmarks, and target dates) to demonstrate applicant's ability to initiate services within 30 days of contract start.
Bonus Points	20	Proposers may receive up to 20 bonus points for demonstrating the ability to leverage additional funding to support tenant improvements, capital improvements, or other project-related enhancements beyond the funding requested through this RFP.

CONTRACTS TERM

The period of performance anticipated for this solicitation is effective after award and signed agreement by both parties, through March 31st, 2027, 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.

ENVIRONMENTAL REVIEW

Compliance with environmental requirements, including regulations at 24 CFR 50 or 58: Notwithstanding 24 CFR 578.31 and 24 CFR 578.99(a) of the Rule, and in accordance with Section 100261(3) of MAP-21 (Pub. L. 112-141, 126 Stat. 405), activities under this RFP are subject to environmental review by a responsible entity under HUD regulations at 24 CFR part 58 or by HUD under 24 CFR part 50.

CONFIDENTIALITY AND PROPRIETY INFORMATION DATA

Subsequent to the County's evaluation and proposals, which require 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.

If an Applicant's application is accepted and an agreement is made with the County, then the Applicant will be required to sign the most current HIPAA Business Associate Addendum (if applicable). If the County revises the HIPAA Associate Addendum, the Applicant shall sign a new agreement as it becomes available and adhere to the new requirements. Furthermore, under the Health Insurance Portability and Accountability ACT (HIPAA), 42 U.S.C. 1320d et seq. and 162, and 164 ("Privacy Rule and Security Rule"), the Applicant will comply with the Security Rule as a Business Associate, if under an agreement arising from this Solicitation, it receives, maintains, or transmits any health information in electronic form in connection with a transaction covered by part 162 of Title 45 of the Code of Federal Regulations.

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-CoC Contact: CoC@rivco.org. 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.

CONTRACTUAL DEVELOPMENT

If an application is accepted, the County will enter into a contractual agreement with the selected Contractor. A sample of the standard County contract is attached hereto as Attachment B and herein to be used for this project. If an agreement cannot be reached, negotiations with the next ranking Applicant shall commence.

CANCELLATION OR MODIFICATION

The 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. Proposal 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.

COUNTY OBSERVED HOLIDAYS

HOLIDAY	DAY OBSERVED
* New Year's Day	January 1
Martin Luther King Jr's Birthday	Third Monday in January
Abraham Lincoln’s Birthday	Second Tuesday in February
George Washington’s Birthday	Third Monday in February
Memorial Day	Last Monday in May
Juneteenth National Independence Day	June 19
Independence Day	July 4
Labor Day	First Monday in September
Columbus Day	Second Monday in October
Veterans' Day	November 12
*Thanksgiving Day	Fourth Thursday in November
* Day After 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 24th and 31st when they fall on Monday.
4. December 26th and January 2nd when they fall on Friday. Friday preceding January 1st, February 12th, July 4th, November 11th or December 25th, when such date falls on Saturday, the Monday following such date when such date falls on a Sunday.

EVALUATION PROCESS

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

- a) Applicant’s ability to meet qualification requirements for this funding as noted in Section 3 Eligible Applicants and Section 8 Scoring Criteria of this RFP.
 - a. Program Design and Description
 - b. Experience and Capacity
 - c. Impact and Effectiveness
 - d. Implementation Ability
- b) Financials
- c) Overall best value to the County
- d) 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 HWS 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 and the youth system of care created through YHDP funding.

EXHIBIT A

[HUD YHDP R7 Notice Of Funding Opportunity \(NOFO\)](#)

EXHIBIT B

[YHDP NOFO R7 Appendix A: Project Selection Process](#)

**ATTACHMENT A
BIDDER PROPOSAL RESPONSE**



**BIDDER PROPOSAL RESPONSE
REQUEST FOR PROPOSAL (RFP) # COARC-0035**

**Youth Homelessness Demonstration Program (YHDP)
TAY Drop-in Center and Youth Navigator(s)**



By: Mariel Sarmiento, Program Specialist
Riverside County Department of Housing and Workforce Solutions
Office of Homeless Services (OHS)
3403 Tenth Street, Suite 310
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Email: msarmiento@rivco.org

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NOTE: BIDDERS ARE RESPONSIBLE FOR READING ALL THE INFORMATION STATED IN THIS REQUEST FOR PROPOSAL AND PROVIDING A RESPONSE AS REQUIRED.

BIDDER PROPOSAL - PURPOSE/BACKGROUND**OVERVIEW**

The County of Riverside Department of Housing and Workforce Solutions (HWS) is seeking proposals from public (government) or private/not-for-profit organizations qualified in providing **Permanent Supportive Housing (PSH) to Transition aged youth ages 18-24 years old. Funding from the FY2022 Federal Youth Homelessness Demonstration Program (YHDP), in an amount not to exceed \$750,000, is being made available through this Request for Proposal.**

This is a transfer project utilizing existing YHDP funding and established budget line items. This project will accept Countywide Coordinated Entry (CES) referrals. The project is anticipated to be project-based, located within the City of Moreno Valley; however, the final location may need to be adjusted to address site-related factors.

This is a transfer project utilizing existing YHDP funding and established budget line items. The project will accept countywide referrals through Riverside County's Coordinated Entry System (CES), and is anticipated to be project-based, located within the City of Moreno Valley; however, the final location may need to be adjusted to address site-related factors.

Prospective applicants should read through all sections carefully to avoid submitting an incomplete or ineligible application. Failure to respond accurately to any submission requirement could result in an incomplete or noncompetitive proposal.

In September 2023, the Department of Housing and Workforce Solutions (HWS) was selected as one of 16 communities to participate in Round 7 of the U.S. Department of Housing and Urban Development's (HUD) Youth Homelessness Demonstration Project (YHDP). HWS will receive a total of \$7,487,462 over two years through the YHDP initiative which includes \$748,746 in planning funds and \$6,738,716 in project funds to be used to provide housing and services for youth experiencing homelessness.

The Continuum of Care (CoC) Program (24 CFR Part 578) is designed to promote a community-wide commitment to the goal of ending homelessness; to provide funding for efforts by nonprofit providers, states, Indian Tribes, tribally designated housing entities (as defined in section 4 of the Native American Housing Assistance and Self-Determination Act of 1996 (24 U.S.C. 4103) (TDHEs)), and local governments to quickly rehouse homeless individuals, families, persons fleeing or attempting to flee domestic violence, dating violence, sexual assault, or stalking, and youth while minimizing the trauma and dislocation caused by homelessness; to promote access to and effective utilization of mainstream programs by homeless individuals and families; and to optimize self-sufficiency among those experiencing homelessness.

The County of Riverside's Department of Housing and Workforce Solutions, Office of Homeless Services (OHS) serves as the CoC Lead Agency and Administrative Entity for the Riverside County CoC and works alongside the CoC's membership body of county departments, cities, homeless assistance providers, and other members to oversee the community's plan to organize and deliver housing options, including supportive services, which meet the specific needs of individuals and families experiencing homelessness in Riverside County. Agencies awarded under this RFP will receive referrals through the CoC's Coordinated Entry System (CES), engage and case manage individuals, and identify and facilitate connections into supports need to maintain permanent housing.

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- [HUD Exchange](#)
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- [HUD Homeless Definition + Record Keeping Requirements](#)
- [Riverside County YHDP Coordinated Community Plan \(CCP\)](#)

MISSION AND VISION

The vision of the Riverside County CoC is to significantly reduce homelessness countywide, striving to make it rare, brief, and non-recurring. With the CoC's vision in mind, YHDP funds will be strategically utilized to cultivate and execute a coordinated community approach aimed at preventing and eradicating homelessness, with a particular emphasis on addressing the needs of youth ages 24 and under. This funding will be led by youth partners both inside and outside of the Riverside County Youth Action Board and Youth Advisory Committee.

The mission is to forge a comprehensive approach to not only end youth homelessness but also provide solutions for addressing youth homelessness. We are committed to cultivating a society where every young person has access to a safe, stable home surrounded by supportive networks. We are a united community dedicated to eradicating youth homelessness.

YHDP funding will establish a comprehensive system of care in Riverside County, designed to promptly address the needs of homeless youth. Every funded component within this system will collaborate closely, ensuring coordinated efforts to support the youth population in Riverside

KEY PRINCIPLES AND PROGRAM OBJECTIVES

The Youth Homelessness Demonstration Program (YHDP) is an initiative designed by the U.S. Department of Housing and Urban Development (HUD) to reduce the number of youth experiencing homelessness nationwide. The goal of the YHDP is to support the development and implementation of a coordinated community approach to preventing and ending youth homelessness.

The disproportionate representation of specific demographics, coupled with high rates of first-time homelessness and chronic homelessness, underscores the urgency of implementing effective programs. Addressing the needs for housing among homeless youth requires the development of sustainable housing programs, the provision of dedicated support services, and a focus on enhancing the availability of flexible and affordable housing options through strategic partnerships and evidence-based interventions.

All YHDP projects must address the immediate needs but also contribute to the long-term well-being and stability of unsheltered, unaccompanied youth in our communities. The establishment of a well-coordinated youth system of care is imperative. Riverside County aims to ensure this through the following guiding principles.

Principle	Goal
Holistic Solutions	We strive to provide effective and lasting solutions, moving beyond immediate homelessness to address the root causes and present homelessness among at-risk youth.
Comprehensive Services	Through linkages and wrap-around services, we ensure that basic needs are met and facilitate access to education, housing, workforce, and mental health services.
Low Barriers	Services must be designed with minimal barriers, making it easy for youth to access the support they need, regardless of their circumstances.
Geographic Equity	Recognizing the vast and diverse natural and cultural landscapes of Riverside County, we are committed to making our services accessible to all, with a particular focus on equitable access for subpopulations, including those in rural areas where resources may be limited.
Safe Haven	We aspire to provide a safe and stable place that youth can call home, fostering a sense of security and belonging.
Transitional Housing Solutions	Acknowledging the urgency of immediate housing needs, we actively seek and incorporate transitional housing options for youth in crisis.
Youth Empowerment	We value and actively incorporate the expertise and leadership of youth through our Youth Action Board (YAB) and Board of Governance Homeless Youth Seat, ensuring that youth with lived experience guide and shape our efforts to bring meaningful change in the landscape of youth homelessness.

FUNDING FOR SERVICES

The maximum funding amount for this RFP is \$750,000.00 through March 31st, 2027.

This is a transfer project with pre-established budget line items. The project is anticipated to be project-based, utilizing the leasing line item, and ability to operate scattered-site units under the rental assistance line item. The project is anticipated to be located within the City of Moreno Valley; however, the final location may need to be adjusted to address site-related factors.

Existing YHDP PSH Project Budget:

Budget Category	Total
Leasing (County)	\$ 450,624.00
Rental Assistance	\$ 74,104.00
Supportive Services	\$ 231,370.00
Operating Costs (County)	\$ 153,492.00
HMIS	\$ n/a
Administrative Costs (Subrecipient)	\$ 45,245.00
SUBRECIPIENT TOTAL	\$ 954,835.00
Administrative Costs (County)	\$ 45,245.00
GRAND TOTAL	\$ 1,000,080.00

PSH Project Deliverables:

Deliverable	Number of Participants
Leasing	12
Rental Assistance	4
Minimum Number of Participants to be Served (All Budget Categories Combined)	16
<i>Number of Participants Currently Housed in Project</i>	<i>10</i>

Permanent Supportive Housing (PSH) – This project offers non-time limited housing & intensive case management for young adults aged 18-24, with a verified disability who are experiencing homelessness. For more information on HUD’s PSH Project, please refer to [Continuum of Care Program rule 24 CFR Part 578](#)

Administrative Costs – Subrecipients may use no more than five percent (5%) of the awarded amount for administrative costs.

Match Requirement – Bidders must have an identified dollar-for-dollar match for federal funding, with funds from other public or private sources. Bidder must match all grant funds, except for leasing funds, with no less than 25 percent of funds or in-kind contributions from other sources as referenced in 24 CFR 578.73, except as otherwise provided in YHDP NOFO Appendix A, I.C.1.b.3 and I.C.1.b.4.

TARGET POPULATION TO BE SERVED

All youth within Riverside County ages 24 and under that have a verified disability and meet Categories 1,2, and 4 of HUD’S Homeless Definition:

Category 1: Literally Homeless – Individual or family who lacks a fixed, regular, and adequate nighttime residence meaning:

- IV. Has a primary nighttime residence that is a public or private place not meant for human habitation;
- V. Is living in a publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state and local government programs); or
- VI. Is exiting an institution where youth has resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution.

Category 2: Imminent Risk of Homelessness – Individual or family who will imminently lose their primary nighttime residence, provided that:

- IV. Residence will be lost within 14 days of the date of application for homeless assistance;
- V. No subsequent residence has been identified; and
- VI. The individual or family lacks the resources or support networks needed to obtain other permanent housing.

Category 4: Fleeing/Attempting to Flee DV – Any individual or family who:

- IV. Is fleeing, or is attempting to flee, domestic violence;
- V. Has no other residence; and
- VI. Lacks the resources or support networks to obtain other permanent housing.

Applications will be reviewed in the following areas:

- 1. Applicant eligibility.
- 2. Applicant spending history on past and current homeless assistance grants (if applicable).
- 3. Capacity of the applicant to perform as proposed which could involve reviewing progress through data captured in HMIS or other related reports.
- 4. Leveraging other resources.
- 5. Participation within the Continuum of Care.
- 6. The project must fill an identified gap/priority in the Continuum of Care system and be consistent with the goals and objectives of the system.
- 7. Collaboration with community agencies for provision of additional supportive services.
- 8. Agreement to participate in the local Homeless Management Information System (HMIS)

Successful applications should include the following:

- 1. Actively incorporate youth choice;
- 2. Further the goals and objectives of the Coordinated Community Plan;
- 3. Incorporate innovative and creative models and strategies;
- 4. Contain strategies for measuring effectiveness of services;
- 5. Are responsive to wider community priorities for integrated care.
- 6. Project demonstrates a system approach to youth homelessness.
- 7. Project utilizes a low barrier approach.
- 8. Project availability to reach youth countywide.

Tab A Proposal Checklist

Instructions:

- This section must be filled in and each item checked off to ensure all items requested by the County in this RFP have been submitted.
- Follow the instructions in each section of this RFP.
- Present all requested items in the index tabs ordered A through J as shown.
- Label each item presented and include additional items on your Table of Contents.
- All proposals must include a detailed description of each proposed service to be provided.
- Bidders that do not follow the bid instructions found in the Youth Homelessness Demonstration Program document “Request for Proposals” may be found to be “non-responsive” and disqualified from the bid process.

Name of Organization: _____

Service to provide: _____

Proposal Submission Checklist

Please provide one copy of the following items in your proposal. Indicate the page number where the item is located.

	Page Number
<input type="checkbox"/> Tab A – Proposal Checklist (<i>this page</i>)	_____
<input type="checkbox"/> Tab B – Proposal Cover Page (<i>signed by Authorized Signatory</i>)	_____
<input type="checkbox"/> Tab C – Company Profile/ Experience	_____
<input type="checkbox"/> Tab D – Acknowledgements.....	_____
<input type="checkbox"/> Tab E – Scope of Services	_____
<input type="checkbox"/> Tab F – References	_____
<input type="checkbox"/> Tab G – Credentials/Resumes/Certifications/Licenses.....	_____
<input type="checkbox"/> Tab H – Bidder Attachment.....	_____

Please provide Tabs I and J as a separate document via email with your Request for Proposal (RFP).

<input type="checkbox"/> Tab I – Cost/Budget Narrative.....	_____
<input type="checkbox"/> Tab J – Financial Statement	_____

Any response that Bidders are finding difficulty pasting into the “Bidders Response” boxes in any section of the RFP, bidders shall paste in Tab H. When pasting attachments to Tab H, label each attachment “Attachment 1”, Attachment 2” and so forth. Enter the corresponding Attachment Number into the Bidder’s Response box with the words “See Tab H.” List all attachments with an index tab.

Tab B Proposal Cover Page

This Proposal Cover Page must be signed by an authorized representative. Signature by an authorized representative of the company on the proposal cover page shall constitute a warranty, the falsity of which shall entitle the County of Riverside to pursue any remedy authorized by law, which shall include the right, at the option of the County of Riverside, of declaring any contract made as a result thereof, to be void.

BIDDER TO COMPLETE ALL APPLICABLE AREAS

The County of Riverside Housing and Workforce Solutions is soliciting proposals from qualified agencies to provide:

Permanent Supportive Housing (PSH)

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

Date: November 19th, 2025 **Time:** 10:00 am

Location: Microsoft Teams [Need help?](#)

[Join the meeting now](#)

Meeting ID: 210 740 873 264 27

Passcode: 3ze28a9T

Dial in by phone

[+1 951-465-8390,,98729423#](#) United States, Riverside

[Find a local number](#)

Phone conference ID: 987 294 23#

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

PROPOSALS MUST BE EMAILED TO: CoC@rivco.org

"Execution hereof is certification that the undersigned has read and understands the terms and conditions hereof, and that the undersigned's principal is fully bound and committed."

Company Name:

Mailing Address:

City: State: Zip:

Remit to Address:

City: State: Zip:

Phone # () FAX # ()

Contractor Website:

Name: Title:

Signature: Date:

Email:

Please Check Veteran Local Preference Small Business

Tab C Company Profile/ Experience

This section of the proposal is designed to establish the bidder as an entity with the ability and experience to operate the program as specified in the RFP. The Company Profile should be concise and clear and include descriptive information regarding service delivery. The following information must be provided as follows:

- 1. Business name and legal business status (i.e. partnership, corporation, etc.)

BIDDER'S RESPONSE:

- 2. Proof of non-profit status, if applicable

BIDDER'S RESPONSE:

- 3. Company overview of services or activities performed, including:
 - a. Company hierarchy (President, Vice President, Company Officers, etc.) and an organizational chart. The organizational chart shall clearly identify all staff members that will provide services under this contract. Identify those with lived experience of homelessness and/or represent a marginalized or underserved population.
 - b. The number of years in business under the present business name, as well as prior business names, and the number of years of experience providing the proposed, equivalent, or related services.
 - c. Company size - number of staff. Identify the number of staff with lived experience of homelessness and/or represent a marginalized or underserved population.
 - d. Location of the office from which the work under this contract will be provided and the staff allocation at that office.

BIDDER'S RESPONSE:
a)
b)
c)
d)

- 4. Provide your company's mission statement.

BIDDER'S RESPONSE:

- 5. Please indicate whether the bidder holds controlling or interests in any other organization or is owned or controlled by any other person or organization. If none, that must be stated. Governmental agencies are exempt from this requirement.

BIDDER'S RESPONSE:

- 6. Financial interests in any other business. Individuals who are personally performing the contracted services and governmental agencies are exempt from this requirement.

BIDDER'S RESPONSE:

- 7. Names of persons with whom the Bidder has been associated in business as partners or business associates in the last five years. Governmental agencies are exempt from this requirement.

BIDDER'S RESPONSE:

- 8. An explanation of any litigation involving the Bidder or any principal officers thereof in connection with any contract.

BIDDER'S RESPONSE:

- 9. Include the policy and procedures for the bidder's company background checking procedures and company utilized. Bidders must conduct, at a minimum, a Department of Justice (DOJ) criminal background record check on all employees, subcontractors, and volunteers.

BIDDER'S RESPONSE:

- 10. **Federal Exclusion List** – System for Award Management (SAM) - If this Request for Proposal is Federally or State funded, bidders must go to the following website and submit with their bid that the contractor is not listed on the System for Award Management (SAM) at <https://www.sam.gov> for:

- ✓ Central Contractor Registry (CCR)
- ✓ Federal Agency Registration (FedReg)
- ✓ Online Representations and Certifications Application
- ✓ Excluded Parties List System (EPLS)

The System for Award Management (SAM) is the Official U.S. Government system that consolidated the capabilities of CCR/FedReg, ORCA, and EPLS. If awarded a contract, awarded vendor must notify the County immediately if it is debarred at any time during the contract period.

BIDDER'S RESPONSE:
a.

Tab D Acknowledgements

1. Clarifications, Exceptions, or Deviations

All bidder(s) shall describe any exception or deviation from the requirements of the RFP. Each clarification, exceptions, or deviation must be clearly identified. If your agency has no clarification, exceptions, or deviation, a statement to that effect shall be included in this section. The sample service agreement is located in the Request for Proposals Document and incorporated herein by this reference.

The following contractual terms are **non-negotiable**.

- Indemnification

- All insurance terms prior to the start of the agreement
- Termination
- Ownership/Use of Contract Materials and Products
- Disputes
- Governing Law
- Confidentiality
- Subcontractors
- Reporting Requirements

Do you have any other exceptions/deviations? If so, please provide an explanation:
BIDDER'S RESPONSE:

2. Evidence of Insurability/Business Licenses

All bidder(s) shall submit evidence of all required insurance. An Accord cover page will suffice and if awarded the contract the Bidder has ten (10) calendar days to produce the required insurances including a certified endorsement naming the County as additionally insured. The bidder shall certify to the possession of any and all current required licenses or certifications. Do not purchase additional insurance until this bid has been awarded. Provide a copy of current business license or other applicable licenses.

Please acknowledge that bidder will adhere to insurance requirements:
BIDDER'S RESPONSE:

3. Transition

Upon expiration or termination of this Agreement for any reason, during the transition close-out period the Contractor agrees to:

- 1) Continue delivering services in all geographic areas currently served in Riverside County until notified otherwise; and
- 2) Assist Housing and Workforce Solutions in the orderly transition and transfer of all collaborations and committees to Housing and Workforce Solutions and the subsequent Contractor(s); and
- 3) Provide, in a timely manner, all file and information deemed necessary by Housing and Workforce Solutions for use in subsequent contracting activities without additional cost to Housing and Workforce Solutions or the new Contractor(s), upon termination or expiration of this Agreement for any reason; and
- 4) Cooperate with Housing and Workforce Solutions during a transition close-out period to ensure orderly and seamless delivery of services to residents of Riverside County.

CERTIFICATIONS

I, _____, a duly authorized agent of _____,
 Printed Name of Agent/Officer Name of Organization

hereby certify that _____ by submission of this proposal in response to the
 Name of Organization

Professional Services RFP, agree upon contract award to carry out the requirements specified, and obligations set forth therein.

Signature _____ Date _____

Title of Agent/Officer _____

Tab E Scope of Services

Bidder’s Instructions: This RFP has a space provided under each question the County has of the bidder. This RFP is available for electronic download at the Office of Homeless Service website at: <https://rivcohws.org/coc-open-bids-division-and-funded-programs>. Bidders must address all points in this section.

Bidders must make all responses in the Bidder’s Response Box at the end of each point. All questions/points to be addressed are made in italicized font in the Bidder’s Response Box. Bidders shall address all sections listed in the Scope of Services, providing a complete and concise response.

Project Type: The County of Riverside on behalf of the Department of Housing and Workforce Solutions, Office of Homeless Services, seeks proposals for Permanent Supportive Housing (PSH) Project, which includes housing and supportive services for TAY with a verified disability experiencing homelessness.

BIDDER’S RESPONSE:

Please verify your ability to provide services to the following:

Target Population:

- Transitional aged youth (TAY) with a verified disability who experiencing homelessness as defined by HUD (categories 1,2, and 4).

Service Area:

- Countywide (*All Districts*)

Program Design and Description (40 points total)

Bidders must provide a clear and concise yet detailed description of the proposed project, including plans to provide supportive services. Applicants must include how the project will incorporate youth voice, positive youth development, youth-centered case management, and trauma informed care into the project.

BIDDER’S RESPONSE:

Experience and Capacity (30 points total)

Describe the agency’s past performance in providing housing, supportive services, and/or referral services, especially to youth/young adults experiencing homelessness. Bidders shall describe the staffing plan for the proposed project, including the caseworker or counselor to client ratio.

BIDDER’S RESPONSE:

Impact and Effectiveness (15 points total)

Describe your plan for measuring the performance of your project, including data collection, analysis and quality improvement. Describe the agency’s plan for how participant outcomes will be measured, and describe the process for program exits, including proposed projects termination policy.

BIDDER’S RESPONSE:

Implementation Timeline (15 points total)

Submit a Project Timeline (with key activities, benchmarks, and target dates) to demonstrate applicant’s ability to initiate services within 30 days of contract start.

BIDDER’S RESPONSE:

Leveraged Funding Contribution (20 bonus points total)

Proposers may receive up to 20 bonus points for demonstrating the ability to leverage additional funding to support tenant improvements, capital improvements, or other project-related enhancements beyond the funding requested through this RFP.

Please describe:

- Any committed or anticipated funding sources that will be used to support tenant improvements, property improvements, rehabilitation, accessibility upgrades, furnishings, technology, or other project enhancements.
- Whether the funds are secured, pending, or anticipated.
- The estimated dollar amount and intended use of each funding source.

BIDDER'S RESPONSE:

Tab F References

All bidder(s) must include present and past performance information with a minimum of three (3) references of recent similar projects. References cannot include Riverside County Elected Officials, Department Directors, or Housing and Workforce Solutions staff as a reference. However, references can include other county agencies that are not partaking in this RFP. Please verify that all reference information is correct.

Reference 1	
Company name:	
Address:	
Contact person:	
Email address:	
Telephone address:	
Project name:	
Dates worked performed:	
Summary of scope of services:	
Project cost:	

Reference 2	
Company name:	
Address:	
Contact person:	
Email address:	
Telephone address:	
Project name:	
Dates worked performed:	
Summary of scope of services:	
Project cost:	

Reference 3	
-------------	--

Company name:	
Address:	
Contact person:	
Email address:	
Telephone address:	
Project name:	
Dates worked performed:	
Summary of scope of services:	
Project cost:	

1. Provide a list detailing contracts that your company has been awarded during the last five years, showing year, type of services, dollar amounts of services provided, location, contracting company, contact name, and phone number.

BIDDER’S RESPONSE:

2. Provide details of any failure or refusal to complete a contract. If none, that must be stated.

BIDDER’S RESPONSE:

Tab G Credentials/Resumes/Certifications/Licenses

1. BIDDER REQUIREMENTS

Contractor must complete a criminal background check on all employees, subcontractors, and volunteers providing services. Criminal records clearance must be obtained from the State of California Department of Justice prior to any individual providing services to individuals. A statement affirming that appropriate clearance has been obtained must be maintained in everyone’s personnel file.

BIDDER’S RESPONSE: Bidder must acknowledge that they had read and will comply with the statement above.

2. RESUMES

Bidder shall - provide the following information on all employees providing services related to this RFP:

- i) Position Title
- ii) Responsibilities
- iii) Qualifications/Experiences
- iv) Certifications/Licenses, if applicable
- v) Any other information, which will assist in evaluating qualifications.

BIDDER'S RESPONSE:

- A.
- B.
- C.
- D.
- E.

Bidder can add as many sections to this bid response box as they need to state all employees providing services.

Tab H Bidder attachment

Any response that Bidders are finding difficulty pasting into the “Bidders Response” boxes in any section of the RFP, bidders shall paste in Tab H. When pasting attachments to Tab H, label the attachments “Attachment 1”, Attachment 2” and so forth. Enter the corresponding Attachment Number into the Bidder’s Response box with the words “See Tab J.” List all attachments with an index tab.

List all attachments included in this Section. Please use additional pages to list attachments if necessary.

Attachment Number	Document Title	Page Number
Attachment 1	_____	_____
Attachment 2	_____	_____
Attachment 3	_____	_____
Attachment 4	_____	_____
Attachment 5	_____	_____
Attachment 6	_____	_____
Attachment 7	_____	_____
Attachment 8	_____	_____
Attachment 9	_____	_____
Attachment 10	_____	_____
Attachment 11	_____	_____
Attachment 12	_____	_____
Attachment 13	_____	_____
Attachment 14	_____	_____
Attachment 15	_____	_____
Attachment 16	_____	_____
Attachment 17	_____	_____
Attachment 18	_____	_____
Attachment 19	_____	_____
Attachment 20	_____	_____

Please provide Tabs I and J as a separate document via email with your RFP Bidder’s Response.

Tab I Cost Proposal & Budget Narrative

Instructions: Please complete and include the Cost Proposal Sheet and Budget Narrative. The County reserves the right to negotiate final fees with the selected Bidder(s). Proposals must fully describe all costs and charges to the County as part of this service/project. Bidders must provide fully inclusive blended rates, which are inclusive of all the bidder’s project-related or supported expenses, including travel expenses. Expenses not included in the Line-Item Budget will not be reimbursed. Bidders may also include any other documents as information to further explain the proposed costs. Line-Item Budgets must be all-inclusive and include, but not be limited to, the following administration, travel, training costs. **Cost should reflect expenditures for the full term of the contract.** Bidder must include a **Budget Narrative** that describes each line item.

	Budget Amount	Match Amount	TOTAL
Rental Assistance (<i>Lease is between Landlord & Client</i>)		N/A	
Supportive Services			
Assistance with Moving Costs			
Case Management (counseling, developing securing, coordinating services, CES utilization, referrals, etc.)			
Child Care			
Education Services			
Employment assistance and job training			
Food (cost of providing meals or groceries to participants)			
Legal services			
Life Skills training			
Mental health services			
Outpatient health services			
Outreach services			
Substance abuse treatment services			
Transportation			
Utility Deposits			
Total Supportive Services:	\$0.00	\$0.00	\$0.00
<i>Administrative Costs is capped at 5%. 10% is the maximum and is shared by the grantee (County) and the subrecipient agency.</i>			
General Management, Oversight, & Coordination			
YHDP Staffing Costs			
Travel costs (for monitoring subrecipients)			
Admin Services (performed under third-party contracts)			
Goods/Services (required for administration of the program)			
Training on Continuum of Care requirements			
Travel Costs incurred in relation to the program			
Total Admin:	\$0.00	\$0.00	\$0.00
Total Grant:	\$0.00	\$0.00	\$0.00

Please Indicate the Total Match Amount:	
Please Indicate if the Match is Cash and/or In-Kind:	

For cost analysis:

- What is your annual per person costs for those served through this proposal? _____
- What is annual per household costs for those served through this proposal? _____

Please Note: For programs serving only single individuals, these to numbers will be the same.

This space is provided to bidder for any budget narrative:

BIDDER'S RESPONSE:

CERTIFICATIONS

I, _____, a duly authorized agent of _____,
Printed Name of Agent/Officer Name of Organization

hereby certify that _____ by submission of this Quote in response to the
Name of Organization

Professional Services RFP, agree upon contract award to carry out the requirements specified, and obligations set forth therein.

Signature _____ Date _____

Title of Agent/Officer _____

Tab J Financial Statement

Please submit financials in a separate file.

Financial statements will be submitted to the Accounting Office for review, then separated as “Confidential.”

The bidder must submit financial statements (balance sheet and income statement) for its business that are dated no more than twelve (12) months prior to the date of the proposal submission and cover a period of at least one (1) year. These statements should clearly identify the financial status and condition of the bidder's entire business entity.

Financials should provide sufficient detail to assure the County of Riverside that bidder can support services being offered and as a Contractor the firm will not seek early payment for services delivered, expedited payments or checks delivered by any means other than regular mail through the County Auditor/Controller’s Office.

ATTACHMENT B
YHDP STANDARD SERVICE AGREEMENT TEMPLATE

County of Riverside
Department of Housing and Workforce Solutions
3403 10th Street, Suite 300
Riverside, CA 92501

and

[SUBRECIPIENT]

Subrecipient Agreement for the

Youth Homelessness Demonstration Program (YHDP)

[PROGRAM]

HWSCoC-000000



HWS HOUSING AND
WORKFORCE
SOLUTIONS
ENGAGE. ENCOURAGE. EQUIP.



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Attachment IV – Subrecipient Payment Request Form

Attachment V – YHDP Supporting Documentation Instructions

Attachment VI – HMIS Participating Agency Agreement

Attachment VII – YHDP Time/Activity Report

Attachment VIII – HUD Homeless Definition

This Subrecipient Agreement for the Youth Homelessness Demonstration Program (herein referred to as “Agreement”) is made and entered into this [DATE] day of [MONTH] , 2025, by and between [SUBRECIPIENT], a [ENTITY TYPE] (herein referred to as “SUBRECIPIENT”) and the Department of Housing and Workforce Solutions, (“HWS”), a political subdivision of the State of California (herein referred to as “COUNTY”).

As authorized by the Consolidated Appropriations Act, 2022 (Public Law 117-103, approved March 15, 2022), U.S. Department of Housing and Urban Development (HUD) developed the Youth Homelessness Demonstration Program (“YHDP”) to implement projects to demonstrate how a comprehensive approach to serving homeless youth, age 24 and under, can dramatically reduce youth homelessness. The YHDP has eight primary objectives:

1. Prevent and End Youth Homelessness;
2. Build national momentum;
3. Promote equity in the delivery and outcomes of homeless assistance;
4. Highlight the importance of youth leadership;
5. Evaluate the coordinated community approach;
6. Expand capacity;
7. Evaluate performance measures; and
8. Establish a framework for Federal program and Technical Assistance (TA) provider collaboration.

WHEREAS, HUD developed the YHDP to support selected communities in the development and implementation of a coordinated community approach to prevent and end youth homelessness. The YHDP will guide communities in designing solutions that match the needs in their community, and share that experience with and mobilize communities around the country toward the same end.

WHEREAS, the COUNTY desires to contract with SUBRECIPIENT for eligible uses of YHDP funds that are consistent with providing services to youth experiencing homelessness, aged 24 and under, including unaccompanied youth and pregnant or parenting youth who are experiencing homelessness in Riverside County.

NOW THEREFORE, the parties agree as follows:

1. DEFINITIONS

- A. “Administrative Entity” means a unit of general purpose local government (city, county or a city that is also a county) or nonprofit organization that has previously administered federal Department of Housing and Urban Development Continuum of Care funds as the collaborative applicant pursuant to Section 578.3 of Title 24 of the Code of Federal Regulations that has been designated by its Continuum of Care to administer YHDP Program funds.
- B. “Budget Amendment” means any change affecting the overall total grant amount awarded that may or may not affect the scope of work.
- C. “Budget Modification” means any change on the dollar amounts of budget line items without any change on the overall total grant amount awarded of this agreement.

- D. "CES" means the Riverside County Coordinated Entry System that serves to prioritize Homeless individuals according to longest length of homelessness and greatest service needs.
- E. "CES Lead Agency" or "HomeConnect" means the County of Riverside's Coordinated Entry System Lead Agency responsible for facilitating the coordination and management of resources and services through Riverside County's crisis response system.
- F. "COUNTY" or "HWS" means the County of Riverside and its Housing and Workforce Solutions Department, which has administrative responsibility for this Agreement. HWS and COUNTY are used interchangeably in this Agreement.
- G. Department of Housing and Urban Development Continuum of Care funds as the collaborative applicant pursuant to Section 578.3 of Title 24 of the Code of Federal Regulations has been designated by its Continuum of Care to administer YHDP Program funds.
- H. "Emergency Shelter" has the same meaning as defined in Health and Safety Code section 50801, subdivision (e).
- I. "Expend" or "Expended" means all YHDP funds Obligated under this Agreement or Subcontract have been fully paid and receipted, and no invoices remain outstanding.
- J. "HMIS" means the Riverside County Homeless Management Information System.
- K. "Homelessness Prevention" means assistance that includes housing relocation and stabilization services and/or short- and/or medium-term Rental Assistance necessary to prevent an individual or family from moving into an emergency shelter or another place described in paragraph (1) of the Homeless definition in 24 CFR 578.3.
- L. "Homeless Youth" means an unaccompanied youth between 12 and 24 years of age, inclusive, who is experiencing homelessness, as defined in subsection (2) of Section 725 of the federal McKinney-Vento Homeless Assistance Act (42 U.S.C. Sec. 11434a(2)). "Homeless youth" includes unaccompanied youth who are pregnant or parenting.
- M. "Instance(s) of Service" means each encounter with a member of the Target Population where services are provided for each of the eligible grant activities. For example, one individual checks into a warming center operated by provider X on Tuesday. The same individual checks into the same warming center the next night. This counts as two (2) instances of service for this activity.
- N. "Navigation Center" means a low-barrier, service-enriched shelter focused on moving homeless individuals and families into permanent housing that provides temporary living facilities while case managers connect individuals experiencing homelessness to income, public benefits, health services, shelter, and housing.
- O. "Obligate" or "Obligated" means that the SUBRECIPIENT has placed orders, awarded

contracts, received services, or entered into similar transactions that require payment from the YHDP funds allocated to SUBRECIPIENT pursuant to this Agreement.

- P. "Participants" refers to individuals who receive services funded by this Agreement.
- Q. "Permanent Housing" means a structure or set of structures with subsidized or unsubsidized rental housing units subject to applicable landlord-tenant law, with no limit on length of stay and no requirement to participate in supportive services as a condition of access to or continued occupancy in the housing. Permanent Housing includes Permanent Supportive Housing. "Rental Assistance or Subsidies" means housing vouchers, rapid-rehousing programs, and eviction prevention strategies.
- R. "Permanent Supportive Housing" means Permanent Housing with no limit on the length of stay that is occupied by the target population and that is linked to onsite or offsite services that assist the supportive housing residents in retaining the housing, improving his or her health status, and maximizing his or her ability to live and, when possible, work in the community. Permanent Supportive Housing includes associated facilities if used to provide services to housing residents.
- S. "Rapid Re-Housing" means a model of housing assistance that is designed to assist the Homeless, with or without disabilities, move as quickly as possible into Permanent Housing and achieve stability in that housing. Rapid Re-Housing assistance is time-limited, individualized, flexible, and is designed to complement and enhance Homeless system performance and the performance of other Homeless projects.
- T. "Rental Assistance" means the provision of housing vouchers to provide Homelessness Prevention, transitional or Permanent Housing to eligible persons.
- U. "RFP" means a Riverside County Request for Proposal.
- V. "Subcontract" means to any contract, purchase order, or other purchase agreement, including modifications and change orders to the foregoing, entered into by the SUBRECIPIENT with a subcontractor to furnish supplies, materials, equipment, and services for the performance of any of the terms and conditions contained in this Agreement.
- W. "SUBRECIPIENT" means [SUBRECIPIENT NAME], including its employees, agents, representatives, subcontractors and suppliers. SUBRECIPIENT and [SUBRECIPIENT NAME] are used interchangeably in this Agreement.
- X. "Target Population" means any person who is Homeless as defined in this Agreement.
- Y. "Transitional Housing" means housing, where all program participants have signed a lease or occupancy agreement, the purpose of which is to facilitate the movement of homeless individuals and families into permanent housing within 24 months or such longer period as HUD determines necessary. The program participant must have a lease or occupancy agreement for a term of at least one month that ends in 24 months and cannot be extended (24 CFR 578.3).

Z. "YAB" means the Youth Action Board. This is a group of at least three youth with voting power on policy decisions of the CoC, particularly on policies that relate to preventing and ending youth homelessness. At least two-thirds of the YAB members must be age 24 or younger and have lived experience of homelessness and should be representative of the youth population experiencing homelessness in the community. The YAB must be a formal committee within the CoC.

2. DESCRIPTION OF SERVICES

- A. SUBRECIPIENT shall provide all services at the prices stated in Schedule A, Payment Provisions, and as outlined and specified in Schedule B, Scope of Services.
- B. SUBRECIPIENT represents that it has the skills, experience, and knowledge necessary to perform under this Agreement and the COUNTY relies upon this representation. SUBRECIPIENT shall perform to the satisfaction of the COUNTY and in conformance to and consistent with the highest standards of firms/professionals in the same discipline in the State of California.
- C. SUBRECIPIENT affirms that it is fully apprised of all of the work to be performed under this Agreement and SUBRECIPIENT agrees it can properly perform this work at the prices stated in Schedule A. SUBRECIPIENT is not to perform services or provide products outside of this Agreement.
- D. Acceptance by COUNTY of the SUBRECIPIENT's performance under this Agreement does not operate as a release of SUBRECIPIENT's responsibility for full compliance with the terms of this Agreement.

3. PERIOD OF PERFORMANCE

This Agreement shall be effective October 1, 2024 ("Effective Date") and continues in effect through September 30, 2026, unless terminated earlier. SUBRECIPIENT shall commence performance upon the Effective Date and shall diligently and continuously perform thereafter until the end of the period of performance.

4. COMPENSATION

COUNTY shall pay SUBRECIPIENT for services performed, products provided, and expenses incurred in accordance with the terms of 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 products. Unless otherwise specifically stated in Schedule A, COUNTY shall not be responsible for payment of any of SUBRECIPIENT's expenses related to this Agreement. One hundred percent (100%) of YHDP funds allocated to SUBRECIPIENT, pursuant to this Agreement, shall be Expended after period of performance concludes ("Expenditure Deadline"). Any YHDP funds paid to SUBRECIPIENT, but not Expended pursuant to this Agreement by September 30, 2026 shall be returned to COUNTY within five (5) business days. In the event this Agreement is terminated prematurely, any funds paid to SUBRECIPIENT, but not Expended prior to the date of termination, shall be returned to COUNTY within five (5) business days of the notice of termination.

5. AVAILABILITY OF FUNDS/NON-APPROPRIATION OF FUNDS

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

6. TERMINATION FOR CONVENIENCE

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

B. After receipt of the notice of termination, SUBRECIPIENT 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 SUBRECIPIENT'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 SUBRECIPIENT 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) SUBRECIPIENT's failure to comply with the terms or conditions of this Agreement;

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

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

(4) violation of any federal or state laws or regulations; or

(5) withdrawal of HUD'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 SUBRECIPIENT from applying for future YHDP funds;
- (2) Revoke any other existing YHDP award(s) to the SUBRECIPIENT;
- (3) Require the return of any unexpended YHDP funds disbursed under this Agreement;
- (4) Require repayment of YHDP funds disbursed and Expended under this Agreement;
- (5) Require the immediate return to COUNTY of all funds derived from the use of YHDP 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 YHDP 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, SUBRECIPIENT 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 the authorized representatives of the parties. Any waiver by COUNTY of any breach of any one or more of the terms of this Agreement shall not be construed to be a waiver of any subsequent or other breach of the same or of any other term of this Agreement. Failure on the part of COUNTY to require exact, full, and complete compliance with any terms of this Agreement shall not be construed as in any manner changing the terms or preventing COUNTY from enforcing the terms of this Agreement.

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

SUBRECIPIENT agrees that all materials, reports, or products, in any form including electronic, created by SUBRECIPIENT for which SUBRECIPIENT 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.

SUBRECIPIENT 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 SUBRECIPIENT/ CONFLICT OF INTEREST

- A. SUBRECIPIENT 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 SUBRECIPIENT's performance under this Agreement. SUBRECIPIENT further covenants that no person or subcontractor having any such interest shall be employed or retained by SUBRECIPIENT under this Agreement. SUBRECIPIENT agrees to inform the COUNTY of all SUBRECIPIENT's interest, if any, which are or may be perceived as incompatible with COUNTY's interests.
- B. SUBRECIPIENT 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 SUBRECIPIENT is doing business or proposing to do business, in fulfilling this Agreement.
- C. SUBRECIPIENT or its employees shall not offer gifts, gratuity, favors, and entertainment directly or indirectly to COUNTY employees.
- D. SUBRECIPIENT 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 performance through any combination of on-site visits, inspections, evaluations, and SUBRECIPIENT self-monitoring. SUBRECIPIENT 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.
- B. SUBRECIPIENT shall maintain auditable books, records, documents, and other evidence relating to costs and expenses for this Agreement. SUBRECIPIENT shall maintain these records for at least three (3) years after final payment has been made or until pending COUNTY, State, and federal audits are completed, whichever is later.
- C. Any authorized COUNTY, state or the federal representative shall have access to all books, documents, papers, electronic data, and other records determined necessary to perform an audit, evaluation, inspection, review assessment, or examination. These representatives are authorized to obtain excerpts, transcripts, and copies as they deem necessary and shall have the same right to monitor or inspect the work or services as COUNTY.
- D. If SUBRECIPIENT disagrees with an audit, SUBRECIPIENT may employ a Certified Public Accountant to prepare and file with COUNTY its own certified financial and compliance

audit. SUBRECIPIENT shall not be reimbursed by COUNTY for such an audit regardless of the audit outcome.

- E. SUBRECIPIENT 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 SUBRECIPIENT's performance at any time, upon reasonable notice to the SUBRECIPIENT.

12. CONFIDENTIALITY

- A. SUBRECIPIENT 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; anticipated 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. SUBRECIPIENT shall protect from unauthorized disclosure names and other identifying information concerning persons receiving services pursuant to this Agreement. SUBRECIPIENT shall ensure case records or personal information is kept confidential when it identifies an individual by name, address, or other specific information. SUBRECIPIENT shall not use such information for any purpose other than carrying out SUBRECIPIENT's obligations under this Agreement. SUBRECIPIENT shall comply with Welfare and Institutions Code section 10850.
- C. SUBRECIPIENT shall take special precautions, including but not limited to, sufficient training of SUBRECIPIENT's staff before they begin work, to protect such confidential information from loss or unauthorized use, access, disclosure, modification or destruction.
- D. SUBRECIPIENT shall promptly transmit to COUNTY all third-party requests for disclosure of confidential information. SUBRECIPIENT shall not disclose such information to anyone other than COUNTY except when disclosure is specifically permitted by this Agreement or as authorized in writing in advance by COUNTY.

13. PERSONALLY IDENTIFIABLE INFORMATION (PII)

- A. Personally Identifiable Information (PII) refers to personally identifiable information that can be used alone or in conjunction with any other reasonably available information, to identify a specific individual. PII includes, but is not limited to, and individual's name, social security number, driver's license number, identification number, biometric records, date of birth, place of birth, or mother's maiden name. The PII may be electronic, paper, verbal, or recorded. PII may be collected performing administrative functions on behalf of programs, such as determining eligibility for, or enrollment in, and SUBRECIPIENT may collect PII for such purposes, to the extent of such activities are authorized by law.
- B. SUBRECIPIENT may use or disclose PII only to perform functions, activities or services directly related to the administration of programs or as required by law. Disclosures which are required by law, such as a court order, or which are made with the explicit written

authorization of the client, are allowable. Any other use or disclosure of PII requires express approval in writing by COUNTY. SUBRECIPIENT shall not duplicate, disseminate or disclose PII except as allowed in this Agreement.

- C. SUBRECIPIENT agrees to the PII Privacy and Security Standards attached hereto and incorporated herein as Attachment II. When applicable, SUBRECIPIENT shall incorporate the relevant provisions of Attachment II into each subcontract or sub-award to subcontractors.

14. HOLD HARMLESS/INDEMNIFICATION

- A. SUBRECIPIENT 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 SUBRECIPIENT, 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. SUBRECIPIENT 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 SUBRECIPIENT, SUBRECIPIENT 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 SUBRECIPIENT indemnification to Indemnitees as set forth herein.
- C. SUBRECIPIENT's obligation hereunder shall be satisfied when SUBRECIPIENT 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 SUBRECIPIENT's obligations to indemnify and hold harmless the Indemnitees herein from third party claims.

15. INSURANCE

- A. Without limiting or diminishing SUBRECIPIENT's obligation to indemnify or hold COUNTY harmless, SUBRECIPIENT 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. SUBRECIPIENT's must declare its insurance self-insured retentions for each coverage required herein. If any such self-insured retentions exceed \$500,000 per occurrence each 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, SUBRECIPIENT's carriers shall either 1) reduce or eliminate such self-insured retention 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. SUBRECIPIENT shall cause SUBRECIPIENT'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, and 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. SUBRECIPIENT 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 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 SUBRECIPIENT'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, 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 SUBRECIPIENT has become inadequate.

- G. SUBRECIPIENT 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. SUBRECIPIENT 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.

16. WORKERS' COMPENSATION

If SUBRECIPIENT has employees as defined by the State of California, SUBRECIPIENT shall maintain statutory Workers' 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.

17. VEHICLE LIABILITY

If vehicles or mobile equipment are used in the performance of the obligations under this Agreement, then SUBRECIPIENT 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.

18. 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 SUBRECIPIENT's performance of its obligations hereunder. Policy shall name the COUNTY as Additional Insured. Policy's limit of liability shall not be less than \$2,000,000 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.

18.1 SEXUAL ABUSE OR MOLESTATION LIABILITY

If the work will include contact with minors, and the Commercial General Liability policy is not endorsed to include affirmative coverage for sexual abuse or molestation, Vendor/Contractor shall not obtain and maintain a policy covering Sexual Abuse and Molestation with a limit no less than \$2,000,000 per occurrence or claim.

19. PROFESSIONAL LIABILITY

If, at any time during the duration of this Agreement and any renewal or extension thereof, the SUBRECIPIENT, its employees, agents or subcontractors provide professional counseling for issues of medical diagnosis, medical treatment, mental health, dispute resolution or any other services for which it is the usual and customary practice to maintain Professional Liability Insurance, the SUBRECIPIENT shall maintain Professional Liability Insurance providing coverage for the SUBRECIPIENT'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 SUBRECIPIENT'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 SUBRECIPIENT shall purchase at its sole expense either 1) an Extended Reporting Endorsement (also known as Tail Coverage); or, 2) Prior Dates Coverage from a 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 SUBRECIPIENT 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. INDEPENDENT CONTRACTOR

The SUBRECIPIENT 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 SUBRECIPIENT (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 SUBRECIPIENT's employees from the compensation payable to SUBRECIPIENT under this Agreement. There shall be no employer-employee relationship between the parties and SUBRECIPIENT 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 SUBRECIPIENT 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.

21. USE BY OTHER POLITICAL ENTITIES

The SUBRECIPIENT 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. It is understood that other entities shall make purchases in their own name, make direct payment, and be liable directly to the SUBRECIPIENT; COUNTY shall in no way be responsible to SUBRECIPIENT for other entities' purchases.

22. NO DEBARMENT OR SUSPENSION

SUBRECIPIENT 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

SUBRECIPIENT agrees to comply with all state and federal laws, rules and regulations that pertain to construction, health and safety, labor, fair employment practices, environmental

protection, equal opportunity, fair housing, and all other matters applicable and/or related to the YHDP program, the COUNTY, its subcontractors, and all eligible activities. SUBRECIPIENT will comply with all applicable COUNTY policies and procedures. In the event that there is a conflict between the various laws or regulations that may apply, the SUBRECIPIENT shall comply with the more restrictive law or regulation.

SUBRECIPIENT shall be responsible for obtaining any and all permits, licenses, and approvals required for performing any activities under this Agreement, including those necessary to perform design, construction, or operation and maintenance of the activities. SUBRECIPIENT shall be responsible for observing and complying with any applicable federal, state, and local laws, rules or regulations affecting any such work, specifically those including, but not limited to, environmental protection, procurement, and safety laws, rules, regulations, and ordinances. SUBRECIPIENT shall provide copies of permits and approvals to the COUNTY and HUD upon request.

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 applicable federal, state and/or local requirements, and the COUNTY's agreement with HUD.
- B. HUD shall have the right to inspect any work performed hereunder to ensure that the work is being and has been performed in accordance with the applicable federal, state and/or local requirements, and the COUNTY's agreement with HUD.
- C. SUBRECIPIENT 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 SUBRECIPIENT until it is corrected.

25. EMPLOYMENT PRACTICES

- A. SUBRECIPIENT and its subcontractors shall comply with all federal and state statutes and regulations in the hiring of its employees.
- B. During the performance of this Agreement, SUBRECIPIENT and its subcontractors shall not unlawfully discriminate, harass, or allow harassment against any employee or applicant for employment because of sex (gender), sexual orientation, gender identity, gender expression, race, color, ancestry, religion, creed, national origin (including language use restriction), pregnancy, physical disability (including HIV and AIDS), mental disability, medical condition (cancer/genetic characteristics), age (over 40), genetic information, marital status, military and veteran status, and denial of medical and family care leave or pregnancy disability leave. SUBRECIPIENT and its subcontractors shall ensure that the evaluation and treatment of their employees and applicants for employment are free from such discrimination and harassment. SUBRECIPIENT and its subcontractors shall comply with the provisions of California's laws against discriminatory practices relating to specific groups: the California Fair Employment and Housing Act (FEHA) (Gov. Code § 12900 et seq.) and the applicable regulations promulgated thereunder (Cal. Code Regs., tit. 2, §11000 et seq.); and the provisions of Article 9.5, Chapter 1, Part 1, Division 3, Title 2 of the Government Code (Gov. Code, §§ 11135-

11139.5). The applicable regulations of the Fair Employment and Housing Commission implementing Government Code section 12990 (a-f), set forth in Chapter 5 of Division 4 of Title 2 of the California Code of Regulations, are incorporated into this Agreement by reference and made a part hereof as if set forth in full. SUBRECIPIENT and its subcontractors shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other agreement.

- C. In the provision of benefits, SUBRECIPIENT and its subcontractors 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, SUBRECIPIENT and its subcontractors 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).

26. CHILD SUPPORT COMPLIANCE ACT

- A. The SUBRECIPIENT 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 SUBRECIPIENT, 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 SUBRECIPIENT 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 SUBRECIPIENT 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 SUBRECIPIENT has any questions concerning this reporting requirement, please call (916) 657-0529. SUBRECIPIENT 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.

27. DRUG FREE WORKPLACE CERTIFICATION

By signing this Agreement, SUBRECIPIENT, 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. SUBRECIPIENT'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 SUBRECIPIENT'S drug-free policy statement; and,
 - b. Will agree to abide by terms of SUBRECIPIENT'S condition of employment or Subcontract.

28. PERSONNEL

- A. Upon request by COUNTY, SUBRECIPIENT 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 clients. 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 SUBRECIPIENT'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 clients. COUNTY shall notify SUBRECIPIENT in writing of any person not approved, but to protect client confidentiality, may not be able to disclose the reason(s) for non-approval. Upon notification, SUBRECIPIENT shall immediately remove that person from providing services under this Agreement.
- C. Background Checks
SUBRECIPIENT shall conduct criminal background records checks on all individuals providing services under this Agreement. Prior to these individuals providing services to clients, SUBRECIPIENT shall have received criminal background records check from the State of California Department of Justice (DOJ). A signed certification of such criminal

background record check 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.

29. SUBCONTRACTS

- A. No contract shall be made by the SUBRECIPIENT with any other party for furnishing any of the work or services under this Agreement without the prior written approval of the COUNTY; but this provision shall not require the approval of contracts of employment between the SUBRECIPIENT and personnel assigned under this Agreement, or for parties named in the proposal and agreed to under this Agreement.
- B. SUBRECIPIENT shall not enter into any Subcontract with any subcontractor who:
 - (1) Is presently debarred, suspended, proposed for debarment or suspension, or declared ineligible or voluntarily excluded from covered transactions by a federal department or agency;
 - (2) Has within a three-year period preceding this Agreement been convicted of or had a civil judgment rendered against them for the commission of fraud; 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;
 - (3) Is presently indicted or otherwise criminally or civilly charged by a government entity (federal, state or local) with commission of any of the offenses enumerated in the paragraph above; and
 - (4) Has within a three-year period preceding this Agreement had one or more public transactions (federal, state or local) terminated for cause or default.
- C. SUBRECIPIENT shall be fully responsible for the acts or omissions of its subcontractors and the subcontractors' employees.
- D. SUBRECIPIENT shall insert clauses in all Subcontracts to bind its subcontractors to the terms and conditions of this Agreement.
- E. Nothing contained in this Agreement shall create a contractual relationship between any subcontractor or supplier of SUBRECIPIENT and COUNTY.
- F. In the event that SUBRECIPIENT enters into Subcontracts with subcontractors, as provided herein, SUBRECIPIENT shall Expend one hundred percent (100%) of YHDP funds by the County Expenditure Deadline set forth in Section A.5 of Schedule A.

30. SUPPLANTATION

SUBRECIPIENT 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. SUBRECIPIENT shall not claim reimbursement from COUNTY for any sums which have been paid by another source of revenue. SUBRECIPIENT agrees that it will not use funds received pursuant to this 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.

31. ASSIGNMENT

SUBRECIPIENT shall not delegate or assign any interest in this Agreement, whether by operation of law or otherwise, without the prior written consent of COUNTY and a formal amendment to this Agreement to affect such delegation or assignment. Any attempt to delegate or assign any interest herein without the prior written consent of COUNTY shall be deemed void and of no force or effect.

32. 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.

33. 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.

34. 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. SUBRECIPIENT 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.

35. ADMINISTRATIVE/CONTRACT LIAISON

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

36. CIVIL RIGHTS COMPLIANCE

A. Assurance of Compliance

SUBRECIPIENT shall complete the "Assurance of Compliance with Non-Discrimination in State and Federally Assisted Programs," attached as Attachment I. SUBRECIPIENT shall sign and date Attachment I and return it to COUNTY along with the executed Agreement. SUBRECIPIENT 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. Client Complaints

SUBRECIPIENT 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 SUBRECIPIENT's personnel.

Civil Rights Complaints should be referred to:

HWS YHDP Program Administrator

Riverside County Department of Housing and Workforce Solutions

3403 10th Street, Suite 300

Riverside CA, 92501

C. Services, Benefits and Facilities

SUBRECIPIENT 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

SUBRECIPIENT shall cause to be available bilingual professional staff or qualified interpreter to ensure adequate communication between clients 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 client in both languages.

37. NOTICES

All correspondence and notices required or contemplated by this Agreement shall be delivered to the respective parties at the addresses set forth below and are deemed submitted three (3) business days after their deposit in the United States mail, postage prepaid:

HWS:

For Agreement, Program, Invoices and other financial document issues:
 County of Riverside
 Department of Housing and Workforce Solutions
 3403 10th Street, Suite 300
 Riverside CA, 92501

SUBRECIPIENT:

Entity Name
 Street Address
 City, CA Zip

38. 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.

39. ELECTRONIC SIGNATURES

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.

40. MODIFICATION OF TERMS

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

41. ENTIRE AGREEMENT

This Agreement, including any schedules, attachments, or exhibits, constitutes the entire agreement of the parties with respect to its subject matter and supersedes all prior and contemporaneous agreements, representations, proposals, discussions, and communications, whether oral or in writing.

[Signature Page Follows]

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

Authorized Signature for SUBRECIPIENT:	Authorized Signature for COUNTY:
Printed Name of Person Signing: [NAME]	Printed Name of Person Signing: Heidi Marshall
Title: [TITLE NAME] [AGENCY NAME]	Title: Director Housing and Workforce Solutions
Date Signed:	Date Signed:

Payment Provisions

A.1 MAXIMUM REIMBURSABLE AMOUNT

SUBRECIPIENT shall be reimbursed by COUNTY, in an amount not to exceed **\$000,000.00**. Said funds shall be spent according to the line-item budget below:

BUDGET CATEGORY	DESCRIPTION OF SERVICES	COST
PROGRAM		
Staff	Salaries/benefit costs for employees providing services to clients	\$
Operations/Supportive Services	Costs of operating facilities and providing supportive services to clients. Vehicle, fuel, etc.	\$
Administrative Costs (Limited to 10% of total budget)	Administrative items including, but not limited to, administrative staffing costs	\$
Total		\$000,000

The table above may be changed (without changing the total amount) as approved by HUD with written approval from HWS.

A.2 METHOD, TIME, AND CONDITIONS OF PAYMENT

- a. SUBRECIPIENT will be paid the actual amount of each approved monthly invoice. COUNTY may delay payment if the required supporting documentation, as set forth in Attachment V, attached hereto and incorporated herein by this reference, is not provided or other requirements are not met. SUBRECIPIENT shall also submit the following documents with each approved monthly invoice:
 - 1) Subrecipient Payment Request Form (Attachment IV)
 - 2) Monthly Performance Report (Attachment I)
 - 3) YHDP Time/Activity Report (Attachment VII)

- b. SUBRECIPIENT must meet the prorated monthly spending milestones in each line item in the table above and submit the Fiscal Performance in the Monthly Performance Report by the 10th business day of the following month (Note: Monthly spending milestones are the amounts of the budget line items divided by the number of months in the Project Period of Performance).

- c. Except as otherwise set forth in Section A.5 of Schedule A, all completed claims must be submitted on a monthly basis no later than thirty (30) days after the end of each month in which the services were provided. Each payment claiming period shall consist of a calendar month. All complete claims submitted in a timely manner shall be processed within forty-five (45) calendar days.

A.3 INELIGIBLE COSTS

YHDP funds shall not be used for activities in violation of any law or for any activities not consistent with the intent of the Program.

The 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. COUNTY has the authority to withhold funds under this Agreement pending a final determination by COUNTY of questioned expenditures or indebtedness. If the SUBRECIPIENT or its funded subcontractors use YHDP funds to pay for ineligible activities, the SUBRECIPIENT shall be required to reimburse these funds to the COUNTY.

1. An expenditure which is not authorized under this Agreement, or which cannot be adequately documented, shall be disallowed and must be reimbursed to the COUNTY.
2. Expenditures for activities not described above shall be deemed authorized if the activities are consistent with providing street medicine services to unsheltered.
3. HUD, at its sole and reasonable discretion, shall make the final determination regarding the allowability of expenditures of YHDP funds.

A.4 ADMINISTRATIVE COSTS

Under this agreement, the SUBRECIPIENT may use no more than five percent (5%) of the awarded amount for administrative costs. COUNTY and/or HUD shall make the final determination regarding the classification of expenditures as administrative costs or direct activity costs.

A.5 EXPENDITURE OF FUNDS

SUBRECIPIENT shall expend one hundred percent (100%) of all funds under this agreement by the Expenditure Deadline. Unless approved by HWS in writing, all final requests for reimbursement of authorized YHDP expenditures under this funding must be submitted to HWS no later than 60 calendar days after the Expenditure Deadline.

A.6 SPENDING MILESTONES

Percent Spent	Due Date for Spending	Due Date for Claim to Fiscal
25%	6 months after subrecipient agreement execution date	30 days after due date for spending
50%	12 months after subrecipient execution date	30 days after due date for spending
75%	18 months after subrecipient agreement execution date	30 days after due date for spending
100%	24 months after subrecipient agreement execution date	30 days after due date for spending

A.7 BUDGET MODIFICATION, BUDGET AMENDMENT, AND OTHER AMENDMENT

SUBRECIPIENT is expected to implement the agreed services and activities and meet all performance and financial outcomes as planned and agreed in this agreement. SUBRECIPIENT shall make no changes to the budget without first obtaining written approval from the HWS. Any budget amendments must be requested by the SUBRECIPIENT in writing. In the event it is deemed necessary to conduct budget modification, budget amendment and/or any other

amendment of this agreement, they are permissible with HWS written approval and best formally requested in writing at least eight (8) 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 SUBRECIPIENT and written approval from HWS with no negative effect for both parties under the authority of HWS.
2. Budget Modification, Budget Amendment and/or any other Amendment of Agreement for Cause may be conducted based on mutual agreement between the COUNTY and SUBRECIPIENT and written approval from HWS. Any Cause due to SUBRECIPIENT's inability to implement the agreed services and/or activities to meet all performance and financial outcomes as planned and agreed in this 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.8 WITHHELD PAYMENTS

Payments to SUBRECIPIENT may be withheld by COUNTY if SUBRECIPIENT fails to comply with the provisions of this Agreement.

A.9 FISCAL ACCOUNTABILITY

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

A.10 CASH OR IN-KIND MATCH DONATION

1. The SUBRECIPIENT shall provide cash or in-kind match documentation as set forth in 24 C.F.R. 578.73(b) and/or (c). Match must be used for the costs of activities that are eligible under subpart D of 24 C.F.R. part 578 of the Project.
2. In the event that SUBRECIPIENT does not meet the requirements as set forth in paragraph A.9.1. above, COUNTY reserves the right to suspend or terminate this Agreement.

B.1 SCOPE OF SERVICES

A. Project Description

YHDP 7 [PROJECT NAME]

The SUBRECIPIENT agrees to provide [INSERT PROJECT TYPE] designed to aid households in successfully transitioning to permanent housing within 24-months of project entry. SUBRECIPIENT shall provide critical and quality services to assist youth ages 18- 24 years to quickly regain stability and self-sufficiency in housing after experiencing a housing crisis. As part of a comprehensive continuum of services for individuals, guided by the Coordinated Community Plan (CCP), SUBRECIPIENT shall administer the project as detailed below.

1. SUBRECIPIENT agrees to collaborate with other Youth Homelessness Demonstration Program (YHDP) providers, the Continuum of Care (CoC), and the Coordinated Entry System (CES) to coordinate the delivery of youth services.
2. SUBRECIPIENT agrees to implement a system for incorporating youth feedback in the program and to actively participate in HUD’s quality improvement events hosted by Riverside County’s Youth Action Board and Housing and Workforce Solutions.
3. SUBRECIPIENT agrees to provide assistance and actively respond during a county-declared crisis or disaster. During these situations, the SUBRECIPIENT will coordinate care and support for program participants, as needed.
4. SUBRECIPIENT shall participate in coordinated entry and Homeless Management Information System (HMIS). All subrecipients are required to participate in HMIS per the CoC Interim Rule (24 CFR 576 and 578). HMIS provides an opportunity to document homelessness and helps to ensure coordination between service providers while avoiding duplication of services and client data. The SUBRECIPIENT will receive housing referrals from the Coordinated Entry System (CES) and will work with youth navigators/drop-in centers to initiate warm handoffs for new youth participants.

B. With the awarded YHDP funding, SUBRECIPIENT will designate [AGENCY NAME] staff...
Project Detail

Project Component Type:	[PROJECT TYPE]
Specific Population Focus:	Youth ages 24 and under who reside in Riverside County and meet HUD Categories [INSERT CATEGORIES]
# Units	[#]
# Beds	[#]
# of Dedicated Beds:	[#]
Housing Type and Location:	[TYPE of housing] Housing
Address:	[INSERT ADDRESS]
Funding Costs for:	[INSERT ALLOWABLE ACTIVITIES]

C. Performance Measurements Outcome Statement

1. Outcomes (Data Analysis)

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

# of Units/Households served through transitional housing	Minimum [#]
# of Beds/Households served through transitional housing	Minimum [#]
% Persons exited achieved housing stability	Minimum 90%
% Persons exited back into homelessness	Maximum 10%
% of persons served with Cash Income (start/annual/exit)	Minimum (0% / 80% / 80%)

B.2 SPECIAL ACTIVITIES

YHDP projects may choose to take advantage of the following special YHDP activities. These special allowances would not normally meet CoC program requirements but may be used to carry out YHDP specific projects with prior written approval from Housing and Workforce Solutions.

- a. YHDP recipients may use habitability standards in 24 CFR 576.403(c) rather than Housing Quality Standards in 24 CFR 578.75 for short or medium term (up to 24 months) housing assistance. Recipients implementing this special YHDP activity must keep documentation of which standards are applied to the units and proof that the units complied with the standards before assistance is provided for every unit funded by YHDP.
- b. YHDP recipient may continue providing supportive services to program participants for up to 24 months after the program participant exits homelessness, transitional housing or after the end of housing assistance. Recipients may continue providing supportive services to program participants for up to 36 months after the program participant exits homelessness, if the services are in connection with housing assistance, such as the Foster Youth to Independence initiative, or if the recipient can demonstrate that extended supportive services ensures continuity of case workers for program participants.

B.3 HOUSING FIRST

SUBRECIPIENT shall incorporate principles of Housing First, Positive Youth Development, Trauma Informed care, and the shared vision, goals, and objectives of the YHDP CCP.

- a. A model of housing assistance under a transitional housing model operates with low barriers, works to quickly move people into permanent housing, and does not require preconditions for moving into the transitional housing (this includes sobriety or minimum income threshold) but does provide or assist with access to supportive services.
- b. Through personalized case management and wraparound services, services should encourage youth autonomy and skill-building. Activities must be designed to promote competence, confidence, connection, character, and caring among participants. By offering opportunities for education, employment, and community engagement near essential resources, SUBRECIPIENT supports youth in developing critical life skills and achieving their full potential during their transition to stable housing. Staff shall be trained to create a safe, supportive environment where youth feel empowered and respected.
- c. Services must be tailored to address trauma-related challenges, including mental health support, coping skills development, and access to therapeutic resources. By prioritizing safety, trustworthiness, choice, collaboration, and empowerment, SUBRECIPIENT ensures that all interactions and interventions are informed by an understanding of trauma's effects, promoting healing and resilience among participants. SUBRECIPIENT acknowledges that by providing transitional housing and wraparound services, the project directly targets BIPOC, LGBTQ+, pregnant/parenting youth, justice-involved and child welfare system impacted youth, survivors of sexual trafficking, and neurodivergent youth. SUBRECIPIENT understands that these groups can experience higher rates of homelessness due to factors such as trauma, generational poverty, bias, and racism.
- d. SUBRECIPIENT aims to intervene early, offering safe housing and comprehensive support that fosters stability and independence. By prioritizing personalized care, skill development, and access to critical resources, the project must support youth in achieving sustainable housing and empowering them to thrive as productive members of the community. SUBRECIPIENT understands that as part of the larger YHDP youth system of care, other branches of the system can be accessed by youth should they choose to do so.

B.4 HOMELESS MANAGEMENT INFORMATION SYSTEM

A. SUBRECIPIENT agrees to participate in the Homeless Management Information System (HMIS).

1. Participation is defined by HMIS training attendance, complying with Riverside County HMIS security policies and procedures, data collection, and entering required client data on a regular and timely basis.
2. HWS retains the rights to the HMIS and case management software application used in the operations of this property. HWS will grant SUBRECIPIENT access to use the HMIS software for the term of this MOU.

3. SUBRECIPIENT shall ensure that employees using HMIS for client intake capture all required data fields, as set forth in the County of Riverside Continuum of Care HMIS Charter, which is located on the County of Riverside CoC website:
https://rivcohws.org/sites/g/files/aldnop131/files/2023-05/county-of-riverside-coc-hmis-charter-rev-12-07-22_0.pdf
4. SUBRECIPIENT must maintain a valid HMIS End User Agreement on file with HWS, which is located on the County of Riverside CoC website:
[https://rivcohwpws.org/sites/g/files/aldnop131/files/cocdocumnets/HMIS/County%20of%20Riverside%20CoC%20HMIS%20Participating%20Agency%20Agreement%20%20Revised%209-10-2020%20\(1\).pdf](https://rivcohwpws.org/sites/g/files/aldnop131/files/cocdocumnets/HMIS/County%20of%20Riverside%20CoC%20HMIS%20Participating%20Agency%20Agreement%20%20Revised%209-10-2020%20(1).pdf)
5. SUBRECIPIENT agrees to provide HUD access to HMIS data collected and entered into the SUBRECIPIENT'S HMIS, upon request, and to participate in any statewide data initiative as directed by HUD, including, but not limited to, a statewide data integration environment.

B.5 COORDINATED ENTRY SYSTEM

1. Participation is defined by CES training attendance, complying with Riverside County CES Charter, Policies and Procedures, data collection, valid user agreements, and entering required client data on a regular and timely basis.
https://rivcohwpws.org/sites/g/files/aldnop131/files/cocdocumnets/CES%20Policies%20and%20Procedures%20Amended%205_20_2021.pdf
2. SUBRECIPIENT shall work with the CES Lead Agency to ensure that screening, assessment and referral of program participants are consistent with the CES Charter, Policies and Procedures which are located on the County of Riverside CoC website:
https://rivcohwpws.org/sites/g/files/aldnop131/files/cocdocumnets/CES%20Policies%20and%20Procedures%20Amended%205_20_2021.pdf
3. SUBRECIPIENT agrees to work with the CES Lead Agency and coordinate delivery of services (e.g., street outreach, housing navigation, case management, landlord incentive programs, and all other supportive services and housing assistance) to support inquiries received through the CES HomeConnect Hotline and by name list.
4. SUBRECIPIENT agrees to participate in the CES HomeConnect Navigation Council Review Meetings facilitated by the CES Lead Agency.
5. SUBRECIPIENT shall utilize the Vulnerability Index – Service Prioritization Decision Assistance Tool (VI-SPDAT) to screen individuals with high barriers to help them gain access to housing services through the CES.
6. SUBRECIPIENT agrees to provide HUD access to CES data collected and entered into the SUBRECIPIENT'S HMIS, upon request, and to participate in any statewide data initiative as directed by HUD, including, but not limited to, a statewide data integration environment.

B.6 REPORTING REQUIREMENTS

- A. SUBRECIPIENT shall follow all HMIS requirements to ensure that complete and accurate data are in HMIS on an ongoing basis unless exempted for special population such as victims of domestic violence and, upon request from HWS CoC staff, submit information on time to HWS CoC to ensure that HWS CoC staff has complete and accurate information to conduct any kind of reporting including annual reports to HUD.
- B. Information needed for reporting purposes include but are not limited to the following items. SUBRECIPIENT is required to have such information on HMIS and, as needed, establish internal mechanism(s) to ensure that information listed below is tracked on an ongoing basis and available at all times during the contract term and record retention period.
1. An ongoing tracking of the specific uses and expenditures of any program funds broken out by eligible uses listed, including the current status of those funds.
 2. The unduplicated number of homeless individuals served by the program funds in that year, and a total number served in all years of the program, as well as the homeless population served.
 3. The type of housing assistance provided, broken out by the number of individuals.
 4. Outcome data for individuals served through program funds, including the type of housing that an individual exited to, the percent of successful housing exits, and exit types for unsuccessful housing exits.
 5. Number of Instances of Service.
 6. Increases in capacity for new and existing programs.
 7. The number of unsheltered homeless individuals becoming sheltered.
 8. The number of homeless persons entering permanent housing.
- C. Breakdowns will be expected for each activity (i.e. services, capital improvements, Rental Assistance, etc.) and program type (i.e. Emergency Shelter, rapid re-housing, outreach, etc.) for the supplemental reporting requirements listed above, when applicable. The same information will also be requested specifically for the following subpopulations, based on priorities identified by the U.S. Department of Housing and Urban Development (HUD):
1. Chronically Homeless
 2. Unaccompanied Homeless Youth
 3. Homeless persons pregnant or with children

D. SUBRECIPIENT will also be asked to comment on the following:

1. Progress made toward local homelessness goals.
2. The alignment between YHDP funding priorities principles adopted by the Homeless Coordinating and Financing Council.
3. Any other effects from YHDP funding that the CoC would like to share (optional).

ATTACHMENT I
MONTHLY PERFORMANCE REPORT



Monthly Performance Report
for the month of _____, 20
(due on the 10th business day after the above stated month)

Organization Name: _____

Project Name: _____

Contact Person: _____ **Position:** _____

Email: _____ **Phone Number:** _____

Project Start Date: _____ **Project End Date:** _____

Total Award Amount: _____

Part 1: Program Performance			
<i>(Please attach support documentation such as data/reports from HMIS or comparable database for DV projects)</i>			
Measures per Contract	Contract Total	Accumulated Actual	Actual % of Goal
# of Units / Households served	Minimum 60		%
# of Beds / Persons served	Minimum 80		%
% Persons achieved housing stability	Minimum 90%		%
% Persons exited back into homelessness	Maximum 10%		%
Mainstream benefit attainment	Minimum 80%		%
Increase in income/employment	Minimum 30%		%

Part 2: Fiscal Performance			
Budget Categories	Contract Total	Accumulated Actual	Actual % of Goal
Leasing	\$	\$	%
Rental Assistance	\$	\$	%
Supportive Services	\$	\$	%
Operating Costs	\$	\$	%
HMIS	\$	\$	%
Administrative Costs (Subrecipient)	\$	\$	%
Subrecipient Total	\$	\$	%

Part 3: Challenges:

•

Part 4: Request for Training / Technical Assistance

•

Part 5: Comments / Remarks

•

ATTACHMENT II
Privacy and Security Standards

I. PHYSICAL SECURITY

The Contractor shall ensure PII is used and stored in an area that is physically safe from access by unauthorized persons at all times. The Contractor agrees to safeguard PII from loss, theft, or inadvertent disclosure and, therefore, agrees to:

- A. Secure all areas of the Contractor facilities where staff assist in the administration of their program and use, disclose, or store PII.
- B. These areas shall be restricted to only allow access to authorized individuals by using one or more of the following:
 1. Properly coded key cards
 2. Authorized door keys
 3. Official identification
- C. Issue identification badges to Contractor staff.
- D. Require Contractor staff to wear these badges where PII is used, disclosed, or stored.
- E. Ensure each physical location, where PII is used, disclosed, or stored, has procedures and controls that ensure an individual who is terminated from access to the facility is promptly escorted from the facility by an authorized employee and access is revoked.
- F. Ensure there are security guards or a monitored alarm system at all times at the Contractor facilities and leased facilities where five hundred (500) or more individually identifiable PII records are used, disclosed, or stored. Video surveillance systems are recommended.
- G. Ensure data centers with servers, data storage devices, and/or critical network infrastructure involved in the use, storage, and/or processing of PII have perimeter security and physical access controls that limit access to only authorized staff. Visitors to the data center area must be escorted at all times by authorized staff.
- H. Store paper records with PII in locked spaces, such as locked file cabinets, locked file rooms, locked desks, or locked offices in facilities which are multi-use meaning that there are County and non-County functions in one building in work areas that are not securely segregated from each other. It is recommended that all PII be locked up when unattended at any time, not just within multi-use facilities.
- I. Use all reasonable measures to prevent non-authorized personnel and visitors from having access to, control of, or viewing PII.

II. TECHNICAL SECURITY CONTROLS

- A. Workstation/Laptop Encryption. All workstations and laptops, which use, store and/or process PII, must be encrypted using a FIPS 140-2 certified algorithm 128 bit or higher, such as Advanced Encryption Standard (AES). The encryption solution must be full disk. It is encouraged, when available and when feasible, that the encryption be 256 bit.

- B. **Server Security.** Servers containing unencrypted PII must have sufficient administrative, physical, and technical controls in place to protect that data, based upon a risk assessment/system security review. It is recommended to follow the guidelines documented in the latest revision of the National Institute of Standards and Technology (NIST) Special Publication (SP) 800-53, Security and Privacy Controls for Federal Information Systems and Organizations.
- C. **Minimum Necessary.** Only the minimum necessary amount of PII required to perform required business functions may be accessed, copied, downloaded, or exported.
- D. **Mobile Device and Removable Media.** All electronic files, which contain PII data, must be encrypted when stored on any mobile device or removable media (i.e. USB drives, CD/DVD, smartphones, tablets, backup tapes etc.). Encryption must be a FIPS 140-2 certified algorithm 128 bit or higher, such as AES. It is encouraged, when available and when feasible, that the encryption be 256 bit.
- E. **Antivirus Software.** All workstations, laptops and other systems, which process and/or store PII, must install and actively use an antivirus software solution. Antivirus software should have automatic updates for definitions scheduled at least daily.
- F. **Patch Management.**
 - 1. All workstations, laptops and other systems, which process and/or store PII, must have critical security patches applied, with system reboot if necessary.
 - 2. There must be a documented patch management process that determines installation timeframe based on risk assessment and vendor recommendations.
 - 3. At a maximum, all applicable patches deemed as critical must be installed within thirty (30) days of vendor release. It is recommended that critical patches which are high risk be installed within seven (7) days.
 - 4. Applications and systems that cannot be patched within this time frame, due to significant operational reasons, must have compensatory controls implemented to minimize risk.
- G. **User IDs and Password Controls.**
 - 1. All users must be issued a unique username for accessing PII.
 - 2. Username must be promptly disabled, deleted, or the password changed upon the transfer or termination of an employee within twenty- four (24) hours. Note: Twenty-four (24) hours is defined as one (1) working day.
 - 3. Passwords are not to be shared.
 - 4. Passwords must be at least eight (8) characters.
 - 5. Passwords must be a non-dictionary word.
 - 6. Passwords must not be stored in readable format on the computer or server.
 - 7. Passwords must be changed every ninety (90) days or less. It is recommended that passwords be required to be changed every sixty (60) days or less.
 - 8. Passwords must be changed if revealed or compromised.
 - 9. Passwords must be composed of characters from at least three (3) of the following four (4) groups from the standard keyboard:
 - a. Upper case letters (A-Z)
 - b. Lower case letters (a-z)

- c. Arabic numerals (0-9)
 - d. Special characters (!,@,#, etc.)
- H. Data Destruction. When no longer needed, all PII must be cleared, purged, or destroyed consistent with NIST SP 800-88, Guidelines for Media Sanitization, such that the PII cannot be retrieved.
- I. System Timeout. The systems providing access to PII must provide an automatic timeout, requiring re-authentication of the user session after no more than twenty (20) minutes of inactivity.
- J. Warning Banners. The systems providing access to PII must display a warning banner stating, at a minimum:
- 1. Data is confidential;
 - 2. Systems are logged;
 - 3. System use is for business purposes only, by authorized users; and
 - 4. Users shall log off the system immediately if they do not agree with these requirements.
- K. System Logging.
- 1. The systems which provide access to PII must maintain an automated audit trail that can identify the user or system process which initiates a request for PII, or alters PII.
 - 2. The audit trail shall:
 - a. Be date and time stamped;
 - b. Log both successful and failed accesses;
 - c. Be read-access only; and
 - d. Be restricted to authorized users.
 - 3. If PII is stored in a database, database logging functionality shall be enabled.
 - 4. Audit trail data shall be archived for at least three (3) years from the occurrence.
- L. Access Controls. The system providing access to PII shall use role-based access controls for all user authentications, enforcing the principle of least privilege.
- M. Transmission Encryption.
- 1. All data transmissions of PII outside of a secure internal network must be encrypted using a Federal Information Processing Standard (FIPS) 140-2 certified algorithm that is 128 bit or higher, such as Advanced Encryption Standard (AES) or Transport Layer Security (TLS). It is encouraged, when available and when feasible, that 256 bit encryption be used.
 - 2. Encryption can be end to end at the network level, or the data files containing PII can be encrypted.
 - 3. This requirement pertains to any type of PII in motion such as website access, file transfer, and email.
- N. Intrusion Prevention. All systems involved in accessing, storing, transporting, and protecting PII, which are accessible through the Internet, must be protected by an intrusion detection and prevention solution.

III. AUDIT CONTROLS

A. System Security Review.

- 1. The Contractor must ensure audit control mechanisms are in place.

2. All systems processing and/or storing PII must have at least an annual system risk assessment/security review that ensures administrative, physical, and technical controls are functioning effectively and provide an adequate level of protection.
3. Reviews should include vulnerability scanning tools.

B. Log Reviews. All systems processing and/or storing PII must have a process or automated procedure in place to review system logs for unauthorized access.

C. Change Control. All systems processing and/or storing PII must have a documented change control process that ensures separation of duties and protects the confidentiality, integrity and availability of data.

IV. BUSINESS CONTINUITY / DISASTER RECOVERY CONTROLS

A. Emergency Mode Operation Plan. The Contractor must establish a documented plan to enable continuation of critical business processes and protection of the security of PII kept in an electronic format in the event of an emergency. Emergency means any circumstance or situation that causes normal computer operations to become unavailable for use in performing the work required under this Agreement for more than twenty-four (24) hours.

B. Data Centers. Data centers with servers, data storage devices, and critical network infrastructure involved in the use, storage and/or processing of PII, must include environmental protection such as cooling, power, and fire prevention, detection, and suppression.

C. Data Backup and Recovery Plan.

1. The Contractor shall have established documented procedures to backup PII to maintain retrievable exact copies of PII.
2. The documented backup procedures shall contain a schedule which includes incremental and full backups.
3. The procedures shall include storing backups offsite.
4. The procedures shall ensure an inventory of backup media.
5. The Contractor shall have established documented procedures to recover PII data.
6. The documented recovery procedures shall include an estimate of the amount of time needed to restore the PII data.

V. PAPER DOCUMENT CONTROLS

A. Supervision of Data. The PII in paper form shall not be left unattended at any time, unless it is locked in a file cabinet, file room, desk or office. Unattended means that information may be observed by an individual not authorized to access the information.

B. Data in Vehicles. The Contractor shall have policies that include, based on applicable risk factors, a description of the circumstances under which staff can transport PII, as well as the physical security requirements during transport. A Contractor that chooses to permit its staff to leave records unattended in vehicles must include provisions in its policies to ensure the PII is stored in a non-visible area such as a trunk, that the vehicle is locked, and under no circumstances permit PII be left unattended in a vehicle overnight or for other extended periods of time.

- C. Public Modes of Transportation. The PII in paper form shall not be left unattended at any time in airplanes, buses, trains, etc., including baggage areas. This should be included in training due to the nature of the risk.
- D. Escorting Visitors. Visitors to areas where PII is contained shall be escorted, and PII shall be kept out of sight while visitors are in the area.
- E. Confidential Destruction. PII must be disposed of through confidential means, such as cross cut shredding or pulverizing.
- F. Removal of Data. The PII must not be removed from the premises except for identified routine business purposes or with express written permission of the County.
- G. Faxing.
 - 1. Faxes containing PII shall not be left unattended and fax machines shall be in secure areas.
 - 2. Faxes shall contain a confidentiality statement notifying persons receiving faxes in error to destroy them and notify the sender.
 - 3. Fax numbers shall be verified with the intended recipient before sending the fax.
- H. Mailing.
 - 1. Mailings containing PII shall be sealed and secured from damage or inappropriate viewing of PII to the extent possible.
 - 2. Mailings that include five hundred (500) or more individually identifiable records containing PII in a single package shall be sent using a tracked mailing method that includes verification of delivery and receipt, unless the Contractor obtains prior written permission from the County to use another method.

VI. NOTIFICATION AND INVESTIGATION OF BREACHES AND SECURITY INCIDENTS

During the term of this Agreement, the Contractor agrees to implement reasonable systems for the discovery and prompt reporting of any Breach or Security Incident, and to take the following steps:

The Contractor shall immediately notify the County when it discovers that there may have been a breach in security which has or may have resulted in compromise to confidential data. For purposes of this section, immediately is defined as within two hours of discovery. The County contact for such notification is as follows:

Breaches should be referred to:

HWS Privacy Officer
 Riverside County Housing and Workforce Solutions
 3403 Tenth Street, Suite 300
 Riverside, CA 92501

ATTACHMENT III
Assurance of Compliance

**ASSURANCE OF COMPLIANCE WITH THE RIVERSIDE COUNTY
HOUSING AND WORKFORCE SOLUTIONS DEPARTMENT
NONDISCRIMINATION IN STATE AND FEDERALLY ASSISTED PROGRAMS**

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; the Fair Employment and Housing Act (Government Code section 12990 (a-f) et seq.) and the applicable regulations promulgated thereunder (California Code Regulations, Title 2, section 7285 et seq.; the Fair Employment and Housing Commission regulations implementing Government Code section 12990 (a-f), set forth in Chapter 5 of Division 4 of Title 2 of the California Code of Regulations; 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 (over 40), sex (gender), sexual orientation, gender identity, gender expression, race, color, ancestry, pregnancy, disability (mental or physical including HIV and AIDS), medical condition (cancer/genetic characteristics), national origin (including language use restrictions), marital status, military and veteran 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 U.S. Department of Housing and Urban Development (HUD), 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, HUD 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

Subrecipient's Authorized Signature

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

CR50-Vendor Assurance of Compliance

ATTACHMENT IV
Subrecipient Payment Request Form

COUNTY OF RIVERSIDE HOUSING AND WORKFORCE SOLUTIONS
U.S. Department of Housing and Urban Development
Continuum of Care Homeless Assistance Programs

Grant No. _____ Claim No. _____

Prepared by _____ Tel # / ext. _____

Payee Name _____ (Agency) _____ (Tax ID or SSN)

Address _____ (Street) _____ (City) _____ (State) _____ (Zip)

Line Item	Activity	Line Item	Activity	Line Item	Activity
1010	Acquisition	1040	Rental Assistance	1062	COC Planning
1020	Rehabilitation	1050	Supportive Services	1100	Leasing
1021	New Construction	1051	HMI/3		
1030	Operating Cost	1060	Administrative Cost		

Date(s) of Service: _____

						For County Use Only
Line Item	Activity	Program Income Received	Program Income Spent	Cash/In-Kind Match	Amount Billed	Amount Paid
TOTAL		\$0.00	\$0.00	\$0.00	\$0.00	

PLEASE NOTE: All source documents and proof of payment have been attached. These source documents include invoices (not billing statements), payroll registers, receipts and contracts. Proof of payment is herein attached in the form of copies of checks or warrants.

I declare under penalty of perjury that the foregoing is true and correct.

Authorized Signature: _____ Date of Request: _____

For County Use Only

Purchase Order #: _____ Invoice #: _____

If amount authorized is different from amount requested, please see attached claim recap for adjustments.

Program: _____ Date: _____

Fiscal: _____ Date: _____

HW3 3105 (Rev 06/2022) HUD Programs Claim Form

SUPPORTING DOCUMENTATION REQUIREMENTS

GENERAL GUIDELINES
❖ Claims must be submitted in an organized format.
❖ All required summary worksheets and backup documentation must be included, must match the amounts requested, and must be clear and legible.
❖ Do not include irrelevant documentation that is not from costs being claimed. For example, large phone bills should include only the relevant pages to document costs being claimed.
❖ Any claims difficult to review due to organization or backup documentation issues will be rejected.
❖ All claims must be in accordance with the terms and conditions of your contract.
FISCAL YEAR-END (JUNE 30)
❖ The County’s fiscal-year end is June 30 of each calendar year. The County’s ACO (Auditor-Controller’s Office) has an early cutoff to process invoices at year-end. To be processed and paid in the month of June, all claims must be received by June 6.
*If June 6 falls on a weekend, the deadline is the prior Friday (June 4 or 5).
❖ Claims received after June 6 will still be paid. However, payment will be delayed until after June 30.
❖ Claims at year-end must still follow the same general guidelines. *Estimates are not allowed unless specifically authorized by our fiscal team.
PERSONALLY IDENTIFIABLE INFORMATION (PII)
❖ All PII of program participants must be redacted, including:
❖ Name, Date of birth, Social Security Number, Driver’s License Number
❖ Instead of the client’s name, use their HMIS Client ID as their identifier on spreadsheets and documentation sent with claims.
FORMS / SUMMARY WORKSHEETS – Required with each claim. Spreadsheets must be provided in Excel format.
❖ SIGNED/DATED Payment Request Form (<u>current version</u> of Form 3106 or Form 2076A, depending on the grant)
❖ Staffing Detail Worksheet

❖ Rental Assistance Summary Worksheet, if applicable
❖ Summary Worksheet for other expenses
LEASING / RENTAL ASSISTANCE – Required at time of client move-in and with any changes or (if applicable) annual recertification.
❖ Lease agreement
❖ Rent reasonableness, if required by the grant
❖ Rent calculation, if required by the grant
LEASING / RENTAL ASSISTANCE – Required with each claim.
❖ Invoice or documentation of rent amount and due date
❖ Proof of payment (cancelled check or check stub)
STAFF / PAYROLL – Required with each claim.
❖ Time and Activity Report – Submit a separate time and activity report for each pay period with only the days from that pay period (not the entire month unless the employee is paid monthly).
❖ Include Pay Stub or Payroll Report
❖ All documentation must match with employee timesheet/timecard. *timesheet/timecard is not a substitute for the time and activity report
STAFF – INSURANCE (Workers Comp, Health/Dental, etc.) – Required if reimbursement or match is being requested for insurance.
❖ Copy of the policy with rate by employee – Required with first claim and with any changes.
❖ Invoice and proof of payment (cancelled check or check stub)
OTHER EXPENSES
❖ Invoice/receipt including date and explanation of expense
▪ Proof of payment of the credit card statement (cancelled check or check stub)
❖ Vehicle/mileage costs (including insurance) – Documentation must be provided that connects the vehicle or driver to the specific grant/contract.
PROOF OF PAYMENT - CREDIT CARD PAYMENTS
❖ Credit card statement with relevant charge(s) highlighted
▪ Proof of payment of the credit card statement (cancelled check or check stub)

ATTACHMENT VI
HMIS Participating Agency Agreement



**COUNTY OF RIVERSIDE CONTINUUM OF CARE
HMIS PARTICIPATING AGENCY AGREEMENT**

_____ (“AGENCY”) has elected to participate in the County of Riverside Continuum of Care Homeless Management Information System (“HMIS”) and therefore is entering into this HMIS Participating Agency Agreement (this “Agreement”). The AGENCY and its personnel are permitted to use HMIS and security services on their computer systems through an Internet connection. The HMIS is a database and case management system that collects and maintains information on the characteristics and service needs of clients. The system collects and stores client –level data, which can be used to generate unduplicated and aggregate reports to determine the use and effectiveness of the services being provided to the homeless and at risk populations.

The Riverside County Housing, Homelessness Prevention and Workforce Solutions (HHPWS) (“HMIS LEAD”) is the HUD grantee responsible for administering the HMIS grant. HMIS LEAD is the system host and provides the personnel and administrative support to operate the County of Riverside CoC HMIS. HMIS LEAD is responsible for ordering, installing and maintaining the computer and network system, implementing the software solution, providing secured access for participating agencies, troubleshooting problems, and offering training and on-going technical support.

AGENCY agrees to abide by all laws, and the County of Riverside CoC HMIS Charter pertaining to client confidentiality, user conduct, security, and the ongoing functionality and stability of services and equipment used to support HMIS.

In consideration of their mutual undertakings and covenants, the AGENCY and HMIS LEAD agree as follows:

1. General Understandings:

- A. Definitions. In this Agreement, the following terms will have the following meanings:
- i. “AGENCY staff” refers to employees, volunteers, contractors, or any other agents of the AGENCY.

- ii. "Breach" shall mean the acquisition, access, use or disclosure of Identifying Information in a manner not permitted as defined in any Federal or State law, including, but not limited to:
 - a. The Health Insurance Portability and Accountability Act, 45 CFR section 164.502 ("HIPAA");
 - b. The Health Information Technology for Economic and Clinical Health Act, 42 USC 17921;
 - iii. The California Confidentiality of Medical Information Act, Civil Code section 56.10 et seq.; "Client" refers to a person receiving services from the AGENCY.
 - iv. "De-Identifying Information" (also referred to as "non-identifying" information) refers to data that has specific Client demographic information removed, to allow use of the data *without identifying* a specific Client.
 - v. "Enter" or "entry" refers to the entry of any Client information into the HMIS.
 - vi. "HMIS" refers to the Homeless Management Information System.
 - vii. "HMIS staff" refers to the employees, contractors, or agents of HMIS LEAD assigned to administer the HMIS, as well as to analyze, review and report on the data contained in HMIS.
 - viii. "Identifying Information" (also referred to as "confidential" data or information) refers to information about a Client that can be used to distinguish or trace the Client's identity, either alone or when combined with other personal or identifying information using methods reasonably likely to be used.
 - ix. "Information" refers to both De-Identifying Information and Identifying Information.
 - x. "AGENCY" refers generally to any service provider or organization signing this document that is participating or planning to participate in the HMIS.
 - xi. "Sharing," or "information sharing" refers to entering information into HMIS, or providing Identifying Information to other agencies, organizations, individuals, or providers that do not participate in the HMIS.
 - xii. "User" refers to AGENCY employees authorized to have, and having, access to the HMIS.
- B. Use and Disclosure. Whenever AGENCY enters information into HMIS, such Identifying Information will be available to the HMIS staff who may use it to: administer HMIS, conduct analysis, coordinate services, and prepare reports to be submitted to others in de-identifying form. AGENCY use and disclosure of HMIS Identifying Information may occur only in accordance with HMIS Policies, Standard Operating Procedures.
- C. Access. AGENCY agrees to allow HMIS and its subcontractors access to information provided by the AGENCY in accordance with this Agreement and to carry out its duties with respect to the HMIS, which includes without limitation,

HMIS administration, testing, problem identification and resolution, management of the HMIS database, and data aggregation and analysis activities, as permitted by applicable state and federal laws and regulations.

2. Confidentiality:

A. AGENCY shall not:

- i. enter information into the HMIS which it is not authorized to enter, or
- ii. share information that AGENCY is not authorized to share.

By entering information into the HMIS, AGENCY represents that it has the authority to enter such information into the HMIS. To the best of AGENCY's knowledge, any information entered into the HMIS does not violate any of the Client's rights, under any relevant federal, state, or local confidentiality laws, regulations or other restrictions applicable to Client information.

B. AGENCY agrees to comply with all federal and state regulations regarding the confidentiality of Identifying Information, including, but not limited to:

- i. The Health Insurance Portability and Accountability Act, 45 CFR Parts 160, 162 and 164 ("HIPAA");
- ii. The Health Information Technology for Economic and Clinical Health Act ("HITECH Act");
- iii. The California Confidentiality of Medical Information Act, Civil Code section 56.10 et seq.;
- iv. California Welfare and Institutions Code section 5328 et seq.;
- v. California Evidence Code section 1010 et seq.;
- vi. Code of Federal Regulations, at 42 CFR Part 2.

C. To the extent that information entered by AGENCY into the HMIS is or becomes subject to additional restrictions, AGENCY will immediately inform HMIS in writing of such restrictions.

3. Display of Notice:

- i. Pursuant to the notice published by the Department of Housing and Urban Development ("HUD") on July 30, 2004, AGENCY will prominently display at each intake desk (or comparable location) the *HMIS Notice of Privacy Practices* approved by HMIS LEAD, that explains the Client rights associated with providing AGENCY staff with Identifying Information. It is AGENCY's responsibility to ensure that each Client understands his or her rights. Additionally, if AGENCY maintains a public webpage, the current

version of the **HMIS Notice of Privacy Practices** must be posted on the webpage. The current form of **HMIS Notice of Privacy Practices**, which may be modified from time to time at HMIS's LEAD's discretion, is attached to and incorporated into this Agreement by reference, and is available from HMIS LEAD or on its website <http://HMIS.LEAD.co.riverside.ca.us/homeless-programs>.

4. Information Collection, Release and Sharing Consent:

- A. Collection of Identifying Information. AGENCY must collect information by lawful and fair means with the knowledge or consent of the Client. Any Identifying Information collected by the AGENCY must be relevant to the purpose for which it is to be used. To the extent necessary for those purposes, Identifying Information should be accurate, complete and timely. AGENCY must post Mandatory Collection Notice at each intake desk or comparable location. Privacy and Mandatory Collection Notices must be made available in writing at the client's request.
- B. Obtaining Client Consent. AGENCY will obtain the informed consent of the Client by having the Client sign the **Consent** form.
- C. Sharing. Prior to sharing any of a Client's information with an AGENCY or organization outside of the HMIS, except as provided in the **HMIS Notice of Privacy Practices**, approved by HMIS LEAD, that explains the Client rights associated with providing AGENCY staff with Identifying Information, AGENCY will provide the Client with a copy of its client consent and/or release of information form ("Consent"). Following an explanation regarding the entity or individual that the information will be shared with and how it will be used, the AGENCY will obtain the informed consent of the Client by having the Client sign the **Consent** form specific to that other AGENCY or outside organization.
- D. Consent Form. AGENCY shall keep all copies of the signed **Consent** form for a period of seven (7) years after the Client signed the consent form. Such forms shall be available for inspection and copying by HMIS and/or the U.S. Department of Housing and Urban Development, at any time.
- E. Refusal of Services. AGENCY may not refuse or decline services to a Client or potential Client if that person:
 - i. objects to the entry of its information in the HMIS; or
 - ii. refuses to share his or her personal information with the AGENCY or cannot remember certain information; however, some information may be required by the program to determine eligibility for housing or services, to assess needed services, or to fulfill reporting requirements.

5. HMIS Policies and Standard Operating Procedures:

Notwithstanding any other provision of this Agreement, AGENCY’s use of and participation in the HMIS, and the use, disclosure, and submission of data to and from the HMIS shall, at all times, be governed by the *HMIS Notice of Privacy Practices* and the *HMIS Charter*, as revised from time to time, at the sole discretion of HMIS. Such *HMIS Charter* is incorporated in this Agreement by reference and is located at <http://HMIS LEAD.co.riverside.ca.us/homeless-programs/management-information-system>

In the event of a conflict between this Agreement and the *HMIS Charter*, the latter shall control.

6. Sharing HMIS Data:

AGENCY shall not release any Identifying Information received from the HMIS to any other person or organization without the written informed consent of the Client, unless such disclosure is required by law or in accordance with the *HMIS Notice of Privacy Practices*.

Basic Client profile data entered into HMIS (with consent), which includes Client demographic data will be shared with all Agencies in the HMIS system in an effort to reduce the event of duplicative Client records and/ or intakes. This includes the following data elements:

- 3.1 Name
- 3.2 Social Security Number
- 3.3 Date of Birth
- 3.4 Race
- 3.5 Ethnicity
- 3.6 Gender
- 3.7 Veteran Status
- 3.15 Relationship to Head of Household

Client’s project level data will only be shared with agencies that have signed an *Inter-Agency Data Sharing Agreement*. This includes the following data elements:

- 3.8 Disabling Condition
- 3.10 Project Start Date
- 3.11 Project Exit Date
- 3.12 Destination
- 3.16 Client Location
- 3.20 Housing Move-in Date
- 3.917 Living Situation
- 4.2 Income and Sources
- 4.3 Non-Cash Benefits
- 4.4 Health Insurance
- 4.5 Physical Disability
- 4.6 Developmental Disability
- 4.7 Chronic Health Condition
- 4.8 HIV/AIDS
- 4.9 Mental Health Problem
- 4.10 Substance Abuse
- 4.11 Domestic Violence
- 4.12 Contact
- 4.13 Date of Engagement
- Enrollment History (Project and Organization name)

7. Client Inspection/Correction:

Upon receipt of a written request from a Client, AGENCY shall allow the Client to inspect and obtain a copy of his or her own information during regular business hours. AGENCY is not required to provide a Client access to information (a) compiled in reasonable anticipation of, or for use in, a civil, criminal or administrative action or proceeding; (b) about another individual; (c) obtained under a promise of confidentiality if disclosure would reveal the source of the information; and (d) which, if disclosed, would be reasonably likely to endanger the life or physical safety of any individual. AGENCY must allow a Client to correct information that is inaccurate or incomplete; provided, however, that prior to correcting such information, AGENCY shall consult with HMIS. Such consultation is necessary to ensure proper coordination between the AGENCY's response and the capabilities of the HMIS system, unless the requested correction is a routine correction of a common data element for which a field exists in HMIS (e.g., date of birth, prior residence, social security number, etc.). AGENCY is not required to remove any information as a result of a correction, but may, in the alternative, mark information as inaccurate or incomplete and may supplement it with additional information.

8. Security:

AGENCY shall maintain the security and confidentiality of information in the HMIS and is responsible for the actions of its employees, contractors, volunteers, or agents and their proper training and supervision. AGENCY agrees to follow the **HMIS Policies and Standard Operating Procedures** on security (hereafter "Security Rule"), which by this reference is incorporated herein and which may be modified from time to time at HMIS LEAD's discretion. At its discretion, HMIS LEAD may conduct periodic assessments of AGENCY to monitor its compliance with the Security Rule. The steps AGENCY must take to maintain security and confidentiality include, but are not limited to:

- A. Access. AGENCY will permit password-protected access to the HMIS only to authorized AGENCY staff who need information from the HMIS for legitimate business purposes (such as to provide services to the Client, to conduct evaluation or research, to administer the program, or to comply with regulatory requirements). AGENCY will limit the access of such staff to only those records that are immediately relevant to their work assignments.
- B. User Code of Ethics. Prior to permitting any User to access HMIS, AGENCY will require the User to sign an **HMIS User Agreement/Code of Ethics** ("User Code of Ethics"), which is incorporated herein by this reference and which may be amended from time to time at HMIS LEAD's discretion. AGENCY will comply with and enforce the User Code of Ethics and will inform HMIS LEAD immediately in writing of any breaches of the User Code of Ethics.

i. Any staff, volunteer or other person who has been granted a User ID and password and is found to have committed a breach of system security and/or Client confidentiality will have his/her access to the database revoked immediately.

ii. In the event of a breach of system security or Client confidentiality, the Director of the AGENCY shall notify HMIS LEAD within twenty-four (24) hours. Any AGENCY that is found to have had breaches of system security and/or Client confidentiality shall enter a period of probation, during which technical assistance shall be provided to help the AGENCY prevent further breaches.

Probation shall remain in effect until HMIS LEAD has evaluated the AGENCY's security and confidentiality measures and found them compliant with the policies stated in this Agreement and the User Code of Ethics. Subsequent violations of system security may result in suspension from the HMIS.

- C. User Authentication. AGENCY will permit access to HMIS only with use of a User authentication system consisting of a username and a password which the User may not share with others. Written information pertaining to User access (*e.g.*, username and password) shall not be stored or displayed in any publicly accessible location. Passwords shall be between eight and twelve characters long and include both letters and numbers. Passwords shall not be, or include the username, the HMIS vendor's name, the HMIS LEAD name, the AGENCY's name, or consist entirely of any word found in the common dictionary or any of the forenamed words spelled backwards. The use of default passwords on initial entry into the HMIS is allowed so long as the User changes the default password on first use. Individual Users must not be able to log on to more than one workstation at a time, or be able to log on to the network at more than one location at a time. Passwords and usernames shall be consistent with guidelines issued from time to time by HUD and HMIS LEAD. Passwords and usernames shall not be exchanged electronically without HMIS LEAD's approval.
- D. Hard Copies. The AGENCY must secure any paper or other hard copy containing Identifying Information that is generated either by or for the HMIS LEAD, including, but not limited to reports, data entry forms and signed consent forms. Any paper or other hard copy generated by or for the HMIS LEAD that contains such information must be supervised at all times when it is in a public area. If AGENCY staff is not present, the information must be secured in areas that are not publicly accessible. Agencies wishing to dispose of hard copies containing Identifying Information must do so by shredding the documents or by other equivalent means with approval by HMIS LEAD. Written information specifically pertaining to User access (*e.g.*, username and password) must not be stored or displayed in any publicly accessible location.
- E. Training/Assistance. HMIS LEAD will conduct ongoing basic confidentiality training for all persons with access to the HMIS and will train all persons who may receive

information produced from the HMIS on the confidentiality of such information. AGENCY will participate in such training as is provided from time to time by HMIS LEAD. Representatives of HMIS LEAD will be reasonably available during HMIS's defined weekday business hours for technical assistance (*e.g.*, troubleshooting and report generation).

9. Information Entry Standards:

- A. Information entered into HMIS by AGENCY will be truthful, accurate, complete and timely to the best of AGENCY's knowledge.
- B. AGENCY will **not** solicit from Clients or enter information about Clients into the HMIS database unless the information is required for a legitimate business purpose such as to provide services to the Client, to conduct evaluation or research, to administer the program, or to comply with regulatory requirements.
- C. AGENCY will only enter information into the HMIS database with respect to individuals which it serves or intends to serve, including through referral.
- D. AGENCY will enter information into the HMIS database within seven (7) calendar days of data collection.
- E. AGENCY will **not** alter or over-write information entered by another AGENCY.

HMIS LEAD reserves the right to, in its sole discretion, delete or segregate information entered into the HMIS by an AGENCY, or take any other appropriate measures, to maintain the accuracy and integrity of the HMIS or to avoid compromising the HMIS goal of maintaining unduplicated counts of Clients.

AGENCY is responsible for maintaining timely, accurate and complete data in HMIS and remaining in compliance with federal regulations as well as any outside applicable regulations such as the HIPAA standards.

HMIS LEAD will conduct an annual monitoring site visit to ensure compliance with HUD and Riverside County CoC HMIS requirements. HMIS LEAD will provide utilization reports to participating agencies on a regular basis to include data quality and tracking. **10. Use of the HMIS:**

- A. AGENCY will not access Identifying Information for any individual for whom services are neither being sought nor provided by the AGENCY. AGENCY may access Identifying Information of the Clients it serves and may request, in writing addressed to HMIS LEAD's authorized officer shown on the signature page of this Agreement, access to statistical, non-identifying information on both the Clients it serves and Clients served by other HMIS Participating Agencies.

- B. AGENCY may report non-identifying information to other entities for funding or planning purposes. Such non-identifying information shall not directly identify individual Clients.
- C. AGENCY and HMIS LEAD will report only non-identifying information in response to requests for information from the HMIS.
- D. AGENCY will use the HMIS for its legitimate business purposes only.
- E. AGENCY will not use the HMIS to defraud federal, state or local governments, individuals or entities, or conduct any illegal activity.
- F. AGENCY shall not use the HMIS to aggregate data to compare the performance of other Participating Agencies, without the express written consent of HMIS LEAD and each of the Participating Agencies being compared.
- G. Notwithstanding any other Section of this Agreement, the parties may use or disclose for any lawful purpose information that: (a) is in the possession of the party prior to the time of the disclosure to the party through the HMIS and was not acquired, directly or indirectly, from the HMIS; or (b) is made available to the party by a third party who has the legal right to do so.

11. Proprietary Rights of the HMIS:

- A. AGENCY or HMIS LEAD staff shall assign passwords and access codes for all AGENCY Staff that meets other privacy, training and conditions contained within this Agreement.
- B. AGENCY or HMIS LEAD staff shall not assign passwords or access codes to any other person not directly connected to or working for their own AGENCY.
- C. AGENCY shall be solely responsible for all acts and omissions of its Users, and all other individuals who access the HMIS either through the AGENCY or by use of any password, identifier or log-on received or obtained, directly or indirectly, lawfully or unlawfully, from the AGENCY or any of the AGENCY's Authorized Users, with respect to the HMIS and/or any confidential and/or other information accessed in connection therewith, and all such acts and omissions shall be deemed to be the acts and omissions of the AGENCY. Each AGENCY shall certify:
 - i. That its Users have received training regarding the confidentiality of HMIS information under all applicable federal, state, and local laws and agree to protect the Information in compliance with such laws and this Agreement;
 - ii. That its Users shall only access the HMIS for purposes approved by the AGENCY and that are consistent with this Agreement;

- iii. That its Users have agreed to hold any passwords, or other means for accessing the HMIS, in a confidential manner and to release them to no other individual. AGENCY shall ensure that all Users understand that sharing passwords and other means for accessing the HMIS is expressly prohibited;
- iv. That its Users agree and understand that their failure to comply with the terms of this Agreement may result in their exclusion from the HMIS and may constitute cause for disciplinary action by the AGENCY; and
- v. That it has restricted access to the HMIS only to the Users that the AGENCY has identified pursuant to this Section.

- D. AGENCY shall terminate the rights of a User immediately upon the User's termination from his or her position. In the alternative, AGENCY must immediately notify HMIS LEAD staff of the User's termination to allow HMIS LEAD staff to terminate the User's access rights. The AGENCY is responsible for removing HMIS Users from the system.
- E. AGENCY shall be diligent not to cause in any manner or way, corruption of the HMIS, and AGENCY agrees to be responsible for any damage it may cause.

12. HMIS Administrators Council:

The County of Riverside Continuum of Care (CoC) delegates oversight and guidance of the HMIS and related activities to the HMIS Administrators Council ("HMIS COUNCIL"). A list of the current members of the HMIS COUNCIL may be obtained from <http://HMIS.LEAD.co.riverside.ca.us/homeless-programs>. The HMIS LEAD staff will consult with the HMIS COUNCIL from time to time regarding issues such as revision to the form of this Agreement. Written AGENCY complaints that are not resolved may be forwarded to the HMIS COUNCIL which will try to reach a voluntary resolution of the complaint.

12. Insurance

HMIS Data sharing participating agencies must maintain insurance as provided in subrecipients contract with DPSS.

13. Limitation of Liability and Indemnification:

- A. Except as provided in this Section, no party to this Agreement shall assume any additional liability of any kind due to its execution of this Agreement or its participation in the HMIS. It is the intent of the parties that each party shall remain liable, to the extent provided by law, regarding its own acts and omissions; but that no party shall assume additional liability on its own behalf or

liability for the acts of any other person or entity through participation in HMIS except for the acts and omissions of its own employees, volunteers, agents or contractors. The parties specifically agree that this Agreement is for the benefit of the parties only and creates no rights in any third party.

B. AGENCY agrees to indemnify, defend and hold harmless HMIS LEAD, including its directors, officers, employees, representatives, and agents from and against any and all claims and liabilities (including, without limitation, all damages, costs, and expenses, including legal fees and disbursements paid or incurred) arising from the intentional acts or omissions, negligence, or strict liability of AGENCY, its directors, officers, employees, representatives, or agents, or AGENCY's breach of this Agreement, including any breach associated with Identifying information. This Section shall survive the termination of this Agreement.

C. Without limiting any other provision of this Agreement, AGENCY and its Users shall be solely responsible for all decisions and actions taken or not taken involving services, treatment, patient care, utilization management, and quality management for their respective patients and Clients resulting from or in any way related to the use of the HMIS or the Information made available thereby. AGENCY and Users shall have no recourse against, and hereby waive, any claims against HMIS LEAD for any loss, damage, claim or cost relating to or resulting from its own use or misuse of the HMIS.

D. AGENCY acknowledges and agrees that the HMIS is an information management tool only and that it contemplates and requires the involvement of Agencies and Users that are qualified to maintain, collect and enter information into the HMIS. AGENCY further acknowledges and agrees that HMIS LEAD has not represented its services as having the ability to perform any tasks that constitute the practice of medicine or of other professional or academic disciplines. HMIS LEAD shall not be responsible for any errors, misstatements, inaccuracies, or omissions regarding the content of the HMIS, although every effort has been made to ensure its quality and accuracy. AGENCY assumes all risk for selection and use of the content in the HMIS.

E. All data to which access is made through the HMIS originates from Participating Agencies, and not from HMIS LEAD. All such data is subject to change arising from numerous factors, including without limitation, changes to Client information made at the request of the Client, changes in the Client's condition, the passage of time and other factors. HMIS LEAD neither initiates the transmission of any data nor monitors the specific content of data being transmitted. Without limiting any other provision of this Agreement, HMIS LEAD shall have no responsibility for or liability related to the accuracy, content, currency, completeness, content or delivery of any data either provided by AGENCY, or used by AGENCY, pursuant to this Agreement.

F. Access to the HMIS and the information obtained by AGENCY pursuant to the use of those services are provided "as is" and "as available." AGENCY is solely responsible for any and all acts or omissions taken or made in reliance on the HMIS or the information in the HMIS, including inaccurate or incomplete information. It is expressly agreed that in no event shall HMIS LEAD be liable for any special, indirect, consequential, or exemplary damages, including but not limited to, loss of profits or revenues, loss of use, or loss of information or data, whether a claim for any such liability or damages is premised upon breach of contract, breach of warranty, negligence, strict liability, or any other theories of liability, even if HMIS LEAD has been apprised of the possibility or likelihood of such damages occurring. HMIS LEAD disclaims any and all liability for erroneous transmissions and loss of service resulting from communication failures by telecommunication service providers or the HMIS.

14. Limitation of Liability:

HMIS LEAD shall not be liable for any cessation, delay or interruption of services, nor for any malfunction of hardware, software or equipment.

15. Disclaimer of Warranties:

HMIS LEAD makes no warranties, express or implied, including warranties of merchantability or fitness for a particular purpose, to any AGENCY or any other person or entity as to the services of the HMIS or as to any other matter.

16. Additional Terms and Conditions:

A. AGENCY will abide by such guidelines as are promulgated by HUD and HMIS LEAD from time to time regarding administration of the HMIS.

B. AGENCY and HMIS LEAD intend to abide by applicable State and Federal laws. Should any term of this Agreement be inconsistent with applicable law, or should additional terms be required by applicable law, AGENCY and HMIS LEAD agree to modify the terms of this Agreement so as to comply with applicable law.

C. Neither HMIS LEAD nor AGENCY will transfer or assign any rights or obligations regarding the HMIS without the written consent of the other party.

D. This Agreement will be in force until terminated by either party. Either party may terminate this Agreement with thirty (30) days written notice. Either party may also terminate this Agreement immediately upon a material breach of this Agreement by the other party, including but not limited to a breach of the **HMIS Charter (Policies and Standard Operating Procedures)** by AGENCY. Upon termination of this Agreement, AGENCY shall remain liable for (and nothing in this Agreement shall prevent HMIS LEAD from recovering) any fees, costs, or expenses that have been incurred prior to the

termination of this Agreement. HMIS LEAD and the remaining Participating Agencies will maintain their rights to use all of the information previously entered by AGENCY except to the extent a restriction is imposed by the Client or applicable law.

E. Copies of AGENCY data will be provided to the AGENCY upon termination of this Agreement at the AGENCY's written request to HMIS LEAD made within sixty (60) days after the termination of this Agreement. Information will be provided on CDs or other mutually agreed upon media. Unless otherwise specified in writing, copies of data will be delivered to AGENCY within sixty (60) calendar days of receipt of written requests for data copies. HMIS LEAD reserves the right to charge AGENCY's HMIS actual costs for providing such data to AGENCY.

F. Except as otherwise provided, no action taken by either party, or its officers, employees or agents, pursuant to this Agreement, shall be deemed to constitute an action of the other party, or shall be construed to place the parties in a relationship of partners, joint ventures, principal and agent, or employer and employee, or shall be deemed to confer upon either party any express or implied power, right or authority to enter into any agreement or commitment, express or implied, or to incur any obligation or liability on behalf of the other party except as expressly provided herein. HMIS LEAD and AGENCY intend and agree that they and their respective agents or employees shall serve as independent contractors and not as employees of the other party, and this Agreement shall not be considered a hiring by either party or a contract of employment.

G. This Agreement may be amended or modified, and any of the terms, covenants, representations, warranties or conditions of this Agreement may be waived, only by a written instrument executed by the Parties, or in the case of a waiver, by the party waiving compliance.

H. Any waiver by any party of any condition, or of the breach of any provision, term, covenant, representation or warranty contained in this Agreement, in any one or more instances, shall not be deemed to be or construed as a further or continuing waiver of any such condition or breach of any other condition or the breach of any other provision, term, covenant, representation, or warranty of this Agreement.

I. Neither party shall assign its rights or delegate its duties hereunder without the prior written consent of the other, which consent will not be unreasonably withheld. All of the terms, provisions, covenants, conditions and obligations of this Agreement shall be binding on and inure to the benefit of the successors and assigns of the parties hereto.

J. Any notice required or permitted to be given under this Agreement shall be conclusively deemed to have been received by a party to this Agreement on the day it is delivered to such party at the address indicated in the signature block below, or at such other address as such party shall specify to the other party in writing, or if sent by registered or certified mail, on the third business day after the date on which it is mailed to such party at said address.

K. This Agreement sets forth the entire understanding between the parties with respect to the matters contemplated by this Agreement and supersedes and replaces all prior and contemporaneous agreements and understandings, oral or written, with regard to these matters.

L. If any provision of this Agreement is determined to be invalid or unenforceable, such invalidity or unenforceability shall not affect the validity or enforceability of any other provisions of this Agreement that can be given effect without the invalid or unenforceable provisions, and all unaffected provisions of this Agreement shall remain in full force and effect as if this Agreement had been executed without such invalid or unenforceable provisions.

M. The Parties affirm that this Agreement has been entered into in the State of California and will be governed by and construed in accordance with the laws of the State of California, notwithstanding any state's choice of law rules to the contrary. Any action to enforce, challenge or construe the terms or making of this Agreement or to recover for its breach shall be litigated exclusively in a state or federal court located in the State of California.

This Agreement is executed between (AGENCY) and (HMIS LEAD) and upon execution the AGENCY will be given access to the HMIS with the terms herein set forth. This agreement will be signed by the Executive Director at the Participating AGENCY.

Tanya Tomo		
HMIS LEAD	SIGNATURE	DATE
AGENCY NAME		
AGENCY CEO/EXECUTIVE DIRECTOR	SIGNATURE	DATE

I have read the AGENCY Agreement and understand that this technology is for HMIS purposes only.

COUNTY OF RIVERSIDE CONTINUUM OF CARE - YHDP TIME & ACTIVITY REPORT

AGENCY NAME - EMPLOYEE NAME

DATES: (dates for pay period)

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	TOTAL	
SERVICE STAFF (YHDP Only)																																	0.00
YHDP Service Activities																																	0.00
Total Project	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
ADMINISTRATIVE STAFF (YHDP Only)																																	
YHDP Administrative Activities																																	
NON-PROJECT (Time not worked on YHDP)																																	
Non-Project																																	
Total Non-Project	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
FRINGE HOURS																																	
Vacation																																	
Sick																																	
Holiday																																	
Other Paid Time Off																																	
Total Fringe	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
TOTALS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

Total Hours	0.00
Total Fringe Hours	0.00
Difference	0.00
Actual Hours - Technical Assistance	0.00
Actual Hours - Administration	0.00
Non-Project Hours	0.00

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

Employee Signature	Date
Supervisor Signature	Date




Homeless Definition

CRITERIA FOR DEFINING HOMELESS	Category 1	Literally Homeless	(1) Individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning: <ul style="list-style-type: none"> (i) Has a primary nighttime residence that is a public or private place not meant for human habitation; (ii) Is living in a publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state and local government programs); <u>or</u> (iii) Is exiting an institution where (s)he has resided for 90 days or less <u>and</u> who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution
	Category 2	Imminent Risk of Homelessness	(2) Individual or family who will imminently lose their primary nighttime residence, provided that: <ul style="list-style-type: none"> (i) Residence will be lost within 14 days of the date of application for homeless assistance; (ii) No subsequent residence has been identified; <u>and</u> (iii) The individual or family lacks the resources or support networks needed to obtain other permanent housing
	Category 3	Homeless under other Federal statutes	(3) Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition, but who: <ul style="list-style-type: none"> (i) Are defined as homeless under the other listed federal statutes; (ii) Have not had a lease, ownership interest, or occupancy agreement in permanent housing during the 60 days prior to the homeless assistance application; (iii) Have experienced persistent instability as measured by two moves or more during in the preceding 60 days; <u>and</u> (iv) Can be expected to continue in such status for an extended period of time due to special needs or barriers
	Category 4	Fleeing/ Attempting to Flee DV	(4) Any individual or family who: <ul style="list-style-type: none"> (i) Is fleeing, or is attempting to flee, domestic violence; (ii) Has no other residence; <u>and</u> (iii) Lacks the resources or support networks to obtain other permanent housing



Homeless Definition

RECORDKEEPING REQUIREMENTS 	Category 1	Literally Homeless	<ul style="list-style-type: none"> • Written observation by the outreach worker; <u>or</u> • Written referral by another housing or service provider; <u>or</u> • Certification by the individual or head of household seeking assistance stating that (s)he was living on the streets or in shelter; • For individuals exiting an institution—one of the forms of evidence above <u>and</u>: <ul style="list-style-type: none"> ○ discharge paperwork <u>or</u> written/oral referral, <u>or</u> ○ written record of intake worker’s due diligence to obtain above evidence <u>and</u> certification by individual that they exited institution
	Category 2	Imminent Risk of Homelessness	<ul style="list-style-type: none"> • A court order resulting from an eviction action notifying the individual or family that they must leave; <u>or</u> • For individual and families leaving a hotel or motel—evidence that they lack the financial resources to stay; <u>or</u> • A documented and verified oral statement; <u>and</u> • Certification that no subsequent residence has been identified; <u>and</u> • Self-certification or other written documentation that the individual lack the financial resources and support necessary to obtain permanent housing
	Category 3	Homeless under other Federal statutes	<ul style="list-style-type: none"> • Certification by the nonprofit or state or local government that the individual or head of household seeking assistance met the criteria of homelessness under another federal statute; <u>and</u> • Certification of no PH in last 60 days; <u>and</u> • Certification by the individual or head of household, and any available supporting documentation, that (s)he has moved two or more times in the past 60 days; <u>and</u> • Documentation of special needs <u>or</u> 2 or more barriers
	Category 4	Fleeing/ Attempting to Flee DV	<ul style="list-style-type: none"> • <i>For victim service providers:</i> <ul style="list-style-type: none"> ○ An oral statement by the individual or head of household seeking assistance which states: they are fleeing; they have no subsequent residence; and they lack resources. Statement must be documented by a self-certification or a certification by the intake worker. • <i>For non-victim service providers:</i> <ul style="list-style-type: none"> ○ Oral statement by the individual or head of household seeking assistance that they are fleeing. This statement is documented by a self-certification or by the caseworker. Where the safety of the individual or family is not jeopardized, the oral statement must be verified; <u>and</u> ○ Certification by the individual or head of household that no subsequent residence has been identified; <u>and</u> ○ Self-certification, or other written documentation, that the individual or family lacks the financial resources and support networks to obtain other permanent housing.