

**FIRST AMENDMENT TO
COMMUNITY DEVELOPMENT BLOCK GRANT – CARES ACT ALLOCATION
(CDBG-CV) SUBRECIPIENT AGREEMENT**

**UNITED WAY OF THE INLAND VALLEYS, INC. dba “UNITED WAY OF THE
INLAND VALLEYS”**

Microenterprise Business Grant Program

THIS FIRST AMENDMENT TO COMMUNITY DEVELOPMENT BLOCK GRANT – CARES ACT ALLOCATION (CDBG-CV) SUBRECIPIENT AGREEMENT (“First Amendment”) is made and entered into this ____ day of _____, 2021, by and between the CITY OF RIVERSIDE, a California charter city and municipal corporation (“City”), and UNITED WAY OF THE INLAND VALLEYS, INC., a California nonprofit corporation, doing business as “United Way of the Inland Valleys” (“Subrecipient”).

RECITALS

WHEREAS, pursuant to the Coronavirus Aid, Relief, and Economic Security Act (“CARES Act”), Public law 116-136, the City received a supplemental allocation of funds from the United States Department of Housing and Urban Development (“HUD”) Community Development Block Grant program to prevent, prepare for, and respond to the coronavirus pandemic (“CDBG-CV Funds”); and

WHEREAS, on June 1, 2020, the City and Subrecipient entered into a Community Development Block Grant – CARES Act Allocation (CDBG-CV) Subrecipient Agreement (“Agreement”), wherein Subrecipient received One Million Four Hundred Ninety-Six Thousand Seven Hundred Seventeen Dollars (\$1,496,717) (“Grant Funds”) for its Microenterprise Business Grant Program (“Program”) which, in collaboration with the City, provides working capital assistance to microenterprises in the City that are owned and operated by low-moderate income individuals; and

WHEREAS, the Agreement will not expire until June 1, 2022; and

WHEREAS, the City and Subrecipient would now like to amend the Agreement to modify the Scope of Services and the Budget for the purpose of clarifying the administrative process and reimbursable administrative costs for the Program.

NOW, THEREFORE, in consideration of the foregoing recitals which are incorporated herein by this reference, Subrecipient and the City agree as follows:

1. Exhibit “A” is hereby deleted and replaced with Exhibit “A-1,” attached hereto and incorporated herein, and all references to Exhibit “A” shall be deleted and replaced with references to Exhibit “A-1.”

2. Exhibit "B" is hereby deleted and replaced with Exhibit "B-1," attached hereto and incorporated herein, and all references to Exhibit "B" shall be deleted and replaced with references to Exhibit "B-1."

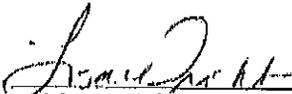
3. All terms and conditions of the Agreement not inconsistent with this First Amendment, shall remain in full force and effect and are incorporated herein by this reference as if set forth in full.

IN WITNESS WHEREOF, the City and Subrecipient have caused this First Amendment to be duly executed the day and year first above written.

CITY OF RIVERSIDE, a California
charter city and municipal corporation

UNITED WAY OF THE INLAND
VALLEYS, INC., a California nonprofit
corporation, doing business as "United Way
of the Inland Valleys"

By: _____
City Manager

By: 
Lisa Wright, President & CEO

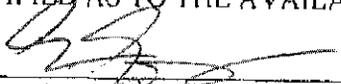
Dated: _____

Dated: 7/28/2021

Attest: _____
City Clerk

Dated: _____

CERTIFIED AS TO THE AVAILABILITY OF FUNDS:

By: 
Chief Financial Officer

APPROVED AS TO FORM:

By: 
Deputy City Attorney

EXHIBIT "A-1"

SCOPE OF SERVICES

United Way of the Inland Valleys

Microenterprise Business Grant Program

Community Development Block Grant -CARES Act Funds (CDBG-CV) for the "Microenterprise Business Grant Program" awarded by the City of Riverside shall not exceed the amount of **\$1,496,717**. The funds awarded will provide no more than \$7,500 in assistance to up to 199 low to moderate income businesses with five or fewer employees. Grants will provide relief to businesses whose stability has been impacted as a result of COVID-19. The project is located at 1835 Chicago Suite B, Riverside, CA 92507.

SCOPE OF WORK

Overview:

The City of Riverside Microenterprise Business Grant Program, administered through Inland SoCal United Way (ISCUW) seeks to provide financial stabilization to small businesses (5 or fewer employees) owned by or employing low-to-moderate income employees.

Process:

Once applications are submitted to ISCUW for consideration, they are assigned to a program coordinator and reviewed for eligibility/completeness within one week. If a file is determined to be eligible but incomplete the assigned program coordinator will make at least three attempts (by phone and email) to obtain missing information and/or answer any questions. Target timeline is for program coordinators to process all applications within four weeks of submission and approved applicants to receive payment within 8 weeks of submission.

- Ineligible Applications will receive an email notification as soon as ineligibility is confirmed.
- Incomplete Applications that are missing required documentation and do not respond/provide them after a Final Notice with 72 hour deadline, will have their application closed.
- Eligible & Complete Applications will be sent to Supervisor for review. Supervisor will confirm eligibility/required documents and look for any red flags before submitting to The City of Riverside for a determination. If a challenge arises during review, the Supervisor will send back to the coordinator to follow-up with the applicant and allow them 72 hours to resolve the issue. If they cannot, the application will be closed.
- Appeals – If the applicant wants to appeal the decision to close their application, they must do so within one week of the determination and provide any new information and/or missing documents at the same time. A determination on whether we can re-open the application will be made within two weeks of the initial determination.

Applications that pass Supervisor Review will be presented to the City of Riverside for consideration within one week. If the City of Riverside has questions, the application will be sent back to the coordinator for follow-up with the applicant and they will be given 72 hours to resolve the issue. If they cannot, the application will be closed.

Approved applicants will be notified within 24 hours of the determination, along with a request for CDBG Agreement & W9 form (if not already on file). Once required payment documents/information is received, a payment request will be Submitted to Finance within one week. Payment request will go through two levels of review in the Finance Department before payment is disbursed. Depending on the method of payment selected, payments may take up to three weeks to arrive.

Most funded applicants should expend funding within 6 months of receipt. They must keep records/receipts of how funding was spent for 5 years. All funded applications must complete an annual report the first year. Those that used their funding to purchase equipment may need to report annually for the life of the equipment.

Reporting:

The City of Riverside & ISCUW Microenterprise Leadership Team meet weekly to discuss any program updates, announce newly approved applications, suggest program adjustments, etc. For the annual report, ISCUW will reach out to all funded applicants with reporting forms and guidelines at approximately the 11-month mark. Funded organizations will have 2 weeks to provide reporting form and receipts as needed. ISCUW will compile report information and provide to the City of Riverside at approximately the 12-month mark.

For ongoing equipment reporting, ISCUW is awaiting direction from The City of Riverside regarding requirements. Reporting requirements vary based on the type and cost of the equipment.

All Application Files & Reports will be maintained by ISCUW and the City of Riverside will have access for auditing purposes.

EXHIBIT "B-1"

BUDGET

United Way of the Inland Valleys

Microenterprise Business Grant Program

BUDGET:

Funding available for grants to eligible businesses: \$1,328,917

Administration Costs:

Staff Time	\$149,000
Marketing and Outreach	\$4,000
Access to Technology	\$1,800
Opexa Portal Fees	\$10,000
Audit Fees	\$3,000

Total Administration \$167,800

Total Project Cost: \$1,496,717

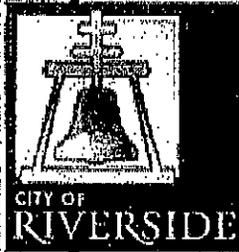
EXPECTED FUNDING SOURCES:

CDBG-CV Funds: \$1,496,717

Total Project Cost: \$1,496,717

Funding available for grants to eligible businesses may exceed \$1,328,917 up to the full CDBG-CV Funding amount of \$1,496,717.

Administration Costs will not exceed \$167,800 or 20% the amount of grant assistance paid out, whichever is less.



MEMORANDUM

Finance Department

DATE: November 30, 2017

TO: Community & Economic Development Department

FROM: Bobby Magee, Purchasing Manager

RE: Purchasing Waiver

This memorandum shall serve as approval of the Community & Economic Development Department's request for a Purchasing Waiver of competitive bidding under Purchasing Resolution 23256, section 702 (t) when processing agreements and requisitions under the following City grants:

1. City of Riverside U.S. Department of Housing & Urban Development entitlement grants

- o Approved by City Council on May 9, 2017. See Attachment No.1A.
- o HUD entitlement grant agreements were effective as of September 22, 2017 (Attachment No. 1B).
- a. HOME Investment Partnerships Program
 - o Housing Rehabilitation Program: Riverside Housing Development Corporation: \$200,000
- b. Community Development Block Grant
 - o See the organizations, activities and funding amounts approved by City Council on May 9, 2017 in Attachment No. 2.
- c. Housing Opportunities with AIDS (HOPWA)
 - o Housing Authority of the County of Riverside: \$1,146,583
 - o Foothill AIDS Project: \$797,797

d. Emergency Solutions Grant

- o Riverside Year Round Emergency Shelter - Path of Life Ministries: \$83,684
- o HMIS – Path of Life Ministries: \$15,000
- o Cold Weather Shelter Program – Path of Life Ministries: \$67,600
- o Rapid Re-Housing Program – City of Riverside: \$74,788

2. Tenant-Based Rental Assistance Program (Attachment No. 3). Program funded with \$600,000 of HOME Program funds. Purchase Orders created with residential property owners to provide rental assistance and security deposits to help individuals exit life from the streets.

3. HUD Continuum of Care Grants (Attachment No.4). Annual renewals of the following grant contracts to not exceed \$600,000 with the Riverside County Department of Public Social Services.

- a. Rapid Re-Housing. Purchase Orders created with residential property owners to provide rental assistance and security deposits to help individuals exit life from the streets.
- b. Permanent Supportive Housing Program for Chronically Homeless. Provide grant funds under the operations category to Riverside Housing Development Corporation for the eight restricted supportive housing program units at the Autumn Ridge Apartments.
- c. Disabled Homeless Supportive Housing Program. Provide grant funds under the operations category to Riverside Housing Development Corporation for the eight restricted supportive housing program units at 1833 7th Street, 1740 Loma Vista and 3552 and 3553 Lou Ella Lane.

APPROVED BY:


Bobby Magee, Purchasing Manager