

McCoy, Jennifer

From: Coronado, Veronica@HCD <Veronica.Coronado@hcd.ca.gov>
Sent: Thursday, August 7, 2025 4:49 PM
To: McCoy, Jennifer
Subject: [EXTERNAL] RE: 20-PLHA-15524 City of Riverside PLHA 2021 Grant Related Question

CAUTION: This email originated from outside the City of Riverside. It was not sent by any City official or staff. Use caution when opening attachments or links.



Coronado, Veronica@HCD reacted to your message:

From: McCoy, Jennifer <JMcCoy@riversideca.gov>
Sent: Thursday, August 7, 2025 11:47:47 PM
To: Coronado, Veronica@HCD <Veronica.Coronado@hcd.ca.gov>
Subject: RE: 20-PLHA-15524 City of Riverside PLHA 2021 Grant Related Question

Thank you so much! Have a great day!

Jenn McCoy, CPPO
Purchasing Manager
City of Riverside
Finance Department, Purchasing Division
Main: 951-826-5561
Direct: 951.826-5564
RiversideCA.gov [riversideca.gov]

From: Coronado, Veronica@HCD <Veronica.Coronado@hcd.ca.gov>
Sent: Thursday, August 7, 2025 4:46 PM
To: McCoy, Jennifer <JMcCoy@riversideca.gov>
Subject: [EXTERNAL] RE: 20-PLHA-15524 City of Riverside PLHA 2021 Grant Related Question

Hello Jennifer,

In respect to our PLHA processes, the City of Riverside has met the conditions outlined in our PLHA Program guidelines with respect to our procurement requirements. The documentation provided during your initial application and review process was found to be acceptable at that time which included your Resolution. While we acknowledge that jurisdictions may have their own internal procedures, we do not recommend that they disregard those processes. Such internal protocols do not supersede or modify the requirements of our PLHA Program.

Thank you for your email,



Veronica Coronado

Housing Representative II
Division of State Financial Assistance
Housing and Community Development
651 Bannon St. | Sacramento, CA 95811
Phone: 916.776.7782 | Veronica.Coronado@hcd.ca.gov

From: McCoy, Jennifer <JMcCoy@riversideca.gov>
Sent: Thursday, August 7, 2025 12:10 PM
To: Coronado, Veronica@HCD <Veronica.Coronado@hcd.ca.gov>
Subject: RE: 20-PLHA-15524 City of Riverside PLHA 2021 Grant Related Question

Hi Veronica,

Thank you for your kind response and for your continued support.

As a follow-up to our previous conversation, I'd like to respectfully request written confirmation that the City of Riverside will not be penalized or deemed non-compliant under the PLHA grant if we proceed with the informal procurement process, despite the fact that it does not meet the stricter requirements outlined in our City's Purchasing Resolution.

Specifically, under Section 703 of our Resolution, we are required to follow the more restrictive of either our internal policies or the grant guidelines. In this case, our policy would typically require a formal competitive solicitation through our PlanetBids system for contracts exceeding \$50,000.

Can you please confirm in writing that:

1. HCD approves the use of the previously conducted informal RFP process for this PLHA-funded agreement; and
2. The City's use of this informal process, in lieu of a formal solicitation, will not jeopardize our eligibility for PLHA funds or result in a finding of non-compliance?

Your confirmation will help us document this exception properly and provide the necessary assurance to our Finance and Legal teams as we move forward with this agreement.

Thank you again for your time and assistance—I sincerely appreciate your partnership in helping us maintain compliance while continuing to serve our community.

Jenn McCoy, CPPO
Purchasing Manager
City of Riverside
Finance Department, Purchasing Division
Main: 951-826-5561
Direct: 951.826-5564
RiversideCA.gov [riversideca.gov]

From: Coronado, Veronica@HCD <Veronica.Coronado@hcd.ca.gov>
Sent: Thursday, August 7, 2025 12:01 PM
To: McCoy, Jennifer <JMcCoy@riversideca.gov>
Subject: [EXTERNAL] RE: 20-PLHA-15524 City of Riverside PLHA 2021 Grant Related Question

Hello Jennifer,

Thank you so much confirming with us. We appreciate your time and proactive communication.

Have a great day,



Veronica Coronado

Housing Representative II

Division of State Financial Assistance

Housing and Community Development

651 Bannon St. | Sacramento, CA 95811

Phone: 916.776.7782 | Veronica.Coronado@hcd.ca.gov

From: McCoy, Jennifer <JMcCoy@riversideca.gov>

Sent: Thursday, August 7, 2025 11:02 AM

To: Coronado, Veronica@HCD <Veronica.Coronado@hcd.ca.gov>

Subject: FW: 20-PLHA-15524 City of Riverside PLHA 2021 Grant Related Question

Hi Veronica,

Thank you again for taking the time to speak with me regarding the PLHA grant guidelines and procurement requirements. I appreciate your responsiveness and the clarification you provided.

As discussed, the City of Riverside originally conducted an informal RFP process when contracting with Mercy House for the Bridge Housing Program. However, I want to ensure that our process remains in alignment with both the PLHA grant requirements and the City's internal procurement regulations.

Under the City of Riverside's Purchasing Resolution No. 24101, Section 703. Grant Purchases states:

SECTION 703. Grant Purchases.

When the Procurement of Services are to be procured through the use of Federal or State grant funding, procurement shall be done in accordance with the procedures herein. If the receipt of grant funding is conditioned upon requirements and procedures more strict than as set forth herein, the procedures necessary for the receipt of the grant funding shall be followed. Certain federally funded Procurements are subject to sections 200.317 through 200.327 of Title 2 of the Code of Federal Regulations (CFR). Federally funded Procurements shall follow the applicable CFR provisions, except where this Resolution provides for a stricter procedure, then the provisions of this Resolution shall apply. The Using Agency is responsible for compliance with all aspects of grant requirements and shall inform the Manager of any and all grant requirements which affect the expenditure of grant funds and the procurement of Goods, Services, or Construction with grant funds.

Given this language, the City is required to follow the stricter of either our internal procedures or the grant requirements. Since the agreement under PLHA exceeds \$50,000, the City's standard practice would be to conduct a formal solicitation process unless the grant requirements clearly allow for an alternative.

Based on your confirmation that the informal process already used meets PLHA guidelines, we are seeking your written confirmation that the City of Riverside may proceed under the informal procurement process for this contract. Your confirmation will help ensure that the Housing and Human Services Department remains compliant and does not risk jeopardizing its PLHA funding.

Thank you again for your time and guidance. Please let me know if any additional documentation is needed.

Jenn McCoy, CPPO

Purchasing Manager

City of Riverside

Finance Department, Purchasing Division

Main: 951-826-5561

Direct: 951.826-5564

RiversideCA.gov [riversideca.gov]

From: Starkey, Caitlin <CStarkey@riversideca.gov>
Sent: Thursday, August 7, 2025 10:37 AM
To: McCoy, Jennifer <JMcCoy@riversideca.gov>
Subject: Fw: 20-PLHA-15524 City of Riverside PLHA 2021 Grant Related Question

For your review.

Thank you,

Caitlin Starkey, CPPB

City of Riverside

Finance, Purchasing

Main: 951.826.5561

Direct: 951.826.5536

RiversideCA.gov [riversideca.gov]

From: Neubauer, Agripina <ANeubauer@riversideca.gov>
Sent: Thursday, August 7, 2025 10:33 AM
To: Starkey, Caitlin <CStarkey@riversideca.gov>
Cc: Davis, Michelle <MDAVIS@riversideca.gov>
Subject: FW: 20-PLHA-15524 City of Riverside PLHA 2021 Grant Related Question

Caitlin,
I am following up on the PLHA procurement for our Bridge Housing management.

Our HCD representative for the PLHA program has said that our selection is acceptable based on the grant guidelines. See email below.

Is this sufficient?

If not, please let me know what additional information you would like to see so I can reach back out to our rep.

We would like to get this moving as soon as possible.

Thank you,
Agripina Neubauer
Project Manager
City of Riverside

Housing Authority
(951) 826-3947
aneubauer@riversideca.gov

From: Coronado, Veronica@HCD <Veronica.Coronado@hcd.ca.gov>
Sent: Thursday, August 7, 2025 9:33 AM
To: Neubauer, Agripina <ANeubauer@riversideca.gov>
Subject: [EXTERNAL] FW: 20-PLHA-15524 City of Riverside PLHA 2021 Grant Related Question

Hello Agripina,

Forwarding this to you for your records.

Have a great day,



Veronica Coronado
Housing Representative II
Division of State Financial Assistance
Housing and Community Development
651 Bannon St. | Sacramento, CA 95811
Phone: 916.776.7782 | Veronica.Coronado@hcd.ca.gov

From: Coronado, Veronica@HCD <Veronica.Coronado@hcd.ca.gov>
Sent: Thursday, August 7, 2025 8:55 AM
To: Davis, Michelle <MDAVIS@riversideca.gov>
Subject: 20-PLHA-15524 City of Riverside PLHA 2021 Grant Related Question

Good morning Michelle,

Thank you for your question. Yes, this is acceptable with our PLHA Guidelines with regards to procurement.

For this project, we will however need commitment from the City of Riverside to use PLHA specific funding for your project of the amount proposed. We will then request a draft/executed Subrecipient Agreement with scope of work to be submitted for approval prior to your submission of the Request of Funds.

Please let me know if you have any additional questions.

Have a great day,



Veronica Coronado
Housing Representative II
Division of State Financial Assistance
Housing and Community Development
651 Bannon St. | Sacramento, CA 95811
Phone: 916.776.7782 | Veronica.Coronado@hcd.ca.gov

From: Davis, Michelle <MDAVIS@riversideca.gov>
Sent: Wednesday, August 6, 2025 12:00 PM
To: Coronado, Veronica@HCD <Veronica.Coronado@hcd.ca.gov>
Subject: PLHA 2021 Grant Related Question
Importance: High

Veronica,

Thank you again for taking my call yesterday. Under the City of Riverside's PLHA Grant (20-PLHA-15527), the 2021 allocation totals \$2,774,596, which 60% is committed to the following activity:

- Activity 6 - Pursuant to its Housing First Strategy, the City is constructing a bridge housing facility at 2881 Hulen Place, which will house approximately 45 homeless individuals. PLHA funds will be utilized to cover operations and case management to assist clients with obtaining income, housing, and self-sufficiency. PLAH funds will support operations and case management services to assist clients with securing income, permanent housing, and achieving self-sufficiency.

The City completed a competitive RFP process, reaching out to experienced shelter providers across Riverside, San Bernardino and Orange Counties. The intent was to identify an operator for the bride housing program with the capacity to deliver document readiness support, income acquisition assistance, housing navigation, and comprehensive needs assessments.

Two proposals were received from Path of Life and Mercy House with Mercy House selected as the top-ranked proposer.

To-date, the City has executed the following contracts with Mercy House for the operation of the Bridge Housing Program:

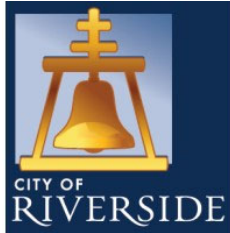
Execution Date	Grant	Contracted Amount	Term	Months	Per month cost	Reason for in
3/29/2022	ESG-CV2	\$1,242,118.00	5/1/2022 - 5/31/2023	13	\$ 95,547.54	
6/23/2023	HHAP 2	\$ 876,608.52	6/1/2023 - 2/28/2024	9	\$ 97,400.95	*Increased security hou
6/24/2024	HHAP 3	\$1,595,452.48	3/1/2024 - 3/31/2025	13	\$ 122,727.11	*Increased security rate meals and shelter main
TBD	PLHA	\$1,664,757.60	4/1/2025-5/31/2026	14	\$ 118,911.26	Per month cost decreas

We are now preparing to move forward with a new Subrecipient Agreement with Mercy House under the PLHA allocation. The City respectfully requests confirmation from HCD that the procurement process used is in compliance with PLHA guidelines, and that we may proceed with presenting the agreement to City Council for consideration on August 19, 2025. We were not able to locate any procurement language in the PLHA NOFA . The City caps renewal contracts at 5 years.

This request comes at the direction of our Finance Department, and we publish the City Council agenda by this Friday.

Any assistance you can provide on an expedited response would be greatly appreciated. Please let me know if you have any questions. I can be reached at 951.288.2251.

Sincerely,
Michelle



Michelle Davis

Housing and Human Services Director
3900 Main Street, Riverside, CA 92522
Office: (951) 826-5743
Cell: (951) 288-2251

www.riversideca.gov [riversideca.gov] |

mdavis@riversideca.gov

Connect with Us! [Facebook](https://www.facebook.com/riversideca) [[facebook.com](https://www.facebook.com/riversideca)] | [Twitter](https://twitter.com/riversideca) [[twitter.com](https://twitter.com/riversideca)] | [YouTube](https://www.youtube.com/riversideca) [[youtube.com](https://www.youtube.com/riversideca)] | [Instagram](https://www.instagram.com/riversideca) [[instagram.com](https://www.instagram.com/riversideca)]

Stay in-the-know with all things Riverside! Connect with us at RiversideCA.gov/Connect.
[\[riversideca.gov\]](http://riversideca.gov)