

SHORT FORM PURCHASE OF SERVICE CONTRACT

The parties to this Short Form Purchase of Goods and/or Services Contract (Contract) do mutually agree and promise as follows:

1. Parties: The parties to this Contract are the CITY OF LAKE ELSINORE, a municipal corporation (City) and the following named Contractor:

Name: Social Work Action Group

Street Address: 4055 Jurupa Avenue, Room 25

City/State/Zip: Riverside, CA 92506

Telephone: (951) 496-8790 **Fax:**

Email: aaron@theswag.org

Taxpayer ID #: 82-2556816

City Business License #: LIC-2018-00734

2. Term: The effective date of this contract is 10/1/2018 and it terminates 3/31/2019 unless sooner terminated as provided herein.

3. Contractor's Obligations:

- (a) To the satisfaction of the City's Project Manager, Contractor shall provide the following goods and/or services: (Attach extra sheet/s if necessary)

Facilitate and lead overall scope of homeless services

- (b) Contractor shall perform the above-referenced services or delivery the required goods at or to the following specified location/s: (Attach extra sheet/s if necessary)

Lake Elsinore, CA 92530


4. Supplemental Conditions: This Contract is subject to the Supplemental Conditions attached hereto, which are incorporated herein by reference.

5. Compensation: Contractor's total compensation for the goods and/or services performed under this Contract is \$28,500, to be paid as (**check one**): (1) ☐ lump sum upon completion of all Contractor's Obligations; (2) ☐ lump sum per-task in the amounts indicated below, payable upon completion of each task; (3) ☒ lump sum per-task in the amounts indicated below, payable in monthly installments not to exceed the percentage completion of each task; (4) ☐ per attached written quote, up to a guaranteed not-to-exceed amount of \$28,500.

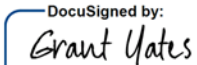
| Task | Amount |
|---|-------------------|
| 1. Facilitate and lead overall scope of homeless services | \$4,750 per month |
| 2. | |
| 3. | |
| 4. | |

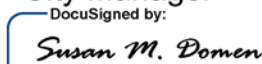
6. Signatures: These signatures attest the parties' agreement hereto:

CONTRACTOR:

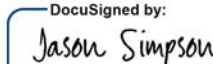
DocuSigned by:
By: 
Aaron Petroff

CITY OF LAKE ELSINORE:

DocuSigned by:
By: 
City Manager

DocuSigned by:
By: 
City Clerk

Approved as to content/Insurance:

DocuSigned by:
By: 
City Purchasing Agent/Risk Manager

SUPPLEMENTAL CONDITIONS

1. Independent Contractor. It is expressly agreed that Contractor is to perform or deliver the goods and/or services described herein as an independent contractor pursuant to California Labor Code Section 3353, under the control of the City as to the result of his work only but not as to the means by which such result is accomplished. Nothing contained herein shall in any way be construed to make Contractor or any of its agents or employees, an agent, employee or representative of the City. Contractor shall be entirely responsible for the compensation of any assistants, employees, and subcontractors used by Contractor in providing said goods and/or services.
2. Cancellation. Either the City or Contractor may cancel this Contract at any time upon giving the other party five (5) calendar days' written notice of such cancellation. In the event of cancellation, the City shall be liable only to pay to the Contractor compensation for services rendered up to the date of the Contract's cancellation. Under no circumstances shall City be responsible for payment of lost profits, or damages beyond the total amount of compensation set in this Contract.
3. Assignment. Contractor shall not assign this Contract, or any part thereof, or any right of the Contractor hereunder without the prior written consent of the City.
4. Indemnity. Contractor shall indemnify, defend and hold the City harmless from and against all claims, demands and causes of action for injury, death or damage to any person or property that may arise or result from Contractor's performance of this Contract or from acts or omissions of any person(s) employed by Contractor.
5. Anti-Discrimination. Contractor shall not discriminate against any employee or applicant for employment because of race, color, religious creed, age, sex, actual or perceived sexual orientation, national origin, disability as defined by the American with Disabilities Act (42 U.S.C. § 12010, et seq.) or veteran's status. To the extent applicable, Contractor shall comply with all federal, state, and local laws regarding non-discrimination, equal employment opportunity, affirmative action and occupational-safety-health concerns, shall comply with all applicable rules and regulations thereunder, and shall comply with same as each may be amended from time to time.
6. Legal Responsibilities. The Contractor shall keep itself informed of State, and Federal laws and regulations and the Lake Elsinore Municipal Code which in any manner affect those employed by it or in any way affect the performance of its service pursuant to this Agreement. The Contractor shall at all times observe and comply with all such laws and regulations. The City, and its officers and employees, shall not be liable at law or in equity occasioned by failure of the Contractor to comply with this section.
7. Insurance. During the entire term of this Contract and any extension or modification thereof, the Contractor shall keep in effect insurance policies meeting the following insurance requirements:
 - 7.1 Commercial General and Automobile Liability Insurance.

Contractor, at its own cost and expense, shall maintain commercial general insurance in an amount not less than ONE MILLION DOLLARS (\$1,000,000.00) per occurrence, coverage and automobile liability insurance in an amount not less than ONE MILLION DOLLARS (\$1,000,000.00) per occurrence for the term of this Agreement in an amount not less than ONE MILLION DOLLARS (\$1,000,000.00) per occurrence, combined single limit coverage for risks associated with the work contemplated by this Agreement. If a Commercial General Liability Insurance or an Automobile Liability form or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to the work to be performed under this Agreement or the general aggregate limit shall be at least twice the required occurrence limit. Such coverage shall include but shall not be limited to, protection against claims arising from bodily and personal injury, including death resulting therefore, and damage to property resulting from activities contemplated under this Agreement, including the use of owned and non-owned automobiles. The following endorsements shall be attached to the policy:

7.1.1 Policy shall cover on an "occurrence basis."

7.1.2 Policy must cover personal injuries as well as bodily injuries. Exclusion of contractual liability must be eliminated from personal injury endorsement.

7.1.3 Broad form property damage endorsement must be attached.

7.1.4 Policy must cover contractual liability by amending the definition of "incidental contract" to include any written contract.

7.1.5 The City, its officers and employees shall be named by endorsement as an additional insured, and the policy shall stipulate that this insurance will operate as primary insurance and that no other insurance effected by the City will be called upon to contribute to any loss suffered by Contractor hereunder.

7.2 Worker's Compensation.

The Contractor, at its own cost and expense shall carry and maintain statutory Worker's Compensation Insurance and Employer's Liability with limits of not less than One Million Dollars (\$1,000,000) with an insurance carrier satisfactory to the City. In the event Contractor is self-insured, it shall furnish the City with a Certificate of Permission to Self-Insure signed by the Department of Industrial Relations Administration of Self-Insurance in Sacramento, California. If any injury occurs to any employee of Contractor for which the employee, or his dependents in the event of his death, is entitled to compensation from the City, the City may retain out of sums due the Contractor under this Contract an amount sufficient to cover such compensation as fixed by said Act, until such compensation is paid or until it is determined that no compensation is due and if the City is compelled to

pay such compensation, it will deduct and retain from the sums due the Contractor the amount so paid.

7.3 Additional Insurance Provisions.

Said policies shall constitute primary insurance as to the City, and its officers, agents, and employees, so that other insurance policies held by or for them or the City's self-insurance program shall not be required to contribute to any loss covered under the Contractor's insurance policy or policies.

7.4 Coverage Verification.

8.4.1 Upon notification of receipt by the City of a notice of cancellation, major change in coverage or expiration, Contractor shall file with the City a certified copy of the required new or renewal policy.

8.4.1 If, at any time during the life of the Contract or any extension thereof, Contractor fails to maintain the required insurance in full force and effect, all work under the Contract shall be discontinued immediately and all payments due or that become due to the Contractor will be withheld until notice is received by the City that the required insurance has been restored to full force and effect and that the premiums therefore have been paid for a period satisfactory to the City. Any failure to maintain the required insurance will be sufficient cause for City to immediately terminate the Contract.

8. Payment of Prevailing Wages.

Contractor is aware of the requirements of California Labor Code Section 1720, et seq., and 1770, et seq., as well as California Code of Regulations, Title 8, Section 1600, et seq., ("Prevailing Wage Laws"), which require the payment of prevailing wage rates and the performance of other requirements on "Public Works" and "Maintenance" projects. If the services are being performed as part of an applicable "Public Works" or "Maintenance" project, as defined by the Prevailing Wage Laws, and if the total compensation is \$1,000 or more, Contractor agrees to fully comply with such Prevailing Wage Laws. Contractor shall determine the applicable prevailing rates and make copies of the prevailing rates of per diem wages for each craft, classification or type of worker needed to execute the services available to interested parties upon request, and shall post copies at the Contractor's principal place of business and at the project site. Contractor shall defend, indemnify and hold the City, its elected officials, officers, employees and agents free and harmless from any claim or liability arising out of any failure or alleged failure to comply with the Prevailing Wage Laws. The provisions of this Section may be waived in if inapplicable to the services provided hereunder.



Social Work Action Group
Proposed Scope of Homeless Services
City of Lake Elsinore

Serving Humanity
Innovation + Accountability + Responsibility
Community Involvement

Social Work Action Group Proposal Addressing Homeless in the City of Lake Elsinore

Mission Statement

Social Work Action Group's (SWAG) mission is to advocate, educate and inspire marginalized individuals and families in the Inland Empire to achieve sustainable independence through community support.

Core Principles

Our work is rooted in 5 Core Principles:

- Serving Humanity
- Innovation + Accountability + Responsibility
- Community Involvement

Vision

Restoring humanity, one person at a time.

About Us

The SWAG team is made up of individuals who have a solid foundation in social services. Our expertise is in program design and implementation of direct services to those at-risk of being homeless and the chronically homeless. SWAG team members have extensive experience dealing with homelessness at the city, county and federal level. Team members have direct street outreach experience, program supportive housing case management and management of homeless housing programs such as Tenant Based Rental Assistance, Emergency Solutions Grants, Rapid Rehousing for families and Permanent Supportive Housing for individuals and families. Additionally, all staff has participated in mental health first responder and substance abuse training. Our innovative and systematic approach towards addressing homelessness is not geared towards the services themselves, but rather the ultimate outcome of measurable success.

The SWAG Approach

1. Outreach to individuals and families at-risk of being homeless population

Collaboration between local school district(s), law enforcement, Department of Public Social Services, faith-based organizations, youth centers, senior centers, etc. will help to locate those at-risk of becoming homeless. Once identified, we will provide support, connection and navigation to those at-risk of being homeless so that they may access the appropriate resources within their community and Riverside County.

2. Outreach to the unsheltered homeless

Street outreach must be intensive, consistent, strategic and needs the partnership of law enforcement to identify and locate those living on the streets and most vulnerable. When meeting an individual on the street we complete an intake assessment that address the individual's issues and behaviors that resulted in their homelessness. We then develop an action plan that directs our activities and interactions with the individual to achieve specific outcomes both short and long term. Quite often this includes linkage to mental health and substance abuse treatment services.

3. Outreach to the community at-large

SWAG will develop informational content, which will include material for the compassionate giving campaign and disseminate it throughout the community, as we believe coordination of efforts is essential. The campaign will encourage stakeholders, faith-based groups, community groups, businesses, and concerned residents to discourage well-intended activities that enable the chronically homeless to remain on the streets and focus their efforts on long-term solutions. This

will be done through the distribution of posters, flyers and electronic format. SWAG will begin with addressing community partners, which include first responders, service providers, faith-based organizations, non-profits and community groups and businesses. SWAG will then coordinate a series of meetings open and available to the public.

4. **Census of unsheltered homeless**

In every community, it is vital to conduct a thorough and comprehensive census of the unsheltered homeless population. City staff, Riverside County Sheriff's Department and SWAG will work together to accurately locate, identify, survey and track, through the creation of a by-name list. A comprehensive assessment will provide an in-depth look at the individual, the circumstances and incidents that led to homelessness such as severe trauma(s). We will also detail one's connections and support systems in the city to leverage those individuals and incorporate those resources. This information be used to develop an individualized action plan. This will be done on an ongoing basis as new individuals enter the city.

5. **Development of Housing Program**

SWAG is working with the City of Lake Elsinore to develop a pilot program to house homeless individuals from the City of Lake Elsinore. SWAG is in discussions with The City of Lake Elsinore, Sheriff's Department, a local landlord and numerous nonprofits to facilitate a responsible and successful affordable housing program with supportive services. Additionally, SWAG has applied for numerous grants that if awarded will help support our pursuit of developing and securing housing opportunities for individuals and families from Lake Elsinore.

6. **Housing Navigation**

Housing Navigation bridges the gap between homelessness and stable housing by connecting individuals and families to permanent housing solutions. The SWAG team will connect our clients with addressing individual and structural barriers to housing, supporting the clients and maintaining strong, sustainable relationships with landlords, property owners and leaders in the Lake Elsinore community.

7. **Measurable Outcomes**

SWAG's programs are all designed with an ultimate goal of obtaining true measurable outcomes. Traditionally, social service programs are centered around the delivery of services. We start with a measurable outcome and then devise a series of activities and services to support and obtain the measurable outcome.

Scope of Services

Social Work Action Group (SWAG) will work in conjunction with the City of Lake Elsinore to facilitate and lead the overall scope of homeless services for the City of Lake Elsinore. Full time, **40 hours per week** services will be provided with flexibility of schedule to meet the needs of the community at **\$28,500 with a term of services from October 1, 2018-March 31, 2019**. SWAG will bill on a retainer basis of an estimated 40 hours per week at \$4,750 per month. SWAG will provide the following activities and services:

- Assist with the organization and facilitation of the Point-in-Time Count for January 2019.
- Respond to homeless service requests made to and by the City of Lake Elsinore in a timely manner.
- Homeless Street Outreach will be conducted in partnership with law enforcement to address specific “hot spot” areas as identified by SWAG, City of Lake Elsinore staff and the Riverside Sherriff’s Department.
- All individuals encountered will be included in the by-name specifically for the City of Lake Elsinore.
- Individuals found living on the streets will be assessed and provided assistance to exit life on the streets, obtaining admittance and transportation to emergency shelter options, alcohol and drug treatment, connection to mental and physical health providers, etc.
- Conduct Riverside County housing assessments (VI-SPDAT) to unsheltered homeless individuals and families and provide navigation services.
- Provide strategic outreach services in partnership with City of Lake Elsinore and Lake Elsinore school district to identify individuals and families, who are homeless and at-risk of becoming homeless, and connect them to applicable services.
- Facilitate community asset mapping for strategic coordination and alignment of community resources that serve at-risk/homeless population.
- Assist with coordination and facilitation of the Homeless Outreach Community Coalition meetings.
- Participate in city sponsored community events.
- Participate in weekly Coordinated Entry Housing Navigation meetings to advocate and ensure clients are being linked to Riverside County Continuum of Care housing resources.
- Connect unsheltered homeless population to appropriate housing solutions throughout Riverside County.
- SWAG will assist in developing informational content, which will include material for the regional anti-panhandling campaign and disseminate it throughout the community. The campaign will encourage stakeholders, faith-based groups, community groups, businesses, and concerned residents to discourage well-intended activities that enable the chronically homeless to remain on the streets and focus their efforts on long-term solutions.
- SWAG will coordinate a series of lectures open and available to the public.
- Provide support to the City of Lake Elsinore through trainings, presentations and sharing updates related to trends in regional homeless efforts.
- A SWAG Report Card will be provided to community members to provide feedback and input.
- Data collection of key activities and results, community partners/businesses engaged will be reported to the City of Lake Elsinore on a monthly and quarterly basis.
- Attend and participate in City Council meetings, as requested.

Measurable Outcomes

Unsheltered Homeless Individuals/Families

- Reduce the homeless population by a minimum of 33% of the approximate 75 individuals counted (based on 2018 Point-In-Time Count) which equals 25 individuals.

At-risk of becoming Homeless Individuals/Families

- 100% of at-risk individuals and families who are contacted/ located by SWAG will be tracked and connected to mainstream benefits and housing prevention resources.

Community Outreach

- Outreach to a minimum of 10 businesses per month to educate them on homeless services. SWAG will generate a tracking log of all businesses encountered and provide information to the City of Lake Elsinore.
- Outreach to 100% of faith-based organizations as identified by the City of Lake Elsinore and community asset strategic mapping activities.

* SWAG is actively and concurrently working to secure a partnership with a local university to serve as an intermediary to ensure program success as in a “Pay for Success” program.



City of Lake Elsinore
Attn: Finance Department
130 South Main Street
Lake Elsinore, CA 92530
(951) 674-3124

VENDOR APPLICATION

OFFICE USE ONLY

VENDOR NUMBER _____

INPUT DATE _____

| | | | |
|--|-------|------------------------------------|----------------|
| NAME | | (833) 792-4674 | |
| SOCIAL WORK ACTION GROUP | | AARON @ THE SWAG. ORG | |
| Individual Name (if sole proprietor): | | Taxpayer ID # or Social Security # | |
| First | MI | Last | 82-2556816 |
| Business Address: | | Remittance Address (if different): | |
| 4055 JUPITA AVE #25 | | | |
| Address | | Address | |
| RIVERSIDE | CA | 92506 | |
| City | State | Zip | |
| Principal Contact for Firm: | | Title | Phone: |
| AARON PETROFF | | DIR. OF PROGRAMS | (951) 496-8790 |
| Type of Entity: | | | |
| <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input checked="" type="checkbox"/> Tax Exempt/Non-profit <input type="checkbox"/> Government or Trust | | | |
| Is business licensed to do business in the City of Lake Elsinore? <input type="checkbox"/> Yes <input type="checkbox"/> No | | | |
| City of Lake Elsinore Business License is required if conducting business within the City of Lake Elsinore (LEMC | | | |
| 5.08.010) City Business License # _____ Expiration Date: _____ | | | |
| Check all that apply: | | | |
| <input type="checkbox"/> Goods only <input type="checkbox"/> Goods and Services <input type="checkbox"/> Rents/Leases paid to you as agent <input type="checkbox"/> Legal Services <input type="checkbox"/> Medical Services <input checked="" type="checkbox"/> Other: HOMELESS SERVICES | | | |
| Brief description of type of supplies and/or services offered (required): HOMELESS SERVICES TO INDIVIDUALS AND FAMILIES IN LAKE ELSINORE. | | | |

The undersigned hereby certifies that the above and foregoing information is a full, true, and correct statement of the facts.

AARON
Signature

DIR. OF PROGRAMS
Title

10/12/18
Date

1. Terms: The City of Lake Elsinore is Net 45 days.
3. Purchase order required for \$2,000.00 or more.

2. The City of Lake Elsinore is not tax exempt.
4. W-9 form must be completed to be accepted.

Form **W-9**
(Rev. November 2017)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Go to www.irs.gov/FormW9 for instructions and the latest information.

See instructions for
exemptions from
backup withholding.

Print or type.
See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

Social Work Action Group

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.

☐ Individual/sole proprietor or single-member LLC ☒ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☒ Other (see instructions) ▶ Nonprofit corporation exempt under IRS code 501(c)(3)

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

(Applies to accounts with delinquent FATCA reporting)

5 Address (number, street, and apt. or suite no.) See instructions.

14125 Bush Avenue

6 City, state, and ZIP code

Riverside, CA 92508

7 List account number(s) here (optional)

Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

8 - 2 - 2

OR

Employer identification number

8 - 2 - 2

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be assigned to me);
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest and dividends, and I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, acquisition of debt, contributions to qualified plans, or other than interest and dividends, you are not required to sign the certification, but you must report the transaction on your tax return.

Sign
Here

Signature of
U.S. person ▶

Monica Sapren

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), or employer identification number (EIN), to report on an information return the amount reportable on an information return. The types of information returns include, but are not limited to, the following:

- Form 1099-BNT (Interest earned on bonds)

BUSINESS NAME: SOCIAL WORK ACTION GROUP

BUSINESS LOCATION: 4055 JURUPA AVE RM 25
RIVERSIDE, CA 92506

OWNER NAME: MONICA PETROFF
AARON PETROFF

SOCIAL WORK ACTION GROUP
4055 JURUPA AVE RM 25
RIVERSIDE, CA 92506

BUSINESS LICENSE NO. LIC-2018-00734

BUSINESS TYPE: NON-PROFIT/MISCELLANEOUS

DESCRIPTION: PROVIDING HOMELESS SERVICES

Issue Date: 10/12/2018

Expiration Date: 10/31/2019