

**MEMORANDUM OF AGREEMENT BETWEEN THE SAN GABRIEL VALLEY
COUNCIL OF GOVERNMENTS AND [Insert Provider] FOR SGV HOME PROGRAM**

This Memorandum of Agreement (“MOA”) is made and entered into to be effective as of [DATE] (“Effective Date”) by and between [Provider Name], a nonprofit organization (“Provider”), and the San Gabriel Valley Council of Governments, a California joint powers authority (“SGVCOG”). Provider and SGVCOG may be referred to herein collectively as the “Parties” or individually as a “Party.”

RECITALS

- A. In November of 2024 the voters in Los Angeles County (“County”) approved an ordinance imposing a half-cent sales tax on all sales of tangible personal property sold within the County (hereafter, “Measure A”), the primary purpose of which is to address homelessness within the County.
- B. The tax will be collected by the County Auditor-Controller and pursuant to Measure A 60% of the proceeds are to be distributed by the County Auditor-Controller to the County.
- C. Measure A directs the Los Angeles County Auditor-Controller (“County Auditor-Controller”) to disburse 35.75% of the proceeds generated to the Los Angeles County Affordable Housing Solutions Agency (“LACAHS”) for use in accordance with the Los Angeles County Regional Housing Finance Act’s and Measure A’s requirements. These include, among other things: that LACAHS use 60% of its Measure A funds for affordable housing production, preservation, and ownership (“PPO”) (Gov. Code, § 64830(d)(1); Measure A, § 29(B)); that LACAHS use 5% of its Measure A funds for technical assistance, research, and policy development (“Technical Assistance”) (Gov. Code, § 64830(d)(4)); and that LACAHS use 30% of its Measure A funds for Renter Protection and Homelessness Prevention (“RPHP”) (Gov. Code, § 64830(d)(2)).
- D. Measure A requires LACAHS to disburse 70% of the funds allocated for RPHP to eligible jurisdictions, including the SGVCOG.
- E. The SGVCOG and LACAHS entered into that certain Affordable Housing Production, Preservation, and Ownership; Technical Assistance, Research and Policy; and Renter Protection and Homelessness Prevention Funding Memorandum of Understanding dated July 1, 2025, concerning the allocation and disbursement of Measure A funds (“Funding Agreement”), which is attached hereto as Exhibit “C” and incorporated herein by this reference.
- F. As specified in the Funding Agreement, LACAHS has allocated 2.14% of its RPHP funds to the SGVCOG.

- G. The SGVCOG intends to develop and implement a subregional RPHP program for fiscal year 2025-2026 (“Program”) consistent with the LACAHSR RPHP Transitional Program Guidelines (“Transitional Guidelines”), which are attached hereto as Exhibit “D” and incorporated herein by this reference.
- H. Provider desires to assist in the development of the Program subject to the terms and conditions of this MOA.

NOW, THEREFORE, the Parties agree to the following:

I. SCOPE OF SERVICES

The Scope of Services, attached hereto and incorporated herein by this reference is hereby made a part of the MOA as Exhibit “A”.

II. COMPENSATION

The Schedule of Compensation, attached hereto and incorporated herein by this reference is made a part of the MOA as Exhibit “B”. Provider shall follow the invoicing and disbursement process described in Exhibit B for invoicing and disbursement of RPHP funds. Provider must ensure expenditures are eligible for reimbursement, any ineligible expenditures will not be reimbursed by the SGVCOG. All invoices and reimbursement requests must be supported by documentation as specified in Exhibit B, including but not limited to timesheets, payroll records, receipts, invoices, and proof of payment. Failure to provide such documentation may result in denial or delay of reimbursement.

III. TERM

The term of this MOA shall continue through June 30, 2027, unless terminated earlier as provided herein. The term of this MOA may be extended by mutual written agreement of the Parties.

IV. RESPONSIBILITIES OF THE PARTIES

A. SGVCOG:

1. Designate a point-of-contact with name, title, and contact information who will serve as the SGVCOG’s Project Manager. If the point-of-contact is reassigned or no longer with the SGVCOG, a new point-of-contact will be promptly designated.
2. Update and administer the Renter Protection & Homeless Prevention Program Guidelines (“Guidelines”), incorporated into this agreement as Exhibit E.
3. Provide copies of updated Guidelines in a timely manner.

4. Oversee the implementation of the Program in accordance with the Guidelines, in accordance with Exhibit A, Task 1 (“Task 1”). Make modifications to the Guidelines as necessary in partnership with the Providers to maximize Program impact.
5. Oversee the invoicing and disbursement, and reimbursement process, Exhibit A, and Exhibit B

B. Provider:

1. Designate a point-of-contact with name, title, and contact information who will serve as the Provider’s Project Manager. If the point-of-contact is reassigned or no longer with the Provider, a new point-of-contact will be promptly designated.
2. Implement the Program in accordance with Task 1. Provider shall follow the processes outlined in the Guidelines, including managing clients through the online portal administered by SGVCOG.
3. Submit timely deliverables, reports, and invoices, including appropriate backup documentation in a form reasonably satisfactory to the SGVCOG for Task 1. Invoices and reports are required to provide sufficient detail and support to confirm legal services are only provided to eligible and unique clients, including client name, date of service, and hours billed for each client. Services provided through this MOA should be unique to and separate from any services provided by the Provider under other funding agreements with other entities.
4. Comply with all terms of Measure A, the Funding Agreement, and the Los Angeles County Affordable Housing Solutions Agency (“LACAHS”) Transitional Guidelines applicable to the work or services provided by the Provider, and all other applicable laws, ordinances, resolutions, statutes, rules, and regulations of any federal, state or local governmental agency of competent jurisdiction.
5. Maintain internal controls, policies, and procedures designed to deter, prevent, and detect fraud and theft. Provider agrees to implement industry-standard fraud prevention services with its financial institutions. Documentation of these internal policies must be provided to SGVCOG for review within 30 days of execution of this MOA.

V. AMENDMENTS

- a. Except as specifically provided herein, any change in any of the terms and conditions of this MOA shall not have any force and effect unless a written amendment has been prepared and executed by the Parties.

VI. BOOKS AND RECORDS/RIGHT TO AUDIT

- a. **Maintenance of Books and Records.** Provider shall maintain all ledgers,

books of account, invoices, vouchers, canceled checks, or other documents or records evidencing or relating to work, services, expenditures, and disbursements charged to SGVCOG pursuant to this MOA (collectively, "Books and Records"). All such Books and Records shall be maintained in accordance with generally accepted accounting principles and shall be sufficiently complete and detailed so as to permit an accurate evaluation of the services provided by Provider pursuant to this MOA. All such documents or records shall be maintained for three (3) years from the date of execution of this MOA and to the extent required by laws relating to audits of SGVCOG and its expenditures and the LACAHSAs/SGVCOG Funding Agreement.

- b. **Right to Audit.** The SGVCOG shall have the right to examine and audit all of Provider's Books and Records to determine compliance with the terms of this MOA, verify performance, and determine the validity of Provider's expenditures. Provider shall reasonably cooperate with the SGVCOG in its examination and auditing and make such Books and Records available to the SGVCOG or the County within five business days of SGVCOG's or LACAHSAs's written request during Provider's normal business hours. The SGVCOG shall pay for the cost of the audit; provided that in the event the audit determines that during the period audited that any Provider expenditures of 3% or more were invalid, then Provider shall be liable to the SGVCOG for the reasonable costs of its audit. To the extent the audit disallows any expenditures paid from the Provider Allocation, Provider shall reimburse the SGVCOG within 30 days of SGVCOG's written demand for such amount and, if applicable, the cost of the audit.
- c. In the alternative, the SGVCOG may, in its discretion, withhold the amount of the disallowed expenditure and the cost of the audit from any future LSF funds allocated to the Provider. Should Provider fail to reimburse the SGVCOG within 30 days of SGVCOG's written demand, interest shall accrue on the amount owed at the rate of 10 percent per month.

VII. SUBCONTRACTOR REQUIREMENTS

The Provider must request and obtain permission from the SGVCOG to work with any subcontractor(s) to implement the Program. Any subcontractor agreement must be submitted in a format provided by the SGVCOG and preapproved by the SGVCOG. To obtain preapproval, Provider must submit a request form to the SGVCOG that contains the proposed subcontractor's name, draft subcontractor agreement, scope of work, and compensation schedule. The Provider must pass on all LACAHSAs and SGVCOG RPHP program requirements to subcontractor agreements. The Provider may not mark-up work performed by subcontractors and may only submit for reimbursement for work incurred by subcontractors. All subcontractor costs, including labor and non-labor expenses, shall be supported by documentation equivalent to that required of the Provider under this Agreement. For subcontractor labor costs, required documentation shall include detailed timesheets, payroll records, and applicable rate schedules. For subcontractor non-labor expenses, required documentation shall include vendor invoices, receipts, proof of payment, and

documentation demonstrating that such costs are allowable and directly related to the Program. The Provider shall be responsible for ensuring that all subcontractor documentation is complete, accurate, and submitted to SGVCOG as part of the Provider's invoice. SGVCOG reserves the right to request additional supporting documentation or to disallow any unsupported subcontractor costs.

The SGVCOG must also approve any substantive modifications to the Provider's subcontractor agreement, using the process described above, prior to executing any amendments to the subcontractor agreement.

VIII. PROGRAM GUIDELINES

SGVCOG RPHP Guidelines, attached hereto and incorporated herein by this reference are hereby made a part of the MOA as Exhibit "E". The Parties understand and agree that said Guidelines are subject to change by the SGVCOG and that any such changes will not require Provider's approval or a written amendment to the MOA. In the event SGVCOG modifies the Guidelines, it will provide a copy of the revised guidelines to Provider.

IX. PROGRAM MANAGEMENT

- a. Program Managers.
- i. For the purposes of this MOA, SGVCOG designates the following individual as its Program Manager:

Caitlin Sims
Director of Planning and Programs
(626) 457-1800
csims@sgvcog.org

- ii. For the purposes of this MOA, the Provider designates the following individual as its Program Manager:

Name
Title
Phone
Email

Either Party may change the designations set forth herein upon written notice to the other Party.

X. TERMINATION

- A. This MOA may be terminated by the SGVCOG at any time, without cause, upon written notice to Provider.
- B. This MOA may be terminated for cause at any time for a material default

by one of the Parties upon written notice to the defaulting Party. Prior to such termination, the non-defaulting Party shall notify the defaulting Party of the action or non-action constituting the material default. The defaulting Party shall have 10 business days in which to cure the default. If not cured to the reasonable satisfaction of the non-defaulting Party within that time period, the non-defaulting Party shall provide notice of the failure to cure and the MOA shall terminate upon the delivery date of the notice, unless otherwise stated at a later time in the written notice.

- C. If this MOA is terminated, Provider must provide a close-out report for any Advance Payment funds, as defined in Exhibit B, showing all payments that were made between the previous invoice and the date of termination and must make available all related back-up, using the process described in Exhibit B. The close-out report and associated process must be provided within five (5) business days of the termination. Any remaining Advance Payment funds must also be repaid to the SGVCOG within five (5) business days of termination.

Within five (5) business days of receipt of the close-out report, SGVCOG will review all documentation to identify any discrepancies or disallowed expenses. If SGVCOG identifies any discrepancies or disallowed expenses, Provider must reimburse SGVCOG for those expenses within five (5) business days.

XI. INDEMNIFICATION

To the greatest extent permitted by law, Provider shall indemnify, defend with counsel approved by SGVCOG, and hold harmless SGVCOG, its member agencies, and their respective officers, officials, employees and volunteers ("Indemnitees") from and against all liability, loss, damage, expense, cost (including without limitation reasonable attorneys' fees, expert fees and all other costs and fees of litigation) of every nature arising out of or in connection with:

- 1) Any and all claims under Workers' Compensation Act and other employee benefit acts with respect to Provider's employees or Provider's contractor's employees arising out of Provider's work under this MOA; and
- 2) Any and all claims arising out of Provider's performance of work hereunder or its failure to comply with any of its obligations contained in this MOA, regardless of SGVCOG's passive negligence, but excepting such loss or damage which is caused by the active negligence or willful misconduct of the SGVCOG. Should SGVCOG in its reasonable discretion find Provider's legal counsel unacceptable, then Provider shall reimburse the SGVCOG its costs of defense, including without limitation reasonable attorneys' fees, expert fees and all other costs and fees of litigation. The Provider shall promptly pay any final judgment rendered against the Indemnitees. It is expressly understood and agreed that the foregoing provisions are intended to be as broad and inclusive as is permitted by the law of the State of California and will survive termination of this MOA. Except for the Indemnitees, this MOA shall not be construed to extend

to any third-party indemnification rights of any kind.

3) The Provider's obligations to indemnify, defend and hold harmless the Indemnitees shall survive termination of this MOA.

XII. INSURANCE

Without limiting its obligations pursuant to this MOA, Provider shall procure and maintain, at Provider's own cost and expense and for the duration of this MOA, the insurance coverage as set forth herein. All insurance policies shall be subject to approval by SGVCOG as to form and content. These requirements are subject to amendment or waiver if approved in writing by the SGVCOG. Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A-VII. Provider shall provide the following scope and limits of insurance:

A. Minimum Scope of Insurance. Coverage shall be at least as broad as:

Insurance Services Office form Commercial General Liability coverage (Occurrence Form CG 0001).

Workers' Compensation insurance if and as required by the California Labor Code and Employer's Liability insurance covering all persons providing services on behalf of the Provider and all risks to such persons under this MOA.

B. Limits of Insurance. Provider shall maintain limits of insurance no less than:

General Liability: \$1,000,000 minimum limit written on an occurrence basis for bodily injury, death, and property damage.

Workers' Compensation and Employer's Liability: Workers' Compensation as required by the Labor Code of the State of California.

C. All Policies. Each insurance policy required herein shall provide that the coverage shall not be non-renewed, cancelled, or reduced by the insurer or Provider except after at least ten (10) days' prior written notice by certified mail, return receipt requested, has been given to SGVCOG. As soon as Provider becomes aware, it shall provide to SGVCOG notice of suspension or voiding of any coverage or reduction in coverage which results in Provider not meeting the minimum requirements set forth in this MOA.

D. General Liability Coverage. The SGVCOG Indemnitees shall be named as additional insureds on all policies of general liability, property damage, and automotive liability insurance for all work performed by Provider under this MOA. The coverage shall contain no special limitations on the scope of protection afforded to the Additional Insureds.

Provider's insurance coverage shall be primary insurance with respect to the Additional Insureds.

Any failure to comply with the reporting or other provisions of the policies including breaches of warranties shall not affect coverage provided to the SGVCOG Indemnitees.

- E. **Other Requirements.** Provider agrees to deposit with SGVCOG, at or before the performance of any services under this MOA, certificates of insurance and additional insured endorsements or a copy of the policy evidencing same, necessary to satisfy SGVCOG that Provider has complied with the insurance provisions of this MOA. The certificates and endorsements are to be signed by a person authorized by that insurer to bind coverage on its behalf. SGVCOG reserves the right to inspect complete, certified copies of all required insurance policies, at any time.

Any deductibles or self-insured retentions must be declared to and approved by SGVCOG, such approval not to be unreasonably withheld.

All policies of insurance shall be issued by an insurance company which is authorized to do business in the State of California or is otherwise approved in writing by SGVCOG.

XIII. OTHER TERMS AND CONDITIONS

- A. **Notices.** All notices required or permitted to be given under this MOA shall be in writing and shall be personally delivered, or sent by electronic mail or certified mail, postage prepaid and return receipt requested, addressed as follows:

To SGVCOG: Caitlin Sims
Director of Planning and Programs
San Gabriel Valley Council of Governments
1333 S. Mayflower, Suite 360
Monrovia, CA 91016
(626) 457-1800
csims@sgvcog.org

with a copy to: Marisa Creter
Executive Director
San Gabriel Valley Council of Governments
1333 S. Mayflower, Suite 360
Monrovia, CA 91016
(626) 457-1800
mcreter@sgvcog.org

To Provider: Name [redacted]
 Title [redacted]
 Address [redacted]
 Phone [redacted]
 Email [redacted]

with a copy to: Name [redacted]
 Title [redacted]
 Address [redacted]
 Phone [redacted]
 Email [redacted]

- B. No Partnership. This MOA is not intended to be, and shall not be construed as, an agreement to form a partnership, agency relationship, or a joint venture between the Parties. Except as otherwise specifically provided in the MOA,
neither Party shall be authorized to act as an agent of or otherwise to represent the other Party.
- C. Entire MOA. This MOA and any exhibits attached hereto, constitute the entire understanding between the Parties with respect to the subject matter herein and supersedes any and all other prior writings and oral negotiations. This MOA may be modified only in writing and signed by the Parties in interest at the time of such modification.
- D. Governing Law. This MOA shall be governed by and construed under California law and any applicable federal law without giving effect to that body of laws pertaining to conflict of laws. In the event of any legal action to enforce or interpret this MOA, the Parties hereto agree that the sole and exclusive venue shall be a court of competent jurisdiction located in Los Angeles County, California.
- E. Attorneys' Fees. In the event that there is any litigation or other legal proceeding between the Parties in connection with this MOA, each Party shall bear its own costs and expenses, including attorneys' fees.
- F. Excusable Delays. Neither Party shall be considered in default in the performance of its obligations hereunder to the extent that the performance of any such obligation is prevented or delayed by unforeseen causes including acts of God, floods, earthquakes, fires, acts of a public enemy, pandemic, epidemic, and government acts beyond the control and without fault or negligence of the affected Party. Each Party hereto shall give notice promptly to the other of the nature and extent of any such circumstances claimed to delay, hinder, or prevent performance of any obligations under this MOA.

- G. Waiver. Waiver by any Party to this MOA of any term, condition, or covenant of this MOA shall not constitute a waiver of any other term, condition, or covenant. No waiver of any provision of this MOA shall be effective unless in writing and signed by a duly authorized representative of the Party against whom enforcement of a waiver is sought.
- H. Headings. The section headings contained in this MOA are for convenience and identification only and shall not be deemed to limit or define the contents to which they relate.
- I. Assignment. Neither Party may assign its interest in this MOA, or any part thereof, without the prior written consent of the other Party. Any assignment without consent shall be void and unenforceable.
- J. Severability. If any provision of this MOA is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions shall nevertheless continue in full force without being impaired or invalidated in any way.
- K. Authority to Execute. The person executing this MOA on behalf of a Party warrant that they are duly authorized to execute this MOA on behalf of said Party, and that by doing so said Party is formally bound to the provisions of this MOA.
- L. Counterparts. This MOA may be executed in multiple counterparts, each of which shall be deemed an original, but all of which taken together shall constitute one and the same instrument.
- M. Electronic Signatures. This MOA may be executed with electronic signatures in accordance with Government Code Section 16.5. Such electronic signatures will be treated in all respects as having the same effect as an original signature.

IN WITNESS WHEREOF, the Parties hereto have caused this MOA to be executed as of the day and year first above written.

“PROVIDER”

[Provider’s Name]

By: _____
Name
Title

By: _____
Name
Title

“SGVCOG”

San Gabriel Vally Council of Governments

By: _____
Marisa Creter
Executive Director

Approved as to form:

By: _____
Cassie Trapesonian
General Counsel

Exhibit “A”

Scope of Services

Task 1 – Program Implementation: Legal Services

Holistic Legal Services

Provider will provide # **full-time equivalent (FTE)** staff lawyers and associated staff and supervisory staff to provide holistic legal representation and advocacy for issues that directly impact a household’s ability to remain housed, including but not limited to the following:

- Pre-Eviction Prevention (including but not limited to providing consultation to clients that have received a notice from their landlord)
- Landlord dispute resolution
- Preservation of Section 8 subsidies
- Subsidized housing
- Housing stabilization
- Service animal certification
- Reasonable accommodations requests
- Benefits advocacy (including application for and/or appealing the denial of public benefits)
- Driver’s license reinstatement
- Credit/Debt advocacy/consumer finance
- Issues affecting family composition (e.g. divorce, child support, restraining orders, health concerns)
- Criminal record clearing/expungement (including but not limited to warrants or criminal records)
- Clearing evictions and tickets
- Habitability
- Vital Document assistance
- Domestic Violence-related assistance
- Limited immigration advisement

Provider shall provide the following types of assistance:

- Limited scope assistance: Including but not limited to eviction complaints, preparing motions to quash, and coaching self-represented litigants
- Brief advice and counsel: Including but not limited to providing one-time legal consultations, reviewing lease notices (such as 3-day or 30-day notices) and drafting formal demand letters to landlords.

Provider shall receive pre-screened referrals from other SGV Home Providers and shall contact referred clients to assess their legal needs. Should Provider receive referrals that have not been pre-screened through the SGV Home portal, Provider is responsible for enrolling clients using the process identified in the SGV Home Guidelines. Every client provided with legal services must be enrolled in the SGV Home Portal.

Each FTE should maintain an active caseload at an attorney-to-client ratio of 50:1. Provider will

serve clients in all or a portion of jurisdictions in the San Gabriel Valley, as approved by the SGVCOG. Provider must provide reporting in a format approved by the SGVCOG that aligns with SGV Home and LACAHSAs requirements and verifies that each served client is eligible for SGV Home services.

Provider will also provide guidance and feedback to SGV Home Providers providing Financial Assistance, to help inform the best approaches when clients are at-risk of eviction.

Provider shall follow the requirements within the Program Guidelines while maintaining compliance with attorneys' confidentiality obligations under California law and the California Rules of Professional Conduct.

Exhibit “B”

Schedule of Compensation

Task 1

Legal and Administrative Costs

The total compensation for Legal Costs is [Insert Budget Numbers] (\$xx) and the total compensation for the Administrative Costs is [Insert Budget Numbers] (\$xx). The Legal Costs and Administrative Costs for **Task 1** shall be reimbursed on a time-and-materials basis at the **Not-to-Exceed Rates** specified in Table 1. Provider may only receive reimbursement for work on Task 1 that was completed after the date that this MOA was executed. Provider may only invoice for time providing services identified in the scope of work, including enrolling clients, screening for eligibility, providing identified legal services, reporting, and invoicing.

Table 1. Legal and Administrative Budget

[Insert Budget Table]

Funding may be moved between ADC budget categories or between Administrative Budget categories with the prior approval of the SGVCOG. Provider may not move funding between the ADC budget and the Administrative Budget. For any changes in budget categories, Provider will be required to complete a budget/project update request form to formally document the update in budget categories.

Provider shall submit an invoice for ADCs and Administrative Costs using a template provided by the SGVCOG. Provider will be reimbursed on a time-and-materials basis based on the submitted timesheet(s) and other approved documentation from Provider. When submitting invoices, Provider shall use a template invoice provided by the SGVCOG to match the hourly rates per position and line items that the Provider has outlined in the ADC and Administrative budget table.

Invoices shall be submitted with supportive documentation attached. All invoices and reporting must provide sufficient detail and support to confirm legal services were only provided to eligible clients. Client eligibility and supporting documentation must be entered into the SGVCOG’s online portal as specified in the Guidelines. Services provided through this MOA should be unique to and separate from any services provided by the Provider under other funding agreements with other entities.

To support monthly invoices, Provider must submit documentation based on staff dedication to the RPHP Program:

- **Full-Time Dedicated Staff (100%):** Provider shall submit a duty statement, job description, or offer letter for any employee whose time is 100% dedicated to this project for the first invoice of this MOA. The following is required for every monthly invoice:
 - Payroll documentation showing cost for that period
 - System-controlled and system-locked timesheets that support audit compliance and accurate billing documentation. Timesheets must include all time worked on the Program, all time worked in the pay period, and signed by employee and supervisor.

- If timesheets are submitted electronically in a timekeeping system, the timesheet must be permanently locked and unalterable after employee submittal and supervisor approval. Any adjustments to the timesheet shall require a separate correction entry that maintains a complete audit trail, including the identity of the individual making the correction, the date and time, and the reason for the change.
 - If timesheets are not submitted electronically in a timekeeping system, the timesheet must be printed and a hard copy must be signed and submitted. Any adjustments to the timesheet must be signed and initialed by both the employee and the supervisor, with a explanation for the reason of the change.
- **Part-Time/Non-Dedicated Staff:** Provider must the following for every monthly invoice:
 - Payroll documentation showing cost for that period
 - System-controlled and system-locked timesheets that support audit compliance and accurate billing documentation.
 - Timesheets must include the following information.
 - Date of work
 - Name
 - Position
 - Hourly Rate (as outlined in agreement)
 - Hours spent on Program
 - Description of activity that captures the Program work
 - If timesheets are submitted electronically in a timekeeping system, the timesheet must be permanently locked and unalterable after employee submittal and supervisor approval. Any adjustments to the timesheet shall require a separate correction entry that maintains a complete audit trail, including the identity of the individual making the correction, the date and time, and the reason for the change.
 - If timesheets are not submitted electronically in a timekeeping system, the timesheet must be printed and a hard copy must be signed and submitted. Any adjustments to the timesheet must be signed and initialed by both the employee and the supervisor, with a explanation for the reason of the change.
 - Timesheets must clearly identify the Program under which work was performed and must reflect hours worked specifically for the Program. Where an employee works across multiple programs or funding sources, timesheets must separately track and allocate hours to each program. Aggregated or estimated allocations are not permitted unless supported by an approved allocation methodology.

Timesheet Reconciliation Requirement

All timesheets must reconcile to payroll records and invoice amounts. The Provider must ensure that:

- Total hours reported on timesheets match the hours used to calculate invoice amounts
- Hourly rates applied are consistent with the approved rates in Exhibit B
- Payroll documentation supports the wages associated with the reported hours

Provider shall submit a reconciliation summary with each invoice demonstrating the linkage between timesheets, payroll records, and invoice totals. Any discrepancies must be explained and resolved prior to reimbursement. Payroll documentation shall include payroll registers or equivalent reports generated from the Provider's payroll system (e.g., ADP, Paychex, or similar) that identify employee wages for the applicable pay period. Such documentation may be limited to employees working on the Program or may be redacted to exclude non-Program staff, provided that sufficient detail is retained to demonstrate employee identity (or identifier), pay period, and wages. Such reports must be sufficient to demonstrate that payroll was processed for the period in which costs are charged. SGVCOG reserves the right to request additional supporting documentation if necessary.

Expenses and Shared Costs

Required Supporting Documentation for Expenses

All expenses submitted for reimbursement must be supported by complete and verifiable documentation. At a minimum, the Provider must submit the following:

- Vendor invoice or bill detailing the goods or services provided
- Proof of payment (e.g., canceled check, bank statement, credit card statement, or payment confirmation)
- Receipt showing amount paid
- Description of how the expense is directly related to the Program

Shared Expense Allocation

Provider may charge a defensible percentage of shared expenses (e.g., rent, insurance). The Guidelines provide an overview of defensible shared expense allocation approaches.

SGVCOG will set up a SharePoint folder for the Provider for submission of monthly invoices. Within the Provider folder, a folder will be set-up for each month. For example, March 2026 would be labeled 26-03. The Provider must upload all eligible staffing costs and expenses for the month by the fifteenth (15th) day of the following month, with the required back-up, to the appropriate folder.

The Provider will be reimbursed for its "RPHP Staffing and Expenses Invoice" upon review and approval by SGVCOG staff.

Exhibit C

Funding Agreement

Exhibit D

Transitional Guidelines

Exhibit E

SGVCOG RPHP Guidelines