



**BOARD OF SUPERVISORS AGENDA ITEM REPORT  
CONTRACTS / AWARDS / GRANTS**

Award  Contract  Grant

Requested Board Meeting Date: May 1, 2018

\* = Mandatory, information must be provided

or Procurement Director Award

**\*Contractor/Vendor Name/Grantor (DBA):**

Salvation Army

**\*Project Title/Description:**

United States Housing and Urban Development (USHUD) Continuum of Care (CoC) Program - CASA Rapid Rehousing. The original contract and amendments may be found under CT-CS-16\*264. Search contract number 16%264 in eContracts.

**\*Purpose:**

USHUD has awarded additional CoC Program funds for an additional year of services to the homeless. This amendment is to extend the contract with Salvation Army, a Subrecipient of this program, for an additional year.

A standardized assessment tool is used to match participants to the Pima County Sullivan Jackson Employment Center (SJEC). Program participants then enter Rapid Rehousing through the Salvation Army. Once housing is stabilized, the Salvation Army works with participants to ensure children are in school, access to food sources are available, and household items are obtained. SJEC then begins to work with participants to obtain full-time employment. After clients find work, they begin to contribute toward the rent with the goal of becoming self-sufficient within six months.

Attachment: Contract Number CT-CS-16-264

**\*Procurement Method:**

RFP-CSET- 2015-3 per Pima County Board of Supervisors Policy D29.6 - Selection and Contracting of Professional Services.

**\*Program Goals/Predicted Outcomes:**

Salvation Army will provide Rapid-Rehousing to a minimum of 32 participants (a homeless family is considered one participant).

**\*Public Benefit:**

This amendment supports economic development by helping to develop a trained and productive labor force and reduce homelessness in Pima County.

**\*Metrics Available to Measure Performance:**

As a USHUD program, metrics are measured through the Homeless Management Information System (HMIS).

**\*Retroactive:**

No.

To: CoB - 4-6-18  
Jgs. 23  
11

**Contract / Award Information**

Document Type: \_\_\_\_\_ Department Code: \_\_\_\_\_ Contract Number (i.e.,15-123): \_\_\_\_\_

Effective Date: \_\_\_\_\_ Termination Date: \_\_\_\_\_ Prior Contract Number (Synergen/CMS): \_\_\_\_\_

Expense Amount: \$\* \_\_\_\_\_  Revenue Amount: \$ \_\_\_\_\_

**\*Funding Source(s) required:**

Funding from General Fund?  Yes  No If Yes \$ \_\_\_\_\_ % \_\_\_\_\_

Contract is fully or partially funded with Federal Funds?  Yes  No

**\*Is the Contract to a vendor or subrecipient?**

Were insurance or indemnity clauses modified?  Yes  No

If Yes, attach Risk's approval

Vendor is using a Social Security Number?  Yes  No

If Yes, attach the required form per Administrative Procedure 22-73.

**Amendment / Revised Award Information**

Document Type: CT Department Code: CS Contract Number (i.e.,15-123): 16-264

Amendment No.: 3 AMS Version No.: 10

Effective Date: 5/1/18 New Termination Date: 4/30/19

Prior Contract No. (Synergen/CMS): \_\_\_\_\_

Expense or  Revenue  Increase  Decrease Amount This Amendment: \$ 106,520.96

Is there revenue included?  Yes  No If Yes \$ \_\_\_\_\_

**\*Funding Source(s) required:** United States Housing and Urban Development (USHUD)-Continuum of Care (CoC) Program

Funding from General Fund?  Yes  No If Yes \$ \_\_\_\_\_ % \_\_\_\_\_

**Grant/Amendment Information** (for grants acceptance and awards)  Award  Amendment

Document Type: \_\_\_\_\_ Department Code: \_\_\_\_\_ Grant Number (i.e.,15-123): \_\_\_\_\_

Effective Date: \_\_\_\_\_ Termination Date: \_\_\_\_\_ Amendment Number: \_\_\_\_\_

Match Amount: \$ \_\_\_\_\_  Revenue Amount: \$ \_\_\_\_\_

**\*All Funding Source(s) required:**

**\*Match funding from General Fund?**  Yes  No If Yes \$ \_\_\_\_\_ % \_\_\_\_\_

**\*Match funding from other sources?**  Yes  No If Yes \$ \_\_\_\_\_ % \_\_\_\_\_

**\*Funding Source:** \_\_\_\_\_

**\*If Federal funds are received, is funding coming directly from the Federal government or passed through other organization(s)?** \_\_\_\_\_

Contact: Rise Hart

Department: Community Services

Telephone: 724-5723

Department Director Signature/Date: Charles [Signature] 4/4/18

Deputy County Administrator Signature/Date: [Signature] 4/5/2018

County Administrator Signature/Date: C. [Signature] 4/5/18  
*(Required for Board Agenda/Addendum Items)*

**PIMA COUNTY COMMUNITY SERVICES,  
EMPLOYMENT AND TRAINING DEPARTMENT  
SULLIVAN JACKSON EMPLOYMENT CENTER (SJEC)  
PROFESSIONAL SERVICES CONTRACT**

Program Name: United States Housing and Urban  
Development Continuum of Care Program –  
Coalition Assisting Self-Sufficiency  
Attainment (“CASA”)

Awardee: Salvation Army  
1001 North Richey Blvd.  
Tucson, AZ 85716

DUNS: 101720758

SAM Registration Date: 9/23/17

Contract No: CT-CS-16-264

Amendment No: 03

Funding: United States Housing and Urban  
Development (USHUD)-Continuum of Care  
(CoC) Program

**CONTRACT**

NO. CT-CS-16-264

AMENDMENT NO. 03

This number must appear on all  
invoices, correspondence and  
documents pertaining to this  
contract.

Is this a Research and Development Contract: No

Awardee is a X Subrecipient \_\_\_ Contractor

Match YES Indirect Costs NO

CFDA	Program Description	National Funding	Pima County Award
14.267	Continuum of Care Homeless Assistance – CASA	\$1,890,000,000.00	\$445,497.00

Original Contract Term:	05/01/16 – 04/30/17	Orig. Contract Amount:	\$98,624.00
Term Prior Amendment:	05/01/17 – 04/30/18	Prior Amended Amount:	\$113,312.00
Term This Amendment	05/01/18 – 04/30/19	Amount This Amendment:	\$106,520.96
		Revised Contract Amount:	\$318,456.96

Pima County (“County”), a body politic and corporate of the State of Arizona, and Salvation Army (“Awardee”), an Arizona non-profit corporation, have entered into the above referenced contract to provide supportive services and rental assistance to the homeless in Pima County.

**AMENDMENT THREE**

- A. Funding for the contract is from the United States Housing and Urban Development (“HUD”).
- B. HUD has awarded additional CoC Program funds to County for an additional year for services to the homeless.
- C. The Pima County Board of Supervisors finds that it is in the best interests of the residents of Pima County to provide an additional year of Rapid Rehousing (“RRH”) services for the homeless.

- D. County has reviewed Awardee’s performance and finds it satisfactory.
- E. Pursuant to HUD guidelines, Awardee is a “Subrecipient” of these CoC Program funds and will conduct all activities under this Agreement accordingly.

NOW, THEREFORE, County and Awardee agree to amend the Contract as follows:

**1. SECTION 1.0 – TERMS AND EXTENIONS, paragraph 1.1 is amended as follows:**

1.1 The termination date is changed:

FROM: April 30, 2018  
 TO: April 30, 2019

1.2 The number of available renewals is changed:

FROM: three (3) 12-month periods or any portion thereof  
 TO: two (2) 12-month periods or any portion thereof

**2. SECTION 3.0 – COMPENSATION AND PAYMENT, paragraph 3.1, the table is deleted in its entirety and replaced with the following:**

Dates of Services	Amount allocated
May 1, 2016 – April 30, 2017	\$105,968.00
May 1, 2017 – April 30, 2018	\$105,968.00
May 1, 2018 – April 30, 2019	\$106,520.96
<b>Maximum Allocated Amount</b>	<b>\$318,456.96</b>

**3. SECTION 4.0 – INSURANCE, paragraph 4.2 is amended as follows:**

3.1 Paragraph 4.2.1.1, the level of Commercial General Liability insurance for “Each Occurrence” is increased:

FROM: \$1,000,000.00  
 TO: \$2,000,000.00

3.2 Paragraph 4.2.3.2, the level of Employers’ Liability insurance for:

3.2.1 “Each Accident” is increased:

FROM: \$ 500,000.00  
 TO: \$1,000,000.00

3.2.2 “Disease – Each Employee” is increased:

FROM: \$ 500,000.00  
 TO: \$1,000,000.00

3.3 **Awardee must provide new Certificates of Insurance** to County with proof of the increased coverage set forth in paragraphs 3.1 and 3.2 above.

**4. SECTION 27.0 – COORDINATION is amended to add:**

Awardee’s contact in this regard will be:

Steven Nelson  
 520-724-7306  
 Steven.Nelson@pima.gov

**4. EXHIBIT A – SCOPE OF WORK, is amended as follows:**

- 4.1. **SECTION 2 – PROGRAM ACTIVITIES – AWARDEE**, Provision 2.1 – Case Management is deleted in its entirety and replaced with Provision 2.1 – Case Management attached hereto as **Exhibit A** (2 pages).
- 4.2. **SECTION 3 – PROGRAM ACTIVITIES – COUNTY**, paragraph 3.1 is deleted in its entirety and replaced with the following:  
 Determine eligibility of individuals and households seeking CoC services. Based on the information available in the Pima County Coordinated Entry System, refer eligible individuals or households, as appropriate, to Awardee for CASA services.
- 4.3. **SECTION 5 – PROGRAM GOALS/PREDICTED OUTCOMES**, paragraph 5.1, the table is deleted in its entirety and replaced with the following:

<b>Period of Service</b>	<b>Minimum number of participants served</b>
May 1, 2016 – April 30, 2017	20
May 1, 2017 – April 30, 2018	32
May 1, 2018 – April 30, 2019	32
<b>Total served</b>	<b>84</b>

4.4. **SECTION 6 – BUDGET**, paragraph 6.1 is amended to add:

For services provided **May 1, 2018 through April 30, 2019**, Awardee will be paid in accordance to the following table:

<b>BUDGET LINE ITEM</b>	<b>AMOUNT</b>
Case Management	\$32,000.00
Rental Assistance	\$55,976.96
Transportation	\$ 2,398.00
Moving costs	\$ 5,950.00
Utility Deposits	\$ 5,500.00
Administrative Costs (5%)	\$ 4,696.00
<b>Total Program Budget</b>	<b>\$106,520.96</b>

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5. SECTION 7 – **REPORTING**, is deleted in its entirety and replaced with the following:

**SECTION 7 – REPORTING.** Awardee will:

- 7.1 Complete and submit an electronic Weekly Progress Report every Friday by noon. The report must detail the progress of each program participant receiving housing and supportive services pursuant to this Agreement.
- 7.2 Complete and submit a Continuum of Care Annual Progress Report in HMIS for each fiscal year. The report must be submitted no later than May 15 of each year.

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Any other provisions of the Contract not expressly modified in this Amendment will remain in effect and be binding on the parties.

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IN WITNESS WHEREOF, the parties do hereby affix their signatures and do hereby agree to carry out the terms of this Amendment and of the original Contract cited herein:

PIMA COUNTY:

AWARDEE:

\_\_\_\_\_  
Chairman, Pima County Board of Supervisors

  
\_\_\_\_\_  
Authorized Signature

Date: \_\_\_\_\_

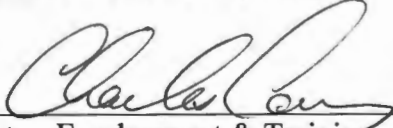
Douglas Tollerud      Treasurer  
\_\_\_\_\_  
Printed Name & Title

ATTEST:

Date: APRIL 2, 2018

\_\_\_\_\_  
Clerk of the Board                      Date

APPROVED AS TO CONTENT:

  
\_\_\_\_\_  
Director, Employment & Training

APPROVED AS TO FORM:

  
\_\_\_\_\_  
Karen S. Friar, Deputy County Attorney

**SECTION 2 – PROGRAM ACTIVITIES – AWARDEE**, Provision 2.1 is deleted in its entirety and replaced with the following:

2.1. Case Management. Awardee will:

2.1.1. Ensure that all case management activities are:

2.1.1.1. Provided in accordance with 24 C.F.R. 578.53(3); and

2.1.1.2. Comply with the Tucson Pima Collaboration to End Homelessness COC Program Written Standards established by the CoC (“the written standards”). The written standards are attached hereto as **Exhibit B** (15 pages).

2.1.2. Employ at least one (1) FTE qualified case manager to provide services under this Agreement.

2.1.3. Each case manager will:

2.1.3.1. **Within 48 hours of referral**, assess individual and household needs of the program participant.

2.1.3.2. Ensure that the program participant completes the Enrolled Program Participant Memorandum of Understanding (“MOU”). Provide each completed MOU **Exhibit C** (2 pages) to the SJEC case manager.

2.1.3.3. Work with each program participant to develop the following:

2.1.3.3.1. **Case plan**. The case plan must include clearly defined goals and outcomes focusing on achieving permanent employment and self-sufficiency.

2.1.3.3.2. **Housing plan**. The housing plan must map out a path to permanent housing stability.

2.1.3.3.3. A realistic household budget, that includes a savings plan, to ensure that the participant can maintain permanent housing after completing the program.

2.1.3.4. Help arrange and coordinate access to necessary resources to support the goals and objectives identified in the case and housing plans and the budget.

2.1.3.5. Meet a minimum of twice per month to monitor and evaluate progress towards goals and outcomes established in the case plan and adjust plan goals as warranted to ensure success. After the program participant is placed in housing, these meetings must occur at the program participant’s home.

2.1.3.6. Enter program participant information into the Homeless Management Information System (“HMIS”) and any other databases specified by County within two (2) business days of an activities occurrence. Activities include, but are not limited to: entry into the program, the date of entry into housing, and exit from the program.

2.1.3.7. Complete a Full Service Prioritization Decision Assistance Tool (“SPDAT”) upon each participant’s entry into housing and every ninety (90) days thereafter until the program participant exists the program

2.1.4. Reimburse case managers for the following:

2.1.4.1. Mileage, at approved county rate, for visiting and monitoring program participants.

2.1.4.2. Costs associated with accompanying program participants on public transportation.

- 2.2. Housing Assistance. Awardee will provide housing assistance in the selection of RRH to the number of program participants set forth in paragraph 5.1 below. RRH selected must be appropriate to the program participant's household size, needs, and potential earned income. **Each household must be moved into appropriate housing within 30 days from the date of the assessment conducted pursuant to paragraph 2.1.3.1.** Housing assistance activities will include, but are not limited to, the following:
- 2.2.1. After housing is selected, inspect housing for compliance with the applicable housing quality standards (HQS) set forth in 24 C.F.R. 982.401 and, while the program participant resides in the housing, reinspect for HQS compliance annually.
  - 2.2.2. Ensure that program participant enters into a lease agreement with the landlord. The initial term of the lease must be for at least one (1) month and must be automatically renewable upon expiration, except on prior notice by either party, up to a maximum of twenty-four (24) months.
  - 2.2.3. Pursuant to the written standards, calculate each program participant's contribution to housing costs ("resident rent") and insure that participant pays rent monthly. **Rental payments by program participants are not to be considered "match" with regards to the cash match requirements of Continuum of Care (CoC) programs.**
  - 2.2.4. Pay rent directly to landlord for portion of the rent that the program participant is not required to pay. **Rental payments by program participants paid directly to the landlord are not to be considered "match" with regards to the cash match requirements of CoC programs.**
- 2.3. Transportation. To ensure access to education, employment and/or health care services, Awardee will provide participants with the following;
- 2.3.1. Bus passes; or
  - 2.3.2. Taxi or livery services (only in the event public transportation is not available).
- 2.4. Other financial supportive housing services. When necessary, Awardee will pay on behalf of the participant:
- 2.4.1. Utility deposits; and/or
  - 2.4.2. One-time moving costs, including truck rental and hiring of a moving company.

**END OF EXHIBIT A**



## EXHIBIT B

### TUCSON PIMA COLLABORATION TO END HOMELESSNESS COC PROGRAM WRITTEN STANDARDS Adopted May 11, 2017

Introduction & Purpose  
Key Terms  
General Policies  
Performance Standards  
Permanent Supportive Housing  
Rapid Rehousing  
Transitional Housing  
Evaluating and Documenting Eligibility (Categories of Homelessness & Required Types of Verification)  
Appendices

#### INTRODUCTION & PURPOSE

Tucson Pima Collaboration to End Homelessness (TPCH) has established written standards that encompass local community needs and follow guidelines set forth by the Department Housing and Urban Development (HUD) and comply with requirements established by law and HUD Notice. These written standards are developed to ensure people within this community who are experiencing homelessness are prioritized and provided with the most appropriate housing and services to meet their needs.

These written standards are reviewed and adjusted at least annually. Changes to priorities may supersede this notice if voted on by the TPCH Board of Directors (for example; a surge in prioritizing veterans). Further requirements are detailed in TPCH Policy and Procedure documents.

These written standards are developed in coordination with recipients of Emergency Solutions Grants program funds to achieve the following:

- Create and maintain a centralized or coordinated entry system that provides an initial, comprehensive assessment of the needs of families and individuals for housing and services
- Policies and procedures for evaluating individuals' and families' eligibility for assistance under this part.
- Policies and procedures for determining and prioritizing which eligible families and individuals will receive transitional housing assistance.
- Policies and procedures for determining and prioritizing which eligible families and individuals will receive rapid rehousing assistance.
- Standards for determining what percentage or amount of rent each program participant must pay while receiving rapid rehousing assistance.
- Policies and procedures for determining and prioritizing which eligible families and individuals will receive permanent supportive housing assistance

## KEY TERMS

### **Beds**

A bed is each assigned spot in a housing program for a person; not literally a bed. If there are three people in a household, regardless of their sleeping arrangements, the household has three beds.

### **Client-Centered**

Client-centered (or person-centered) services are designed and delivered based on the specific needs and wants of each family or individual as they perceive those needs and wants rather than as required or delivered by the service provider based on a schedule, program participation, or the providers' perception. A client-centered service delivery process involves mutual discussion and decision-making on what steps are needed for client stability and when and how to take those steps. For example, client-centered service could include, but not be limited to, determining a family's preferences and helping them find housing that is not just to their needs and liking, but also near a particular school.

### **Chronically Homeless**

An individual or family is chronically homeless when the person or head of household (adult or minor) meets all three criteria established as the final rule for 24 CFR Parts 91 and 578 as amended December 4, 2015. The three criteria are that the person/family:

- Has a qualifying disability (a diagnosable substance use disorder, serious mental illness, developmental disability, post traumatic stress disorder, cognitive impairments resulting from a brain injury, or chronic physical illness or disability)
- Is literally homeless (at the time of eligibility assessment for a specific project opening)
- Has at least 12 months of homelessness from one of the below avenues:
  - The current episode of homeless has lasted at least the past 365 nights, including the night before assessment, without breaks in homelessness.
  - Having four episodes, or more, of homelessness within the past three years up to and including the date of assessment. These episodes, when added together, total 365 nights or more of literal homelessness. Also, each break in homelessness must have lasted at least seven (7) consecutive nights.
  - Both the cumulative nights and four or greater episodes criteria must be met. Fewer than four episodes in three years – even if homeless nights add up to 12 or more months – will not qualify the person/family as chronically homeless. Greater than four episodes in three years will not suffice if the total nights homeless are under 365.

### **Equal Access:**

This community provides equal access to all programs and activities, regardless of (actual or perceived) sexual orientation, gender identity, marital status, race, color, national origin, religion, sex, familial status, disability, or any other protected class as identified by Federal or Local law.

This community houses people based on the gender they identify as, without requesting documentation to validate their report. This community recognizes the HUD Final Rule and all amendments published 2/3/2012, 9/21/16 and the Notice on Equal Access Regardless of Sexual Orientation, Gender Identity, or Marital Status for HUD's CPD Programs.

### **Gender Identity**

This is defined as a person's concept of oneself as male, female, both or neither. Gender identity may or may not align with the "sex" or "gender" described on an individual's birth certificate or other identity documents.

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**Homeless**

HUD classifies homelessness into categories, or levels, of homelessness. These include literally homeless, imminent risk of homelessness and chronically homeless and are detailed in the Evaluating and Documenting Eligibility (Categories of Homelessness & Required Types of Verification) section of this document.

**Unsheltered:** People are considered homeless, and unsheltered, when they are living in places not meant for human habitation.

**Sheltered:** People are considered homeless, yet sheltered, when they are staying in places meant for human habitation, emergency shelters, transitional housing, or facing imminent homelessness.

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**Housing First**

Housing First is an approach in which housing is offered to people experiencing homelessness without preconditions (such as sobriety, mental health treatment, or a minimum income threshold) or service participation requirements. Rapid placement and stabilization in permanent housing are primary goals. Service participation is not required for continued tenancy. Projects that use a Housing First approach promote the acceptance of applicants regardless of their sobriety or use of substances, completion of treatment, or participation in services, yet offer assertive engagement in support and treatment options to the participants who are housed.

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**LGBTQ**

This is an acronym for "lesbian, gay, bisexual, transgender or transsexual, questioning or queer." It is intended to emphasize a diversity of sexuality and gender identities, including identities that do not fall within the binary of "male" and "female," and may be used to refer to anyone who self-identifies as non-heterosexual.

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**Permanent Supportive Housing (PSH)**

Permanent Supportive Housing is rental assistance with supportive services without a designated length of stay to assist homeless persons with a disability to live independently and achieve housing stability.

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**Rapid Rehousing (RRH)**

Rapid Rehousing Assistance is client-centered housing relocation and stabilization services with short and/or long term rental assistance. RRH helps an individual or family move as quickly as possible into permanent housing and achieve stability in that housing.

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**Safe Haven**

A Safe Haven is a temporary supportive housing program that serves hard-to-reach literally homeless persons with severe mental illness who come primarily from the streets and have been unable or unwilling to participate in housing or supportive services. These facilities allow 24-hour residence for an unspecified duration, have private or semi-private accommodations, and provide access to needed, but not required, services in a low demand facility.

### **Severity of Service Needs**

TPCH classifies service needs into four categories; Severe, High, Moderate and Low. Families and Individuals are classified via the SPDAT score indicates which level of service needs the individual or family will be classified as.

	VI SPDAT			Full SPDAT	
	Individuals	Youth	Families	Individuals/Youth	Families
Severe Service Needs	12-17	12-17	12-22	45-60	66-80
High Service Needs	8-11	8-11	9-11	35-44	54-65
Moderate Service Needs	4-7	4-7	4-8	20-34	27-53
Low Service Needs	0-3	0-3	0-3	0-19	0-26

An individual or family is considered to have a high severity of services needs when at least one of the following is true:

- i. History of high utilization of crisis services, which include but are not limited to, emergency rooms, jails, and psychiatric facilities; or
- ii. Significant health or behavioral health challenges or functional impairments which require a significant level of support in order to maintain permanent housing.
- iii. For youth and victims of domestic violence, there is a high risk of continued trauma or high risk of harm or exposure to very dangerous living situations.
- iv. When applicable CoC Program-funded PSH may use alternate criteria used by state Medicaid departments to identify high-need, high-cost beneficiaries.

The determination is not to be based on a specific diagnosis or disability type. The determination will not be based on any factors that would result in a violation of any nondiscrimination and equal opportunity requirements. (See 24 CRF § 5.105 (a).)

Families and individuals with low service needs will not be served in CoC-funded projects.

### **SPDAT (Service Prioritization Decision Assistance Tool)**

The SPDAT portfolio consists of evidence-based, standardized assessment tools that allow providers to effectively assess the severity of service needs for people experiencing homelessness. TPCH utilizes SPDAT scores for prioritization of families and individuals for housing resources. The Vulnerability Index (VI) SPDAT is utilized for pre-screening families, individuals, and youth. The Full SPDAT assessment also has versions for these populations. These SPDATs are more in-depth assessments and case management tools.

### **Transitional Housing (TH)**

Transitional housing provides homeless families and individuals with the interim stability and support to successfully move to and maintain permanent housing. Homeless persons may live in transitional housing for up to 24 months and receive support services that help them live more independently.

### **TPCH**

Tucson Pima Collaboration to End Homelessness (TPCH) is a coalition of community and faith-based organizations, government entities, businesses, and individuals committed to the mission of ending homelessness, advocating for and addressing the issues related to homelessness in our community, and acting as the U.S. Department of Housing and Urban Development (HUD) Continuum of Care (CoC) for the geographic area of Tucson and Pima County, Arizona.

### **Victim Service Provider**

A victim service provider is an organization whose primary mission is to provide services to victims of domestic violence, dating violence, sexual assault, stalking or human trafficking.

## GENERAL POLICIES

Family Admission and Non-Separation  
Ensuring Educational Rights  
Persons Fleeing Domestic Violence  
Persons Identifying as LGBTQ  
Housing First

### **Family Admission and Non-Separation**

Consistent with the CoC Program Interim Rule 578.93, neither CoC nor ESG program-funded grant recipients and subrecipients may involuntarily separate families. The age and gender of a child under age 18 will not be used as a basis for denying any family's admission to a project that receives CoC or ESG funds. The gender, sexual orientation and/or marital status of a parent or parents will also not be used as a basis for denying any family's admission to a project that receives CoC or ESG funds.

The CoC will work closely with providers to ensure that placement efforts are coordinated to avoid involuntary family separation, including referring clients for the most appropriate services and housing to match their needs. Any client who believes that they or a family member has experienced involuntary separation may report the issue to the CoC through [www.tpch.net](http://www.tpch.net) and "Contact TPCH". The CoC will investigate the claim and take appropriate remedial action.

### **Ensuring Educational Rights**

Consistent with the CoC Program Interim Rule 578.23 and 578.93 (e), all CoC and ESG program funded recipients and subrecipients assisting families with children or unaccompanied youth must:

1. Take into account the educational needs of children when placing families in housing and will, to the maximum extent practicable, place families with children as close as possible to their school of origin so as not to disrupt such children's education.
2. Inform families with children and unaccompanied youth of their educational rights, including providing written materials, provide linkage to McKinney Vento Liaisons (including assistance with enrollment if needed) as part of intake procedures.
3. Not require children and unaccompanied youth to enroll in a new school as a condition of receiving services.
4. Allow parents or the youth (if unaccompanied) to make decisions about school placement.
5. Not require children and unaccompanied youth to attend after-school or educational programs that would replace/interfere with regular day school or prohibit them from staying enrolled in their original school.
6. Post notices of educational rights at each program site that serves homeless children and families in appropriate languages.
7. Designate a staff member who will be responsible for:
  - a. ensuring that homeless children and youth in their programs are in school and are receiving all educational services to which they are entitled.
  - b. coordinating with the local McKinney Vento Educational Coordinator and Liaison, the appropriate school district, the CoC, and other mainstream providers as needed.
  - c. facilitating unaccompanied youth who have not obtained a high school diploma or certificate of General Educational Development (GED) to obtain such a credential and ensuring that unaccompanied youth are connected to appropriate services in the community.

Clients who believe that their educational rights have not been observed may report the issue to the CoC through [www.tpch.net](http://www.tpch.net) and "Contact TPCH".

### **Persons Fleeing Domestic Violence**

Consistent with the CoC Program Interim Rule 24 CFR Part 578.5 (8), all CoC program funding recipients and subrecipients will provide safe, confidential and equal access to TPCH's "no wrong door" coordinated entry process and referrals to either

TPCH Continuum of Care Written Standards\_adopted\_May\_11\_2017

domestic violence service providers or CoC or ESG funded project recipients and subrecipients for families and individuals who are fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking, or human trafficking regardless of whether or not they consent to share their data through the HMIS.

The CoC will work closely with ESG and domestic violence service providers to ensure that any individual or family fleeing as described above will have the opportunity through coordinated entry and in accordance with the CoC's Coordinated Entry Policies and Procedures to be safely, confidentially and immediately transferred to a domestic violence services provider, if desired. While domestic violence service providers do not participate in the TPCH HMIS, these providers are encouraged to obtain from their clients consent for confidential staffing (using de-identified data) and referral to housing and services from other providers through the coordinated entry as desired and needed by clients. If individuals or families fleeing domestic violence do not desire such a transfer, they may be assessed and/or undergo intake through the normal coordinated entry system.

All CoC grant recipients and subrecipients within the CoC geographic area will make all efforts to: protect the privacy and safety of domestic violence survivor; uphold client choice by presenting a range of housing and service options; and ensure that housing, once established, is not endangered because of reports of domestic violence or re-victimization. TPCH will offer staff training on dealing with those fleeing domestic violence and/or trauma informed care no less than annually.

In compliance with under §578.51 (c)(3), any program participants who have complied with all program requirements during their residence and who have been a victim of domestic violence, dating violence, sexual assault, or stalking, and who reasonably believe they are imminently threatened by harm from further domestic violence, dating violence, sexual assault, or stalking (which would include threats from a third party, such as a friend or family member of the perpetrator of the violence), if they remain in the assisted unit, and are able to document the violence and basis for their belief, may retain the rental assistance and may move to a different CoC geographic area if they move out of the assisted unit to protect their health and safety and the CoC to which they are moving did not participate in the decision to move.

For each program participant who elects to move to a different CoC due to imminent threat of further violence under §578.51 (c) (3), the CoC project in which they participated must retain:

1. Documentation of the original incidence of violence.
2. Documentation of the reasonable belief of imminent threat of further violence. This would include threats from a third party, such as a friend or family member of the perpetrator of the violence.

In either case, the documentation may be the housing or service provider's written observation; a letter or other documentation from a victim service provider, social worker, legal assistance provider, pastoral counselor, mental health provider or other professional from whom the victim has sought assistance; medical or dental records; court or law enforcement records; or written certification by the program participant to whom the violence occurred or by the head of household.

#### **Persons Identifying as LGBTQ**

Consistent with the CoC Program Interim Rule 578.93 (a), final rule 77 FR 21 5662 and CPD-15-02, all CoC recipients and subrecipients will make available their housing and services to families and individuals without regard to actual or perceived sexual orientation, gender identity (whether actual or perceived gender-related characteristics), or marital status. In addition, CoC and ESG program funded recipients and subrecipients will:

1. Recognize that biological sex as reported at birth may not correspond to an individual's gender identity, ask about gender identity or sexual orientation to determine eligibility if the facility to which the individual client seeks admission has shared sleeping areas or bathrooms, or to determine the number of bedrooms to which a household may be entitled.
2. Provide access to shelter and housing programs based on a person's self-identified gender, taking health and safety, and non-binary gender identity concerns into consideration.
3. Neither request documentation of a person's sex, anatomy or medical history in order to determine appropriate placement nor deny access to a single-sex emergency shelter or facility solely because the individual's identity documents indicate a sex different than the gender with which the client or potential client identifies or because his or her appearance or behavior does not conform to gender stereotypes; nor consider a person ineligible for any facility based on the factors outlined above.
4. Maintain the confidentiality of any individual's disclosure regarding their sexual orientation or gender identity; notify persons who identify as LGBTQ when and to whom that identification may be shared during referrals; and, during

- intake, inquire about a client's preference regarding the disclosure or non-disclosure to some or all staff of their stated orientation and/or gender identity, and then abide by that preference.
5. Neither isolate nor segregate a client based on gender identity unless by that client's request or for that client's safety. HUD assumes that a provider will not make an assignment or re-assignment based on complaints of another person when the sole stated basis of the complaint is a client or potential client's non-conformance with gender stereotypes.
  6. Take reasonable steps to address any concerns expressed by a client or observed by a provider regarding safety or privacy. Whenever physically possible, providers will ensure that toilet stalls have doors and locks and that separate shower stalls are available. When these physical amenities are not available, providers will work with individuals (to the extent possible within the physical layout of their facility) to provide accommodations such as: addition of a privacy partition or curtain; use of a nearby private restroom or office; or a separate changing schedule.
  7. Ensure that all recipient and subrecipient staff members and contractors who interact directly with potential and current clients are aware of these rules and guidelines through at least annual training, and take prompt corrective action to address noncompliance as reported through [www.tpch.net](http://www.tpch.net) and "Contact TPC".

### **Housing First**

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These Written Standards establish that all Permanent Supportive Housing (PSH) and Rapid Rehousing (RRH) Projects adopt the Housing First model.

Housing First is an approach to quickly and successfully connect families and individuals to permanent housing. Housing First programs do not create barriers to entry such as sobriety, treatment or service participation requirements. Supportive services are offered to maximize housing stability and prevent returns to homelessness.

Housing First considers all participants as "housing ready" vs only those participants that have completed treatment or achieved sobriety. There are no programmatic prerequisites to program entry such as minimum income, sobriety or treatment requirements. Programs fill their vacancies with households selected through the Coordinated Entry process.

All attempts are made to streamline the move-in process by aiding households with the eligibility process and by obtaining documents per the HUD regulations, which provide a grace period for obtaining chronic homeless documentation when it cannot be obtained at the time of housing offer of move-in. (See Timelines for Obtaining Documentation of Chronic Homelessness) This community's Housing First programs do not require chronic homeless documentation prior to program entry.

Housing First programs recognize tenant rights, responsibilities, and legal protections. Programs educate participants on these topics such as lease terms and Fair Housing. Program managers abide by these laws; projects respect tenant rights while providing services.

Housing First programs seek to maintain housing for participants through practices that provide services to build skills and seek leniency whenever possible. For example, the program will offer budgeting classes and seek a payment plan instead of seeking eviction for a participant failing to pay his or her rent.

Supportive services support recovery while respecting client choice. Participants are not forced into treatment but are continually offered a wide array of services and supports understanding that participants may decline them. There are no penalties for declining services within Housing first programs.

## PERFORMANCE STANDARDS

TPCH requires that Project Recipients meet the following benchmarks for grants and financial management that communities must reach to meet this Standard of Recipient Performance. (Per 24 CFR 578 and the FY2015 NOFA)

1. Partner with established integrated health care relationships to ensure coverage for all participants.
2. Partner with employment resources to ensure participants have access to job training and development resources as needed.
3. Work closely with participants to access all mainstream benefits for which they are eligible.
4. Submit Annual Performance Reports by the deadline.
5. Avoid or resolve HUD monitoring findings, or OIG Audits, if applicable.
6. Maintain quarterly drawdowns
7. Fully expend awarded funds.
8. Maintain full and high quality participation in the TPCH HMIS.
9. Maintain full and high quality participation in the TPCH Coordinated Entry system.



## PERMANENT SUPPORTIVE HOUSING

### Community Priorities

Priorities for those who will receive assistance with Permanent Supportive Housing programs.

- Beds dedicated and prioritized to serve families and individuals facing chronic homelessness
- Beds that are not dedicated or prioritized to serve families and individuals facing chronic homelessness

### Documentation and Move-In Requirements

- Timelines for obtaining documentation of Chronic Homelessness
- Timelines for accessing housing

### Community Priorities

When housing members of the community, this community prioritizes families and individuals with severe service needs who have experienced two or more years of homelessness. This community follows guidelines set forth in (Notice: CPD-16-11). Case conferencing will be used to further ensure appropriate matching, client choice, and navigation into housing and associated support services offerings.

Due diligence should be exercised when conducting outreach and assessment to ensure that persons are served in the order of priority in these standards, and as adopted by the CoC. HUD recognizes that some persons – particularly those living on the streets or in places not meant for human habitation – might require significant engagement and contacts prior to their entering housing and recipients are not required to keep units vacant where there are persons who meet a higher priority within the CoC and who have not yet accepted the PSH opportunities offered to them. Street outreach providers should continue to make attempts with those persons using a Housing First approach to place as few conditions on a person's housing as possible.

Service needs, defined in detail in the key terms section of this document, are categorized as Severe, High, Moderate, and Low as measured by use of the tools in the SPDAT portfolio.

### Beds Classified as Dedicated or Prioritized for Chronically Homeless (CH)

See the key terms section for the definition of Chronic Homelessness.

TPCH seeks to end chronic homelessness. Certain CoC-funded beds have been dedicated or prioritized to serve families and individuals experiencing chronic homelessness. Only persons experiencing chronic homelessness (CH) will be served in CH-dedicated or CH-prioritized beds until all people facing chronic homelessness within our geographic boundaries have been offered housing. TPCH recognizes those with severe service needs who have been homeless for two years or more over the course of their lives as prioritized for housing. We give first opportunity to those who are unsheltered. Families and individuals with moderate and low service needs are not currently served with these beds.

TPCH prioritizes these beds as follows:

- 1) Severe Service Needs & 2+ years homeless & unsheltered
- 2) Severe Service Needs & 2+ years homeless & sheltered

When priority populations are housed, TPCH will offer housing to the remaining families and individuals facing CH as follows:

- 3) Severe Service Needs & Less than 2 years homeless & unsheltered
- 4) Severe Service Needs & Less than 2 years homeless & sheltered
- 5) High Service Needs & 2+ years homeless & unsheltered
- 6) High Service Needs & 2+ years homeless & sheltered
- 7) High Service Needs & Less than 2 years homeless & unsheltered
- 8) High Service Needs & Less than 2 years homeless & sheltered

### **Beds Classified as Not Dedicated or Prioritized for CH**

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This community will follow the above prioritization levels for these beds until the community has determined that we have housed families and individuals who meet the definition of chronic homelessness within our geographic boundaries. When that has been achieved, these beds will be prioritized to those with high service needs, a disability, and have experienced at least 2 years of cumulative lifetime homelessness. Families and individuals with moderate and low service needs are not currently served with these beds.

1. Severe Service Needs, with a disability, with 2 or more years homeless
2. Severe Service Needs with a disability

After everyone in the above groups has been offered housing, TPCH prioritizes the remaining households as follows:

3. Severe Service Needs, 2 or more years homeless
4. Severe Service Needs
5. High Service Needs, with a disability, with 2 or more years homeless
6. High Service Needs, with a disability
7. High Service Needs, 2 or more years homeless
8. High Service Needs

### **Timelines for Obtaining Documentation of Chronic Homelessness**

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Verification of homeless status and disability are required per HUD. Details on what types of homeless verification are provided in this document under Evaluating and Documenting Eligibility (Categories of Homelessness & Required Types of Verification).

Obtaining verification of disability and chronic homeless status shall not be a barrier to entering housing. When projects are verifying chronic homeless status, TPCH allows projects to require no more than the minimum HUD-required documentation prior to move-in. This includes a review of homelessness with the household to ascertain whether the household qualifies and a primary or secondary source of disability verification. Once the program has enough information from the participant to believe the participant qualifies, s/he should be allowed to move forward with program entry.

The secondary source of disability documentation (social security award letter, handicap parking placard, or written intake worker's notation of a visible disability) allows the program to take up to 45 days to obtain direct third-party disability verification.

Projects are given up to 180 days to obtain written verification of chronic homeless status.

### **Timelines for Accessing Housing**

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Programs must make every effort to house participants quickly. Additional barriers may not be imposed and client-centered assistance must be provided to enable participants a quick turnaround from eligibility determination to move-in.

## RAPID REHOUSING PROGRAMS

### Introduction

Priorities for which eligible families and individuals will receive Rapid Rehousing assistance.

Standards for determining what percentage of income participants may be asked to pay as rent while receiving Rapid Rehousing assistance.

### Introduction

Rapid rehousing assistance helps families and individuals who are experiencing homelessness to move as quickly as possible into permanent housing and achieve stability in that housing through a combination of rental assistance and supportive services. Rapid rehousing rental assistance is available for a maximum of 24 months within a three year period; participants may maintain their housing units once the rental assistance has ended by paying full rent to the property. Rapid rehousing uses Fair Market Rates (FMR) established annually by HUD <http://www.huduser.org/portal/datasets/fmr.html>.

### Priorities for which families and individuals will receive Rapid Rehousing assistance

Rapid Rehousing programs will use SPDAT tools (through the HMIS per Coordinated Entry) to determine and prioritize who will receive RRH assistance. Households with moderate service needs will be offered rapid rehousing assistance, with priority going to unsheltered households. Families and individuals with low service needs are not currently served with these beds.

Participants must meet the HUD definition of homelessness for Categories 1, 2, or 4. Households must lack sufficient resources and support networks to sustain stability in permanent housing. Rapid Rehousing will be offered on a Housing First basis and re-house households in less than 30 days. Rapid Rehousing utilizes the Transition-In-Place model which allows program participants to retain the unit when the rental assistance and supportive services end.

### Standards for determining what percentage or amount of rent each program participant must pay while receiving Rapid Rehousing assistance

The percentage of income each household will pay will increase over time. (NOTE: participants without income will not pay rent; x% of 0 = 0). The rent the participant pays shall not exceed the rental costs on the unit; programs will not profit from participant contributions. Annual earnings are divided by 12 months to calculate a monthly earning amount.

The rent schedule is as follows:

Participants in short-term rental assistance (1-3 months in duration) may pay up to 10% of their income for rent and utilities.

Participants in medium-term rental assistance (4-8 months) may pay up to 25% of their income for rent and utilities.

Participants in long term rental assistance (months 9-24) may pay up to 50% of their income for rent and utilities.

At no point shall the rent collected from the household exceed the lease rent on the property.

## TRANSITIONAL HOUSING

Introduction  
Community Priorities for those who will receive Transitional Housing  
Eligibility  
Documentation Protocol for verification of homeless status

### **Introduction**

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Transitional Housing (TH) facilitates the movement of homeless families and individuals to permanent housing within 24 months of entering Transitional Housing.

### **Community Priorities**

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Transitional Housing programs will use SPDAT tools (through the HMIS per Coordinated Entry) to determine and prioritize who will receive assistance. Households with moderate service needs will be offered assistance; priority going to unsheltered households who are less likely to be able to secure a lease in their own name. Families and individuals with low service needs are not served with these CoC-funded beds.

### **Eligibility**

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Participants must meet the HUD definition of homelessness Categories 1, 2 and 4.

### **Documentation Protocol**

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Documentation to verify homeless status must be obtained per the Evaluating and Documenting Eligibility (Categories of Homelessness & Required Types of Verification) section of this document.

## EVALUATING & DOCUMENTING ELIGIBILITY

HUD further defines homelessness into various categories. This section contains the category definitions and documentation requirements for each level of homelessness. Procedures for evaluating and documenting eligibility are unique to each category of homelessness. HUD has two levels of documentation; Level 2 is only acceptable if level 1 documentation cannot be obtained.

### **Literally Homeless (also referred to as Category 1)**

An individual or family sleeping in an emergency shelter or a Safe Haven (Sonora House), sleeping in a place not meant for human habitation, (staying in someone else's residence does not meet the requirements for literal homeless), or exiting an institution where s/he has resided for 90 days or less and was at one of the above places immediately before entering the institution.

Level 1 Options:

- Written observation by the outreach worker
- Written referral by another housing or service provider

Level 2 Options (to be obtained when none of the above are available)

- Certification by the individual or head of household seeking assistance stating that s(he) was living on the streets or in shelter PLUS documentation outlining efforts to obtain both level 1 forms of documentation.

For individuals exiting an institution obtain one of the forms of evidence above for where the person slept prior to entering the institution and one of the following regarding the institution stay:

- Discharge paperwork or written/oral referral
- Written record of intake worker's due diligence to obtain the evidence and certification by individual that they exited institution

### **At Imminent Risk of Homelessness (also referred to as Category 2)**

An individual or family who will imminently lose their primary nighttime residence is considered to be imminently homeless if the residence will be lost within 14 days of the application for homeless assistance, no subsequent residence has been identified and the individual or family lacks the resources or support networks needed to obtain other permanent housing.

Level 1 Options:

- If in housing, a court order resulting from an eviction action notifying the individual or family that they must leave. If in a motel; evidence showing they lack the financial resources to stay.

Level 2 Options consist of three components, all of which must be obtained:

- A documented and verified oral statement with certification that no subsequent residence has been identified
- Self-certification or other written documentation that the individual lacks the financial resources and support necessary to obtain permanent housing.
- Documentation outlining efforts to obtain the level 1 documentation.

**Homeless under other Federal Statutes (Category 3) This category is available for RHY and ESG programs; Category 3 households are not eligible for COC programs**

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:

- 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 the preceding 60 days; and
- iv) Can be expected to continue in such status for an extended period of time due to special needs or barriers.

There are no level 2 sources of documentation for this category, all of the following must be obtained:

- v) Certification by the nonprofit, state or local government that the individual or head of household seeking assistance met the criteria of homelessness under another federal statute
- vi) Certification of no permanent housing in the last 60 days
- vii) 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
- viii) Documentation of special needs or two (2) or more barriers

**Fleeing/Attempting to flee domestic violence (Category 4)**

An individual or family is considered to be fleeing domestic violence when fleeing, or attempting to flee, domestic violence, has no other residence and lacks the resources or support networks to obtain other permanent housing. There are no level 2 sources of documentation for this category.

For victim service providers:

- 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.

For non-victim service providers all of the below must be gathered:

- 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.
- Certification that no subsequent residence has been identified
- Self-certification or other written documentation, that the individual or family lacks the financial resources and support networks to obtain other permanent housing.

**Chronically Homelessness**

See the key terms section for the definition of Chronic Homelessness.

Projects must document households meeting the HUD criteria for chronic homelessness. This documentation includes three things

- i) Documentation of the current household status as Category 1; Literally Homeless.
- ii) Documentation of disability
- iii) Documentation of the homeless history required to qualify as chronically homeless.

These documents may be obtained after the household has moved in. These documents have levels of documentation as prescribed by HUD. Time spent homeless must be verified; breaks in homelessness do not require third-party verification.

Level 1: Third-Party documentation. This includes written observation by an outreach worker, a written referral by another housing or service provider, or documentation from institutions such as hospitals, correctional facilities, etc. when they include length of stay and are signed by the institution staff. HMIS data may be used in when it contains the information required of all third-party documentation.

Level 2: Self-Certification. This is a signed certification by the individual seeking assistance describing how they meet the definition accompanied with the intake worker's documentation of the living situation and the steps taken to obtain evidence to support this. (A minimum of 5 must be made, and documented, to entities that could provide third-party verification).

Projects are capped at the number of households that can self-certify. A household's documentation packet is considered complete when it verifies disability and third-party verification for at least 9 months of the household's time homeless. 75% of the project's households must have complete documentation packets on file. 25% of the project's households may self-certify all of their time homeless.

## REFERENCES

24 CFR 578 HEARTH Act (amending McKinney-Vento Act) and all subsequent amendments

U.S. Department of Housing and Urban Development Notice CPD 16-11: Prioritizing Persons Experiencing Chronic Homeless and Other Vulnerable Homeless Persons in Permanent Supportive Housing.

U.S. Department of Housing and Urban Development Notice CPD 17-01: Establishing Additional Requirements for a Continuum of Care Centralized or Coordinated Assessment System

**END OF EXHIBIT B**

**MEMORANDUM OF UNDERSTANDING**

**IN THE PIMA COUNTY COMMUNITY SERVICES DEPARTMENT**

**SULLIVAN JACKSON EMPLOYMENT CENTER**

**JOB OFFER ACADEMY**

**AND**

**ENROLLED PROGRAM PARTICIPANT**

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**INTRODUCTION:**

THIS MEMORANDUM OF UNDERSTAND (MOU) IS ENTERED BETWEEN THE PIMA COUNTY SULLIVAN JACKSON EMPLOYMENT CENTER (SJEC) AND THE LISTED PROGRAM PARTICIPANT. HEREAFTER KNOWN AS "THE PARTIES."

**PURPOSE:**

THIS MOU SERVES AS THE AGREEMENT DEFINING THE RESPECTIVE RESPONSIBILITIES OF THE PARTIES IN PROVIDING JOB READINESS SERVICES, JOB PLACEMENT SERVICES, JOB RETENTION SERVICES WITH SUPPORTIVE SERVICES, AND CASE MANAGEMENT SERVICES TO ELIGIBLE PROGRAM PARTICIPANTS EXPERIENCING HOMELESSNESS.

**ROLES AND RESPONSIBILITIES:**

SJEC IS RESPONSIBLE FOR THE OVERALL MANAGEMENT AND ACCOUNTABILITY OF THE PROGRAM. RESPONSIBILITIES INCLUDE ELIGIBILITY DETERMINATION, COORDINATING PARTICIPANT PROGRESS WITH SUB-RECIPIENT CONTRACTOR; AND REFERRING ELIGIBLE PROGRAM PARTICIPANTS TO EMPLOYMENT ASSISTANCE AND JOB TRAINING SERVICES.

FOR PERSONS WHO ARE PROPERLY DOCUMENTED AS HOMELESS ACCORDING TO HUD'S HOMELESS DEFINITION, SJEC SHALL MAKE FUNDS AVAILABLE FOR RENTAL ASSISTANCE IN WHICH A PROGRAM PARTICIPANT WILL BE HOUSED IN AN APPROPRIATE HOUSING UNIT ACCORDING TO INDIVIDUAL AND/ OR FAMILY COMPOSITION AND WITHIN HUD FAIR MARKET RATES. THE LEASE WILL BE IN THE INDIVIDUAL OR FAMILY HEAD OF HOUSEHOLD'S NAME; AND THAT WILL ALLOW THE PROGRAM PARTICIPANT TO "TRANSITION-IN-PLACE." WHEN GRANT SUBSIDIES ARE NO LONGER PAID ON BEHALF OF



THE LEASE HOLDER. THE PROGRAM IS A TIME LIMITED INTERVENTION TO QUICKLY MOVE INDIVIDUALS AND FAMILIES TO PERMANENT HOUSING AND SELF-SUFFICIENCY

PROGRAM PARTICIPANTS AGREE TO PARTICIPATE IN THE JOB OFFER ACADEMY AND COMPLETE THE EIGHTY HOURS OF MODULES # 1 THRU MODULES # 11. THEY WILL THEN TRANSITION INTO A JOB DEVELOPMENT ACTIVITY IN ORDER TO OBTAIN FULL-TIME EMPLOYMENT IN THE PROGRAM PARTICIPANTS CHOSEN JOB OBJECTIVE. THEY AGREE TO BE CO-ENROLLED INTO THE ONE-STOP CAREER CENTER (WIOA) FOR FURTHER EMPLOYMENT ASSISTANCE, IF NEEDED.

POST-EMPLOYMENT SERVICES MAY BE OFFERED TO ALL PROGRAM PARTICIPANTS WHO HAVE TRANSITIONED INTO PERMANENT HOUSING WITH NO SUBSIDIES FOR A PERIOD OF UP TO SIX MONTHS OF SUPPORTIVE SERVICES. SUPPORTIVE SERVICES DO NOT INCLUDE RENTAL ASSISTANCE.

THE PROGRAM PARTICIPANT AGREES TO COMPLY WITH THE JOB OFFER ACADEMY PROGRAM GUIDELINES.

PROGRAM PARTICIPANT \_\_\_\_\_

ADDRESS AND PHONE # \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

THIS MEMORANDUM OF UNDERSTANDING IS AGREED UPON BY THE SJEC CASE MANAGER, THE SUB-RECIPIENT CASE MANAGER, AND THE PROGRAM PARTICIPANT BY THEIR SIGNATURES BELOW.

\_\_\_\_\_ SJEC CASE MANAGER

\_\_\_\_\_ SUB-RECIPIENT CASE MANAGER

\_\_\_\_\_ PROGRAM PARTICIPANT

SIGNED ON THIS DATE: \_\_\_\_\_

**END OF EXHIBIT C**