

Dane County Contract Addendum Cover Sheet

Revised 06/2021

Res 030
significant

BAF # 24137
Acct: Seitz
Mgr: Dux
Budget Y/N: Y

Contract # Admin will assign	15500 / 87264A
--	----------------

Dept./Division	Human Services / HAA	Vendor Name	Housing Initiatives, Inc.
Brief Addendum Title/Description	Increasing contract by \$440,333 in additional Continuum of Care funding from HUD	Vendor MUNIS #	3354
		Addendum Term	1/1/2024 - 12/31/2024
		Amount (\$)	\$ 440,333.00

Department Contact Information		Vendor Contact Information	
Contact	Spring Larson, Contract Coordination Assistant	Contact	Brad Hinkfuss, Executive Director
Phone #	608-242-6391	Phone #	608-620-1751
Email	dcdhscontracts@countyofdane.com	Email	bhinkfuss@housinginitiatives.org
Purchasing Officer			

Purchase Order – Maintenance or New PO					
<input type="checkbox"/>	PO Maintenance Needed	Org: 80000	Obj: 36626	Proj:	\$ 261,176.00
	PO# 20240657	Org: 80000	Obj: 36106	Proj:	\$ 179,157.00
<input type="checkbox"/>	No PO Maintenance Needed – <i>this addendum does not change the dollar amount of the contract.</i>				
<input type="checkbox"/>	New PO / Req. Submitted	Org:	Obj:	Proj:	
	Req#	Org:	Obj:	Proj:	

Budget Amendment	
<input type="checkbox"/>	A Budget Amendment has been requested via a Funds Transfer or Resolution. Upon addendum approval and budget amendment completion, the department shall update the requisition in MUNIS accordingly.

Total Contracted Amount – List the Original contract info, then subsequent addenda including this new addendum					
<p>A resolution is required when the total contracted amount first exceeds \$100,000.</p> <p>Additional resolutions are then required whenever the sum(s) of any additional addenda exceed(s) \$100,000</p>	Addendum #	Term	Amount	Resolution	
	Original	1/1/2024 - 12/31/2024	\$ 1,093,689.00	<input checked="" type="checkbox"/> None	Res#
	A	1/1/2024 - 12/31/2024	\$ 440,333.00	<input type="checkbox"/> None	Res# 2024 - 030
				<input type="checkbox"/> None	Res#
				<input type="checkbox"/> None	Res#
				<input type="checkbox"/> None	Res#
				<input type="checkbox"/> None	Res#
Total Contracted Amount			\$ 1,534,022.00		

Contract Language Pre-Approval – prior to internal routing, this contract has been reviewed/approved by:		
<input type="checkbox"/> Corporation Counsel:	<input type="checkbox"/> Risk Management:	<input type="checkbox"/> No Pre-Approval

APPROVAL	
Dept. Head / Authorized Designee	
Iheukumere, Astra	Digitally signed by Iheukumere, Astra Date: 2024.05.21 13:21:21 -05'00'

APPROVAL – Contracts Exceeding \$100,000	
Director of Administration	Corporation Counsel
	SHR 5.20.24

APPROVAL – Internal Contract Review – Routed Electronically – Approvals Will Be Attached			
DOA:	Date In: 5/21/24	Date Out: _____	<input checked="" type="checkbox"/> Controller, Purchasing, Corp Counsel, Risk Management

Goldade, Michelle

From: Goldade, Michelle
Sent: Tuesday, May 21, 2024 2:18 PM
To: Hicklin, Charles; Rogan, Megan; Cotillier, Joshua
Cc: Oby, Joe
Subject: Contract #15500
Attachments: 15500.pdf

Tracking:	Recipient	Read	Response
	Hicklin, Charles	Read: 5/21/2024 2:33 PM	Approve: 5/21/2024 2:34 PM
	Rogan, Megan	Read: 5/21/2024 2:18 PM	Approve: 5/21/2024 2:18 PM
	Cotillier, Joshua		Approve: 5/21/2024 2:21 PM
	Oby, Joe		

Please review the contract and indicate using the vote button above if you approve or disapprove of this contract.

Contract #15500
Department: Human Services
Vendor: Housing Initiatives
Contract Description: Addendum to increase original contract #87264 due to additional Continuun of Care funding from HUD (Res 030)
Contract Term: 1/1/24 – 12/31/24
Contract Amount: \$440,333.00

Michelle Goldade

Administrative Manager
Dane County Department of Administration
Room 425, City-County Building
210 Martin Luther King, Jr. Boulevard
Madison, WI 53703
PH: 608/266-4941
Fax: 608/266-4425
TDD: Call WI Relay 711

Please Note: I currently have a modified work schedule...I am in the office Mondays and Wednesdays and working remotely Tuesdays, Thursdays and Fridays.

2024 RES-030

**ACCEPTING FEDERAL FUNDS FOR RENTAL ASSISTANCE EXPANSION AND AMENDING
A CONTRACT
DCDHS – HAA DIVISION**

Dane County received additional Continuum of Care (CoC) funding from the federal agency of Housing and Urban Development (HUD) to increase rental assistance and expand case management services for a sponsor-based rental assistance program also funded by HUD CoC funds.

The Dane County Department of Human Services (DCDHS) – Housing Access and Affordability Division (HAA) seeks to accept the additional award. Funding will be subcontracted to Housing Initiatives, Inc.

The grant will enable Housing Initiatives, Inc. to expand its provision of case management and other supportive services for the tenants enrolled its federally funded sponsor-based rental assistance program. Tenants will have access to individual services to help them maintain housing stability and connect to other community resources they may need such as tenant education, financial management, employment and training, behavioral health services, transportation, and other mainstream benefits. Tenants eligible for services are those adults who have experienced unsheltered homelessness, who meet the definition of chronically homeless in HUD's Category 1 or 4, and were on the local Dane County Continuum of Care's (CoC) Coordinated Entry community prioritization list then moved into a Permanent Supportive Housing (PSH) program.

Chronically homeless is defined by HUD as individuals who have been homeless for at least a year, or multiple times over the last three years, and also experience serious mental illness, substance use disorders, and/or a physical disability.

NOW, THEREFORE, BE IT RESOLVED that the following expenditure account be created, 80000 36626 (NEW) SUPPORTIVE SERVICES HUD, and

BE IT FURTHER RESOLVED that the \$440,333 revenue increase be credited to the County General Fund and transferred from the General Fund to the new expenditure accounts below in the DCDHS, and

BE IT FURTHER RESOVLED that account 80000 85267 HUD SHELTER PLUS CARE REVENUE be increased by an appropriation of \$440,333; and that account 80000 36626 (NEW) SUPPORTIVE SERVICES HUD be increased with an appropriation of \$261,176; and that account 80000 36106 HOUSING ASSISTANCE EXPENSE be increased with an appropriation of \$179,157.

BE IT FINALLY RESOVLED that a \$440,333 amendment be approved for Housing Initiatives, Inc. (term of 01/01/2024-12/31/2024) and that the County Executive and County Clerk are hereby authorized and directed to sign the agreement on behalf of Dane County, and that the Controller is authorized to make payments:

<u>Vendor</u>	<u>Amendment Amount</u>
HOUSING INITIATIVES, INC.	\$440,333

Total Expenditure: \$440,333

ADDENDUM

THIS ADDENDUM is made and entered into by and between the County of Dane (hereinafter referred to as "COUNTY") and Housing Initiatives, Inc. (hereinafter "PROVIDER") as of the date representatives of both parties have affixed their respective signatures.

WHEREAS the COUNTY and PROVIDER have previously entered into a Purchase of Service Agreement No. 87264 (hereinafter the "Master Agreement"), pursuant to which PROVIDER has agreed to provide the COUNTY certain services more fully described in the Master Agreement; and

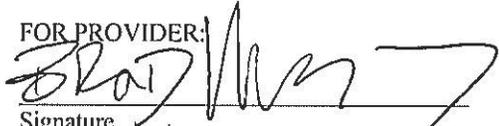
WHEREAS COUNTY and PROVIDER now wish to amend said Master Agreement,

NOW, THEREFORE, in consideration of the above premise and the mutual covenants of the parties the receipt and sufficiency of which is hereby acknowledged by each party for itself, the COUNTY and PROVIDER do agree that the Master Agreement shall continue in full force and effect unchanged in any matter by this addendum, except as specifically set forth herein. This addendum shall control only to the extent of any conflict between the terms of the Master Agreement and this addendum. This addendum consists of twelve (12) pages.

<u>Current Cost</u> for 2024	<u>Addendum Amount</u>	<u>Revised Maximum</u> <u>Cost for 2024</u>
\$ \$ 1,093,689	\$. \$ 440,333	\$ \$ 1,534,022

IN WITNESS WHEREOF, COUNTY and PROVIDER, by their respective authorized agents, have caused this addendum and its attachments, if any, to be executed, effective as of the date by which all parties hereto have affixed their respective signatures, as indicated below.

Date Signed: 5.21.2024

FOR PROVIDER:

Signature
BRAD HINKFUSS - EXECUTIVE DIRECTOR
Print Name and Title of Signer

Date Signed: _____

Signature

Print Name and Title of Signer

Date Signed: 5/21/2024

FOR COUNTY:

ASTRA IHEUKUMERE, Interim Director,
Department of Human Services

Date Signed: _____

PATRICK MILES, County Executive
(when applicable)

Date Signed: _____

SCOTT MCDONELL, County Clerk
(when applicable)

Created: 11/27/2023	Contract #: 87264	Provider: Housing Initiatives, Inc.
Revised: 4/1/2024	Division: Housing Access & Affordability	Funding Period: January 1, 2024 - December 31, 2024

Contract Maximum Service Costs: Subject to the provisions specified elsewhere in this contract, the following summarizes and sets forth the rates and maximum payments available for services under this contract.

Program Number	Program Group	Org. #	Obj. #	Program Name	SPC	# of Clients	# of Slots	Unit Cost	Unit Quantity	County Cost	Other Revenue*	Total Cost	Reporting
a. 9245	9245	80000	36106	Rental Assist HUD	106.02	110	84	Varies	1,008	\$ 1,182,520	\$ -	\$ 1,182,520	HUD
b. 9405	9405	80000	36106	Rental Assistance Admin	106.02					\$ 56,778	\$ -	\$ 56,778	HUD
c. 9406	9406	80000	36626	Supportive Services HUD	106.02	110	84	\$ 53.08	4,680	\$ 248,411	\$ -	\$ 248,411	HUD
d. 9407	9407	80000	36626	Supportive Services Admin	106.02					\$ 12,765	\$ -	\$ 12,765	HUD
e. 13207	13207	80000	35604	Tenant Housing Assistance	106.02	110	84	\$ 67.23	499	\$ 33,548	\$ -	\$ 33,548	600/610
f.										\$ -	\$ -	\$ -	
g.													
h.										\$ -	\$ -	\$ -	
i.										\$ -	\$ -	\$ -	
j.										\$ -	\$ -	\$ -	
Total										\$ 1,534,022	\$ -	\$ 1,534,022	

*Other Revenue-Include here the source and related amount for each program:

- a. 2023 Grant (W10096L51032215) signed with HUD is \$1,211,734 and expires March 31, 2024. Amount listed is the entire grant funded by HUD. The 2024 budget indicates a total of \$1,060,141 for rental assistance dollars. Slots are based on HUD contractual requirement that a minimum of 84 people receive rent subsidies. Unit = One month of rent subsidy for one consumer. Units are based on 84 consumers receiving 12 months of rent subsidy (84 x 12 = 1,008). 04/1/24 Rental Assistance Program HUD contract 04/01/24-03/31/25 for Housing Assistance + Admin received an increase from HUD for a total of \$1,321,786. (Breakdown: Rent Asst \$1,260,984 + \$60,802 Admin or 4.6%). Amendment 04/01/24 will have a new account # for Rental Asst Admin and be separated out going forward (next line). Total Rental Asst line is \$1,182,520. Breakdown: Jan - Mar 2024 Rental Asst Expense Actuals are \$236,782 PLUS Rental Asst total for 9 months is \$945,738).
- b. 04/01/24 NEW Program Group # for Rental Assistance Admin. Amendment 04/01/24: Total Rental Asst Admin is \$56,778. Breakdown: Jan-Mar 2024 Rental Asst Admin Actuals \$11,177 PLUS Rental Asst Admin for 9 months is \$45,601 (Calculated from full 12 months \$60,802).
- c. 04/01/24 NEW Account Expense line & Program #: Rental Assistance Program received HUD expansion funds for Supportive Services HUD contract starting 04/01/24 through 03/31/25 or 12 months totally \$348,235 (Breakdown: Sup Serv \$331,215 + Admin \$17,020 or 4.88%). Amendment 04/01/24 will have a new account # for Sup Serv Admin and be separated out (next line). Since is an expansion and will provide a new service, there are no actuals for Jan-Mar 2024 or \$0 PLUS Sup Ser total for 9 months or \$248,411. Funds support 3.0 FTE mental health case managers. (2080 x 3 = 6,240/yr or 4,680 hours/9 mos).
- d. 04/01/24 NEW Account & Program Group # for Support Services Admin. Amendment 04/01/24: Supportive Services Admin for HUD contract starting 04/01/24 through 03/31/25 or 12 months total \$17,020. Breakdown: Since is new service there are no actuals for Jan-Mar 2024 Sup Service Admin Actuals \$0 PLUS Sup Serv Admin for Apr-Dec 2024 or 9 months is \$12,765 (Calculated from full 12 months \$17,020).
- b. Service unit is a staff hour. 2024 budget is \$33,548 includes increase of \$2,195 (7%) from County Exec's budget. Unit quality 499 divided by 2080 hours = 25% or .10 FTE
- g.
- h.
- i.

Standard Program Category (SPC) Code Description:

- a. 106.02 = Housing Assistance
- b. 106.02 = Housing Assistance
- c. 106.02 = Housing Assistance
- d. 106.02 = Housing Assistance
- e. 106.02 = Housing Assistance
- f.
- g.
- h.
- i.
- j.
- k.

Contract Manager(s)/Programs:
Kristina Dux - dux@countyofdane.com

Accountant(s)/Programs:
Dylan Seitz - seitz.dylan@countyofdane.com

**SCHEDULE A - 2024
HOUSING INITIATIVES, INC**

Contract # 87264

Program 9245 Rental Assistance HUD	SPC 106.02
Program 9405 Rental Assistance Admin	SPC 106.02
Program 9406 Supportive Services HUD	SPC 106.02
Program 9407 Supportive Services Admin	SPC 106.02
Program 13207 Tenant Housing Assistance	SPC 106.02

I. SERVICE DESCRIPTION: SPC Code: 106.02 Housing

A. Description

Funding for this contract shall be awarded to COUNTY by HUD and passed through to PROVIDER through this contract. Rental assistance for homeless participants who have a severe mental illness in accordance with the United States Department of Housing and Urban Development (HUD) Continuum of Care Program, 24 CFR (Code of Federal Regulations) Part 578, Homeless Emergency Assistance and Rapid Transition to Housing, as well as to provide tenant assistance through case management and supportive services to reduce the likelihood of eviction and loss of housing.

B. Service Location

These services will be available at rental locations throughout Dane County with PROVIDER's administrative office located at 1110 Ruskin Street, Madison, 53704. Housing units paid for with rental assistance are located at scattered sites throughout the community.

C. Service Days / Hours:

PROVIDER services will be available on average from Monday through Friday from 8:30 am to 4:30 pm, with occasional evening and/or weekend hours as determined by PROVIDER.

D. Persons to be served:

1. Target Population

Households experiencing unsheltered homelessness (HUD's Category 1 or 4), are documented chronic, and currently on the local Dane County Continuum of Care's (CoC) Coordinated Entry community prioritization list.

2. Eligibility / Guidelines

- a. Documented severe mental illness and/or a dual disability (Substance Abuse & Mental Health);
- b. Homelessness as defined by Section 103 of the McKinney-Vento Act as indicated in 24 CFR 582.5;
- c. Dane County residency;
- d. Meet eligibility set forth by the CoC's Coordinated Entry vulnerability assessment and HUD homeless documentation requirements of literal homelessness; and
- e. Income at or below fifty percent (50%) of the Dane County median income level.

3. Application Process / Referral

Referrals shall be made directly to PROVIDER through the Coordinated Entry and Centralized Access Process. Individuals are eligible for referral if they have completed a vulnerability assessment and meet the definition of HUD's literal homelessness. PROVIDER shall ensure that all documentation of homelessness is properly obtained and retained in the files.

E. Length of Service / Termination:

1. PROVIDER shall terminate rental assistance if the participant no longer meets eligibility requirements, or fails to comply with HUD and lease requirements.
2. PROVIDER shall support tenants as needed to maintain housing and identify an internal case manager for each participant.

II. PROVIDER'S Responsibilities

A. Capacity:

PROVIDER will serve at least 84 households to receive rental assistance and supportive services at any given time. This number may fluctuate dependent upon security deposit and rent amounts, participant rent contribution, and vacancies thereby affecting the number of participants that can be served at any one time.

B. Rent Amounts:

All rent amounts shall be based on Fair Market Rent (FMR) as defined by HUD and adjusted at least annually upon release of new amounts and new utility allowance calculation sheet from the local Housing Authorities (if applicable). If rent amount is set above FMR, PROVIDER will complete a Rent Reasonableness form with sufficient comparison to other rents in the area.

C. Habitability:

Housing units used for the program shall meet federal housing quality standards as defined by HUD. PROVIDER staff shall be trained on quality standards in order to conduct unit inspections at move in and at least annually. PROVIDER will attempt to work with client on resolving any concerns with housekeeping, damages, and/or other items found affecting continued occupancy.

III. Program Evaluation

A. Goals / Objectives

The goal of the program is to assist households with at least one member with a disability in achieving housing stability. Objectives are defined by HUD (System Performance Measures) and the local CoC, which include length of time homeless, housing stability, and increase in earned or unearned income. PROVIDER will also measure an increased self-determination and increased skill level as demonstrated by the participants' individual service plan.

The performance indicators are defined as follows:

1. Length of Time (LOT):
 - Participants who are enrolled in the rental assistance program shall be offered and placed into housing in less than 40 days.
2. Housing Stability:
 - 95% of the participants will remain in permanent housing or exit the program and discharge to permanent housing; and.
 - Less than 5% of participants who exit the program will return to homelessness within two years.
3. Increased Income:
 - 50% of participants age 18 and older will maintain or increase their total income from program entry to annual assessment or at program exit.

B. Service Methods

PROVIDER shall administer the grant on behalf of COUNTY. In doing so, PROVIDER shall ensure the following:

1. Participants are provided an Housing Initiatives Tenant Handbook upon move-in and when updates are made thereafter;
2. Accurate rent and subsidy amounts are calculated for each participant, using the most recent version of the Internal Revenue Service Publication 502 and the HUD 4350.3 regulation guidance. This includes Tenant Income Certifications at move in, required or requested interim changes, and annual re-certifications to be completed in a timely manner before due date;
3. The terms of the lease are in adherence with local, state, and federal housing laws. The terms or rules and regulations of the lease and all addendums will be enforced fairly within a matter that is in the best interest of the property and the tenants who reside there;
4. Each participant has a signed current lease and tenant income certification;
5. Appeals and grievances are conducted per written, established policy;
6. Accurate draw requests are submitted to COUNTY as described in III.C. Reporting;
7. Housing quality standards inspections and safety procedures are conducted for each unit before a participant moves in and at least annually thereafter;
8. Participant feedback is solicited at least annually and incorporated into programming changes when applicable to improve service quality and outcomes for the program; and
9. Program contains strategies and activities that are culturally relevant and promote racial equity to improve efforts that work against systematic racism and other structures of oppression.
10. Adhere to all HUD program requirements including corrections to any monitoring findings and concerns, if applicable.

C. Supportive Services

Specialized staff will provide frequent and intensive intervention to support the process and the journey to stable housing. This involves targeted interventions during mental health crises and offers assertive support when clients are newly housed in a PSH program.

PROVIDER shall:

1. Triage and support program enrolled individuals during personal crises. Develop personal service plans and intervene frequently, directly, and with resources to help prevent further decline.
2. Empower the development of a higher level of services to improve the quality of life for individuals with more complex needs. This may include, but is not limited to, more frequent contacts and methods of receiving vital feedback from clients.
3. Build service plans with clients that are relationship-based, and consider the mental health, physical health, trauma, cultural disposition, and behavioral history of each individual. Staff will be trained or experienced with improving cultural competency and person-centered planning.
4. Build support teams who encompass approaches that bring together agencies and incorporate formal partnerships to enhance and further develop best practices and services. Connect individuals with resources such as Public Health or Vivent Health, and offer more access to harm reduction supplies.
5. Client Services Intake will include:
 - Ascertain past issues and difficulties in maintaining housing;
 - Determine client desires and goals;
 - Assess clients' mental and/or physical health diagnosis and if they are currently receiving any treatment;
 - Determine if clients have situations that may require legal counsel;
 - Obtain ROI signatures that include being able to speak with their existing providers, case managers, parole agents and any other potential agencies with insight to what staff can do to help the client stabilize, what to do when they are activated, and learn how best to interact with them;
 - Develop a plan with client, existing providers and bring in appropriate and agreed upon identified services such as PACT, CIT, CCS, ADRC, and arrange for come in support with long term care plans/providers (I care, WisCares, etc.) or connect them with MAT or other treatment programs and the necessary transportation to be able to get to them consistently; and
 - Help clients apply for SSI/SSDI and/or work, as appropriate, if they are zero or very low income.

D. Draws and Reporting

PROVIDER shall keep an accurate rent roll and monitor all tenant charges and payments made. PROVIDER shall have adequate accounting and property management software adhere and monitor all HUD related requirements. PROVIDER shall make every effort to spend out the entire amount awarded by monitoring expenses regularly and forecast spending by grant end. PROVIDER shall deliver to COUNTY complete and accurate monthly reports, including tenant names, locations and leases, according to the following parameters:

1. Rent Reports

- a. The rent reports and draws must occur within the same month. For example, the April rent report will be a request for payment of April rents.
 - b. PROVIDER shall send its Rent Reports to the COUNTY by the 10th of every month.
 - c. Should PROVIDER add a tenant after the 10th of the month, PROVIDER shall notify COUNTY as soon as possible. If possible, COUNTY will add the new tenant(s) to the current report and draw request. If not possible, the report will be modified for the following month.
 - d. Should there be any questions regarding rent amounts or tenants, COUNTY will contact PROVIDER within 3 working days of receipt of the report.
 - e. COUNTY will send in the draw request to HUD within 5 working days of receipt of the report but only after all questions have been resolved to COUNTY's satisfaction.
 - f. COUNTY will process PROVIDER's payment and release funds at the beginning of the upcoming month. Items submitted for payment may include rent and security deposits, as well as vacancy and damage claims.
2. Changes in Rent and Tenancy
- a. PROVIDER shall notify COUNTY of any rent or tenancy changes and reasons for the change.
 - b. PROVIDER shall provide COUNTY with written documentation of all lease revisions, including changes in rent amount, before COUNTY will make any changes to the amount of reimbursement through the HUD draw.
 - c. PROVIDER shall send COUNTY all new leases before COUNTY requests reimbursement through the HUD draw.
 - d. No rent changes will be processed retroactively, without COUNTY approval.
3. Supportive Services Reporting
- a. PROVIDER shall regularly enter all required and applicable data regarding program enrolled households into the local Housing Information Management Software (HMIS). PROVIDER shall submit quarterly reports by the 15th of the following month in a format approved by its COUNTY contract manager. Reporting metrics shall include but may not be limited to:
 - Total number of households served (monthly and YTD). Includes number enrolled (searching for housing and housed households), exits & destinations (enrolled and housed), and upcoming to be housed.
 - Demographics of program participants contained in HMIS report(s).
 - The number of individuals who obtained employment and/or increased income during their time in the program.
 - The number of individuals who established connection to non-emergency medical care or behavioral health supports and increased access to non-cash benefits.
 - Total and average cost of earnest money/application fees, transportation, renters insurance, household supplies and move-in costs allocated for the program, and the average cost per household.
 - Average length of time in the program and average length of time housed for households.

b. Supportive services provided in the form of direct assistance including but not limited to education, emergency food, and transportation will be spent in accordance with the approved HUD budget schedule. Direct assistance provided shall be tracked by PROVIDER using a spreadsheet or equivalent thereof and shared with the COUNTY. The documentation shall contain at a minimum: Participant name or identification number (HMIS), vendor name, date assisted, check or transaction number, the amount of payment, any voided payments (if applicable), type of payment, and a cumulative total displaying an ongoing balance of remaining funds throughout the contract period.

4. Additional reporting

- a. PROVIDER shall monitor the number of service hours provided internally to support tenants to maintain housing. PROVIDER shall complete a 600/610 form for all service hours provided under program 13207 (Tenant Housing Assistance) to the COUNTY via email and carbon copy contract manager staff.
- b. PROVIDER shall complete all HUD required reports on time, using eSnaps and SAGE, no later than required due date (i.e. Annual Performance Report no later than 90 days of the annual program end date, Point In Time (PIT), etc.). PROVIDER shall coordinate with COUNTY completion of the APR as it must be reviewed and approved by COUNTY prior to submittal.
- c. COUNTY may take corrective action if PROVIDER fails to comply with the requirements of sub. A above, including termination of payment of PROVIDER expense claims until outstanding reports have been submitted.

IV. HUD Funding

A. Coordination with COUNTY – PROVIDER shall:

1. Coordinate with COUNTY prior to the submission of the annual HUD Notice of Funding Opportunity (NOFO) application for renewal of this grant. Grant application and any other required submissions required by the local CoC must be reviewed and approved by COUNTY prior to submittal.
2. Coordinate with COUNTY prior to any decision being made regarding this grant funding that could have a direct, major impact on tenants and/or services.
3. Meet all of the HUD grant requirements and shall work closely with COUNTY on any matching requirements. PROVIDER shall implement prompt corrective action plans in the event that HUD monitoring visits/ reviews result in program findings.
4. Update the Tenant Handbook at least annually and submit to COUNTY for review prior to distribution. Review housing lease terms with consumer to ensure understanding of the lease rules and guidelines.
5. Meet with COUNTY at least quarterly for review of files, policies and practices.
6. Comply with all HUD requirements, such as the attached HUD's Sub Recipient Agreement.
7. Ensure staff training, enter required data, monitor and fix data accuracy, and maintain service records utilizing the Homeless Management Information System (HMIS). Signed

Coordination of Services agreement with the contract manager to allow access to data and reports in HMIS.

8. Participate in the Dane County Homeless Services Consortium. Adhere to Homeless Services Consortium (Dane County/Madison Continuum of Care) Written Standards where applicable and to the greatest extent possible.
9. Provide or connect participants with housing stability supportive services such as tenant education, financial management, employment and training, behavioral health services, transportation, and other mainstream benefits. Work collaboratively with other agencies and systems to maximize the overall impact of these services.
10. Ensure operations reflect trauma informed care, housing first, and harm reduction approaches whenever possible to overcome and eliminate housing barriers for participants. Offer proactive client centered services without preconditions (i.e., employment, income, absence of criminal record, or sobriety).

B. Funding, Authorizations, and Billing

1. Rental Assistance will reside with PROVIDER owned units or units leased in the PROVIDER's name. Regularly communicate and serve as a contact for those owners and work on problem resolution with tenants. Continue those meaningful relationships that may lead to building more rapport and other housing options for individuals that are served.
2. Funding amount for rental assistance is contingent upon review and rank by the local CoC, and the renewal approval of the submission to HUD.
3. At the beginning of each grant renewal, COUNTY will inform PROVIDER of the maximum monthly rent subsidy amount available from HUD. PROVIDER shall only receive monthly payments up to this amount throughout the term of the grant. Any costs over and above this amount, shall be the responsibility of PROVIDER alone.
4. Supportive services draws will be submitted with required documentation of expenses and reimbursed on actuals.

C. Match

PROVIDER shall provide a list of all clients served, including first and last name, and the last 4 digits of their social security numbers. COUNTY will use report to calculate the dollars amount of other supportive services and resources COUNTY has provided to clients to demonstrate match as required under 24 CFR § 578.73 (a).

V. Other Features and Requirements

- A. PROVIDER and COUNTY agree that during this agreement terms may be renegotiated to address changes in program plans and available revenues.
- B. The PROVIDER shall commit sufficient hours of staff time to deliver the services described above.
- C. PROVIDER shall give its COUNTY contract manager adequate notice of any planned staff and/or management changes that will significantly impact the provision of this program and/or its services.
- D. Communicate regularly with the COUNTY contract manager. This includes:

1. Program check-in meetings scheduled at regular intervals as directed by the COUNTY.
2. Close cooperation and communication with timely responsiveness to requests made by the COUNTY.
3. Provide data within a reasonable and reliable manner as specified in the contract and other requests made by the COUNTY.
4. Work together in a shared commitment toward a common goal. Collaboratively generate strategies and prioritize performance solutions based on program needs and services provided.

HOUSING INITIATIVES, INC.
SCHEDULE B – FISCAL
Contract #87264

1. Regarding Reporting Requirements:

Program 9245:

PROVIDER shall submit monthly rent reports on the form provided by the COUNTY for each of the programs described in the Program Summary Form of this contract. This report is due no later than the 10th of each month for the following month of service (for example, March rent reports are due by February 10th). Payment to the PROVIDER shall be made monthly in the amount of the net rent that has been reported on the rent report for that month plus allocated administrative expenses that have been determined by the time study, not to exceed 1/12th of the current grant amount. PROVIDER will be responsible for any expenses that exceed 1/12th of the grant amount. Final settlement shall be based on the approved actual expenses not to exceed the total HUD reimbursement received by the COUNTY.

Program 9405 & 9407:

PROVIDER is responsible for following HUD rules and regulations regarding all reporting requirements. PROVIDER will use the COUNTY approved time study to allocate Admin Cost. PROVIDER will submit the time study to the COUNTY quarterly to determine the administrative expense. The Admin Cost rate will then be applied to the following Quarter (e.g. Quarter 1 January – March Admin Cost rate will be applied to Quarter 2 April – June).

Payments will be held if the required reporting deadlines are not met.

PROVIDER shall submit expense reports on a monthly basis on a form provided by COUNTY. Expense reports are due no later than the 25th of the following month services are provided and shall include actual expenses.

Program 9406:

PROVIDER may receive up to one-month advance payment. PROVIDER will receive payment based on actual or recorded expenditures on the Payment Voucher(s) submitted for reimbursement. The monthly amount shall not exceed the total program's budgeted contract amount. Final settlement shall be based on the approved actual expenses not to exceed the total HUD reimbursement received by the COUNTY.

PROVIDER shall submit expense reports on a monthly basis on a form provided by COUNTY. Expense reports are due no later than the 25th of the following month services are provided and shall include actual expenses.

Regarding Supportive Services in the form of Direct Assistance or Pass-through costs: PROVIDER shall submit monthly financial payment detail that minimally reports 1) identity of payee, b) beneficiary, c) payment amount and d) payment type (education, emergency food, and transportation), e) payment date. Reports will be submitted to COUNTY manager and COUNTY accounting designee.

Programs 9245, 9405, 9406, 9407: PROVIDER is responsible for following HUD rules and regulations regarding all reporting requirements.

2. Regarding Leases & Rent Reasonableness Forms:

Program 9245:

PROVIDER will send COUNTY copies of all new leases and copies of all lease changes. These may be sent to the COUNTY at any time, however reimbursement to PROVIDER for rent increases will not be made without receipt of a current lease.

No rent changes will be processed retroactively, without Dane County approval.

PROVIDER will send COUNTY a Rent Reasonableness form for all new leases when the rent amount is over the current year's Fair Market Rent (FMR).

3. At mid-year the COUNTY and the PROVIDER will review and determine if a contract adjustment is necessary.

4. Final settlement shall be based on the approved actual expenses not to exceed the total HUD reimbursement received by the COUNTY.

5. Regarding Section C, XXVI. Financial Provisions, G. Budgets and Personnel Schedules:

PROVIDER is subject to these provisions as described in the Agreement. PROVIDER shall submit budget and supporting personnel schedule for approval within fifty-six (56) days after the effective date of this Agreement.