

**ADAMS COUNTY, COLORADO  
PROFESSIONAL SERVICE AGREEMENT**

THIS AGREEMENT ("Agreement") is made this 16 day of September 2018, by and between the Adams County Board of County Commissioners, located at 4430 South Adams County Parkway, Brighton, Colorado 80601, hereinafter referred to as the "County," and **ALMOST HOME INC.**, located at 231 N. Main Street, Brighton, Colorado 80601, hereinafter referred to as the "Contractor." The County and the Contractor may be collectively referred to herein as the "Parties".

The County and the Contractor, for the consideration herein set forth, agree as follows:

**1. SERVICES OF THE CONTRACTOR:**

- 1.1. All work shall be in accordance with the attached RFP 2018.315 and the Contractor's response to the RFP 2018.315 attached hereto as **Exhibit A**, and incorporated herein by reference. Should there be any discrepancy between Exhibit A and this Agreement the terms and conditions of this Agreement shall prevail.
- 1.2. Emergency Services: In the event the Adams County Board of County Commissioners declares an emergency, the County may request additional services (of the type described in this Agreement or otherwise within the expertise of the Contractor) to be performed by the Contractor. If the County requests such additional services, the Contractor shall provide such services in a timely fashion given the nature of the emergency, pursuant to the terms of this Agreement. Unless otherwise agreed to in writing by the parties, the Contractor shall bill for such services at the rates provided for in this Agreement.

**2. RESPONSIBILITIES OF THE COUNTY:** The County shall provide information as necessary or requested by the Contractor to enable the Contractor's performance under this Agreement, as referenced in Section 1 above.

**3. TERM:**

- 3.1. Term of Agreement: The initial term of this Agreement shall be for one (1) year from the date of execution, unless sooner terminated as specified elsewhere herein.
- 3.2. Extension Options: The County, at its sole option, may offer to extend this Agreement as necessary for up to two (2) option year extensions providing satisfactory service is given and all terms and conditions of this Agreement have been fulfilled. Such extensions must be mutually agreed upon in writing by the County and the Contractor.

**4. PAYMENT AND FEE SCHEDULE:** The County shall pay the Contractor for services furnished under this Agreement, and the Contractor shall accept as full payment for those services, in an amount of **three hundred forty-seven thousand, four hundred thirty-seven dollars and twenty-three cents (\$347,437.23).**

4.1. Payment pursuant to this Agreement, whether in full or in part, is subject to and contingent upon the continuing availability of County funds for the purposes hereof. In the event that funds become unavailable, as determined by the County, the County may immediately terminate this Agreement or amend it accordingly.

5. **INDEPENDENT CONTRACTOR:** In providing services under this Agreement, the Contractor acts as an independent contractor and not as an employee of the County. The Contractor shall be solely and entirely responsible for his/her acts, and the acts of his/her employees, agents, servants, and subcontractors during the term and performance of this Agreement. No employee, agent, servant, or subcontractor of the Contractor shall be deemed to be an employee, agent, or servant of the County because of the performance of any services or work under this Agreement. The Contractor, at its expense, shall procure and maintain workers' compensation insurance as required by law. **Pursuant to the Workers' Compensation Act § 8-40-202(2)(b)(IV), C.R.S., as amended, the Contractor understands that it and its employees and servants are not entitled to workers' compensation benefits from the County. The Contractor further understands that it is solely obligated for the payment of federal and state income tax on any moneys earned pursuant to this Agreement.**

6. **NONDISCRIMINATION:** The Contractor shall not discriminate against any employee or qualified applicant for employment because of age, race, color, religion, marital status, disability, sex, or national origin. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices provided by the local public agency setting forth the provisions of this nondiscrimination clause. Adams County is an equal opportunity employer.

6.1. The Contractor will cause the foregoing provisions to be inserted in all subcontracts for any work covered by this Agreement so that such provisions will be binding upon each subcontractor, provided that the foregoing provisions shall not apply to contracts or subcontracts for standard commercial supplies or raw materials.

7. **INDEMNIFICATION:** The Contractor agrees to indemnify and hold harmless the County, its officers, agents, and employees for, from, and against any and all claims, suits, expenses, damages, or other liabilities, including reasonable attorney fees and court costs, arising out of damage or injury to persons, entities, or property, caused or sustained by any person(s) as a result of the Contractor's performance or failure to perform pursuant to the terms of this Agreement or as a result of any subcontractors' performance or failure to perform pursuant to the terms of this Agreement.

8. **INSURANCE:** The Contractor agrees to maintain insurance of the following types and amounts:

8.1. **Commercial General Liability Insurance:** to include products liability, completed operations, contractual, broad form property damage and personal injury.

8.1.1. Each Occurrence: \$1,000,000

8.1.2. General Aggregate: \$2,000,000

8.2. **Comprehensive Automobile Liability Insurance:** to include all motor vehicles

owned, hired, leased, or borrowed.

8.2.1. Bodily Injury/Property Damage: \$1,000,000 (each accident)

8.2.2. Personal Injury Protection: Per Colorado Statutes

8.3. Workers' Compensation Insurance: Per Colorado Statutes Not Applicable.

8.4. Professional Liability Insurance: to include coverage for damages or claims for damages arising out of the rendering, or failure to render, any professional services, as applicable.

8.4.1. Each Occurrence: \$1,000,000

8.4.2. This insurance requirement applies only to Contractors who are performing services under this Agreement as professionals licensed under the laws of the State of Colorado, such as physicians, lawyers, engineers, nurses, mental health providers, and any other licensed professionals.

8.5. Adams County as "Additional Insured": The Contractor's commercial general liability, and comprehensive automobile liability insurance policies and/or certificates of insurance shall be issued to include Adams County as an "additional insured," and shall include the following provisions:

8.5.1. Underwriters shall have no right of recovery or subrogation against the County, it being the intent of the parties that the insurance policies so affected shall protect both parties and be primary coverage for any and all losses resulting from the actions or negligence of the Contractor.

8.5.2. The insurance companies issuing the policy or policies shall have no recourse against the County for payment of any premiums due or for any assessments under any form of any policy.

8.5.3. Any and all deductibles contained in any insurance policy shall be assumed by and at the sole risk of the Contractor.

8.6. Licensed Insurers: All insurers of the Contractor must be licensed or approved to do business in the State of Colorado. Upon failure of the Contractor to furnish, deliver and/or maintain such insurance as provided herein, this Agreement, at the election of the County, may be immediately declared suspended, discontinued, or terminated. Failure of the Contractor in obtaining and/or maintaining any required insurance shall not relieve the Contractor from any liability under this Agreement, nor shall the insurance requirements be construed to conflict with the obligations of the Contractor concerning indemnification.

8.7. Endorsement: Each insurance policy herein required shall be endorsed to state that coverage shall not be suspended, voided, or canceled without thirty (30) days prior written notice by certified mail, return receipt requested, to the County.

8.8. Proof of Insurance: At any time during the term of this Agreement, the County may require the Contractor to provide proof of the insurance coverage's or policies required under this Agreement.

## **9. TERMINATION:**

- 9.1. **For Cause:** If, through any cause, the Contractor fails to fulfill its obligations under this Agreement in a timely and proper manner, or if the Contractor violates any of the covenants, conditions, or stipulations of this Agreement, the County shall thereupon have the right to immediately terminate this Agreement, upon giving written notice to the Contractor of such termination and specifying the effective date thereof.
- 9.2. **For Convenience:** The County may terminate this Agreement at any time by giving written notice as specified herein to the other party, which notice shall be given at least thirty (30) days prior to the effective date of the termination. If this Agreement is terminated by the County, the Contractor will be paid an amount that bears the same ratio to the total compensation as the services actually performed bear to the total services the Contractor was to perform under this Agreement, less payments previously made to the Contractor under this Agreement.

## **10. MUTUAL UNDERSTANDINGS:**

- 10.1. **Jurisdiction and Venue:** The laws of the State of Colorado shall govern as to the interpretation, validity, and effect of this Agreement. The parties agree that jurisdiction and venue for any disputes arising under this Agreement shall be in Adams County, Colorado.
- 10.2. **Compliance with Laws:** During the performance of this Agreement, the Contractor agrees to strictly adhere to all applicable federal, state, and local laws, rules and regulations, including all licensing and permit requirements. The parties hereto aver that they are familiar with § 18-8-301, *et seq.*, C.R.S. (Bribery and Corrupt Influences), as amended, and § 18-8-401, *et seq.*, C.R.S. (Abuse of Public Office), as amended, the Clean Air Act (42 U.S.C. 7401-7671q), and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended, and that no violation of such provisions are present. Contractor warrants that it is in compliance with the residency requirements in §§ 8-17-101, *et seq.*, C.R.S. Without limiting the generality of the foregoing, the Contractor expressly agrees to comply with the privacy and security requirements of the Health Insurance Portability and Accountability Act of 1996 (HIPAA).
- 10.3. **OSHA:** The Contractor shall comply with the requirements of the Occupational Safety and Health Act (OSHA) and shall review and comply with the County's safety regulations while on any County property. Failure to comply with any applicable federal, state or local law, rule, or regulation shall give the County the right to terminate this agreement for cause.
- 10.4. **Record Retention:** The Contractor shall maintain records and documentation of the services provided under this Agreement, including fiscal records, and shall retain the records for a period of three (3) years from the date this Agreement is terminated. Said records and documents shall be subject at all reasonable times to inspection, review, or audit by authorized federal, state, or County personnel.
- 10.5. **Assignability:** Neither this Agreement, nor any rights hereunder, in whole or in part, shall be assignable or otherwise transferable by the Contractor without the prior written

consent of the County.

- 10.6. Waiver: Waiver of strict performance or the breach of any provision of this Agreement shall not be deemed a waiver, nor shall it prejudice the waiving party's right to require strict performance of the same provision, or any other provision in the future, unless such waiver has rendered future performance commercially impossible.
- 10.7. Force Majeure: Neither party shall be liable for any delay or failure to perform its obligations hereunder to the extent that such delay or failure is caused by a force or event beyond the control of such party including, without limitation, war, embargoes, strikes, governmental restrictions, riots, fires, floods, earthquakes, or other acts of God.
- 10.8. Notice: Any notices given under this Agreement are deemed to have been received and to be effective: (1) three (3) days after the same shall have been mailed by certified mail, return receipt requested; (2) immediately upon hand delivery; or (3) immediately upon receipt of confirmation that an E-mail was received. For the purposes of this Agreement, any and all notices shall be addressed to the contacts listed below:

**County:**

Department: Adams County Human Services Workforce Center  
Contact: Kent Gregory, Contract Administrator, Human Services Department  
Address: 7190 Colorado Blvd., 6<sup>th</sup> Floor  
City, State, Zip: Commerce City, Colorado 80022  
Office Number: 303.227.2215  
Email: [kgregory@adcogov.org](mailto:kgregory@adcogov.org)

Department: Adams County Purchasing Division  
Address: 4430 South Adams County Parkway, Suite C4000A  
City, State, Zip: Brighton, Colorado 80601

Department: Adams County Attorney's Office  
Address: 4430 South Adams County Parkway  
City, State, Zip: Brighton, Colorado 80601

**Contractor:**

Company: Almost Home Inc.  
Contact: Shawna Miller, Executive Director  
Address: 231 N Main Street  
City, State, Zip: Brighton, Colorado 80601  
Office Number: 303.659.6199  
E-mail: [info@almosthomeonline.org](mailto:info@almosthomeonline.org)

- 10.9. Integration of Understanding: This Agreement contains the entire understanding of the parties hereto and neither it, nor the rights and obligations hereunder, may be changed, modified, or waived except by an instrument in writing that is signed by the parties hereto.

10.10. Severability: If any provision of this Agreement is determined to be unenforceable or invalid for any reason, the remainder of this Agreement shall remain in effect, unless otherwise terminated in accordance with the terms contained herein.

10.11. Authorization: Each party represents and warrants that it has the power and ability to enter into this Agreement, to grant the rights granted herein, and to perform the duties and obligations herein described.

**11. AMENDMENTS, CHANGE ORDERS OR EXTENSION:**

11.1. Amendments or Change Orders: The County may, from time to time, require changes in the scope of the services of the Contractor to be performed herein including, but not limited to, additional instructions, additional work, and the omission of work previously ordered. The Contractor shall be compensated for all authorized changes in services, pursuant to the applicable provision in the Solicitation, or, if no provision exists, pursuant to the terms of the Amendment or Change Order.

11.2. Extensions: The County may, upon mutual written agreement by the parties, extend the time of completion of services to be performed by the Contractor

**12. COMPLIANCE WITH C.R.S. § 8-17.5-101, ET. SEQ. AS AMENDED 5/13/08:** Pursuant to Colorado Revised Statute (C.R.S.), § 8-17.5-101, *et. seq.*, as amended May 13, 2008, the Contractor shall meet the following requirements prior to signing this Agreement (public contract for service) and for the duration thereof:

12.1. The Contractor shall certify participation in the E-Verify Program (the electronic employment verification program that is authorized in 8 U.S.C. § 1324a and jointly administered by the United States Department of Homeland Security and the Social Security Administration, or its successor program) or the Department Program (the employment verification program established by the Colorado Department of Labor and Employment pursuant to C.R.S. § 8-17.5-102(5)) on the attached certification.

12.2. The Contractor shall not knowingly employ or contract with an illegal alien to perform work under this public contract for services.

12.3. The Contractor shall not enter into a contract with a subcontractor that fails to certify to the Contractor that the subcontractor shall not knowingly employ or contract with an illegal alien to perform work under this public contract for services.

12.4. At the time of signing this public contract for services, the Contractor has confirmed the employment eligibility of all employees who are newly hired for employment to perform work under this public contract for services through participation in either the E-Verify Program or the Department Program.

12.5. The Contractor shall not use either the E-Verify Program or the Department Program procedures to undertake pre-employment screening of job applicants while this public contract for services is being performed.

12.6. If Contractor obtains actual knowledge that a subcontractor performing work under this public contract for services knowingly employs or contracts with an illegal alien, the Contractor shall:

notify the subcontractor and the County within three days that the Contractor has actual knowledge that the subcontractor is employing or contracting with an illegal alien; and terminate the subcontract with the subcontractor if within three days of receiving the notice required pursuant to the previous paragraph, the subcontractor does not stop employing or contracting with the illegal alien; except that the contractor shall not terminate the contract with the subcontractor if during such three days the subcontractor provides information to establish that the subcontractor has not knowingly employed or contracted with an illegal alien.

- 12.7. Contractor shall comply with any reasonable requests by the Department of Labor and Employment (the Department) made in the course of an investigation that the Department is undertaking pursuant to the authority established in C.R.S. § 8-17.5-102(5).
- 12.8. If Contractor violates this Section, of this Agreement, the County may terminate this Agreement for breach of contract. If the Agreement is so terminated, the Contractor shall be liable for actual and consequential damages to the County.

### **13. SUPPLEMENTAL FEDERAL PROVISIONS- (FFATA)**

State of Colorado Supplemental Provisions for Federally Funded Contracts, Grants, and Purchase Orders Subject to The Federal Funding Accountability and Transparency Act of 2006 (FFATA), As Amended Revised as of 3-20-13.

### CONTRACTOR'S CERTIFICATION OF COMPLIANCE

Pursuant to Colorado Revised Statute, § 8-17.5-101, *et seq.*, as amended 5/13/08, as a prerequisite to entering into a contract for services with Adams County, Colorado, the undersigned Contractor hereby certifies that at the time of this certification, Contractor does not knowingly employ or contract with an illegal alien who will perform work under the attached contract for services and that the Contractor will participate in the E-Verify Program or Department program, as those terms are defined in C.R.S. § 8-17.5-101, *et seq.* in order to confirm the employment eligibility of all employees who are newly hired for employment to perform work under the attached contract for services.

#### CONTRACTOR:

Almost Home, Inc.  
Company Name

9-4-18  
Date

Shawna Miller  
Signature

Shawna Miller  
Name (Print or Type)

Executive Director  
Title

Note: Registration for the E-Verify Program can be completed at: <https://www.vis-dhs.com/employerregistration>. It is recommended that employers review the sample "memorandum of understanding" available at the website prior to registering



**Signature Page**

IN WITNESS WHEREOF, the Parties have caused their names to be affixed hereto.

**BOARD OF COUNTY COMMISSIONERS  
ADAMS COUNTY, COLORADO**

By: [Signature]

Chair

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

**CONTRACTOR  
ALMOST HOME INC.**

By: Shawn Miller

Name (Print or Type)

9-10-18

Date:

[Signature]

Authorized Signature

Executive Director

Title

**Attest:**

Stan Martin, Clerk and Recorder

[Signature]

Deputy Clerk

**APPROVED AS TO FORM:  
Adams County Attorney's Office**

By: [Signature]  
Attorney's Signature

**NOTARIZATION:**

COUNTY OF Adams )  
STATE OF CO ) SS.

Signed and sworn to before me this 10<sup>th</sup> day of September, 2018,

by Shawn Miller

Notary Public [Signature]

My commission expires on: 03/26/2022



## **ATTACHMENT A**

(All Documents following this page of the Agreement)

### **Attachments:**

1. Fee Schedule (Base Year)
2. BAFO #2, dated May 14, 2018
3. BAFO #1, dated April 17, 2018
4. Proposal, dated February 13, 2018
5. Offeror's Certification of Compliance
6. Offeror's Signature Page

## ATTACHMENT 1

### TANF Contract Component Confirmation Document

The Text Sections of all checked components should address one or more of the following:

- 1) Provide the page number and paragraph in your submitted proposal where the component is addressed
- 2) Address the component in the text sections of the document below
- 3) All clarification questions as your best and final offer (BAFO) pertaining to your submitted proposal under RFP 2018.315 are provided under a separate cover of this component document.

#### Purpose statement:

- ☒ Describe the issue/problem that will be addressed (i.e. what is the nature of the issue) (enter page number and paragraph in your submitted proposal): *Pages 5 and 6 of submitted proposal*
- ☒ Explain why it is an important issue to be addressed in the community: *Pages 5 and 6 of submitted proposal*
- ☒ Explain how the project meets one or more of the federally-defined purposes of TANF: *Purpose statement on page 6, last paragraph*

#### Scope of Work:

- ☒ What services will be provided: Pages 6 and 7, to include clarification (BAFO) question 1.
- ☒ Who will be served: Page 7, paragraph 4 of submitted proposal, to include clarification (BAFO) questions 1 and 2.
- ☒ How: Clarification (BAFO) questions 4 and 5.
- ☒ When: Clarification (BAFO) question 6.
- ☒ Where: Page 8 paragraph 4 of submitted proposal
- ☒ Contractor avows only to serve TANF eligible clients approved by the County with TANF funds: Clarification (BAFO) question 3.
- ☒ How TANF eligibility will be determined (check all that apply): Pages 8 and 9, to include clarification (BAFO) question 4.
  - ☒ Application (must gather information regarding the TANF eligibility criteria):  
Click here to enter text.
  - ☐ Affidavit of eligibility: The participant can check three (3) boxes regarding the TANF eligibility criteria and sign the affidavit, attesting to their eligibility: Clarification (BAFO) questions 6.
  - ☐ Survey data at the point of service (this method is used to identify the appropriate pro-rata share based on the percentage of TANF eligible families accessing services at the time of the survey): Click here to enter text.

- ☐ Demographic data (only appropriate in limited circumstances): Click here to enter text.
- ☒ All items in the Price Schedule are clearly presented in the scope of work: Staff assignments on Page 2 of submitted proposal and Clarification (BAFO) questions 7, and 8 of submitted proposal, Proposed Service Detail on Pages 6, 7 and 8.

**Expected Outcomes:**

- ☒ Addresses all services in the scope of work: Expected Outcomes on Page 8 of submitted proposal and Clarification (BAFO) questions 9 and 10.

**Invoices:**

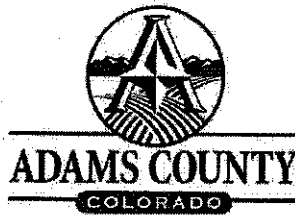
- ☒ Confirmation that only incurred expenses, including personnel expenses, will be invoiced: Clarification (BAFO) question 11.
- ☒ Confirmation that client assessment and proof of need for all client non-assistance (financial assistance not to exceed four (4) months) will be retained for the current year and the three previous years: Clarification (BAFO) question 12.

**ACKNOWLEDGEMENT**

  
Authorized Signature  
Almost Home Inc.

4-17-18  
Date

Finance Department  
www.adcogov.org



4430 South Adams County Parkway  
4th Floor, Suite C4000A  
Brighton, CO 80601-8212  
PHONE 720.523.6050  
FAX 720.523.6058

Ms. Shawna Miller  
Executive Director  
Almost Home Inc.  
231 N. Main Street  
Brighton, Colorado 80601

**Subject: Clarification Request for Request for Proposal #2018.315 Housing Services -  
Temporary Assistance for Needy Families (TANF)**

Dear Ms. Miller:

Thank you for submitting a proposal in response to our Request for Proposal #2018.315 Housing Services - TANF Program for Adams County Government Human Services Department.

The Evaluation Committee has determined that more information is needed to properly evaluate your proposal. The Evaluation Committee has requested that you respond to the questions below and to acknowledge the checklist that will become a part of the awarded agreement, as part of your best and final offer (BAFO) to your proposal. Please submit your responses on your Agency letterhead to the following questions on or before 2:00 p.m. on Wednesday, April 18, 2018 by email to [hellis@adcogov.org](mailto:hellis@adcogov.org).

1. Please confirm acknowledgement and understanding of the attached TANF Contract Component Confirmation Document that will be made part of the awarded agreement as outlined on Attachment 1 following this page.
2. Please confirm Almost Home Inc., to the following changes in the Pricing Schedule (these changes increase total fees under the proposal submitted Pricing Schedule to \$165,012.25):
  - Confirm from a funding perspective, there is no difference between Rental Assistance and Move-in Assistance. The County would like to combine all financial assistance into one line item called Direct Assistance and add \$20,000 to the proposed amount, bringing the total of Direct Assistance to \$89,500 based on the agreement with 1b. below. Please confirm Almost Home agree with this change?
  - To exclude GED Classes and Testing from the submitted proposal (these services are largely covered under the current County's Agreement #2017.329B with Almost Home Inc., and are also provided through the Workforce Business Center (WBC), and to re-designate the \$4,500 proposed pricing for GED Classes and Testing as Rental Assistance?
  - Please clarify the Move-In Assistance process described in your submitted proposal; it seems to be limited to families staying in Almost Home Inc.'s shelter. Does Almost Home Inc., agree to allow families that do not stay in your shelter to receive Move-In Assistance?
  - Please confirm that Almost Home Inc., avow to only serve TANF eligible families who reside in Adams County with resources provided through the awarded agreement?

BOARD OF COUNTY COMMISSIONERS

Eva J. Henry  
DISTRICT 1

Charles "Chaz" Tedesco  
DISTRICT 2

Erik Hansen  
DISTRICT 3

Steve O'Dorisio  
DISTRICT 4

Mary Hodge  
DISTRICT 5

3. Please provide:
  - The application that is used to determine Almost Home Inc., eligibility
  - The assessment form used to assess families for Rental Assistance and Move in Assistance (both forms if different forms)
  - The submitted proposal states Almost Home Inc., would like the option to exceed \$500.00 in Rental Assistance per family. The County's preference is that the amount of assistance be based on complex assessment of the family. Does Almost Home Inc., agree to base assistance on complex assessment of the family, and set the limit for Rental Assistance as the same for Move-In Assistance; \$3,000? Please clarify.
4. Provide the operational hours of Almost Home Inc.?
5. Almost Home currently has two current Agreements being paid for with TANF funds through the County. Please provide the following:
  - Up to 4% of the submitted proposal time for the Executive Director's time is being paid under the two current agreements, and reimbursement of up to an additional 7% of their time is being sought under the RFP 2018-315 proposal for a total of 11% of their time. Please provide a pro-rata share calculation, along with the methodology that shows at least 11% of their time is spent with TANF eligible activities.
6. Please clarify the Intake Staff/Office Manager position, and present the segment of time and cost of the work that is to be performed as Officer Manager for this under the submitted proposal (this time will be invoiced separately from line item).
7. Provide a pro-rata share calculation, along with the methodology that shows the percentage of time is spent with TANF eligible activities for the Office Manager. (Keep in mind that 21% of the time of the Office Manager is currently being paid under another current TANF Agreement through the County).
8. Up to 65% of a full-time case manager is being paid under a current TANF Agreement through the County. In addition, an undefined segment of the \$15,000 allocated for intake, reception and case management under a current TANF Agreement with Almost Home Inc., can be used for case management. Reimbursement of up to an additional 95% of a full-time case manager/shelter manager is being sought under the submitted proposal. Please clarify:
  - Provide a pro-rata share calculation, along with the methodology that shows at least 1.3 full-time Case Manager and Shelter Manager time, plus any segment of the \$15,000 of current TANF Agreement is spent with TANF eligible activities as outline in the current agreement and submitted proposal (it may be easier to express the segment of the \$15,000 as a percentage of full-time Case Manager, for example, if 20% of a full-time Case Manager, the combined total could be presented as 1.5 full-time Case Managers/ Shelter Managers).
9. The County is paying up to \$25,000 for rent and \$7,000 for utilities under a current TANF Agreement with Almost Home Inc. The submitted proposal is seeking up to \$5,084.64 for rent and \$3,960 for utilities. Please:
  - Provide documentation of the total actual cost of rent and utilities.
  - Provide a pro-rata share calculation, along with the methodology that shows the percentage of usage of the facilities that are spent on TANF eligible activities.

- Is there another funder who is currently covering the segment of rent and utilities being requested in your submitted proposal? If not, how is that segment of rent and utilities being paid?
10. The County appreciates efforts to develop outcome data; what will be the main outcome measure (as opposed to process measure) that will be used to assess the effectiveness of Move-in assistance?
  11. Please confirm Almost Home Inc., agreement to work with the County's Project Manager on expanding expected outcome categories.
  12. Please confirm that Almost Home Inc., understands only incurred expenses, including personnel expenses, will be invoiced.
  13. Please confirm that client assessment, proof of need for all client non-assistance *(financial assistance not to exceed four (4) months)*, will be retained for the current year, and the three (3) previous years.

If you feel that the information you have provided in your original proposal was adequate, you may choose to not submit a BAFO, in which case, we will base our evaluation on what you have provided.

If you have any questions, please do not hesitate to contact me at (720) 523.6053. Please acknowledge receipt of this BAFO letter to the undersigned by signing in the space below, return with your BAFO responses and email to [hellis@adco.gov](mailto:hellis@adco.gov).

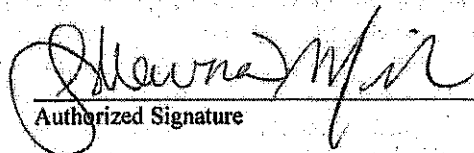
Best Regards,

*Heidi Ellis*

Heidi Ellis  
Contract Specialist II  
Finance/Purchasing Division

Attachment: TANF Contract Component Confirmation Document Checklist  
cc: File RFP 2018.315

**ACKNOWLEDGEMENT**

  
Authorized Signature

4-17-18  
Date

**Almost  
HOME Inc.**  
Shelter and Housing Assistance  
231 N. Main St.  
Brighton, Colorado 80601

Phone: 303-659-6199  
Fax: 303-659-8859  
Website: [www.AlmostHomeOnline.org](http://www.AlmostHomeOnline.org)  
E-Mail: [Info@AlmostHomeOnline.org](mailto:Info@AlmostHomeOnline.org)

May 14, 2018

Adams County Government Center  
Purchasing Division  
4430 South Adams County Parkway  
Brighton, CO 80601

ATTN: Heidi Ellis, P.H.M.  
Contract Specialist II

RE: Clarification Letter #2 for Proposal 2018.315HS-TANF Program

Dear Mrs. Ellis,

Almost Home, Inc. acknowledges and agrees with the action to combine all TANF housing services into one agreement under RFP 2018.315. Due to a recent payoff of the mortgage on our shelter, we have updated to fee schedule to allocate less funds towards rent/mortgage and more towards direct client service.

Please let me know if you have any further questions.

Thank You,

  
Shawna Miller  
Executive Director



BAFO #2 dated 5-14-18

Almost Home Fee Schedule (Per Year for Three Years)					
Position/Base Expense	Description	(Column A) Agreement Allocation of Time/Fees	(Column B) Annual Salary and Benefit Fee	(Column C) Overhead	Total
Executive Director	Provides supervision of case managers	14%	\$79,100	\$1,661.10	\$12,735.10
Intake Staff	Provides client screening and program support	100%	\$23,322	\$3042	\$23,322
Office Manager (Part-Time)	Provides client screening and program support	70%	\$15,865.20	\$1,665.85	\$12,771.49
Case Manager (Part-Time)	Provides direct case management service to TANF clients	70%	\$26,442	\$2,776.41	\$21,285.81
Shelter Manager/Case Manager	Oversees shelter and provides direct case management service to TANF clients	70%	\$45,496	\$4,777.08	\$36,624.28
Accountant	Prepares client assistance payments; tracking and reporting	20%	\$32,240	\$967.20	\$7,415.20
Rent	Office Space	70%	\$15,600	\$1,638	\$12,558
Utilities	Gas, electric, water	70%	\$7,000	\$735	\$5,635
Total of Base Expenses			\$144,421.90		
Budget Item		Description		Amount	
Base Expenses		Equals total of Base Expenses		\$144,421.90	
Supplies		Operating Supplies		\$12,000	
Total				\$156,421.90	
Direct Assistance				\$203,090.35	
Total				\$359,512.25	

**Almost  
HOME Inc.**  
Shelter and Housing Assistance  
231 N. Main St.  
Brighton, Colorado 80601

Phone: 303-659-6199  
Fax: 303-659-8859  
Website: [www.AlmostHomeOnline.org](http://www.AlmostHomeOnline.org)  
E-Mail: [Info@AlmostHomeOnline.org](mailto:Info@AlmostHomeOnline.org)

April 17, 2018

Adams County Government Center  
Purchasing Division  
4430 South Adams County Parkway  
Brighton, CO 80601

ATTN: Heidi Ellis, P.H.M.  
Contract Specialist II

RE: Clarification Request for Proposal 2018.315HS-TANF Program

Dear Mrs. Ellis,

Please find the responses to the questions provided by the evaluation committee.

- 1. Please confirm acknowledgement and understanding of the attached TANF Contract Component Confirmation Document that will be made part of the awarded agreement as outlined on Attachment 1 following this page.**

Almost Home, Inc. acknowledges and understands the TANF Contract Component Confirmation Document.

- 2. Please confirm Almost Home Inc., to the following changes in the Pricing Schedule (these changes increase total fees under the proposal submitted Pricing Schedule to \$165,012.25):**

**Confirm from a funding perspective, there is no difference between Rental Assistance and Move-in Assistance. The County would like to combine all financial assistance into one line item called Direct Assistance and add \$20,000 to the proposed amount, bringing the total of Direct Assistance to \$89,500 based on the agreement with 1b. below. Please confirm Almost Home agree with this change?**

From a funding perspective, there will be no difference between Rental Assistance and Move-in Assistance. All financial assistance will be known as Direct Assistance and Almost Home, Inc. agrees to the proposed amount of \$89,500..

**To exclude GED Classes and Testing from the submitted proposal(these services are largely covered under the current County's Agreement**

#2017.329B with Almost Home Inc., and are also provided through the Workforce Business Center (WBC), and to re-designate the \$4,500 proposed pricing for GED Classes and Testing as Rental Assistance?

Almost Home, Inc. will exclude GED Classes and Testing from the submitted proposal.

Please clarify the Move-In Assistance process described in your submitted proposal; it seems to be limited to families staying in Almost Home Inc.'s shelter. Does Almost Home Inc., agree to allow families that do not stay in your shelter to receive Move-In Assistance?

Almost Home, Inc. will provide Move-In Assistance to all eligible families, not just those staying in the shelter.

Please confirm that Almost Home Inc., avow to only serve TANF eligible families who reside in Adams County with resources provided through the awarded agreement?

Almost Home, Inc. will only serve TANG eligible families through this agreement.

**3. Please provide:**

The application that is used to determine Almost Home Inc., eligibility

See attached

The assessment form used to assess families for Rental Assistance and Move in Assistance (both forms if different forms)

See attached

The submitted proposal states Almost Home Inc., would like the option to exceed \$500.00 in Rental Assistance per family. The County's preference is that the amount of assistance be based on complex assessment of the family. Does Almost Home Inc., agree to base assistance on complex assessment of the family, and set the limit for Rental Assistance as the same for Move-In Assistance; \$3,000? Please clarify.

Almost Home, Inc. agrees to base assistance on a complex assessment of the family and set the limit for Rental Assistance as the same for Move-In Assistance.

**4. Provide the operational hours of Almost Home Inc.?**

Monday-Friday 8:00 AM – 5 PM

**5. Almost Home currently has two current Agreements being paid for with TANF funds through the County. Please provide the following:**

Up to 4% of the submitted proposal time for the Executive Director's time is being paid under the two current agreements, and reimbursement of up to an

additional 7% of their time is being sought under the RFP 2018-315 proposal for a total of 11% of their time. Please provide a pro-rata share calculation, along with the methodology that shows at least 11% of their time is spent with TANF eligible activities.

See attached

6. Please clarify the Intake Staff/Office Manager position, and present the segment of time and cost of the work that is to be performed as Officer Manger for this under the submitted proposal (this time will be invoiced separately from line item).

The following duties are the responsibility of the Intake Staff/Office Manager:  
Office Manager Duties (50% of annual salary of \$36,000=\$18,000)

- Maintains computer files
- Maintains supplies
- Prepares reports
- Organizes office work flow
- Maintains computer systems
- Prepares reports to board and the community
- Tracks all incoming checks/cash
- Prepares financial deposits
- Maintains computer system
- Answers all incoming calls

Intake Staff Duties (50% of annual salary of \$36,000=\$18,000)

- Provide immediate assistance to walk-in clients
- Provide resources and referrals over the phone and via email to clients
- Administers GED pre-testing
- Creates contact sheets for clients
- Administer phone screen to determine client program eligibility
- Gauges program success by conducting follow-up calls to landlords
- Administers client data tracking
- Provides additional program support
- Community liaison in local networks
- Maintains contact with referring agencies

7. Provide a pro-rata share calculation, along with the methodology that shows the percentage of time is spent with TANF eligible activities for the Office Manager. (Keep in mind that 21% of the time of the Office Manager is currently being paid under another current TANF Agreement through the County).

See attached

8. Provide a pro-rata share calculation, along with the methodology that shows at least 1.3 full-time Case Manager and Shelter Manager time, plus any segment of the \$15,000 of current TANF Agreement is spent with TANF eligible activities as outline in the current agreement and submitted proposal (it may be easier to express the segment of the \$15,000 as a percentage of full-time

Case Manager, for example, if 20% of a full-time Case Manager, the combined total could be presented as 1.5 full-time Case Managers/ Shelter Managers). Up to 65% of a full-time case manager is being paid under a current TANF Agreement through the County. In addition, an undefined segment of the \$15,000 allocated for intake, reception and case management under a current TANF Agreement with Almost Home inc., can be used for case management. Reimbursement of up to an additional 95% of a full-time case manager/shelter manager is being sought under the submitted proposal. Please clarify:

See attached

**9. The County is paying up to \$25,000 for rent and \$7,000 for utilities under a current TANF Agreement with Almost Home Inc. The submitted proposal is seeking up to \$5,084.64 for rent and \$3,960 for utilities. Please:**

Provide documentation of the total actual cost of rent and utilities.

See attached

Provide a pro-rata share calculation, along with the methodology that shows the percentage of usage of the facilities that are spent on TANF eligible activities.

See attached

Is there another funder who is currently covering the segment of rent and utilities being requested in your submitted proposal? If not, how is that segment of rent and utilities being paid?

A portion of our rent and utilities are paid by funding through the Emergency Shelter Grant and Adams County Community Services Block Grant.

**10. The County appreciates efforts to develop outcome data; what will be the main outcome measure (as opposed to process measure) that will be used to assess the effectiveness of Move-in assistance?**

Almost Home, Inc. will measure effectiveness of the Move-in assistance program based on performance in relation to the goal of 75% of all families that have received assistance will remain in their homes 90 days after receiving assistance. Almost Home, Inc. is open to any other outcome measures the County proposes.

**11. Please confirm Almost Home Inc., agreement to work with the County's Project Manager on expanding expected outcome categories.**

Almost Home, Inc. will work with the County's Project Manager on expanding expected outcome categories.

**12. Please confirm that Almost Home Inc., understands only incurred expenses, including personnel expenses, will be invoiced.**

Almost Home, Inc. understands only incurred expenses, including personnel

## ORIGINAL Documents for Eligibility

**NOTE: If client does not have all required documents, Case Manager CANNOT start an application in the system.**

1. ☐ ORIGINAL Colorado ID for all adults (no copies accepted)
2. ☐ ORIGINAL Social Security Cards for everyone in the household (no copies accepted)
3. ☐ Proof of Income
  - ☐ check stubs for one month
  - ☐ Social Security award letters
  - ☐ Other \_\_\_\_\_
  - ☐ Other \_\_\_\_\_
  - ☐ Other \_\_\_\_\_
4. ☐ Current Rental Lease (if Rent) or  
☐ Current Utility Bill (if Utilities)
5. ☐ Optional - Demand for Payment is optional but no more than 5 days old.
6. ☐ Money order or landlord ledger/receipt with current balance due.
7. ☐ Optional - Hardship Verification (if required) \_\_\_\_\_

# INTAKE

CASE NUMBER: \_\_\_\_\_

TODAY'S DATE: \_\_\_\_\_

DATE OPEN: \_\_\_\_\_

Name: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

SSN# \_\_\_\_\_ ID#: \_\_\_\_\_ Type of I.D. \_\_\_\_\_

DOB: \_\_\_\_\_ Age: \_\_\_\_\_ Education: \_\_\_\_\_ State of Birth: \_\_\_\_\_ Sex: \_\_\_\_\_ US Citizen? \_\_\_\_\_

Race: WHITE HISPANIC BLACK ASIAN NATIVE AMERICAN OTHER

Insurance: PI=PRIVATE INSURANCE MD = MEDICAID C = CHP+ MR = MEDICARE N = NONE

Housing: ☐ Own ☐ Rent ☐ Homeless ☐ Other Monthly Rent / Mortgage \$ \_\_\_\_\_

Current Address: \_\_\_\_\_ How Long: \_\_\_\_\_ months

Last Address: \_\_\_\_\_ How Long: \_\_\_\_\_ months

## INCOME:

## Income

TOTAL MONTHLY INCOME	\$
TOTAL YEARLY INCOME	\$
FOOD STAMPS	\$

- ☐ Verified Applicant's ID \_\_\_\_\_
- ☐ Verified Lease/3Day Notice \_\_\_\_\_
- ☐ Verified Income Sources \_\_\_\_\_
- ☐ Other Verification \_\_\_\_\_

## CODES:

1 = Chronically Homeless (singles only)  
2 = Severely Mentally Ill  
3 = Chronic Substance Abuse  
4 = Other Disability

5 = Veterans  
6 = HIV/AIDS  
7 = Victims of Domestic Violence  
8 = Elderly

## OTHER FAMILY MEMBERS:

Name	Relationship	Sex	DOB	Age	SSN	GR.	Health Insur	Race	Code	V
										<input type="checkbox"/>
										<input type="checkbox"/>
										<input type="checkbox"/>
										<input type="checkbox"/>

FAMILY TYPE: ☐ Single Parent Female  
☐ Single Person

☐ Single Parent Male  
☐ Two Adults No Children

☐ Two Parent HH  
☐ Other (Family Type)

I authorize Almost Home, Inc, to verify all information that has been provided and to release confidential information to other agencies in order to provide better assistance.

Client Signature \_\_\_\_\_

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

Staff/Volunteer Signature: \_\_\_\_\_

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

NAME: \_\_\_\_\_ CASE #: \_\_\_\_\_ CLIENT I.D.# \_\_\_\_\_

DATE	
NEW OR REPEAT?	
STATUS	
REQUEST\$\$	
NEED	
LEAP STATUS	
CAUSE	<input type="checkbox"/> Insufficient Funds
AMOUNT GIVEN	SERVICE PROVIDED
_____	_____
_____	_____
# OF REFERRALS	
# OF CONTACTS	

VENDOR	
VENDOR ADDRESS	
CITY, STATE, ZIP	
PHONE NUMBER	
SERVICE ADDRESS	
CITY, STATE, ZIP	
PHONE NUMBER	
GRANT ALLOCATION	<input type="checkbox"/> EOC <input type="checkbox"/> ACDSS Funds <input type="checkbox"/> Adams <input type="checkbox"/> Weld <input type="checkbox"/> Ministerial

I agree that acceptance, receipt and use of this assistance constitutes a lien on my current deposit and those monies will be used to procure this debt before any remaining money will be returned to me. (Landlord will receive a copy of this letter and will refund to Almost Home any deposit owed to you.)

I also give Almost Home, Inc. permission to call the landlord at anytime within 120 days and obtain information regarding my rental status including any reasons for moving.

I am also aware that Almost Home may be conducting a home visit prior to the release of any "rent assistance".

I also authorize Almost Home, Inc. to make inquiry calls and/or referrals on my behalf.

\_\_\_\_\_

CLIENT SIGNATURE

\_\_\_\_\_

DATE

NOTES			
OUTCOME (All Services)		OUTCOME (SHELTER ONLY) / EXIT DATE:	
<input type="checkbox"/> Did Follow up / Referral	<input type="checkbox"/> Shelter / Motel	<input type="checkbox"/> Did Follow up / Referral	<input type="checkbox"/> Shelter / Motel
<input type="checkbox"/> Did Not Follow Up	<input type="checkbox"/> Transitional	<input type="checkbox"/> Did Not Follow Up	<input type="checkbox"/> Transitional
<input type="checkbox"/> Moved to MR Housing	<input type="checkbox"/> Retained Housing	<input type="checkbox"/> Moved to MR Housing	<input type="checkbox"/> Retained Housing
<input type="checkbox"/> Staying Family/Friends		<input type="checkbox"/> Staying Family/Friends	



Position/Base Expense	Description	Methodology	Actual Percentage	Actual/Updated Salary and Benefits	Actual Expense	Requested Agreement Allocation of Time/Fees	Requested Annual Salary and Benefit Fee	Overhead	Total Requested
Executive Director	Provides supervision of case managers	20% of time dedicated to case manager supervision and shelter operations and supervision. On average, 70% of clients are TANF eligible.	14%	\$75,000	\$10,500	7%	\$70,496	\$10,574.40	\$5,674.93
Intake Staff/Office Manager	Provides client screening and program support	70% of operational duties support programs for TANF eligible clients. 70% of intake duties support programs for TANF eligible clients	70%	\$36,000	\$25,200	50%	\$32,708	\$4,906.20	\$18,807.10

Case Manager	Provides direct case management service to TANF clients	Case manager solely provides case management and activities to support case management. On average, 70% of clients are TANF eligible.	70%	\$15,500	\$10,850	30%	\$15,600	\$2,340	\$5,382
Shelter Manager/Case Manager	Oversees shelter and provides direct case management service to TANF clients	Shelter/case manager provides case management, shelter operations and activities to support case management. On average, 70% of clients are TANF eligible.	70%	\$49,000	\$34,300	65%	\$45,496	\$6,824.40	\$34,008.26
Accountant	Prepares client assistance payments; tracking and reporting					7%	\$32,240	\$4,836.00	\$2,595.32

[illegible]

Almost Home, Inc.  
**Profit & Loss Budget Performance**  
 March 2018

	Mar 18	Jul 17 - Mar 18	YTD Budget	Annual Budget	Estimated Annual	Allocation for 70% of programs for clients that are TANF eligible
60200 - Shelter Activity Total Expense						
60251 - Shelter-Electricity	431.93	-583.89	2,133.68	2,412.58		
60252 - Shelter-Gas	0.00	691.45	946.96	1,204.41		
60253 - Shelter-Water/Sewer	159.34	1,526.15	1,870.23	2,606.48		
60254 - Shelter-Telephone	26.49	2,076.97	2,903.20	3,562.03		
60255 - Shelter-Traffic Disposal	0.00	11.26	39.00	39.00		
Total 60200 - Shelter Activity Total Expense	617.76	4,321.93	7,893.07	9,824.50	19,098.33	9,169.53
60400 - General Operations Expense						
60406 - Office Rent Main St.	5,136.00	5,136.00			15,408.00	10,785.60
60451 - Office-Electricity	1,160.99	2,899.26	1,080.45	1,384.40		
60452 - Office-Gas	0.00	1,005.03	391.18	363.22		
60453 - Office-Water	613.85	1,669.44	369.35	239.33		
60454 - Telephone	174.80	1,936.80	477.13	561.87		
Total 60400 - General Operations Expense	7,085.65	12,646.53	2,908.11	2,548.82	16,885.71	11,822.09

**Almost Home, Inc.**

**RFP-HE-2018-315**

**Almost Home, Inc.**  
**Fee Schedule and Two (2) Option Years Fees**

Base Expenses (Show fees for a 12 month period)					
Position/Base Expense	Description	(Column A) Agreement Allocation of Time/Fees	(Column B) Annual Salary and Benefit Fee	(Column C) Overhead	Total Equals Column A* (B+C)
Executive Director	Provides supervision of case managers	7%	\$70,496	\$10,574.40	\$5,674.93
Intake Staff/Office Manager	Provides client screening and program support	50%	\$32,708	\$4,906.20	\$18,807.10
Case Manager	Provides direct case management service to TANF clients	30%	\$15,600	\$2,340	\$5,382
Shelter Manager/Case Manager	Oversees shelter and provides direct case management service to TANF clients	65%	\$45,496	\$6,824.40	\$34,008.26
Accountant	Prepares client assistance payments; tracking and reporting	7%	\$32,240	\$4,836.00	\$2,595.32
Rent	Office Space	33%	\$15,408		\$5,084.64
Utilities	Gas, electric, and water	33%	\$12,000		\$3,960
Total of Base Expenses			\$75,512.25		
Budget Item		Description		Amount	
Base Expenses		Equals total of Base Expenses		\$75,512.25	
Supplies		Operating Supplies		\$5,000	
Total				\$80,512.25	
Direct Assistance					
Rental Assistance		Maximum \$500/family		\$20,000	
Move-In Assistance		Maximum \$3,000/family		\$45,000	
GED Assistance		\$300/participant		\$4,500	
Total				\$70,000	
Total:			\$150,012.25		

**REQUEST FOR PROPOSAL  
PRICING FORM: 2018-315  
(Submit in separate sealed  
envelope)**

This proposal would allow for the specific provision of shelter and related housing services for TANF/TANF eligible families who are homeless and referred to AH by Adams County. At any given time this would be 1 family of 4 referred by Adams County. AH seeks to serve at least 6 families comprised of 2 adults and 2 children for an approximate 60 day length of stay. Cost for this service will be 25.00 per person per day up to four persons. (AH will not charge for additional persons in families over four). This is fee for services and costs below are estimated based on one family at full occupancy for the year.

<b>PROPOSED TANF SUPPORT</b>	<b>PROPOSED TANF FAMILIES</b>	<b>PROPOSED CLIENT DAYS</b>	<b>TANF SUPPORT</b>	<b>TANF %</b>
Shelter services	6 families/24 individuals	1460 x 25.00	\$36,500.00	100%

This proposal also seeks support to increase in annual case-management time to better assist community referrals thoroughly if the agency is unable to connect them to additional services internally. Support for the proposal will allow for an additional .5 FTE Family Support Specialist. The position will also allow for more effective customer service and linkages for individuals and overall community to include assessment and navigation.

<b>PROPOSED TANF SUPPORT</b>	<b>PROPOSED TANF HOURS</b>	<b>TANF HOURS / YR</b>	<b>TANF SUPPORT</b>	<b>TANF %</b>
Family Support Specialist	20	1,040	\$15,600.00	100%

## Table of Contents

Executive Summary.....	Page 2
Profile of the Firm.....	Page 3
Supervisor Resume.....	Page 4
Introduction and Qualifications.....	Page 6
Organization Budget and Fiscal Capacity.....	Page 6
Purpose Statement.....	Page 6
Proposed Services Detail.....	Page 7
Expected Outcomes.....	Page 9
Howe Eligibility Will Be Determined.....	Page 9
Program Expertise and Personnel.....	Page 10
Fee Schedule.....	Sealed within Separate Envelope
Comparable Projects.....	Page 10
Signed Attachments	
Submittal Form.....	Page 12
Statement of No Bid.....	Not completed & Not Submitted
Contractor's Certification of Compliance.....	Page 13
Contractor's Statement.....	Page 14
Reference Form.....	Page 15
Terms of Acceptance Form.....	Page 17
Requested Attachments from Almost Home, Inc.	
Organizational Chart.....	Page 18
Families Served in Twelve Month Period.....	Page 19
5 years of Client data.....	Page 20
Adams County Monthly Report.....	Page 21
Client Report Prepared for Board of Director's Monthly.....	Page 22



## **Executive Summary**

Almost Home, Inc. operates with the mission to promote self-sufficiency and provide housing assistance for the homeless and those in need. To accomplish this mission, Almost Home, Inc. provides shelter to homeless families in the service area, provides case management services to assist families in finding housing and improving their self-sufficiency, prevents individuals from becoming homeless through financial assistance, and works collaboratively within the community to seek long-term solutions to the homeless problem.

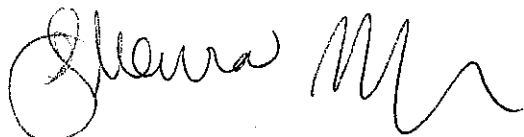
In the past 25 years of existence, Almost Home Inc. has assisted over 47,000 individuals, with nearly 25,000 of those served being children. We currently have a staff of six dedicated professionals that assist over 1,200 individuals each year.

Almost Home, Inc. is unique in that it utilizes a variety of strategies to achieve our mission. We provide the tools to enable clients to earn more money over their lifetime through our GED and ESL programs, provide financial assistance to those at risk of becoming homeless through eviction, provide utility assistance to avoid utility shutoff for families, and provide shelter and resources for those families currently experiencing homelessness. Because of this, Almost Home, Inc. is 100% focused on creating stability for low-income residents of Adams County.

To continue to provide these services to families in Adams County, Almost Home, Inc. proposes the following submission to this RFP. These services will include case management services, rental assistance, utility assistance, GED classes, and move-out assistance for families residing in the homeless shelter.

We have been successfully providing these services through TANF Funding for over 10 years and remained staffed and positioned to provide these services, and more, into the future.

Thank you for your consideration,



Shawna Miller

Executive Director

### **Profile of the Firm**

Almost Home, Inc. is a 25 year old 501(c)3 local nonprofit organization that grew out of a faith based effort to serve homeless migrant families in and passing through Brighton.

- A. Four full-time employees, one part-time employee, and one part-time contractor.
- B. Client services and the administrative offices are located at 231 North Main Street, Brighton. The family shelter is located at 568 E Bridge Street, Brighton.
- C. One staff assigned to the project on a full-time basis:  
Shelter Manager/Case Manager – Oversees all operations of family shelter, provides rental and utility case management to those in need
- D. Four staff assigned to the project on a part-time basis:  
Case Manager (Part-time) – Provides rental and utility case management to those in need  
Intake Worker/Office Manager – Provides initial screening of all clients to determine program eligibility  
Accountant – Generates client assistance payments, provides grant tracking and reporting  
Executive Director – Provides case manager oversight
- E. Supervisory Staff – Shawna Miller (resume enclosed)
- F. N/A; No substantiated complaints or outstanding litigation exit

# Shawna Miller

## PHONE

(720) 238-3200

## EMAIL

shawnaleigh123@gmail.com

## LOCATION

Denver, Colorado

---

Results-driven nonprofit professional with experience developing innovative programming and securing funds through grants, general fundraising and events. Deeply committed to improving the lives of low and moderate income families and individuals.

## EXPERIENCE

### Denver Housing Authority

Grants and Fundraising Program  
Administrator  
September 2015 - Current

Responsible for writing, reporting and managing federal, state, local and foundation grants.  
Provide oversight to nonprofit board.  
Develop self-sufficiency programming for low-income individuals.  
Provide supervision to staff.  
Plan and execute fundraising events.  
Provide department and grant budget tracking.  
Create marketing and collateral materials.  
Manage social media platform.  
Website management.

### Denver Housing Authority

Service Coordinator  
July 2015 - September 2015

Worked to assist residents obtain economic self-sufficiency or to age in place.  
Connected residents to referrals and service providers.  
Outreached to service providers in community.

### Mile High Behavioral Healthcare/Comitis Crisis Center

Shelter Supervisor/Case Manager  
October 2014 - July 2015

Worked to develop an emergency overnight shelter program and day services for homeless adults and families.  
Provided services for individual and families in both transitional TANF and HUD-VASH GPD programs.  
Provided case management and counseling for clients in shelter.  
Responded to client requests for assistance with immediate and long-term needs, including temporary and permanent housing, benefit acquisition, mental health and substance use resources, health and wellness, and community engagement.  
Represented agency at various community collaborations.  
Responsible for hiring of new staff, training, supervision, and all scheduling.

### Mile High Behavioral Healthcare/Comitis Crisis Center

Outreach Worker/Direct Care Counselor  
October 2013 - October 2014

Representative of Mile High Behavioral Healthcare at various fundraising and community awareness events.  
Conduct assessments and create activities and programs based on skill deficiencies.  
Provide follow-up and referral services to clients after their discharge.  
Establish positive relationships in the community and generate a strong agency public image.  
Assist with daily operations of the shelter.

## **Denver Rescue Mission**

Volunteer Intake Counselor  
January 2013 - October 2013

Provide Psychological Intakes for candidates of The New Life Program.

Gather background information on candidates.

Provide feedback on appropriate of candidates for The New Life Program.

Provide additional counseling as requested by candidates.

Work with homeless men seeking a long-term solution to chronic homelessness.

---

## **EDUCATION**

### **Walden University**

Master of Science in Cultural Psychology  
2011

### **Metropolitan State College of Denver**

Bachelor of Science in Behavioral Science  
Minor in Accounting  
2007

## **SKILLS**

Financial Reporting

Self-motivation

Leadership

Excellent written and verbal communication

Design

Strong attention to detail

Strategic Planning

Visual Presentation

Data Tracking and Evaluation

Long-term Commitment to and passion for mission-driven work

Ability to collaborate with diverse groups, both internal and external

RFP Number:

RFP-HE-2018-315

RFP Title:

HOUSING SERVICES  
Temporary Assistance for Needy  
Families (TANF)

## REQUEST FOR PROPOSAL SCOPE OF WORK

### 1) Introduction and Qualifications:

**Mission:** To promote self-sufficiency and provide housing assistance for the homeless and those in need.

#### **Current Programs**

*Homeless Shelter:* This facility is a 30-bed, six family shelter offered to those experiencing homelessness in Adams County. We also provide intensive case management and move-in assistance to those moving from the shelter to homes of their own. *Rental Assistance:* Almost Home, Inc. provides rental assistance to households at risk of eviction or foreclosure. Every household we provide with rental assistance receives case management to help with resource navigation (food assistance, job placement assistance, health care, etc.). *Utility Assistance:* Almost Home, Inc. provides financial assistance to households facing the possibility of having their utilities disconnected. *GED/ESL Classes:* Almost Home, Inc. has collaborated with Coal Creek Adult Education to provide GED and ESL (English as a Second Language) classes to students.

#### **Organization background**

Established in 1993, 2018 marks Almost Home's 25<sup>th</sup> year of providing services to those in need in Adams County and the surrounding area. Almost Home, Inc. grew out of a community effort to house the homeless in the Greater Brighton Area, starting in a church basement and growing to where we are now. Our proposed services are an expansion of current programs, eliminating the time and costs surrounding the creation of a new program. In the past, Almost Home, Inc. has worked closely with Adams County Human Services and looks forward to continuing that work.

### 2) Organization Budget and Fiscal Capacity

Almost Home's FY2018 budget, which will end on June 30, 2018, has projected revenues of \$611,456 and expenses of \$587,836. Almost Home, Inc. has the fiscal capacity to perform services on a reimbursement basis and currently receive payment from the majority of our funders in that way.

### 3) Proposed Services:

#### **Purpose statement:**

Through programs offered at Almost Home, the overall issue of homelessness and economic instability for families in Adams County are addressed. According to the report "An Assessment of Adams County's Efforts to Address Homelessness" (Burnes Center on Poverty and Homelessness, 2016) there are an estimated 167,043 housing

units in Adams County, and renters make up approximately 35% of the population. In Adams County, the estimated cost of a two-bedroom unit at Fair Market Rent (FMR) is \$1,227 per month making the housing wage in Adams County \$23.60, which is slightly higher than the state average of \$21.12. This represents 2.8 minimum wage jobs at forty hours per week and a yearly salary of \$49,080. The National Low Income Housing Coalition states that in 2016, there were approximately 54,976 renter households in Adams County and the average renter wage was \$14.97. The rent affordable at this wage is approximately \$778 per month, meaning it would take 1.6 jobs at this average renter wage to pay the fair market rent. Therefore, there is a huge need for rental/housing assistance in Adams County, as the average rental wage is not sufficient to afford housing and a financial emergency or unexpected bill could cause many residents to be unable to afford their housing. In addition, the same circumstances that could cause a family to face eviction could prevent families from being able to obtain housing in the first place. This is why our family shelter is so crucial. While residing in our shelter, families are able to save money to be used towards moving into homes of their own. Because move-in costs, including deposit and first month's rent can be a barrier to moving from the shelter to a home, direct financial assistance for these families can allow them become self-sufficient. The final piece of this request is funding to provide GED classes and pay for the testing for clients. According to the document "More education: Lower unemployment, higher earnings", workers age 25 and over who have less education than a high school diploma had the highest unemployment rate (7.4 percent) and lowest median weekly earnings (\$504) in 2016 among those at all education levels. Furthermore, workers with graduate degrees had the lowest unemployment rates and highest earnings (Allen Chen, "More education: Lower unemployment, higher earnings," *Career Outlook*, U.S. Bureau of Labor Statistics, April 2017).

Through this program, Almost Home, Inc. strives to provide self-sufficiency services and to Adams County residents. Through this program, Almost Home, Inc. will provide move-in assistance to fifteen families residing in the family shelter, provide rental assistance to forty families, and provide free GED classes and testing to fifteen eligible individuals.

Specifically, this proposal addresses the purpose of serving needing families so that children may be cared for in their own home. By providing a shelter for families to bring them out of homelessness, and financial assistance to keep them in their current homes, this purpose is directly met through this proposal. Because of the case management services provided and GED classes offered, this proposal also addresses the purpose of promoting job preparation, work, and marriage.

#### **Proposed Services Detail:**

*What:* The following programs will be supported through this proposal:

**Homeless Shelter:** Almost Home, Inc.'s shelter is a 30-bed, six family shelter. In the past, we have provided over 61,000 nights to families in need and offer the case management necessary to help guide our homeless clients into self-sufficiency. This request includes direct assistance funds to be provided to families ready to exit the shelter. With rental rates for a 3-bedroom apartment in the \$1,800 /month range, a one month's deposit and one month's rent can exceed \$3,600.00. To save these funds would mean that a family needs to remain in the homeless shelter much longer until

they have these required funds. With a family staying longer, we serve fewer families and have longer waiting lists. Therefore, we are requesting \$45,000 of the funding to support families leaving our shelter and finding housing. We anticipate an average of \$3,000 allotment per family would allow us to assist and find permanent housing for fifteen families and create availability for fifteen more Adams County Homeless families.

**Rental Assistance:** Almost Home, Inc. provides rental assistance to households at risk of eviction or foreclosure. In our 25 years, we have been able to provide rental assistance to over 5,300 households on the verge of losing their home. Every household we provide with rental assistance receives case management to help with resource navigation (food assistance, job placement assistance, health care, etc.). By providing this case management, we help our clients work toward self-sufficiency and avoiding the possibility of being in the same financial crisis in the future.

**GED Classes and Testing:** Almost Home, Inc. has collaborated with Coal Creek Adult Education (a non-profit whose mission is to provide high quality, professional, and affordable educational opportunities for motivated adults) to provide GED and ESL (English as a Second Language) classes to students. These classes are hosted in the Almost Home, Inc. Community Room. Additionally, Almost Home, Inc. registers students for classes and provides the use of our technology room for student's pre-tests.

*Why?* These programs are crucial for Adams County, as more families face housing instability, including eviction and homelessness, due to the rising cost of living. By preventing eviction and providing stable housing for Adams County families, children are able to be cared for in their own home and parents receive the tools they need to improve their self-sufficiency in the future.

*Who?* For this proposal, Almost Home, Inc. will serve eligible families residing in Adams County. More than 72% of the households served by Almost Home are extremely to very-low income, earning less than 30% of the Area Median Income (AMI). Each year the Metro Denver Homeless Initiative (MDHI) conducts a count, Point-In-Time, of homeless individuals and families in every Colorado county. Through this count, it was determined that for the last three years the top three reasons given for homelessness in Adams County included loss of a job or unemployment, high housing costs and family/relationship breakup. The most recent MDHI report also indicates that over 60% of the homeless in Adams County are families with children.

Furthermore, in 2017, Almost Home, Inc. served 1289 individuals. Of those individuals, 60% have not received a high school diploma or GED. Furthermore, 54% of those served identified as Hispanic and 75% identified themselves as a race other than white.

*How?* **Rental Assistance:** In the rental assistance program, we can provide eligible families facing evictions financial assistance for the remaining balance of their monthly rent (up to \$500). \$500 is more than we have previously provided however, we would like to have the option to provide more assistance when necessary to prevent more families from becoming homeless. Families receiving rental assistance will meet with a case manager and receive resources and referrals in addition to the financial assistance.

**Move-In Assistance:** Eligible families living in the shelter may be provided assistance with first month's rent and deposit if needed, up to \$3,000. To receive this assistance, families work closely with the shelter manager/case manager to find appropriate housing and only the assistance needed to ensure a timely discharge from the shelter would be provided.

**GED Classes and Testing:** Almost Home, Inc. provides GED services in collaboration of Coal Creek Education. This funding will allow Almost Home, Inc. to cover both the cost of the GED classes and cost of the final test (\$300 total). Almost Home, Inc. registers clients and administers the pre-test, while Coal Creek Education provides the classes. Testing is done at Front Range Community College.

*When?* Once the contract is in place, the project will begin immediately, as the program is already designed and underway. To receive services, clients call the Intake Staff/Office Manager and undergo a phone screen to determine eligibility. If they are eligible for services, they are referred to the appropriate case manager, who will then contact the client to schedule an appointment or be placed on a waiting list if the shelter is currently full.

*Where?* Almost Home, Inc. provides assistance for Adams County as a whole. Our main office is located in Brighton at 231 North Main Street. Our homeless shelter is also located in Brighton.

### **Expected Outcomes**

The ultimate goal of this proposal and Almost Home, Inc. is to serve families in need so they are able to remain in their homes or find stable housing. Therefore, the outcomes achieved through this program directly reflect this goal. Through the rental assistance program, Almost Home, Inc. will provide rental assistance to at least forty Adams County families each year. Because the ultimate goal of rental assistance is avoiding eviction, Almost Home, Inc. requests each client sign a release allowing contact with their property owner in 90-days to determine if the client and their family remain in the unit. Almost Home, Inc. then contacts the property owner 90-days post assistance and inquire if the family is 1) still in the unit, 2) voluntarily relocated, or 3) was subsequently evicted. Based on these call, Almost Home, Inc. has set a goal that 75% of families assisted will remain in their homes or have voluntarily moved, thus avoiding eviction.

The goal of Almost Home's shelter program is to assist homeless families receive services to improve their self-sufficiency and ultimately move into housing of their own. To assist families in this task, Almost Home, Inc. will provide move-in assistance in the form of first month's rent and deposit to a minimum of fifteen families exiting the shelter each year.

Finally, Almost Home, Inc. strongly believes in the importance of education in the ultimate path towards self-sufficiency. Because of this, GED classes and testing will be provided to at least fifteen eligible Adams County residents each year.

### **How Eligibility Will Be Determined**

Eligibility is determined through our application, which gathers regarding TANF eligibility. Specifically, we look at the family makeup, income, and location when



determining eligibility. We gather and retain all documents and verify income and family members.

**Program Expertise and Personnel**

**Shawna Miller, Executive Director**

**Hired 1/2018**

Ms. Miller received a bachelor's degree from Metropolitan State University of Denver in Behavioral Science with a minor in Accounting, and a master's degree from Walden University in Cultural Psychology. While acquiring hours towards a certification in addiction counseling by volunteering at the Denver Rescue Mission, Ms. Miller discovered her passion for working with individuals experiencing homelessness. From there she then worked with homeless and runaway youth and homeless families at the Comititis Crisis Center/Mile High Behavioral Healthcare before receiving the opportunity to develop and supervise the first single adult shelter in Aurora.

Most recently, Ms. Miller has worked as a Grants and Fundraising Administer for the Denver Housing Authority, where she has worked to sustain and increase funding for self-sufficiency programing for low- and moderate-income individuals and families living in Denver Housing Authority housing and the greater Denver metro area.

**Part-Time Bilingual Case Manager**

Currently reviewing candidates and interviewing for this position due to staff transition.

**Stephanie Beazley, Shelter Manager/Case Manager**

**Hired 10/2017**

Ms. Beazley received her Bachelor of Science in Social Work from Illinois State University in 1997. Ms. Beazley has 20 years of experience working with homeless or low-income people. She is dedicated, passionate and has a positive attitude. Ms. Beazley has created 3 housing programs for the homeless population, 2 in Denver, CO (Brunetti Lofts and Warren Village-First Step) Before she started working at Almost Home, Stephanie worked 7 years as a Director of a human services agency in Denver (Denver Urban Matters). She is trained in Motivational Interviewing and Trauma Informed Care and practices strength based case management. She is trained on HMIS and Colorado's PEAK benefits website. Ms. Beazley is responsible for providing weekly case management to shelter residents as well as providing emergency assistance (utility assistance) to low income individuals and families in Adams and S. Weld County. Ms. Beazley attends community meetings for possible collaborations, funding opportunities, continuing education trainings and partnerships.

**Rian Nowitzki, Part-Time Accountant**

**Hired 1/2018**

Mr. Nowitzki has served as Chief Financial Officer (CFO) of Arapahoe Douglas Mental Health and Foothills Behavioral Health, and CFO/Controller for Behavioral Healthcare, Inc. Mr. Nowitzki received a BS in Accounting from the University of Wyoming and has worked as a Principles of Accounting instructor for Denver Technical College.

**Crystal Moya, Intake Staff/Office Manager**

**Hired 9/2017**

Ms. Moya is fluently bilingual, has several years of customer service experience and excellent computer skills. She is responsible for all correspondence, bulk mailings,

volunteer coordination, computer and phone systems management and assists with all local, state and federal grant-reporting requirements. Furthermore, Ms. Moya conducts intake phone screens for eligibility for all clients and programs and assists all clients as needed.

**Confirmation that pursuant to Colorado Revised Statute, § 8-17.5-101, et.seq.,** Almost Home, Inc. verifies all employees work record and their ability to legally reside and work in the USA. Copies of their verified social security cards and government issued IDs are maintained in their employment records. Almost Home, Inc. verifies it will participate in the E-Verify Program.

**Proposed Fee Schedule**

Provided in a separate envelope.

**Comparable Projects**

**Name, location and budget of the program.** Almost Home, Inc. currently offers a Rental and Utility Assistance Program, among several other programs currently available. This program takes place at our main office, located at 231 N. Main Street, Brighton and has an FY 2018 budget of \$283,194.

**Experience providing services described in the Scope of Work.** Almost Home, Inc. has provided services described Scope of Work for Adams County Human Services for over ten years, and have worked with a variety of funders to supply one or more of the services described therein. These services are supplied per the funder's requirements.

**Average monthly caseload size, individuals and/or families.** In FY2017, an average of 95 clients receive services through this program and approximately \$10,000 per month is distributed. These clients also receive resources and referrals to assist them on their path towards self-sufficiency.

**Demographics and other descriptors of the population served**

For FY2017 for this program, our demographics are as follows:

- 1,145 people served
- Over half of those served were children
- Less than 10% have recieved assistance in the past
- 50% identify as Hispanic

**A sample of monthly reports created for the project.**

- Monthly Client Report for the Board (Page 22)
- Previous report presented to Adams County Human Services (Page 21)

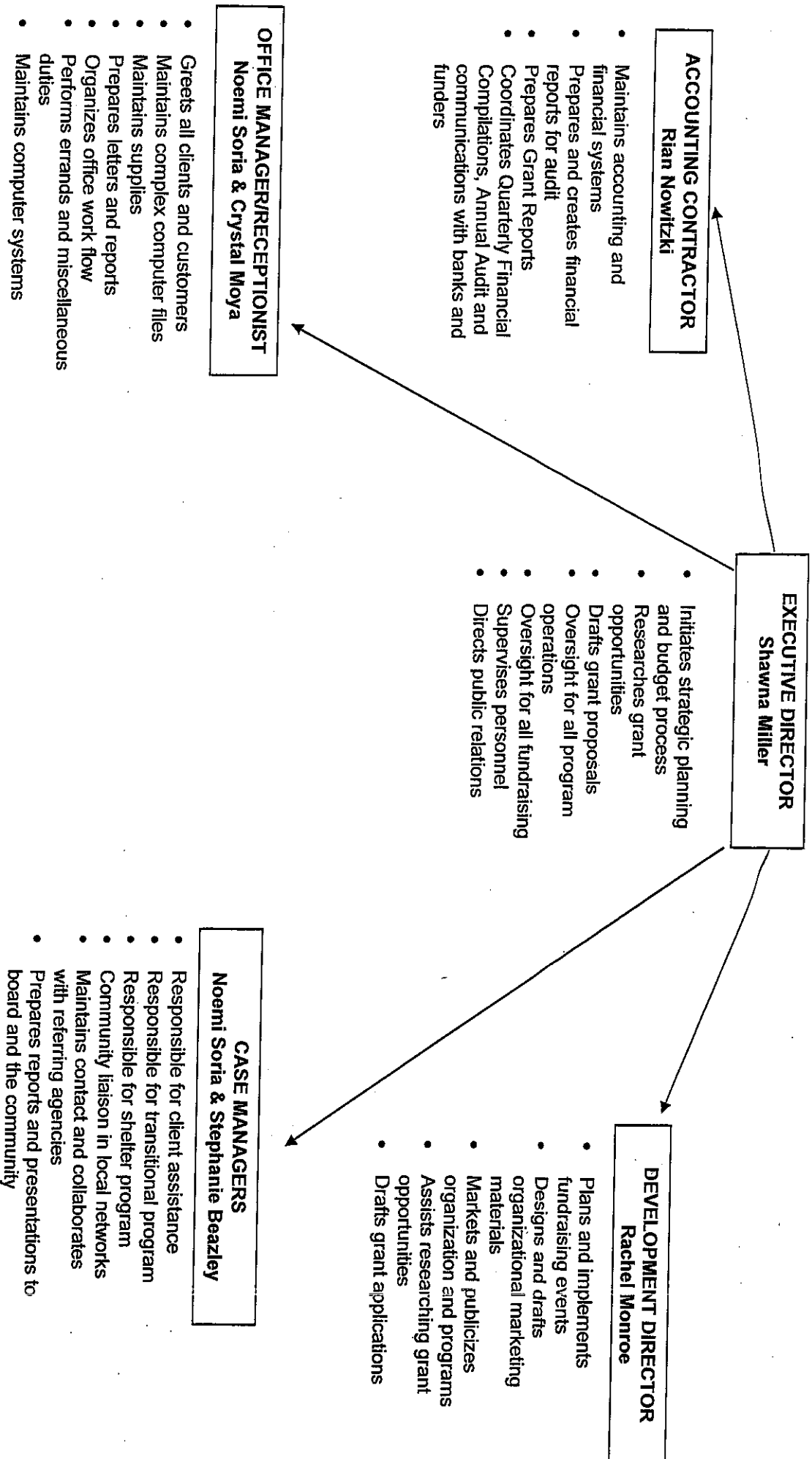
**Annual outcomes produced from the program.**

Almost Home tracks many different data and client reports. Attached is pertinent data from the period of FY2012 through FY2017. (Page 20)

**At least three (3) references shall be provided for similar projects.**

1. Enrique Hernandez  
Energy Outreach Colorado  
Energy Assistance Program Manager  
Energy Outreach Colorado  
225 E 16th Ave Ste 200  
Denver, CO 80203  
Direct: 303-226-5054  
Email: [ehernandez@energyoutreach.org](mailto:ehernandez@energyoutreach.org)
2. Kent Gregory, M.P.A.  
Contract Administrator, Human Services Department  
ADAMS COUNTY, COLORADO  
7190 Colorado Blvd., 6th Floor  
Commerce City, CO 80022  
P: 303.227.2215 | FAX: 303.227.2003  
[kgregory@adcogov.org](mailto:kgregory@adcogov.org)
3. Shannon Picaso  
Asset Manager  
State of Colorado  
DOLA-Division of Housing  
1313 Sherman Street, Room 500  
Denver, CO 80203  
(p) [\(303\) 864-7823](tel:3038647823)  
(f) [\(303\) 864-7856](tel:3038647856)  
[shannon.picaso@state.co.us](mailto:shannon.picaso@state.co.us)

# ALMOST HOME, INC. ORGANIZATIONAL CHART



**Families Served in Twelve Month Period**

<b>Service</b>	<b>Families Served</b>
Rental Assistance (Up to \$500)	40
Move-Out Assistance (Up to \$3,000)	15
GED Classes and Testing (\$300)	15

**Almost Home, Inc.**  
**FY12 to FY17 Summary**

ITEM	FY12	FY13	FY14	FY15	FY16	FY17	TOTALS
Number of people served	2484	2239	1794	1559	1613	1145	10,834
Number of children served	1213	1173	859	835	904	596	5,580
Number of cases	775	719	530	491	495	386	3,396
Homeless cases	48	56	49	83	83	69	390
Imminent Danger	349	238	198	161	168	165	1,279
Other cases	374	420	280	247	244	152	1,717
Rent assistance	370	213	197	170	162	145	1,257
Utilities	323	413	259	209	242	169	1,615
Motel	25	15	0	1	0	0	41
Shelter	23	25	29	73	49	61	260
Other Assistance	18	31	31	16	13	5	114
Counsel Only	23	25	21	28	30	15	142
# of cases receiving \$	731	666	482	396	413	311	2,999
Money Requested	\$ 438,160.33	\$ 340,863.68	\$ 294,473.83	\$ 277,516.48	\$ 223,142.38	\$ 151,243.79	1,725,400
Money Given	\$ 326,690.26	\$ 247,923.39	\$ 211,094.62	\$ 174,764.33	\$ 196,439.24	\$ 121,624.20	1,278,556
Number of cases employed	371	317	247	272	256	178	1,641
Number of cases unemployed	132	188	124	84	57	15	600
Number of cases w/Govt. Aid	221	222	196	171	190	4	1,004
Hispanic	369	264	258	223	212	168	1,494
White	303	282	205	173	154	101	1,218
African American	26	15	17	20	31	39	168
Native American	0	0	0	0	0	1	1
Asian	7	5	2	3	3	0	20
With health insurance	103	124	83	90	58	57	515
No health insurance	281	208	118	47	28	26	708
Number w / Medicaid	370	337	324	353	406	302	2,092
City of Brighton cases	182	101	105	90	110	113	701
Surrounding area cases	582	613	258	0	0	0	1,453
Transient	2	3	0	0	0	0	5
Other	4	2	0	10	5	1	22
Adams County	754	666	511	478	481	374	3,264
Weid County	14	31	12	11	11	10	89
Migrant	2	0	0	0	0	0	2
0-11 education	162	157	125	104	121	83	752
12+ education	597	529	403	386	372	302	2,589
Elderly 65+	24	32	17	21	18	9	121
Handicapped	65	62	64	53	43	50	337
# of Referrals Provided	484	931	741	662	431	0	3,269
# of Client Contacts	4648	3323	2792	2945	876	0	14,584
Client volunteer hours	311	425	599	1911	1893	0	5,138
# of shelter nights	2184	2522	2110	5586	5136	4422	21,960
# of motel nights	292	174	0	2	0	0	468
# of persons sheltered	105	126	119	247	246	32	875
# of persons in motel	71	26	0	1	0	0	98
Volunteer hours	1949	2191	2257	2101	1992	1671	12,161
# of Phone Calls Tracked	1513	1200	1096	1119	1219	905	7,052
# of Phone Contacts	0	0	0	0	0	0	0
# of Phone Referrals	116	188	182	165	0	0	651
# Calls - ALL Incoming							

Almost Home, Inc.  
TANF Rent Assistance  
October 2017

Adams Co. Human Svcs Dept  
ACHSD Rent Dep't1 (\$45000)

Type	Date	Num	Name	Memo	Amount
Check	10/02/2017	H4840	Atlas Real Estate Group	218-061, Lopez, Tabitha, Rental Assist, Westminster 521754033	-995.00
Check	10/02/2017	H4837	Peggy Neises	22-289-Northglenn, Rent Deposit Assist, Martinez, Mark 521040072	-1,100.00
Check	10/04/2017	H4845	Meadows at Dunkirk	22-289 Rental Assistance - Northglenn, Rent Assist Martinez Mark 521040072	-1,100.00
Check	10/04/2017	H4846	North County Village	218-112, Pullman, Dominique, Rent Assist Adams 5232913276	-500.00
Check	10/05/2017	H4847	Magic Gentle Realty Llc	213-475 Garcia, Tanya, Rent Assist Adam 5224258880	-500.00
Check	10/05/2017	H4848	R&R Property, LLC	218-113 Moore, Madeline, Rent Assist - Adams County 522670685	-500.00
Check	10/06/2017	H4849	Premier Real Estate Mgmt.	218-118 Timmer, Shanyka Rent Assist - Adams County 460554971	-500.00
Check	10/06/2017	H4850	Tuscan Heights	218-119 Reyes, Vanessa, Adams County Assist 589253412	-500.00
Check	10/09/2017	H4854	Woodruff Property Management	218-120 Sims, Onjarre, Rent Assist Federal Heights 521935540	-500.00
Check	10/12/2017	H4858	Greenleaf Apartments	215-111 Bueno, Angelina Rental Assist Westminster 630752173	-500.00
Check	10/12/2017	H4859	Thistle Sage Apartments	218-128 Swan, Courtney, Rent Assist Adams 448860066	-500.00
Check	10/12/2017	H4860	FC Acceptance	218-129 Snyder, Mary, Rental Assistance - Northglenn 523292297	-500.00
Check	10/13/2017	H4861	Village of Greenbriar	218-130 Hurd, Alexis Rent Assistance - Adams County 523534747	-500.00
Check	10/13/2017	H4862	Beacon House Apartments	218-131 Valdez, Sabrina Rent Assist Westminster 522814061	-500.00
Check	10/16/2017	18885	Thistle Sage Apartments	218-132 Martinez, Christina, Rent Assist Northglenn 600749833	-500.00
Check	10/16/2017	18886	Fitzsimons Junction Apts.	218-133 Duarte, Zoe Rent Assist Northglenn 513683137	-500.00
Check	10/19/2017	H4868	Meadows at Dunkirk	218-134 Miles, Kayla Rent Assist - Adams County 433698327	-500.00
Check	10/21/2017	H4866	Dawson Square Apartments	218-135 Rent Assist - Adams County, Price Bria 336925846	-500.00
Check	10/25/2017	H4872	WaterView on the Parkway/Palmer Garden	218-142 Bland, Linwood, Rent Assist Thornton 230042346	-508.00
Check	10/31/2017	H4873	Tuscan Heights	217-437 Rent Assist Fed Heights, Virgil, Maria 522744189	-445.00
Check	10/31/2017	H4873	Chaparral Village Assoc. LLC	218-145 Rent Assistance - Adams County, Flynn, Amanda 314-80-3096	-478.96
Total ACHSD Rent Dep't1 (\$45000)					-13,485.97
Total Adams Co. Human Svcs Dept					-13,485.97
TOTAL					-13,485.97

# FY2018 Client Statistics Summary

ITEM	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	TOTAL
Repeat Financial Assistance	4	8	17	15	9	9	12	74
Number of people served	149	132	162	161	80	96	83	863
Number of children served	94	70	89	85	34	52	33	457
Number of cases	41	44	51	55	29	30	36	286
Rent assistance	31	20	38	36	11	11	5	152
Utilities	9	23	14	16	18	18	31	129
Motel	0	0	0	0	0	0	0	0
Shelter	6	2	0	0	0	0	0	8
Other Assistance	0	0	3	2	1	0	0	6
Counsel Only	0	1	2	1	0	0	0	4
# of cases receiving \$	38	41	48	53	29	29	36	274
Money Requested	\$ 34,795.75	\$ 33,818.93	\$ 44,223.91	\$ 45,019.38	\$ 17,469.36	\$ 18,924.08	\$ 18,595.81	\$ 212,847.22
Money Given	\$21,500.23	\$20,531.92	\$27,138.57	\$27,961.06	\$10,964.20	\$11,325.68	\$13,344.42	\$132,766.08
Cases Unemployed	11	19	16	19	12	15	23	115
Cases Government Income	6	0	0	0	0	0	0	6
Cases Other Income	9	0	0	0	0	0	0	9
Hispanic	30	21	26	20	11	17	19	144
White	8	15	16	22	12	10	13	96
African American	1	4	8	10	3	2	3	31
Native American	0	1	0	0	1	1	0	3
Asian	0	0	0	0	0	0	0	0
With health insurance	7	5	6	4	3	1	3	29
No Health Insurance	7	7	2	2	2	2	1	23
Number w / Medicaid	27	32	40	49	24	27	31	230
City of Brighton cases	8	12	8	10	10	11	10	69
Transient	0	0	0	0	0	0	0	0
Adams County	41	40	48	52	23	27	34	265
Weid County	0	4	3	3	6	3	2	21
0-11 education	10	9	11	8	6	15	13	72
12+ education	31	35	40	47	22	15	22	212
Elderly 65+	1	3	2	2	2	1	1	12
Handicapped	2	0	0	0	0	0	0	2
# Shelter nights (peopleXbeds)	200	276	300	88	65	435	589	1953
# People currently sheltered (duplicated)	21	10	10	3	8	20	19	92
Volunteer hours	102	64	52	30	153	48	43	492
# Calls - PreQualified (Contact Sheets)	92	115	91	117	79	65	86	645
# Calls - ALL Incoming	289	385	335	374	422	295	524	2624



**ALMOST HOME, INC.  
RENTAL ASSISTANCE EVALUATION**

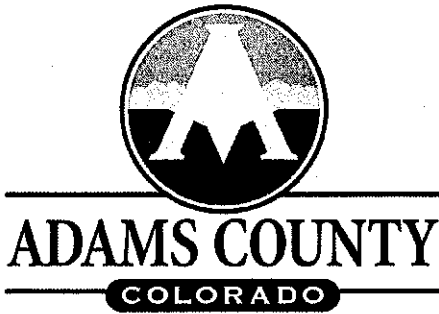
	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	TOTAL
Still in unit after 90 days	23	16	30	24	8	101
Voluntarily vacated (favorable conditions)	2	1	1	0	1	5
Skipped Out	1	1	1	1	0	4
Evicted	1	0	1	1	0	3
Eviction in process	1	0	0	0	0	1
Left message	1	0	1	8	1	11
Other	0	0	0	2	0	2
<b>TOTAL CASES</b>	<b>29</b>	<b>18</b>	<b>34</b>	<b>36</b>	<b>10</b>	<b>127</b>
Number of People	105	76	107	107	31	480
Children under age 18	67	44	61	61	13	276
Total Rent Assistance Provided	\$ 21,257.75	\$ 11,455.00	\$ 25,212.15	\$ 20,190.32	\$ 5,005.16	\$ 90,058.38
Percentage of Clients "Still in Unit"	79%	89%	88%	67%	80%	80%
Percentage of Clients "Leaving Voluntarily"	7%	6%	3%	0%	10%	4%
<b>Total Satisfactory Percentage</b>	<b>86%</b>	<b>94%</b>	<b>91%</b>	<b>67%</b>	<b>90%</b>	<b>83%</b>
<b>*** Our Goal is for 75% of our clients to "Still be in Unit after 90 days."</b>						

# January 2018 Phone Calls

Request	# of Calls	Amount Requested	Amount Given
Bus Tokens	1	0	
Counsel	0	0	
Deposit	27	13,440	
Food	0	0	
Gas Voucher	1	0	
Mortgage	1	1,373	
Motel	0	0	
Other	172	92	
Rent	189	157,297	1,538
Shelter	41	0	
Transitional	0	0	
Utilities	92	54,178	11,806
GED	0	0	
TOTALS	524	226,380	13,344

## FY2018 Incoming Calls/Requests

Request	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	TOTALS
Bus Tokens	2	0	0	0	2	1	1	6
Counsel	0	0	0	0	0	0	0	0
Deposit	19	15	20	24	9	12	27	126
Food	0	0	0	0	0	0	0	0
Gas Voucher	0	1	0	0	0	0	1	2
Mortgage	1	1	1	2	0	0	1	6
Motel	2	2	1	0	0	0	0	5
Other+Vmails	1	2	65	2	172	157	172	571
Rent	145	230	158	199	149	44	189	1,114
Shelter	28	51	29	46	29	20	41	244
Transitional	0	0	0	0	0	0	0	0
Utilities	65	72	61	101	61	61	92	513
GED	2	11	0	0	0	0	0	13
TOTALS	265	385	335	374	422	295	524	2,600



Adams County Finance Department  
Purchasing Division  
4430 South Adams County Parkway  
Brighton, Colorado 80601

**REQUEST FOR PROPOSAL**  
2018-315  
**CONTRACTOR'S CERTIFICATION  
OF COMPLIANCE**

Pursuant to Colorado Revised Statute, § 8-17.5-101, *et seq.*, as amended 5/13/08, as a prerequisite to entering into a Agreement for services with Adams County, Colorado, the undersigned Contractor hereby certifies that at the time of this certification, Contractor does not knowingly employ or Agreement with an illegal alien who will perform work under the attached Agreement for services and that the Contractor will participate in the E-Verify Program or Department program, as those terms are defined in C.R.S. § 8-17.5-101, *et seq.* in order to confirm the employment eligibility of all employees who are newly hired for employment to perform work under the attached Agreement for services.

Almost Home, Inc.

Contractor Name

Shawna Miller

Printed or Typed Name

Shawna Miller

Signature

Executive Director

Title

2/13/18

Date

Note: Registration for the E-Verify Program can be completed at: <https://www.vis-dhs.com/employerregistration>. It is recommended that employers review the sample "memorandum of understanding" available at the website prior to registering.



Adams County Finance Department  
Purchasing Division  
4430 South Adams County Parkway  
Brighton, Colorado 80601

REQUEST FOR PROPOSAL  
2018-315  
CONTRACTOR'S STATEMENT

I have read and fully understand all the conditions herein set forth in the foregoing paragraphs, and by my signature set forth hereunder, I hereby agree to comply with all said conditions as stated or implied. In consideration of the above statement, the following Proposal is hereby submitted.

If any of the documents listed on the cover page are missing from this package, contact Adams County Purchasing. If you require additional information, call the Purchasing Division contact person.

The undersigned hereby affirms that (1) he/she is a duly authorized agent of the Contractor, (2) he/she has read all terms and conditions and technical specifications which were made available in conjunction with this solicitation and fully understands and accepts them unless specific variations have been expressly listed in his/her Bid, (3) the Bid is being submitted on behalf of the Contractor in accordance with any terms and conditions set forth in this Solicitation, and (4) the Contractor will accept any awards made to it as a result of the Proposal submitted herein for a minimum of 120 calendar days following the date of submission.

WE, THE UNDERSIGNED, HEREBY ACKNOWLEDGE RECEIPT OF

Addenda (list all): DOC #4725870v3 Page 24-37

Almost Home, Inc. 2/12/18  
Contractor Name Date

[Signature] Shauna Miller  
Signature Printed Name

Executive Director  
Title

231 N. Main Street  
Address

Brighton, CO 80601 Adams  
City, State, Zip Code County

(303) 659-6199  
Telephone Fax

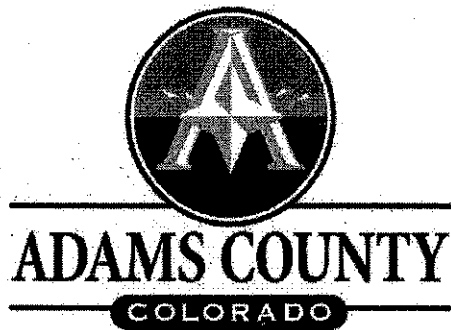
Shauna@almosthomeonline.org  
Email

## **EXHIBIT A**

(All Documents following this page of the Agreement)

### **Exhibit:**

1. RFP 2018.315 Scope of Work



## EXHIBIT A

Adams County Finance Department  
Purchasing Division  
4430 South Adams County Parkway  
Brighton, Colorado 80601

### REQUEST FOR PROPOSAL COVER SHEET

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RFP Issue Date:	Tuesday, January 9, 2018
RFP Number:	RFP-HE-2018-315
RFP Title:	<b>HOUSING SERVICES</b> Temporary Assistance for Needy Families (TANF)
Pre-Proposal Meeting:	Not Applicable
RFP Questions Due:	Wednesday, January 17, 2018 by 2:00 p.m. (MT)
Proposal will be received until:	Tuesday, February 13, 2018, 4:00 pm (MT) 4430 South Adams County Parkway, Front Lobby Brighton, CO 80601

Goods or services to be delivered to or performed at: Adams County Human Services  
Department

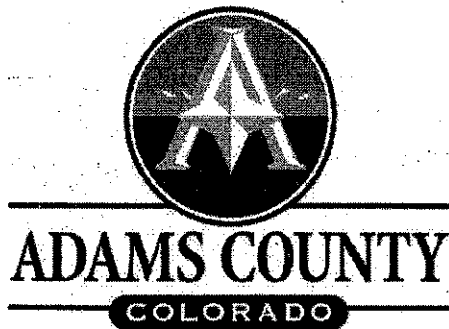
For additional information please contact: Heidi Ellis, Contract Specialist II  
720-523-6053

Email Address: [hellis@adcogov.org](mailto:hellis@adcogov.org)

Documents included in this package:

- Proposal Instructions
- General Terms and Conditions
- Scope of Work (SOW)/ Specifications
- Pricing Form
- Submission Check List
- Statement of No Proposal
- Contractor's Certificate of Compliance
- Contractor's Statement
- Reference Form
- Term of Acceptance Form
- Appendix A – Sample Agreement

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Adams County Finance Department  
Purchasing Division  
4430 South Adams County Parkway  
Brighton, Colorado 80601

**REQUEST FOR PROPOSAL**  
**2018-315**  
**PROPOSAL INSTRUCTIONS**

1. **PURPOSE/BACKGROUND:** Adams County Board of Commissioners (BOCC) through its Purchasing Division of the Finance Department is seeking proposals from qualified organizations to assist Adams County Human Services Department by providing services for low income families through the Temporary Assistance to Needy Families (TANF) program in accordance with the Colorado Works Program Act §§ 26-2-701, et seq., C.R.S.
2. **SUBMISSION OF PROPOSALS:** The proposal must be received before the due date and time as specified in this solicitation. The Contractor is responsible for addressing the envelope as indicated below. If the submittal arrives late, it may be returned unopened. Address the envelope as follows:

Mailing Address:  
Adams County Government Center  
Purchasing Division  
4430 South Adams County Parkway  
Brighton, CO 80601

Hand Deliveries accepted:  
Adams County Government Center  
First Floor Central Lobby Receptionist  
4430 South Adams County Parkway  
Brighton, CO 80601

ATTN: Heidi Ellis, P.H.M.  
Contract Specialist II  
**RFP-HE-2018-315**

ATTN: Heidi Ellis, P.H.M.  
Contract Specialist II  
**RFP-HE-2018-315**

The Adams County Board of County Commissioners by and through its Purchasing Division of the Finance Department is accepting proposals for **HOUSING SERVICES - Temporary Assistance for Needy Families (TANF)**.

3. All documents related to this RFP will be posted on the Rocky Mountain Bid System (BidNet) at: <http://www.bidnetdirect.com/colorado/solicitations/open-bids>
  - 3.1. Interested parties must register with this service to receive these documents.

4. **TERM OF AGREEMENT:** This is a one year agreement with the option of two one year renewals.

- 4.1. **OPTION TO RENEW FOR TWO (2) SUBSEQUENT YEARS (MAINTAINING SAME PRICES):** The prices or discounts quoted by the Contractor in its Proposal shall prevail for the term of the Agreement, at which time the County shall have the option to renew the Agreement for two (2) subsequent one year periods, provided, however, that such Contractor will maintain the same prices or discounts that were agreed to in the initial Agreement.

Continuation of the Agreement beyond the initial period is a County prerogative and not a right of the Contractor. This prerogative will be exercised only when such continuation is clearly in the best interest of the County and upon budget approval.

## **5. CONTRACTUAL OBLIGATIONS**

- 5.1. The successful Contractor will be required to sign an Agreement substantially similar to the Agreement form in Appendix A. The County reserves the right to add or delete provisions to the form prior to Agreement execution.
- 5.2. Issuance of this solicitation does not commit the County to award any Agreement or to procure or Agreement for any equipment, materials or services.
- 5.3. If a formal Agreement is required, the Contractor agrees and understands that a Notice of Award does not constitute an Agreement or create a property interest of any nature until an Agreement is signed by the Awardee and the Board of County Commissioners and/or their authorized designee.
- 5.4. Contractor is responsible for reviewing the form Agreement and understanding the terms and conditions contained therein, including, but not limited to, insurance requirements, indemnification, illegal aliens, equal opportunity, non-appropriation, and termination.
- 5.5. Contractor's Response must state its willingness to enter into the form Agreement or Contractor shall identify and include any proposed revisions they have for the form Agreement. Any proposed revisions made by the Contractor after the County Notice of Intent to Award the Solicitation may be grounds for rescinding said Notice. The identification of willingness to enter into the standard Agreement is for general purposes at this time, but is part of the evaluation process and must be included. There may be negotiations on a project-by-project basis that provide further clarification.
- 5.6. Incorrect Pricing/Invoicing. As part of any award resulting from this process, Contractor(s) will discount all transactions as agreed. In the event the County discovers, through its Agreement monitoring process or formal audit process, that material or services were priced/invoiced incorrectly, Contractor(s) agree to promptly refund all overpayments and to pay all reasonable audit expenses incurred as a result of the non-compliance.
- 5.7. The County may, during the term of the Agreement and any extensions, request additional work at other locations throughout Adams County by the successful Contractor.

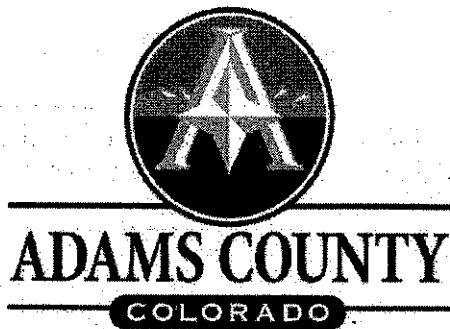
## **6. PRE-PROPOSAL MEETING AND WALK-THROUGH IS: *Not Applicable***

7. **METHOD OF AWARD** - It is the intent of the County to award an Agreement to the Contractor who provides the best value for Adams County. *The County reserves the rights to award multiple agreements from this solicitation.*



- 7.1. If it is in the best interest of the County, the Evaluation Committee may invite a limited number of Contractors to provide an oral presentation.
- 7.2. The County reserves the right to conduct negotiations with Contractors and to accept revisions of Responses. During this negotiation period, the County will not disclose any information derived from Responses submitted, or from discussions with other Contractors. Once an award is made, the Solicitation file and the Responses contained therein are in the public record.
- 7.3. Questions which arise during the Response preparation period regarding issues around this Solicitation, purchasing and/or award should be directed, via e-mail, to Heidi Ellis, Contract Specialist II, Purchasing Division, Adams County, [hellis@adcogov.org](mailto:hellis@adcogov.org). The Contractor submitting the question(s) shall be responsible for ensuring the question(s) is received by the County by the date listed above in the schedule of activities for submitting the question(s) regardless of the method of delivery.
8. Any official interpretation of this RFP must be made by an agent of the County's Purchasing Division who is authorized to act on behalf of the County. The County shall not be responsible for interpretations offered by employees of the County who are not agents of the County's Purchasing Division.
9. COOPERATIVE PURCHASING: Adams County encourages cooperative purchasing in an effort to assist other agencies to reduce their cost of bidding and to make better use of taxpayer dollars through volume purchasing. Contractor(s) may, at their discretion, agree to extend the prices and/or terms of the resulting award to other state or local government agencies, school districts, or political subdivisions in the event they would have a need for the same product/service. Usage by any entity shall not have a negative impact on Adams County in the current term or in any future terms.
10. The Contractor(s) must deal directly with any governmental agency concerning the placement of purchase orders/agreements, freight/delivery charges, Contractual disputes, invoices, and payments. Adams County shall not be liable for any costs or damages incurred by any other entity.
11. BUDGET: Budget will not be disclosed.
12. DEBARMENT: By submitting this proposal, the Contractor warrants and certifies they are eligible to submit a proposal because their company and/or subcontract(s) is/are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in a transaction by any Federal, State, or local department or agency.

REMAINDER OF PAGE LEFT BLANK INTENTIONALLY



Adams County Finance Department  
Purchasing Division  
4430 South Adams County Parkway  
Brighton, Colorado 80601

**REQUEST FOR PROPOSAL**  
**2018-315**  
**GENERAL TERMS AND CONDITIONS**

1. **APPLICABILITY:** These General Terms and Conditions apply, but are not limited, to all bids, proposals, qualifications and quotations (hereinafter referred to as "Proposal" or "Response") made to Adams County (hereinafter referred to as "County") by all prospective Contractors, Contractors, bidders, firms, companies, publishers, consultants, or suppliers (herein after referred to as "Contractor" or "Contractors") in response, but not limited, to all Invitations to Bid, Requests for Proposals, Requests for Qualifications, and Requests for Quotations (hereinafter referred to as "Solicitation" or "Solicitations").

2. **CONTENTS OF PROPOSAL**

2.1. **GENERAL CONDITIONS:** Contractors are required to submit their Proposals in accordance with the following expressed conditions:

2.1.1. Contractors shall make all investigations necessary to thoroughly inform themselves regarding the plant and facilities affected by the delivery of materials and equipment as required by the conditions of the Solicitation. No plea of ignorance by the Contractor of conditions that exist or that may hereafter exist will be accepted as the basis for varying the requirements of the County or the compensation to the Contractor.

2.1.2. Contractors are advised that all County Solicitations and Agreements are subject to all requirements contained in the County's Purchasing Division's Policies and state and federal statutes. When conflicts occur, the highest authority will prevail.

2.1.3. Contractors are required to state exactly what they intend to furnish to the County in their Proposal and must indicate any variances to the terms, conditions, and specifications of this Solicitation no matter how slight. If variations are not stated in a Contractor's Proposal, it shall be construed that the Contractor's Proposal fully complies with all conditions identified in this Solicitation.

3. **Equal Opportunity:** The County intends and expects that the Contracting processes of the County and its Contractors provide equal opportunity without regard to gender, race, ethnicity, religion, age or disability and that its Contractors make available equal opportunities to the extent third parties are engaged to provide goods and services to the County as Subcontractors, Contractors, or otherwise. Accordingly, the Contractor shall not discriminate on any of the foregoing grounds in the performance of any Agreement awarded to the Contractor, and shall make

available equal opportunities to the extent third parties are engaged to provide goods and services in connection with performance of the Agreement. If submitting a joint venture proposal, or a proposal involving a partnership arrangement, articles of partnership stating each partner's responsibilities shall be furnished and submitted with the Response.

4. **Colorado Open Records Act:** All documentation submitted in response to this solicitation will become the property of Adams County. All documentation maintained or kept by Adams County shall be subject to the Colorado Open Records Act. C.R.S. 24-72-201 *et. seq.* ("CORA"). Accordingly, respondents are discouraged from providing information that they consider confidential, privileged, and/or trade secrets as part of a response to this solicitation. Any portions of submissions that are reasonably considered confidential should be clearly marked as such. The County does not guarantee the confidentiality of any record(s).

Careful consideration should be given before submitting confidential information to the County. The Colorado Open Records Act permits public scrutiny of most materials collected in this solicitation process.

## 5. CLARIFICATION AND MODIFICATIONS IN TERMS AND CONDITIONS

- 5.1. Where there appears to be variances or conflicts between the General Terms and Conditions, any Special Terms and Conditions and the Scope of Work/Specifications outlined in this Solicitation, the Scope of Work/Specifications, and then the Special Terms and Conditions, will prevail.

- 5.1.1. If any Contractor contemplating submitting a Proposal under this Solicitation is in doubt as to the true meaning of the Scope of Work or any other portion of the Solicitation, the Contractor must submit a **written request** via email for clarification to the Point of Contact listed on the first page of this Solicitation. The Contractor submitting the request shall be responsible for ensuring that the request is received by the County prior to the deadline for submitting questions.

- 5.1.2. The County shall issue a written addendum if substantial changes which impact the technical submission of Proposals are required. A copy of such addenda will be available at the Rocky Mountain E-Purchasing System (BIDNET) website. In the event of conflict with the original Solicitation documents, addenda shall supersede to the extent specified. Subsequent addenda shall supersede prior addenda only to the extent specified.

- 5.1.3. **ADDENDA: CONTRACTOR IS RESPONSIBLE FOR OBTAINING AND ACKNOWLEDGING ALL SUBSEQUENT ADDENDA VIA THE ROCKY MOUNTAIN E-PURCHASING SYSTEM (BIDNET). FAILURE TO SUBMIT ANY AND ALL SUBSEQUENT ADDENDUM/ADDENDA MAY DEEM THE CONTRACTOR NON-RESPONSIVE. EACH AND EVERY ADDENDUM TO BE SEPARATELY ACKNOWLEDGED.**

## **5.2. PRICES CONTAINED IN PROPOSAL-DISCOUNTS, TAXES, COLLUSION**

5.2.1. Contractors may offer a cash discount for prompt payment. Discounts will be considered in determining the lowest net cost for the evaluation of Proposals; discounts for periods of less than twenty days, however, will not be considered in making an award. If no prompt payment discount is being offered, the Contractor shall enter a zero (0) for the percentage discount to indicate net thirty days. If the Contractor does not enter a percentage discount, it is hereby understood and agreed that the payment terms shall be net thirty days, effective on the date that the County receives an accurate invoice or accepts the products, whichever is the later date. Payment is deemed to be made on the date of the mailing of the check.

5.2.2. Contractors shall not include federal, state, or local excise or sales taxes in prices offered, as the County is exempt from payment of such taxes.

5.2.2.1. Federal Identification Number: 84-6000732

5.2.2.2. State of Colorado Tax Exempt Number: 98-03569

## **6. SIGNING PROPOSAL**

6.1. Contractor, by affixing its signature to this Solicitation, certifies that its Proposal is made without previous understanding, agreement, or connection either with any persons, firms or corporations making a Proposal for the same items, or with the County. The Contractor also certifies that its Proposal is in all respects fair, without outside control, collusion, fraud, or otherwise illegal action. To insure integrity of the County's public procurement process, all Contractors are hereby placed on notice that any and all Contractors who falsify the certifications required in conjunction with this section will be prosecuted to the fullest extent of the law.

## **7. PREPARATION AND SUBMISSION OF PROPOSAL**

### **7.1. PREPARATION**

7.1.1. The Proposal must be typed or legibly printed in ink. The use of erasable ink is not permitted. All corrections made by the Contractor must be initialed by the authorized agent of the Contractor.

7.1.2. Proposals must contain a manual signature of an authorized agent of the Contractor in the space provided on the Solicitation cover page. The Contractor's Statement of this Solicitation must be included in all Proposals. If the Contractor's authorized agent fails to sign and return the original cover page of the Solicitation, its Proposal may be invalid and may not be considered.

- 7.1.3. The County logo is trademarked and property solely of the County. Contractors do not have permission to use the County's logo on any documentation or presentation materials and to do so would be a violation of the County's trademark.
- 7.1.4. Unit prices shall be provided by the Contractor on the Solicitation's Specification and Pricing Form when required in conjunction with the prescribed method of award and shall be for the unit of measure requested. Prices that are not in accordance with the measurements and descriptions requested shall be considered non-responsive and shall not be considered. Where there is a discrepancy between the unit price and the extension of prices, the unit price shall prevail.
- 7.1.5. Alternate Proposals will not be considered unless expressly permitted in the Scope of Work.
- 7.1.6. The accuracy of the Proposal is the sole responsibility of the Contractor. No changes in the Proposal shall be allowed after the date and time that submission of the Proposals is due.

## 7.2. SUBMISSION

- 7.2.1. The Proposal shall be sealed in an envelope with the Contractor's name and the Solicitation number on the outside. The County's Pricing Form, which is attached to this Solicitation, must be used when the Contractor is submitting its Proposal. The Contractor shall not alter this form (e.g. add or modify categories for posting prices offered) unless expressly permitted in the Solicitation or in an addendum duly issued by the County. Only sealed proposals received by the Purchasing Division of the Finance Department will be accepted; proposals submitted by telephone, email, or facsimile machines are not acceptable.
- 7.2.2. Each Proposal must be submitted at the time and place, and number of copies as specified in this Solicitation. Failure to submit the required number of copies may deem the Contractor's Proposal non-responsive.
- 7.2.3. Failure to provide any requested information may result in the rejection of the Proposal as non-responsive.
- 7.2.4. Proposal must be submitted in the format supplied and/or described by the County. Failure to submit in the format provided may be cause for rejection of the proposal. Proposals must be furnished exclusive of taxes.
- 7.2.5. Contractor is responsible for ensuring their Proposal is received by the Purchasing Division prior to the deadline outlined in the solicitation regardless of the method of delivery.
- 7.2.6. Contractors, which qualify their Proposal by requiring alternate Contractual terms and conditions as a stipulation for Agreement award, must include such alternate terms and conditions in their Response.

The County reserves the right to declare a Contractor's Proposal as non-responsive if any of these alternate terms and conditions is in conflict with the County's terms and conditions, or if they are not in the best interests of the County.

## **8. LATE PROPOSALS**

- 8.1. Proposals received after the date and time set for the opening shall be considered non-responsive and may be returned unopened to the Contractor.
- 8.2. The County assumes no responsibility for late deliveries of mail on behalf of the United States Post Office or any other delivery system.

The County assumes no responsibility for a Proposal being either opened early or improperly routed if the envelope is not clearly marked on the outside:

**RFP-HE-2017-383 HOUSING SERVICES-Temporary Assistance for Needy Families (TANF).**

- 8.3. In the event of a situation severe enough to cause the Adams County Board of Commissioners to close the County offices for any reason, the Purchasing Manager has the prerogative of rescheduling the proposal opening time and date. No proposal will be considered above all other proposals by having met the proposal opening time and date requirements to the exclusion of those who were unable to present their proposal due to a situation severe enough to cause the Board of County Commissioners to close the County offices.

## **9. MODIFICATION AND WITHDRAWAL OF PROPOSALS**

- 9.1. **MODIFICATIONS TO PROPOSALS.** Proposals may only be modified in the form of a written notice on Contractor letterhead and must be received prior to the time and date set for the Proposals to be opened. Each modification submitted to the County's Purchasing Division must have the Contractor's name and return address and the applicable Solicitation number and title clearly marked on the face of the sealed envelope. If more than one modification is submitted, the modification bearing the latest date of receipt by the County's Purchasing Division will be considered the valid modification.

### **9.2. WITHDRAWAL OF PROPOSALS**

- 9.2.1. Proposals may be withdrawn in the form of a written notice on Contractor letterhead and must be received prior to the time and date set for the opening of Proposals. Any withdrawal of a Proposal submitted to Adams County Purchase Division must have the Contractor's name, return address, and the applicable Solicitation number and title clearly marked on the face of the envelope and on the withdrawal letter.

- 9.2.2. Proposals may not be withdrawn after the time and date set for the opening for a period of ninety calendar days. If a Proposal is withdrawn by the Contractor during this ninety-day period, the County may, at its option, suspend the Contractor and may not accept any Proposal from the Contractor for a six-month period following the withdrawal.

## **10. REJECTION OF PROPOSALS**

- 10.1. REJECTION OF PROPOSALS. The County may, at its sole and absolute discretion:

- 10.1.1. Reject any and all, or parts of any or all, Proposals submitted by prospective Contractors;
- 10.1.2. Re-advertise this Solicitation;
- 10.1.3. Postpone or cancel the process;
- 10.1.4. Waive any irregularities in the Proposals received in conjunction with this Solicitation; and/or

- 10.2. REJECTION OF A PARTICULAR PROPOSAL. In addition to any reason identified above, the County may reject a Proposal under any of the following conditions:

- 10.2.1. The Contractor misstates or conceals any material fact in its Proposal;
- 10.2.2. The Contractor's Proposal does not strictly conform to the law or the requirements of the Solicitation;
- 10.2.3. The Proposal expressly requires or implies a conditional award that conflicts with the method of award stipulated in the Solicitation;
- 10.2.4. The Proposal does not include documents, including, but not limited to, certificates, licenses, and/or samples, which are required for submission with the Proposal in accordance with the Solicitation; and/or,
- 10.2.5. The Proposal has not been executed by the Contractor through an authorized signature on the Contractor's Statement.

- 10.3. The County reserves the right to waive any irregularities or informalities, and the right to accept or reject any and all proposals.

## **11. ELIMINATION FROM CONSIDERATION**

- 11.1. A Proposal may not be accepted from, nor any Agreement be awarded to, any person or firm which is in arrears to the County upon any debt or Agreement or which is a defaulter as surety or otherwise upon any obligation to the County.
- 11.2. A Proposal may not be accepted from, nor any Agreement awarded to, any person or firm who has failed to perform faithfully any previous Agreement with the County or other governmental entity, for a minimum period of three years after the previous Agreement was terminated for cause.
- 11.3. Any communications in regards to this RFP must go through the Adams County Purchasing Division only. Any contact with other County personnel or County Contractors may be cause for disqualification.
- 11.4. No damages shall be recoverable by any challenger as a result of the determinations listed in this Section or decisions by the County.
- 11.5. The Board of County Commissioners may rescind the award of any proposal within one week thereof or at its next regularly scheduled meeting; whichever is later, when the public interest will be served thereby.

**12. QUALIFICATIONS OF CONTRACTOR:** The County may make such investigations as deemed necessary to determine the ability of the Contractor to perform work, and the Contractor shall furnish all information and data for this purpose as the County requests. Such information includes, but is not limited to: current/maximum bonding capabilities, current licensing information, audited financial statements, history of the firm on assessments of liquidated damages, Agreements cancelled prior to completion and/or lawsuits and/or pending lawsuits against the firm and/or its principals. The County reserves the right to reject any Proposal if the evidence submitted by, or investigation of, such Contractor fails to satisfy the County that such Contractor is properly qualified to carry out the obligations of the Agreement and to complete the work contemplated therein. Conditional Proposals will not be accepted.

**13. AWARD OF SOLICITATION:** The County shall award this Solicitation to the successful Contractor through the issuance of a Notice of Intent to Award. All Contractors that participated in the Solicitation process will be notified of Contractor selection. No services or goods shall be provided, and no compensation shall be paid, until and unless an Agreement has been signed by an authorized representative of the County and the Contractor.





Adams County Finance Department  
Purchasing Division  
4430 South Adams County Parkway  
Brighton, Colorado 80601

**REQUEST FOR PROPOSAL**  
**2018-315**  
**SCOPE OF WORK**

**I. INTRODUCTION**

Adams County Board of Commissioners (BOCC) through its Purchasing Division of the Finance Department is seeking proposals from qualified organizations to assist Adams County Human Services Department by providing services for low income families through the Temporary Assistance to Needy Families (TANF) program in accordance with the Colorado Works Program Act §§ 26-2-701, et seq., C.R.S.

**II. REQUIRED DOCUMENTATION:** *Not Applicable*

**III. RESPONSE FORMAT**

Failure to respond in the required format may deem your submittal non-responsive.  
Failure to provide required information may deem your submittal non-responsive.

**SUBMISSION OF PROPOSALS: ONE (1) ORIGINAL hardcopy, Three (3) COPIES, and ONE (1) electronic ORIGINAL (USB or CD-single PDF document),** must be received at the time and place specified in this Solicitation. Submittals should be prepared simply and economically providing a straightforward, concise description of the Contractor's ability to perform the requirements of this solicitation. Proposal should not exceed **thirteen (13) pages** for the technical proposal, excluding the RFP required pages. Failure to submit the required number of copies may deem the Contractor non-responsive.

**PRICING MUST BE SUBMITTED IN A SEPARATE SEALED ENVELOPE. THERE MUST NOT BE ANY PRICING INFORMATION WITHIN THE PROPOSAL SUBMITTAL ENVELOPE.**

**Electronic copy shall be an EXACT reproduction of the original documents provided. All sections shall be combined into a single PDF electronic document.**

1. Provide submittal without reference to Adams County logo or company logo.
2. Label cover of Original submittal.
3. Submit proposal in a tab format.
4. Table of Contents – Include a clear identification of the material by section and by page number, i.e. Mandatory Requirements section, etc.

5. Executive Summary - The executive summary should give in brief concise terms a summation of your submittal. Identify the points that make your firm uniquely qualified for this engagement.
6. Profile of the Firm – State whether your firm is local, national, or international. Also include the following for the office this work would originate from:
  - a. Size of the Firm and size of local office (if applicable).
  - b. Location of the office, where the work on this engagement is to be performed.
  - c. Number and nature of the professional staff to be assigned to the project on a full-time basis.
  - d. Number and nature of staff to be assigned to this project on a part-time basis.
  - e. Identify the supervisory and management staff who will be assigned to the engagement. Provide resumes for each person that will be assigned to this engagement.
  - f. Provide any substantiated complaints against the firm in the last 3 years and any outstanding litigation.
7. Provide documentation that satisfies the Required Document requests.
8. Provide documentation that satisfies the criteria to be evaluated.

#### **IV. Detailed Scope/Specification Requirements**

Adams County, (refer to hereafter as the "County"), is specifically seeking services that provide shelter for homeless families and related housing services. *This is a federally funded project.*

- Contractor Services for families and/or TANF eligible individuals need to address at least one of the four purposes of TANF, which are:
  1. Serving needy families so that children may be cared for in their own home
  2. Promoting job preparation, work, and marriage
  3. Reducing out-of-wedlock pregnancies
  4. Encouraging the formation and maintenance of two-parent families
- Contractor must provide a list of services and the average number of families and/or adults and children expected to receive each service for a twelve (12) month period.

#### **V. Scope of Work**

The Contractors' programs must offer either some or all of the following services listed under **Primary Services**. **Secondary Services** are considered desirable but less important than **Primary Services**. Contractor may propose other services as well as the ones listed:

1. **Primary Services: Provide shelter for homeless families and related housing services**
  - a. Provide emergency shelter and housing, homeless prevention, and/or transitional housing services for low-income TANF/TANF eligible Adams County families who are homeless or in danger of homelessness.
  - b. Provide counseling on housing issues.

- c. Assess family needs and refer families to ACHSD for other services such as LEAP, Food Assistance, TANF and service offered through the Workforce and Business Center (WBC).
- d. Provide direct assistance to clients for emergency rent or mortgage needs, initial month's rent and deposits, as well as application fees, credit and background check fees, utility assistance or other housing related needs; exceptions shall be authorized by ACHSD on an individual case basis. Ability to do this on a reimbursement basis that may take up to 60 days from date of check issuance.
- e. Understand the TANF federal statutes and regulations, Colorado Works statutes and regulations and abide by Adams County policies and procedures and ethics policy.
- f. Understand child welfare report requirements.
- g. Cooperate with Adams County staff and contracted programs and community partners to help families receive services.
- h. Treat participants from an advocate perspective and philosophy.
- i. Review CBI reports of employees/applicants that will be assigned to the project for negative information, such as a criminal history, discrepancies between what an applicant claims and what is reported by schools and prior employers and in order to evaluate the employee/applicant's ability to do the designated job, and to ensure the safety of youth. If the applicant has lived out of state within the prior five years then a nationwide CBI should be conducted.
- j. Provide adequate office space, meeting space, computer, printer, access to copying, file cabinets, direct telephone lines and telephones, direct fax line and fax machine, postage, and electronic mail access. This cost is included in the total cost of this program.

## 2. Secondary Services:

- a. Clothing assistance
- b. Food bank assistance
- c. Child care
- d. GED classes and financial education
- e. Job preparation and placement services

## VI. REPORTS

The Contractor will be responsible for submitting monthly reports summarizing the results of services provided to families to the County Project Manager. The format and content areas of reports will be developed jointly by ACHSD and the Contractor and will address all of the **Expected Outcomes** in the proposal. All reporting formats, due dates, and metrics shall be approved by the County Project Manager. Reports shall include, but not be limited to, the number of families served and types of services provided.

## VII. Fee Schedule

Contractor must submit a fee schedule for the services provided. Contractor must provide fees for the initial year of the award and the two (2) option years. The Contractor's fees for the options years will be used for evaluation and award consideration.

List the specific costs for the proposed project. Contractors should consider if fees should be based on a fee-for-service basis instead of including staff time for a specific position in the fee schedule. Additionally, Contractor should consider if a pro-rata share of service should be calculated instead. For instance, if the Contractor is proposing general support for a homeless shelter, the Contractor may want to calculate the cost of providing the shelter then calculate the pro-rata share that serves TANF eligible families that live in Adams County not covered by another funding source. If this method is used, the Contractor must provide the calculation methodology used to determine the pro-rata share as an attachment to the proposal.

### **VIII. Invoice Billing**

Contractor must submit detailed invoices to the Project Manager for the previous month of service by the 7<sup>th</sup> of the month or the following business day if the 7<sup>th</sup> is on a holiday or weekend. Invoices and reports will be required to be submitted at the same time. Offeror must submit detailed monthly invoice billing statements that include; the dates and types of services and items provided, and from which line in the fee schedule each purchase/cost has been made (e.g. personnel, supplies, travel, etc.)

Invoices must report actual hours of staff time worked for each direct service personnel line in the fee schedule (reporting of hours of personnel time is not required for staff time that is part of administrative cost). The County will only pay for direct service staff time actually worked to provide services for TANF eligible families and individuals in Adams County, even if a staff person is designated as 100% dedicated to services provided within the agreement in the fee schedule.

### **IX. Hours of Work**

The County's normal work hours at the site are from 7:30 a.m. to 5:00 p.m., Monday through Friday, excluding holidays.

### **X. Supplemental Federal Provisions (FFATA) - Section following this page**

State of Colorado Supplemental Provisions for Federally Funded Contracts, Grants, and Purchase Orders Subject to The Federal Funding Accountability and Transparency Act of 2006 (FFATA), As Amended Revised as of 3-20-13.

The contract, grant, or purchase order to which these Supplemental Provisions are attached has been funded, in whole or in part, with an Award of Federal funds. In the event of a conflict between the provisions of these Supplemental Provisions, the Special Provisions, the contract or any attachments or exhibits incorporated into and made a part of the contract, the provisions of these Supplemental Provisions shall control.

**1. Definitions.** For the purposes of these Supplemental Provisions, the following terms shall have the meanings ascribed to them below.

**1.1.1. Grants;**

**1.1.2. Contracts;**

**1.1.3. Cooperative agreements, which does not include cooperative research and development agreements (CRDA) pursuant to the Federal Technology Transfer Act of 1986, as amended (15 U.S.C. 3710);**

**1.1.4. Loans;**

- 1.1.5. Loan Guarantees;
- 1.1.6. Subsidies;
- 1.1.7. Insurance;
- 1.1.8. Food commodities;
- 1.1.9. Direct appropriations;
- 1.1.10. Assessed and voluntary contributions; and
- 1.1.11. Other financial assistance transactions that authorize the expenditure of Federal funds by non-Federal Entities.

Award **does not** include:

- 1.1.12. Technical assistance, which provides services in lieu of money;
  - 1.1.13. A transfer of title to Federally-owned property provided in lieu of money; even if the award is called a grant;
  - 1.1.14. Any award classified for security purposes; or
  - 1.1.15. Any award funded in whole or in part with Recovery funds, as defined in section 1512 of the American Recovery and Reinvestment Act (ARRA) of 2009 (Public Law 111-5).
- 1.2. "Contract" means the contract to which these Supplemental Provisions are attached and includes all Award types in §1.1.1 through 1.1.11 above.
  - 1.3. "Contractor" means the party or parties to a Contract funded, in whole or in part, with Federal financial assistance, other than the Prime Recipient, and includes grantees, subgrantees, subrecipients, and borrowers. For purposes of Transparency Act reporting, Contractor does not include Vendors.
  - 1.4. "Data Universal Numbering System (DUNS) Number" means the nine-digit number established and assigned by Dun and Bradstreet, Inc. to to uniquely identify a business entity. Dun and Bradstreet' website may be found at: <http://fedgov.dnb.com/webform>.
  - 1.5. "Entity" means all of the following as defined at 2 CFR part 25, subpart C;
    - 1.5.1. A governmental organization, which is a State, local government, or Indian Tribe;
    - 1.5.2. A foreign public entity;
    - 1.5.3. A domestic or foreign non-profit organization;
    - 1.5.4. A domestic or foreign for-profit organization; and
    - 1.5.5. A Federal agency, but only a Subrecipient under an Award or Subaward to a non-Federal entity.
  - 1.6. "Executive" means an officer, managing partner or any other employee in a management position.
  - 1.7. "Federal Award Identification Number (FAIN)" means an Award number assigned by a Federal agency to a Prime Recipient.
  - 1.8. "FFATA" means the Federal Funding Accountability and Transparency Act of 2006 (Public Law 109-282), as amended by §6202 of Public Law 110-252. FFATA, as amended, also is referred to as the "Transparency Act."
  - 1.9. "Prime Recipient" means a Colorado State agency or institution of higher education that receives an Award.

**1.10. "Subaward"** means a legal instrument pursuant to which a Prime Recipient of Award funds awards all or a portion of such funds to a Subrecipient, in exchange for the Subrecipient's performance of all or any portion of the substantive project or program for which the Award was granted.

**1.11. "Subrecipient"** means a non-Federal Entity (or a Federal agency under an Award or Subaward to a non-Federal Entity) receiving Federal funds through a Prime Recipient to support the performance of the Federal project or program for which the Federal funds were awarded. A Subrecipient is subject to the terms and conditions of the Federal Award to the Prime Recipient, including program compliance requirements. The term "Subrecipient" includes and may be referred to as Subgrantee.

**1.12. "Subrecipient Parent DUNS Number"** means the subrecipient parent organization's 9-digit Data Universal Numbering System (DUNS) number that appears in the subrecipient's System for Award Management (SAM) profile, if applicable.

**1.13. "Supplemental Provisions"** means these Supplemental Provisions for Federally Funded Contracts, Grants, and Purchase Orders subject to the Federal Funding Accountability and Transparency Act 2006, As Amended, as may be revised pursuant to ongoing guidance from the relevant Federal or State of Colorado agency or institution of higher education.

**1.14. "System for Award Management (SAM)"** means the Federal repository into which an Entity must enter the information required under the Transparency Act, which may be found at <http://www.sam.gov>.

**1.15. "Total Compensation"** means the cash and noncash dollar value earned by an Executive during the Prime Recipient's or Subrecipient's preceding fiscal year and includes the following:

**1.15.1.** Salary and bonus;

**1.15.2.** Awards of stock, stock options, and stock appreciation rights, using the dollar recognized for financial statement reporting purposes with respect to the fiscal year in accordance with the Statement of Financial Accounting Standards No. 123 (Revised 2005) (FAS 123R), Shared Based Payments;

**1.15.3.** Earnings for services under non-equity incentive plans, not including group life, health, hospitalization or medical reimbursement plans that do not discriminate in favor of Executives and are available generally to all salaried employees;

**1.15.4.** Change in present value of defined benefit and actuarial pension plans;

**1.15.5.** Above-market earnings on deferred compensation which is not tax-qualified;

**1.16. "Transparency Act"** means the Federal Funding Accountability and Transparency Act of 2006 (Public Law 109-282), as amended by §6202 of Public Law 110-252. The Transparency Act also is referred to as FFATA.

**1.17. "Vendor"** means a dealer, distributor, merchant or other seller providing property or services required for a project or program funded by an Award. A Vendor is not a Prime Recipient or a Subrecipient and is not subject to the terms and conditions of the Federal award. Program compliance requirements do not pass through to a Vendor.

**2. Compliance.** Contractor shall comply with all applicable provisions of the Transparency Act and the regulations issued pursuant thereto, including but not limited to these Supplemental Provisions. Any revisions to such provisions or regulations shall automatically become a part of these Supplemental Provisions, without the necessity of either party executing any further instrument. Adams County may provide written notification to Contractor of such revisions, but such notice shall not be a condition precedent to the effectiveness of such revisions.

**3. System for Award Management (SAM) and Data Universal Numbering System (DUNS) Requirements.**

**3.1. SAM.** Contractor shall maintain the currency of its information in SAM until the Contractor submits the final financial report required under the Award or receives final payment, whichever is later. Contractor shall review and update SAM information at least annually after the initial registration, and more frequently if required by changes in its information.

**3.2. DUNS.** – Contractor shall provide its DUNS number to its Prime Recipient, and shall update Contractor's information in Dun & Bradstreet, Inc. at least annually after the initial registration, and more frequently if required by changes in Contractor's information.

**4. Total Compensation.** Contractor shall include Total Compensation in SAM for each of its five most highly compensated Executives for the preceding fiscal year if:

**4.1.** The total Federal funding authorized to date under this award is \$25,000 or more; and

**4.2. In the preceding fiscal year, Contractor received:**

**4.2.1.** 80% or more of its annual gross revenues from Federal procurement contracts and subcontracts and/or Federal financial assistance Awards or Subawards subject to the Transparency Act; and

**4.2.2.** \$25,000,000 or more in annual gross revenues from Federal procurement contracts and subcontracts and/or Federal financial assistance Awards or Subawards subject to the Transparency Act; and

**4.3.** The public does not have access to information about the compensation of the Executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d) or section 6104 of the Internal Revenue Code of 1986.

**5. Reporting.** Contractor shall report data elements to SAM and to the Prime Recipient as required in §7 below if Contractor is a Subrecipient for the Award pursuant to the Transparency Act.

No direct payment shall be made to Contractor for providing any reports required under these Supplemental Provisions and the cost of producing such reports shall be included in the Contract price.

The reporting requirements in §7 below are based on guidance from the US Office of Management and Budget (OMB), and as such are subject to change at any time by OMB. Any such changes shall be automatically incorporated into this Contract and shall become part of Contractor's obligations under this Contract, as provided in §2 above. The Colorado Office of the State Controller will provide summaries of revised OMB reporting requirements at <http://www.colorado.gov/dpa/dfp/sco/FFATA.htm>.

**6. Effective Date and Dollar Threshold for Reporting.** The effective dates of these Supplemental Provisions apply to new Awards as of October 1, 2010. Reporting requirements in §7 below apply to new Awards as of October 1, 2010, if the initial award is \$25,000 or more. If the initial Award is below \$25,000 but subsequent Award modifications result in a total Award of \$25,000 or more, the Award is subject to the reporting requirements as of the date the Award exceeds \$25,000. If the initial Award is \$25,000 or more, but funding is subsequently de-obligated such that the total award amount falls below \$25,000, the Award shall continue to be subject to the reporting requirements.

**7. Subrecipient Reporting Requirements.** If Contractor is a Subrecipient, Contractor shall report as set forth below.

**7.1 To SAM.** A Subrecipient shall register in SAM and report the following data elements in SAM *for each* Federal Award Identification Number no later than the end of the month following the month in which the Subaward was made:

- 7.1.1 Subrecipient DUNS Number;
- 7.1.2 Subrecipient DUNS Number + 4 if more than one electronic funds transfer (EFT) Account;
- 7.1.3 Subrecipient Parent DUNS Number;
- 7.1.4 Subrecipient's address, including: Street Address, City, State, Country, Zip + 4, and Congressional District;
- 7.1.5 Subrecipient top 5 highly compensated Executives if the criteria in §4 above are met; and
- 7.1.6 Subrecipient Total Compensation of top 5 highly compensated Executives if criteria in §4 met.

**7.2 To Prime Recipient.** A Subrecipient shall report to its Prime Recipient, upon the effective date of the Contract, the following data elements:

- 7.2.1 Subrecipient's DUNS Number as registered in SAM.
- 7.2.2 Primary Place of Performance Information, including: Street Address, City, State, Country, Zip code + 4, and Congressional District.

## **8. Exemptions.**

**8.1** These Supplemental Provisions do not apply to an individual who receives an Award as a natural person, unrelated to any business or non-profit organization he or she may own or operate in his or her name.



8.2 A Contractor with gross income from all sources of less than \$300,000 in the previous tax year is exempt from the requirements to report Subawards and the Total Compensation of its most highly compensated Executives.

8.3 Effective October 1, 2010, "Award" currently means a grant, cooperative agreement, or other arrangement as defined in Section 1.1 of these Special Provisions. On future dates "Award" may include other items to be specified by OMB in policy memoranda available at the OMB Web site; Award also will include other types of Awards subject to the Transparency Act.

8.4 There are no Transparency Act reporting requirements for Vendors.

**9. Event of Default.** Failure to comply with these Supplemental Provisions shall constitute an event of default under the Contract and Adams County may terminate the Contract upon 30 days prior written notice if the default remains uncured five calendar days following the termination of the 30 day notice period. This remedy will be in addition to any other remedy available to the Adams County under the Contract, at law or in equity