ADAMS COUNTY, COLORADO
PROFESSIONAL SERVICE AGREEMENT

THIS AGREEMENT ("Agreement") is made this 16th day of APRIL 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 subcontract contracts 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


8.4. 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., 6th Floor
- **City, State, Zip:** Commerce City, Colorado 80022
- **Office Number:** 303.227.2215
- **Email:** kgregory@adcgov.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

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)
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. 9-4-18
Company Name  Date

Shawna Miller
Signature

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.
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: ____________________________
   [Signature]
   Name (Print or Type)
   Shawn Miller

Date: ____________________________
   [Signature]
   Authorized Signature
   Executive Director
   Title

Attest:
Stan Martin, Clerk and Recorder

Date: ____________________________
   [Signature]
   Deputy Clerk

APPROVED AS TO FORM:
Adams County Attorney’s Office

Date: ____________________________
   [Signature]
   Attorney’s Signature

NOTARIZATION:
COUNTY OF Adams
STATE OF CO

Signed and sworn to before me this 10th day of September, 2018,
by Shawn Miller

Notary Public

My commission expires on: 08/26/2022
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

[Signature]

Authorized Signature
Almost Home Inc.
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@adcgov.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?
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 $300.80 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 Office 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@acogov.org.

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

[Signature]
Authorized Signature

[Date]
Date
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
<table>
<thead>
<tr>
<th>Position/Base Expense</th>
<th>Description</th>
<th>(Column A) Agreement Allocation of Time/Fees</th>
<th>(Column B) Annual Salary and Benefit Fee</th>
<th>(Column C) Overhead</th>
<th>Total</th>
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<tbody>
<tr>
<td>Executive Director</td>
<td>Provides supervision of case managers</td>
<td>14%</td>
<td>$79,100</td>
<td>$1,661.10</td>
<td>$12,735.10</td>
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<tr>
<td>Intake Staff</td>
<td>Provides client screening and program support</td>
<td>100%</td>
<td>$23,322</td>
<td>$3042</td>
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<td>Office Manager (Part-Time)</td>
<td>Provides client screening and program support</td>
<td>70%</td>
<td>$15,865.20</td>
<td>$1,665.85</td>
<td>$12,771.49</td>
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<tr>
<td>Case Manager (Part-Time)</td>
<td>Provides direct case management service to TANF clients</td>
<td>70%</td>
<td>$26,442</td>
<td>$2,776.41</td>
<td>$21,285.81</td>
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<td>Shelter Manager/Case Manager</td>
<td>Oversees shelter and provides direct case management service to TANF clients</td>
<td>70%</td>
<td>$45,496</td>
<td>$4,777.08</td>
<td>$36,624.28</td>
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<td>Accountant</td>
<td>Prepares client assistance payments; tracking and reporting</td>
<td>20%</td>
<td>$32,240</td>
<td>$967.20</td>
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<td>Rent</td>
<td>Office Space</td>
<td>70%</td>
<td>$15,600</td>
<td>$1,638</td>
<td>$12,558</td>
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<td>Utilities</td>
<td>Gas, electric, water</td>
<td>70%</td>
<td>$7,000</td>
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Total of Base Expenses $144,421.90

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<td>Total</td>
<td></td>
<td>$156,421.90</td>
</tr>
<tr>
<td>Direct Assistance</td>
<td></td>
<td>$203,090.35</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>$359,512.25</td>
</tr>
</tbody>
</table>
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
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 Manager 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) ______________________________
Name: ___________________________ Contact Phone: ___________________________

SSN#: __________________________ ID#: __________________________ Type of ID: __________________________


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

<table>
<thead>
<tr>
<th>Income</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

[ ] Verified Applicant’s ID

[ ] Verified Lease/3 Day Notice

[ ] Verified Income Sources

[ ] Other Verification

CODES:

1 = Chronically Homeless (singles only) 5 = Veterans
2 = Severely Mentally Ill 6 = HIV/AIDS
3 = Chronic Substance Abuse 7 = Victims of Domestic Violence
4 = Other Disability 8 = Elderly

OTHER FAMILY MEMBERS:

<table>
<thead>
<tr>
<th>Name</th>
<th>Relationship</th>
<th>Sex</th>
<th>DOB</th>
<th>Age</th>
<th>SSN</th>
<th>GR.</th>
<th>Health Insur</th>
<th>Race</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
</tbody>
</table>

FAMILY TYPE: [ ] Single Parent Female [ ] Single Parent Male

[ ] Single Person [ ] Two Parents HH [ ] Two Adults No Children

[ ] 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: ___________________________
<table>
<thead>
<tr>
<th>DATE</th>
<th>VENDOR</th>
</tr>
</thead>
<tbody>
<tr>
<td>NEW OR REPEAT?</td>
<td>VENDOR ADDRESS</td>
</tr>
<tr>
<td>STATUS</td>
<td>CITY, STATE, ZIP</td>
</tr>
<tr>
<td>REQUEST$$</td>
<td>PHONE NUMBER</td>
</tr>
<tr>
<td>NEED</td>
<td>SERVICE ADDRESS</td>
</tr>
<tr>
<td>LEAP STATUS</td>
<td>CITY, STATE, ZIP</td>
</tr>
<tr>
<td>CAUSE</td>
<td>PHONE NUMBER</td>
</tr>
<tr>
<td>☐ Insufficient Funds</td>
<td></td>
</tr>
<tr>
<td>AMOUNT GIVEN</td>
<td>GRANT ALLOCATION</td>
</tr>
<tr>
<td>SERVICE PROVIDED</td>
<td>☐ EOC</td>
</tr>
<tr>
<td></td>
<td>☐ ACDSS Funds</td>
</tr>
<tr>
<td></td>
<td>☐ Adams ☐ Weld</td>
</tr>
<tr>
<td></td>
<td>☐ Ministerial</td>
</tr>
<tr>
<td># OF REFERRALS</td>
<td></td>
</tr>
<tr>
<td># OF CONTACTS</td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>OUTCOME (All Services)</th>
<th>OUTCOME (SHELTER ONLY) / EXIT DATE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Did Follow up / Referral</td>
<td>☐ Did Follow up / Referral</td>
</tr>
<tr>
<td>☐ Did Not Follow Up</td>
<td>☐ Did Not Follow Up</td>
</tr>
<tr>
<td>☐ Moved to MR Housing</td>
<td>☐ Moved to MR Housing</td>
</tr>
<tr>
<td>☐ Staying Family/Friends</td>
<td>☐ Staying Family/Friends</td>
</tr>
<tr>
<td>☐ Shelter / Motel</td>
<td>☐ Shelter / Motel</td>
</tr>
<tr>
<td>☐ Transitional</td>
<td>☐ Transitional</td>
</tr>
<tr>
<td>☐ Retained Housing</td>
<td>☐ Retained Housing</td>
</tr>
<tr>
<td>Position/ Base Expense</td>
<td>Description</td>
</tr>
<tr>
<td>------------------------</td>
<td>-------------</td>
</tr>
<tr>
<td>Executive Director</td>
<td>Provides supervision of case managers</td>
</tr>
<tr>
<td>Intake Staff/Office Manager</td>
<td>Provides client screening and program support</td>
</tr>
<tr>
<td>Role</td>
<td>Responsibility</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>-------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Case Manager</td>
<td>Provides direct case management service to TANF clients</td>
</tr>
<tr>
<td>Shelter Manager/Case Manager</td>
<td>Oversees shelter and provides direct case management service to TANF clients</td>
</tr>
<tr>
<td>Accountant</td>
<td>Prepares client assistance payments; tracking and reporting</td>
</tr>
</tbody>
</table>

OPE 51% = Operating Expenditure 51%
OPE 10% = Operating Expenditure 10%
<table>
<thead>
<tr>
<th>Budget Item</th>
<th>Office Space</th>
<th>33%</th>
<th>$15,408</th>
<th>$5,084.64</th>
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<td>Gas, electric, and water</td>
<td>33%</td>
<td>$12,000</td>
<td>$3,960</td>
</tr>
<tr>
<td>Total of Base Expenses</td>
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<td></td>
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<td></td>
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<tr>
<td>$75,512.25</td>
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<tr>
<td>Code</td>
<td>Description</td>
<td>Mar '10</td>
<td>Jul '10 - Mar '11</td>
<td>YTD Budget</td>
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<td>------</td>
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<td>---------</td>
<td>------------------</td>
<td>------------</td>
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<td>501-10</td>
<td>Shelter-Activity Total Expense</td>
<td></td>
<td></td>
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<tr>
<td>50251</td>
<td>Shelter-Electricity</td>
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<td>-885.90</td>
<td>2,133.68</td>
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<tr>
<td>50252</td>
<td>Shelter-Gas</td>
<td>6.00</td>
<td>691.45</td>
<td>945.86</td>
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<tr>
<td>50253</td>
<td>Shelter-Water/Sewer</td>
<td>159.54</td>
<td>1,225.15</td>
<td>1,670.23</td>
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<td>50254</td>
<td>Shelter-Telephone</td>
<td>26.49</td>
<td>2,676.97</td>
<td>2,903.20</td>
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<tr>
<td>50255</td>
<td>Shelter-Trash Disposal</td>
<td>0.00</td>
<td>11.25</td>
<td>39.00</td>
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<td>Total 50250</td>
<td>Shelter Activity Total Expense</td>
<td>617.76</td>
<td>4,381.93</td>
<td>7,633.57</td>
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<tr>
<td>504-00</td>
<td>General Operations Expense</td>
<td></td>
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<tr>
<td>50406</td>
<td>Office-Rent Main St.</td>
<td>5,126.00</td>
<td>5,126.00</td>
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<td>50481</td>
<td>Office-Electricity</td>
<td>1,160.39</td>
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<td>1,080.46</td>
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<td>Office-Gas</td>
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<td>1,006.69</td>
<td>391.16</td>
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<td>50483</td>
<td>Office-Water</td>
<td>415.85</td>
<td>1,808.44</td>
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<td>50484</td>
<td>Telephone</td>
<td>174.30</td>
<td>1,938.80</td>
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<td>Total 50400</td>
<td>General Operations Expense</td>
<td>7,065.95</td>
<td>12,066.93</td>
<td>2,538.11</td>
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</tbody>
</table>
Almost Home, Inc.
RFP-HE-2018-315
### Almost Home, Inc.

**Fee Schedule and Two (2) Option Years Fees**

<table>
<thead>
<tr>
<th>Position/Base Expense</th>
<th>Description</th>
<th>(Column A) Agreement Allocation of Time/Fees</th>
<th>(Column B) Annual Salary and Benefit Fee</th>
<th>(Column C) Overhead</th>
<th>Total Equals Column A* (B+C)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Executive Director</td>
<td>Provides supervision of case managers</td>
<td>7%</td>
<td>$70,496</td>
<td>$10,574.40</td>
<td>$5,674.93</td>
</tr>
<tr>
<td>Intake Staff/Office Manager</td>
<td>Provides client screening and program support</td>
<td>50%</td>
<td>$32,708</td>
<td>$4,906.20</td>
<td>$18,807.10</td>
</tr>
<tr>
<td>Case Manager</td>
<td>Provides direct case management service to TANF clients</td>
<td>30%</td>
<td>$15,600</td>
<td>$2,340</td>
<td>$5,382</td>
</tr>
<tr>
<td>Shelter Manager/Case Manager</td>
<td>Oversees shelter and provides direct case management service to TANF clients</td>
<td>65%</td>
<td>$45,496</td>
<td>$6,824.40</td>
<td>$34,008.26</td>
</tr>
<tr>
<td>Accountant</td>
<td>Prepares client assistance payments; tracking and reporting</td>
<td>7%</td>
<td>$32,240</td>
<td>$4,836.00</td>
<td>$2,595.32</td>
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<tr>
<td>Rent</td>
<td>Office Space</td>
<td>33%</td>
<td>$15,408</td>
<td></td>
<td>$5,084.64</td>
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<tr>
<td>Utilities</td>
<td>Gas, electric, and water</td>
<td>33%</td>
<td>$12,000</td>
<td></td>
<td>$3,960</td>
</tr>
</tbody>
</table>

**Total of Base Expenses** $75,512.25

<table>
<thead>
<tr>
<th>Budget Item</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Base Expenses</td>
<td>Equals total of Base Expenses</td>
<td>$75,512.25</td>
</tr>
<tr>
<td>Supplies</td>
<td>Operating Supplies</td>
<td>$5,000</td>
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<td><strong>Total</strong></td>
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<tr>
<td>Direct Assistance</td>
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<tr>
<td>Rental Assistance</td>
<td>Maximum $500/family</td>
<td>$20,000</td>
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<tr>
<td>Move-In Assistance</td>
<td>Maximum $3,000/family</td>
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<tr>
<td>GED Assistance</td>
<td>$300/participant</td>
<td>$4,500</td>
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<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>$70,000</strong></td>
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**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.

<table>
<thead>
<tr>
<th>PROPOSED TANF SUPPORT</th>
<th>PROPOSED TANF FAMILIES</th>
<th>PROPOSED CLIENT DAYS</th>
<th>TANF SUPPORT</th>
<th>TANF %</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shelter services</td>
<td>6 families/24 individuals</td>
<td>1460 x 25.00</td>
<td>$36,500.00</td>
<td>100%</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>PROPOSED TANF SUPPORT</th>
<th>PROPOSED TANF HOURS</th>
<th>TANF HOURS / YR</th>
<th>TANF SUPPORT</th>
<th>TANF %</th>
</tr>
</thead>
<tbody>
<tr>
<td>Family Support Specialist</td>
<td>20</td>
<td>1,040</td>
<td>$15,600.00</td>
<td>100%</td>
</tr>
</tbody>
</table>
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Supervisor Resume ................................................... Page 4
Introduction and Qualifications .................................... Page 6
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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
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Reference Form ....................................................... Page 15
Terms of Acceptance Form ....................................... Page 17

Requested Attachments from Almost Home, Inc.

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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 oversite
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 GPR 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
Leadership
Design
Strategic Planning
Visual Presentation
Long-term Commitment to and passion for mission-driven work
Self-motivation
Excellent written and verbal communication
Strong attention to detail
Data Tracking and Evaluation
Ability to collaborate with diverse groups, both internal and external
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 25th 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 Adam’s 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 $1,300/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 calls, 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 Comitis 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

2. Kent Gregory, M.P.A.  
Contract Administrator, Human Services Department  
ADAMS COUNTY, COLORADO  
7190 Colorado Blvd., 6th Floor  
Commerce City, CO 80022  
kgregory@adcogov.org

3. Shannon Picasso  
Asset Manager  
State of Colorado  
DOLA-Division of Housing  
1313 Sherman Street, Room 500  
Denver, CO 80203  
(p) (303) 864-7823  
(f) (303) 864-7856  
shannon.picaso@state.co.us
Families Served in Twelve Month Period

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<td>Move-Out Assistance (Up to $3,000)</td>
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<td>GED Classes and Testing ($300)</td>
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**FY12 to FY17 Summary**

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# ALMOST HOME, INC.
## RENTAL ASSISTANCE EVALUATION

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<th>Oct-17</th>
<th>Nov-17</th>
<th>TOTAL</th>
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<td>Still in unit after 90 days</td>
<td>23</td>
<td>16</td>
<td>30</td>
<td>24</td>
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<td>Voluntarily vacated (favorable conditions)</td>
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<td>1</td>
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<td>Skipped Out</td>
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<td><strong>TOTAL CASES</strong></td>
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<td>34</td>
<td>36</td>
<td>10</td>
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<td>Number of People</td>
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<td>76</td>
<td>107</td>
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<td>Children under age 18</td>
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<td>44</td>
<td>61</td>
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<tr>
<td>Total Rent Assistance Provided</td>
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### Percentage of Clients "Still in Unit"
- 79% for Jul-17
- 88% for Aug-17
- 88% for Sep-17
- 67% for Oct-17
- 80% for Nov-17

### Percentage of Clients "Leaving Voluntarily"
- 7% for Jul-17
- 6% for Aug-17
- 3% for Sep-17
- 0% for Oct-17
- 10% for Nov-17

### Total Satisfactory Percentage
- 86% for Jul-17
- 94% for Aug-17
- 91% for Sep-17
- 67% for Oct-17
- 90% for Nov-17

*** Our Goal is for 75% of our clients to "Still be in Unit after 90 days."
### January 2018 Phone Calls

<table>
<thead>
<tr>
<th>Request</th>
<th># of Calls</th>
<th>Amount Requested</th>
<th>Amount Given</th>
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<tbody>
<tr>
<td>Bus Tokens</td>
<td>1</td>
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</tr>
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<td>Counsel</td>
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<tr>
<td>Deposit</td>
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<td>13,440</td>
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<tr>
<td>Gas Voucher</td>
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<td>Other</td>
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<tr>
<td>Utilities</td>
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<td>11,806</td>
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<td><strong>524</strong></td>
<td><strong>226,380</strong></td>
<td><strong>13,344</strong></td>
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### FY2018 Incoming Calls/Requests

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<tr>
<th>Request</th>
<th>Jul-17</th>
<th>Aug-17</th>
<th>Sep-17</th>
<th>Oct-17</th>
<th>Nov-17</th>
<th>Dec-17</th>
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<tr>
<td>Gas Voucher</td>
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<td>0</td>
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<tr>
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<td>2</td>
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<tr>
<td><strong>TOTALS</strong></td>
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<td><strong>422</strong></td>
<td><strong>295</strong></td>
<td><strong>524</strong></td>
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</tr>
</tbody>
</table>
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

Shauna Miller
Printed or Typed Name

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.
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
Contractor Name

[Signature]
Signature

Shauna Miller
Printed Name

231 N. Main Street
Address

Brighton, CO 80601
City, State, Zip Code

(303) 659-6199
Telephone

Shauna@almosthomeonline.org
Email

2/12/18
Date

WE, THE UNDERSIGNED, HEREBY ACKNOWLEDGE RECEIPT OF

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

Almost Home, Inc
Contractor Name

[Signature]
Signature

Shauna Miller
Printed Name

231 N. Main Street
Address

Brighton, CO 80601
City, State, Zip Code

(303) 659-6199
Telephone

Shauna@almosthomeonline.org
Email

2/12/18
Date
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

RFP Issue Date: Tuesday, January 9, 2018

RFP Number: RFP-HE-2018-315

RFP Title: HOUSING SERVICES
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
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
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:  Hand Deliveries accepted:
   Adams County Government Center  Adams County Government Center
   Purchasing Division  First Floor Central Lobby Receptionist
   4430 South Adams County Parkway  4430 South Adams County Parkway
   Brighton, CO 80601  Brighton, CO 80601

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

   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. 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
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 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.
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 7th of the month or the following business day is the 7th 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

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 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 §8202 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.