

EXHIBIT B-2

EXHIBIT B-2
SCOPE OF SERVICES
COALITION FOR THE HOMELESS
(CONTRACTOR)

A. PROGRAM GOALS:

1. Rapidly move individuals and families from homelessness to housing.
2. Provide temporary stabilizing services to individuals and families experiencing homelessness.
3. Coordinate funding across the Houston/Harris County Continuum of Care (COC).
4. Ensure households remain stably housed.

B. PROGRAM OBJECTIVE:

In order to serve its clients and comply with governmental regulations, the Contractor will use its Homeless Housing and Services Program (HHSP), Emergency Solutions Grant (ESG) funds and Tax Increment Reinvestment Zone (TIRZ) funds as follows:

1. Administer the Houston/Harris County COC Rapid Rehousing Collaborative case management funds in accordance with the Budget attached hereto as **Exhibit C**.
2. Execute the Non-Chronic Singles Case Management, to support the Mayor's Homeless Encampment Housing Plan.
3. Expand the Chronic Surge Navigation to expedite the Chronically Homeless Housing Effort.
4. Select and monitor eligible case management vendor(s) to carry out the rapid rehousing, non-chronic singles, and chronic surge navigation program services through a request for proposals process in accordance with the Budget attached hereto as **Exhibit C**.
5. Report, monitor and provide technical assistance as necessary to assure progress toward COC wide objectives in accordance with the Budget attached hereto as **Exhibit C**.

C. CONTENT AND OPERATIONS:

The Contractor will provide to the City a detailed summary of the allocation of funds. This summary will include: a list of all agencies receiving awards; the amount of each award; the source of the award (i.e., federal funds, private or combination); and brief description of the services provided by each agency.

In order to measure the performance as described hereunder, non-profit organizations receiving awards shall be required to execute a Sub-recipient Agreement (Third Party Contract) prior to disbursing any HHSP/ESG/TIRZ funds. Contractor will submit a Third Party Contract template for review and approval by the Housing and Community Development Department (HCDD) Director to be used with all agencies. Contractor will not deviate from this template without permission.

The Contractor shall be responsible for the following activities:

1. Issuance of a RFP and selection of non-profit organization (“Service Providers”) to be awarded Sub-recipient agreements.
2. Negotiating Sub-recipient agreements with selected organizations.
3. Development and implementation of a client registration bank for billing and reporting requirements.
4. Payment to Service Providers for services provided.
5. Auditing billings for compliance (eligibility, allowable costs and accuracy).
6. Monitoring Service Providers for compliance with program regulations.
7. Provide technical assistance, training and resource development to Service Providers.
8. Evaluation of service delivery, determining if services are meeting goals and objectives.
9. Providing effective control over and accountability for all funds.
10. Submission of all required programmatic and fiscal reports to the HCDD.

D. PERFORMANCE MEASURES:

1. Meet or exceed serving 467 households with the rapid rehousing outcomes below:
 - a. 80% of households will exit to permanent housing
 - b. 70% of households will not return to homelessness within three months of exit
 - c. 70% of households increase income during program enrollment
 - d. 70% of participants obtain mainstream benefits

2. Meet or exceed serving 50 households with the non-chronic singles case management and chronic surge outcomes below:
 - a. 80% of households will exit to permanent housing
 - b. 70% of households will not return to homelessness within three months of exit
 - c. 70% of participants obtain mainstream benefits