



Administrative Services Committee Commission Chamber- 5/31/2016- 1:10 PM Meeting

ADMINISTRATIVE SERVICES

1. Amend the schedule for 2016 strategic workshops. [!\[\]\(38441ceaa711016e0bf2ad46ad394ff4_img.jpg\) Attachments](#)
2. Discuss (and receive as information) amending the 2012, 2013 and 2014 Action Plans to re-program \$652,063.74. [!\[\]\(6e027340d4263908f264926b1ad81c5e_img.jpg\) Attachments](#)
3. Motion to approve the minutes of the Administrative Services Committee held on May 10, 2016. [!\[\]\(781510d64f329bf3c880acf086e884d6_img.jpg\) Attachments](#)
4. Commission Policy for the Drafting of Ordinances and Code Amendments. [!\[\]\(93cdf5b84f2bfec404f7441e84b6ba5c_img.jpg\) Attachments](#)
5. Consider award of RFP 16-123 Consulting Services for Classification & Compensation Study. [!\[\]\(0f0f932ce3b5577a82f34ad23239a6e5_img.jpg\) Attachments](#)
6. Motion to accept as information the H.O.U.S.E.S initiative to assist local nonprofit organizations in their mission to End Veteran Homelessness within the Augusta-Richmond County Jurisdiction. [!\[\]\(eae2be0f6c865f0a2febc97c99fc2475_img.jpg\) Attachments](#)
7. Comprehensive update from the appropriate staffers regarding the city's Link Deposit Program. Report to include but not limited to the date of inception, copy of approved guidelines, initial and current amount of deposits, name of banking institutions and number of loans associated with the program, etc. **(Requested by Commissioner Marion Williams)** [!\[\]\(beb73fa08c38b910d1745a8873b27d81_img.jpg\) Attachments](#)



**Administrative Services Committee Meeting
5/31/2016 1:10 PM
2016 Strategic Workshops**

Department: Administrator

Presenter: Janice Allen Jackson

Caption: Amend the schedule for 2016 strategic workshops.

Background: On April 19, the Commission held a strategic workshop on Planning and Zoning principles, and on May 4, one on the Parks Master Plan. The next workshop, on Capital Improvements Planning and a Transparency and Accountability update, is currently schedule for Wednesday, June 8. The Commission asked the Administrator to plan a strategic workshop on vacant lot cleanups and abandoned building demolitions.

Analysis: It is proposed to schedule the workshop on vacant lots and abandoned buildings on Wednesday June 30, from Noon to 2 pm, ahead of the regular Commission meeting on that date; and to move the workshop on Capital Improvements Planning from June 8 to Tuesday, June 7, also from Noon to 2 pm.

Financial Impact: N/A

Alternatives: N/A

Recommendation: Approve the amendment to the 2016 strategic workshop schedule, adding a workshop on vacant lots and abandoned buildings on Tuesday, July 5, from Noon to 2 pm; and for Capital Improvements Planning on Tuesday, June 7, from Noon to 2 pm.

Funds are Available in the Following Accounts: N/A

REVIEWED AND APPROVED BY:

Cover Memo

Item # 1

Finance.
Law.
Administrator.
Clerk of Commission



**Administrative Services Committee Meeting
5/31/2016 1:10 PM
AHCD Reprogramming of CDBG Funds**

Department: Housing and Community Development Department (AHCD)

Presenter: Hawthorne Welcher, Jr.

Caption: Discuss (and receive as information) amending the 2012, 2013 and 2014 Action Plans to re-program \$652,063.74.

Background: Because certain funds were being forfeited and certain projects have unused funds, it has become necessary to reprogram these funds to facilitate their expenditure. We are proposing that funds be reprogrammed FROM the following projects: 1. 2012 CDBG Public Facility Project Funds – \$106,565.17 2. 2013 CDBG Small Business Development Funds – \$244,573.34 3. 2013 CDBG Clearance & Demolition Funds – \$279,890.99 4. 2014 CDBG Relocation Funds – \$ 21,034.24 Total amount being reprogrammed is **\$652,063.74**.

Justification: In order for the department to meet its annual HUD Regulatory Spend Down Requirement, we find it necessary to reprogram funding to viable projects that will assist with expending funding in a timelier manner. Staff is proposing the funds be reprogrammed to the following projects:

Salvation Army for men and women bathroom renovations,

Lucy Craft Laney Museum for installation of a water intrusion system to prevent future flooding,

Housing Rehabilitation Projects to include: Reconstruction/New Construction/Etc.,

Site Improvement and Infrastructure work as part of the Twiggs Street Development.

Note: See Attached Spreadsheet

All projects are construction/rehabilitation related in nature. According to the City of Augusta's Citizen Participation

Cover Memo

Item # 2

Policy, this increase in allocation constitutes a substantial change to the Action Plans. Therefore, the revisions must be presented to the public for a 30-day comment period. If comments are received, they will be presented to the Commission for consideration. We are requesting authorization to proceed with the publication of a public notice in the newspapers to solicit comments on the changes. The Public Notice will be published in the Augusta Chronicle June 8, 2016 and the Metro Courier June 9, 2016. The deadline for comments will be July 10, 2016 by 5:00pm. Any comments received will be presented to Commission on Tuesday, July 19, 2016 for consideration and/or final approval.

Analysis:	The additional funds will allow the department to fund and proceed with additional projects, thus touching more citizens positively.
Financial Impact:	With this reprogram, there is more funding available for projects that will make a difference in the community.
Alternatives:	N/A
Recommendation:	Accept the Housing and Community Department's (HCD's) recommendations for use of the additional funds and grant HCD authorization to proceed with the publication of a Public Notice soliciting citizen comments on the proposed changes to the 2012, 2013 and 2014 Action Plan. On July 19, 2016, any comments received will be presented to Commission for consideration.
Funds are Available in the Following Accounts:	Community Development Block Grant (CDBG)

REVIEWED AND APPROVED BY:

Finance.
Law.
Administrator.
Clerk of Commission

AHCD Reprogramming of CDBG Funds

<u>Currently Funded Activity</u>	<u>Balance of Allocation</u>	<u>New Use</u>	<u>Allocation Utilized</u>
2012 CDBG Public Facility Project Funds	\$106,565.17	a) Salvation Army : bathroom renovations b) Lucy Craft Laney Museum : water intrusion installation	\$106,565.17
2014 CDBG Relocation Funds*	\$21,034.24	Homeowner and Emergency Repair Rehabilitation Projects	\$265,607.58
2013 CDBG Small Business Development Funds*	\$244,573.34		
2013 CDBG Clearance & Demolition Funds	\$279,890.99	Site Improvements/Infrastructure for Twiggs Street Development	\$279,890.99
Total amount being reprogrammed	\$652,063.74		\$652,063.74



**Administrative Services Committee Meeting
5/31/2016 1:10 PM
Minutes**

Department: Clerk of Commission

Presenter:

Caption: Motion to approve the minutes of the Administrative Services Committee held on May 10, 2016.

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

**Funds are Available
in the Following
Accounts:**

REVIEWED AND APPROVED BY:



Administrative Services Committee Meeting Commission Chamber - 5/10/2016

ATTENDANCE:

Present: Hons. Hardie Davis, Jr., Mayor; M. Williams, Chairman; D. Williams, Vice Chairman; Davis, member.
Absent: Hon. Lockett, member.

ADMINISTRATIVE SERVICES

1. Motion to approve a resolution supporting the Augusta Housing Authority and Walton Communities, LLC's application for low income housing tax credits to be named 15th Street Development – Phase 2. **Item Action:** Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve. Motion Passes 3-0.	Commissioner Mary Davis	Commissioner Dennis Williams	Passes

2. Motion to approve the minutes of the Administrative Services Committee held on April 26, 2016. **Item Action:** Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve. Motion Passes 3-0.	Commissioner Mary Davis	Commissioner Dennis Williams	Passes

www.augustaga.gov



**Administrative Services Committee Meeting
5/31/2016 1:10 PM
Commission Policy for the Drafting of Ordinances and Code Amendments**

Department: Commission

Presenter: Law Department

Caption: Commission Policy for the Drafting of Ordinances and Code Amendments.

Background: The Commission considered a similar policy on March 15, 2005.

Analysis: See attached

Financial Impact: None

Alternatives:

Recommendation:

**Funds are Available
in the Following
Accounts:** N/A

REVIEWED AND APPROVED BY:

**Finance.
Law.
Administrator.
Clerk of Commission**

Commission Policy for the Drafting of Ordinances and Code Amendments

1. **Statement of Policy:** Augusta, Georgia is committed to maximizing efficiency with respect to the time and resources spent by city staff drafting ordinances and code amendments. Employees of Augusta, Georgia are prohibited from drafting ordinances or code amendments at the request of members of the Commission, except as provided in this policy.
2. **Process:** The process for a member of the Commission to request the drafting of a non-emergency ordinance or code amendment shall be as follows:
 - A. Requestor shall place a request on the agenda of one of the committees with an explanation of the ordinance or code amendment he or she wants approved.
 - B. The committee shall consider the request and then forward it to the full Commission with either of the following:
 - (i) A recommendation to approve; or
 - (ii) A recommendation to deny; or
 - (iii) A motion to forward to the Commission with no recommendation; or
 - (iv) A “no action” vote (but the request will still be forwarded to the full Commission).
 - C. If approved by the Commission, the ordinance or code amendment shall be drafted by staff and brought back to the full Commission in accordance with the directions and timeline set by the Commission.
3. **Emergency Process:** In the event that circumstances arise that require an ordinance or code amendment to be drafted on an emergency basis, the following process shall apply:
 - A. Requestor shall send a request to the Administrator stating the circumstances that he or she believes require the ordinance or code amendment to be done on an emergency basis.
 - B. Upon the approval of the Administrator, the Administrator shall
 - (i) Have the appropriate staff to draft the ordinance or code amendment for Commission approval; and

- (ii) Submit the draft to the Law Department for legal review; and
- (iii) Present the proposed ordinance or Code amendment to the full Commission at a Regular or Special Called Commission meeting with an explanation of the reasons for using the Emergency Process.

4. **Comprehensive Zoning Ordinance:** This policy shall not apply to the Comprehensive Zoning Ordinance of Augusta, Georgia, as Section 35 of the Zoning Ordinance covers zoning amendments.

Adopted this _____ day of _____, 2016 by the Augusta, Georgia Commission.

Hardie Davis, Jr.
As its Mayor

Attest:

Lena J. Bonner, Clerk of Commission
Seal:



**Administrative Services Committee Meeting
5/31/2016 1:10 PM**

Consulting Services for Classification and Compensation Study (RFP Item #16-123)

Department: Human Resources

Presenter: Michael Loeser

Caption: Consider award of RFP 16-123 Consulting Services for Classification & Compensation Study.

Background: ARC provides a wide array of services. The Departments and Units to be included in this study include a Judicial Branch, Public Safety (primarily Sheriff Marshall), Clerk's Office, Law Department, Compliance Department and fifteen (15) Administrative Departments that report to the County Administrator (Finance, Information Technology, Transit, Human Resources, Procurement, Fire, 911, Utilities, Engineering, Environmental Services, Parks & Recreation, Planning and Development, Housing and Community Development, County Corrections and Animal Services). Procurement records indicate that the last comprehensive Compensation and Classification Study was performed in 1999. The current number of job titles is 558, and the 2016 FTE count is expected to reach 2,819. It is anticipated that the Firm will draw upon the following data points and meetings: (1) existing documents; (2) position questionnaires; (3) focus group data; and (4) information obtained from Department Heads, Sheriff, Court Administrator, Human Resources Department and Administrator's Office. The meetings will also serve to brief the Firm on any particular issues, concerns and constraints relative to the application of the ARC classification and compensation plans.

Analysis: Human Resources and its Evaluation Committee has reviewed six (6) compliant submittals. Two (2) was deemed non-compliant. A shortlist of five firms was developed (Gallagher Benefits Services, Springsted Inc., Segal Waters Consulting, The Archer Company and The Hay Group). After the evaluation was completed, negotiations begin with The Archer Company of whom was deemed the most responsive and responsible to address the needs of Augusta, Georgia.

Financial Impact: Client agrees that compensation and method of payment to the Consultant shall be one hundred thousand dollars (\$100,000.00).

Alternatives: 1. Select another firm. 2. Reject all firms and reissue RFP

Recommendation: Hire The Archer Company to perform the classification and compensation study.

Funds are Available in the Following Accounts: Funds are available in the following accounts: 101101110 - 6011140

REVIEWED AND APPROVED BY:

Finance.

Law.

Administrator.

Clerk of Commission

**AGREEMENT TO PROVIDE HUMAN RESOURCES
CONSULTING SERVICES FOR
AUGUSTA, GEORGIA**

THIS AGREEMENT, entered into this ____ day of _____, 2016, and effective immediately by and between the Archer Company, Inc. (hereinafter called the "Consultant") and the consolidated government of Augusta, Georgia, a political subdivision of the State of Georgia, by and through its Board of Commissioners (hereinafter called the "Client").

WITNESSETH THAT:

WHEREAS, the Client is interested in obtaining consulting services for a classification and compensation study.

WHEREAS, the Consultant responded to Augusta's RFP #16-123 and was chosen as the most qualified respondent based on its submittal.

NOW THEREFORE, the parties hereto mutually agree as follows:

1. **Employment of Consultant.** The Client agrees to engage the Consultant and the Consultant hereby agrees to perform the services described in the "Scope of Services" listed below.
2. **Scope of Services.** The Consultant shall do, perform and carry out in a good and professional manner consulting services for a classification and compensation study as set forth in Augusta's RFP #16-123 and the Consultant's proposal dated January 22, 2016 as amended by Option for Comprehensive Study (both of which are herein incorporated by reference).
3. **Contract Term.** The time of performance for this scope of services will extend beyond one year, and is therefore subject to the provisions as required by Georgia law pertaining to multi-year contracts. The term of this contract is for one year with the option to renew in each of the two subsequent years. This contract shall: (i) terminate absolutely and without further obligation on the part of Augusta, Georgia at the close of the calendar year in which it was executed, and at the close of each succeeding calendar year for which it may be renewed as provided in O.C.G.A. Section 36-60-13; (ii) automatically renew at the beginning of each calendar year, unless terminated in accordance with the provisions of this contract; and (iii) terminate absolutely with no further renewals on December 31, 2016, unless extended according to the provisions for change of this contract.

The services to be performed hereunder by the Consultant shall be undertaken and completed in such sequence so as to ensure their expeditious completion and best carry out the purposes of the agreement. Provided however, the Consultant shall not be liable for delays in performance that are caused in whole or in part by the Client, third parties over which the Consultant does not have the legal right to control or forces de majeure.

4. **Method of Payment.** Client agrees that compensation and method of payment to the

Consultant shall be one hundred thousand dollars (\$100,000.00). The Consultant shall submit invoices to the Client monthly as the work progresses.

The Client agrees to pay those invoices within thirty (30) days of receipt. In the event the Client disputes a portion of an invoice, the Client agrees to pay the undisputed portion of the invoice within thirty (30) days of receipt and to provide Consultant a detailed statement of the Client's position on the disputed portion of the invoice within thirty (30) days of receipt.

5. **Changes.** The Client may, from time to time, require changes in the scope of services of the Consultant to be performed hereunder. Such changes and the fees or compensation associated therewith shall be mutually agreed upon by and between the Client and the Consultant and shall be incorporated in written amendment to this agreement. Consultant acknowledges that this contract and any changes to it by amendment, modification, change order or other similar document may have required or may require the legislative authorization of the Board of Commissioners and approval of the Mayor. Under Georgia law, Consultant is deemed to possess knowledge concerning Augusta, Georgia's ability to assume contractual obligations and the consequences of Consultant Consultant's provision of goods or services to Augusta, Georgia under an unauthorized contract, amendment, modification, change order or other similar document, including the possibility that the Consultant may be precluded from recovering payment for such unauthorized goods or services. Accordingly, Consultant agrees that if it provides goods or services to Augusta, Georgia under a contract that has not received proper legislative authorization or if the Consultant provides goods or services to Augusta, Georgia in excess of the any contractually authorized goods or services, as required by Augusta, Georgia's Charter and Code, Augusta, Georgia may withhold payment for any unauthorized goods or services provided by Consultant. Consultant assumes all risk of non-payment for the provision of any unauthorized goods or services to Augusta, Georgia, and it waives all claims to payment or to other remedies for the provision of any unauthorized goods or services to Augusta, Georgia, however characterized, including, without limitation, all remedies at law or equity.
6. **Services and Materials to be Furnished by the Client.** The Consultant shall provide guidance to the Client in determining the data required for purposes of the contemplated services. The Client further agrees to provide all data specifically requested, including documentation and information to the Consultant in a timely manner. The Consultant shall assume without incurring liability thereof, that all data so provided is correct and complete. The Client shall cooperate with the Consultant in scheduling and carrying out the work herein.
7. **Rights to Terminate Contract.** This Agreement may be terminated in whole or in part for convenience by the Client, including, but not limited to, if all or part of applicable funding becomes unavailable to Client. If applicable funding is reduced, Client may either cancel this Agreement or offer a contract amendment reflecting the reduced funding. If this Agreement is cancelled, Client agrees to reimburse Consultant for all expenditures made.

Item # 5

in good faith that are unpaid at the time of termination, including all work products completed or in-process, and for the time required to discontinue onsite activities in an orderly manner, not to exceed the maximum amount payable under this Agreement.

Either party shall have the right to terminate this Agreement if the other party is in default of any obligation hereunder and such default is not cured within thirty (30) days of receipt of a notice specifying such default. In the event of such a termination, Client shall reimburse Consultant for all work that had been satisfactorily completed prior to such termination; such payment shall be made based on the percentage of project completion at the time of termination.

If either party exercises their right to terminate this contract, the nature of such action shall be written notice provided to the other party within sixty (60) days before the end of the initial year of the contract or each succeeding remaining calendar year.

8. **Indemnification.** Each party shall be responsible for its own acts and will be responsible for all damages, costs, fees and expenses which arise out of the performance of this Agreement and which are due to that party's negligence, tortious acts or other unlawful conduct and the negligence, tortious acts or other unlawful conduct of its respective agents, officers and employees.

To the extent permissible by the laws of the State of Georgia, in the absence of negligence on the part of the other party, each party shall protect, defend, indemnify and hold the other party, its officers, officials, employees and volunteers free and harmless from and against any claims, actions, liabilities, losses (including economic losses), or costs arising out of any actual or alleged (a) bodily injury, sickness, disease, or death; or injury to or destruction of tangible property including the loss of use resulting there from; or any other damage or loss arising out of or resulting claims resulting in whole or part from any actual or alleged act or omission of the other party, anyone directly or indirectly employed by the other party; or anyone for whose acts the other party may be liable in the performance of work; (b) violation of any law, statute, ordinance, governmental administrative order, rule, regulation, or infringements of patent rights or other intellectual property rights by the other party in the performance of work; or (c) liens, claims or actions made by a third party.

9. **Limitation of Liability.** The indemnification obligations herein shall not be limited to any limitation on the amount, type of damages, compensation, or benefits payable by or for the responding firm or its sub-consultant(s), as approved by the Client, under workers' compensation acts, disability benefit acts, other employee benefit acts, or any statutory bar or insurance.

10. **Georgia Security and Immigration Compliance.** Pursuant to the "Georgia Security and Immigration Compliance Act," the Client and the Consultant affirm the following:

(a) That affidavits in the form attached to these "Procedures & Requirements" be executed from a contractor (and any subcontractors, regardless of tier) and notarized, showing compliance with the requirements of O.C.G.A. § 13-10-91 and that such be made part of the contract and/or subcontracts;

(b) That the contractor (and any subcontractors, regardless of tier) fully comply with the requirements for completing and submitting the "Immigration Compliance Certification" and that such certification be received by the County prior to the commencement of any work under the contract or subcontract;

(c) That the contractor (or any subcontractor, regardless of tier) notify the County within five (5) business days of entering into a contract or other agreement for hire with any subcontractor(s), regardless of tier;

(d) That the contractor be responsible for obtaining and providing to the County the "Subcontractor Affidavit & Agreement" and "Immigration Compliance Certification" attached to and required under these "Procedures & Requirements" from each subcontractor, regardless of tier, employed or retained for work under the contract prior to the commencement of any work under the contract or any subcontract;

(e) That Augusta, Georgia, reserves the right to dismiss, or require the dismissal of, any contractor or subcontractor for failing to provide the required affidavit or certification and/or for failure to comply with the statutory requirements of O.C.G.A. § 13-10-91 and/or for providing false or misleading information upon the required affidavit(s) or certification(s);

(f) That any contractor and/or subcontractor retaining any other subcontractor to perform services under the contract provide legal notice to any subcontractor of the requirements of Augusta for immigration compliance and further provide notice that Augusta, Georgia, reserves the right to dismiss, or require the dismissal of, any contractor or subcontractor for failing to provide the required affidavit or certification and/or for failure to comply with the statutory requirements of O.C.G.A. § 13-10-9122 and/or for providing false or misleading information upon the required affidavit(s) or certification(s);

(g) That failure to comply with any of the requirements and procedures of the Client (i.e., failure to timely supply required affidavits or compliance certification documents; failure to utilize federal work authorization procedures; failure to permit or facilitate audits or reviews of records by Client or State officials upon request; and/or failure to continue to meet any of the statutory or Client obligations during the life of the contract) shall constitute a material breach of the agreement and shall entitle the Client to dismiss any general contractor or to require the dismissal of any subcontractor or sub/subcontractor (irrespective of tier) for failing to fully comply with these requirements;

(h) That upon notice of a material breach of these provisions, the contractor (or subcontractor, regardless of tier) shall be entitled to cure the breach within ten (10) days and provide evidence of such cure. Should the breach not be cured, the Client shall be entitled to all available remedies, including termination of the contract, the requirement that a subcontractor be dismissed from performing work under the contract, and any and all damages permissible by law.

11. **Copyright.** The Client acknowledges that certain data gathering instruments and report formats to be provided by the Consultant are copyrighted. The Consultant shall ensure that all copies of its report bear the copyright legend. The Client agrees that all ownership rights and copyrights thereto lie with the Consultant. The Client may use the report solely for and on behalf of the Client's operations.
12. **Information and Reports.** The Consultant shall, at such time and in such form as the Client may require, furnish such periodic reports concerning the status of the project as may be requested by the Client. The Consultant shall furnish the Client, upon request, with copies of all documents and other materials prepared or developed in relation with or as a part of the project.
13. **Records and Inspections.** The Consultant shall maintain full and accurate records with respect to all matters covered under this agreement. The Client shall have free access during regular business hours to such records and the right to examine and audit the same and to make transcripts therefrom, and to inspect all program data, documents, proceedings and activities.
14. **Accomplishment of Project.** The Consultant shall commence, carry on, and complete requested projects with all practicable dispatch, in a sound economical and efficient manner, within the timeframe proposed as outlined in the proposal submitted by the Consultant dated January 22, 2016, in accordance with the provisions thereof and all applicable laws. In accomplishing requested projects, the Consultant shall take such steps as are appropriate to ensure that the work involved is properly coordinated with related work being carried on within the applicable work area.
15. **Provisions Concerning Certain Waivers.** Subject to applicable law, any right or remedy which the Client may have under this contract may be waived in writing by the Client by means of a formal waiver, if, in the judgment of the Client, this contract, as so modified, will still conform to the terms and requirements of pertinent laws.
16. **Assignment.** Consultant agrees not to assign, convey, or transfer its interest in this Agreement to any other entity without the prior written consent of Client which consent shall not be unreasonably withheld. Provided, however, Consultant may assign, convey, or transfer its interest in this Agreement to an entity that succeeds to substantially all of the business of Consultant, by merger or otherwise.
17. **Matters to be Disregarded.** The titles of the several sections subsections, and paragraphs set forth in this contract are inserted for convenience of reference only and shall be disregarded in construing or interpreting any of the provisions of this contract.
18. **Completeness of Contract.** This contract and any additional or supplementary document or documents incorporated herein by specific reference contain all of the terms and conditions agreed upon by the parties hereto, and no other agreements, oral or otherwise, regarding

the subject matter of this contract or any part thereof shall have any validity or bind any of the parties hereto.

19. **Third Parties.** The Client and the Consultant are the only parties to this Agreement and are the only parties entitled to enforce its terms. Nothing in this Agreement gives, is intended to give, or shall be construed to give or provide, any right or benefit, whether directly or indirectly or otherwise, to third persons.
20. **When Rights and Remedies Not Waived.** In no event shall the making by the Client of any payment to the Consultant constitute or be construed as a waiver by the Client of any breach of covenant, or any default which may then exist, on the part of the Consultant, and the making of any such payment by the Client while any such breach or default exists shall in no way impair or prejudice any right or remedy available to the Client in respect to such breach or default.
21. **Personnel.** The Consultant represents that he has, or will secure at his own expense, all personnel required in performing the services under this agreement. Such personnel shall not be employees of or have any contractual relationship with the Client. All of the personnel engaged in the work shall be fully qualified to perform such services.
22. **Governing Law:** The Agreement shall be governed and construed in accordance with the laws of the State of Georgia without regard to choice of law principles. All claims, disputes and other matters in question between Client and Consultant arising out of or relating to the Agreement, or the breach thereof, shall be decided in a court of competent jurisdiction in Richmond County, Georgia. Consultant, by executing this Agreement, specifically consents to jurisdiction and venue in Richmond County and waives any right to contest the jurisdiction and venue in Richmond County, Georgia.
23. **Consultant Certification.** The Consultant certifies that the Consultant has not been convicted of bribery or attempting to bribe any officer or employee of the Client nor has the Consultant made an admission of guilt of such conduct that is a matter of record.
24. **Notices.** Any notices, bills, invoices, or reports required by this agreement shall be sufficient if sent by the parties hereto in the United States mail, postage paid, to the addresses noted below. Notice shall be effective upon receipt.

Earnest Archer, President
The Archer Company, LLC.
 454 South Anderson Road, BTC 556
 Rock Hill, SC 29730

Human Resources Director
Augusta, Georgia
 535 Telfair Street, Suite 400
 Augusta, Georgia 30901

25. **Temporary Stoppage of Work.** To the extent that it does not alter the scope of this Agreement, Client may unilaterally order a temporary stopping of the work or delaying of the work to be performed by Consultant under this Agreement.

26. Prohibition on Contingent Fees. Consultant warrants that no person or selling agency has been employed or retained to solicit or secure this Agreement upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, excepting bona fide employees or bona fide established commercial or selling agencies maintained by Consultant for the purpose of securing business and that Consultant has not received any non-Client fee related to this Agreement without the prior written consent of Client. For breach or violation of this warranty, Client shall have the right to annul this Agreement without liability or at its discretion to deduct from the Agreement Price of consideration the full amount of such commission, percentage, brokerage or contingent fee.

27. Prompt Payment Act. The terms of this Agreement supersede any and all provisions of the Georgia Prompt Payment Act.

28. Right to Inspect. Augusta, Georgia may, at reasonable times, inspect the part of the plant, place of business, or work site of Consultant or any subcontractor of Consultant or subunit thereof which is pertinent to the performance of any contract awarded or to be awarded by Augusta, Georgia.

29. Local Small Business Reporting. In accordance with Chapter 10B of the AUGUSTA, GA. CODE, Consultant expressly agrees to collect and maintain all records necessary to for Augusta, Georgia to evaluate the effectiveness of its Local Small Business Opportunity Program and to make such records available to Augusta, Georgia. The requirements of the Local Small Business Opportunity Program can be found at www.augustaga.gov. In accordance with AUGUSTA, GA. CODE § 1-10-129(d)(7), for all contracts where a local small business goal has been established, the contractor is required to provide local small business utilization reports. Consultant shall report to Augusta, Georgia the total dollars paid to each local small business on each contract, and shall provide such payment affidavits, regarding payment to subcontractors as may be requested by Augusta, Georgia. Such documents shall be in the format specified by the Director of minority and small business opportunities, and shall be submitted at such times as required by Augusta, Georgia. Failure to provide such reports within the time period specified by Augusta, Georgia shall entitle Augusta, Georgia to exercise any of the remedies set forth, including but not limited to, withholding payment from the contractor and/or collecting liquidated damages.

IN WITNESS WHEREOF, the Client and the Consultant have executed this agreement as of the date first written below. Each individual signing this Agreement certifies that (i) he or she is authorized to sign this Agreement on behalf of his or her respective organization, (ii) such organization has obtained all necessary approvals to enter into this Agreement, including but not limited to the approval of its governing board, and (iii) when executed, this Agreement is a valid and enforceable obligation of such organization.

The Archer Company, LLC.

Augusta, Georgia

Name: _____

Signature: _____

Hardie Davis, Jr.

Title: _____

Mayor

Item # 5

Signature: _____

Date: _____

Date: _____

[END]



Human Resources Department

Michael Loeser
Human Resources Director

Suite 400 – Municipal Building
535 Telfair Street - AUGUSTA, GA 30901
(706) 821-2303 - FAX (706) 821-2867
www.augustaga.gov

To: Ms. Geri Sams, Procurement Director

From: Michael Loeser, Human Resources Director

Date: April 26, 2016

A handwritten signature in blue ink, appearing to read "M. Loeser", is placed over the "From:" line.

Re: Request for Proposal # 16-123, Consulting Services for Classification and Compensation Study

The Human Resources Department has reviewed the RFP response from The Archer Company for RFP #16-123, Consulting Services for Classification and Compensation Study. Based on this response, Human Resources would like to enter into negotiations with The Archer Company.

The Archer Company responded with a proposal that meets the requirements and criteria set forth in the RFP.

If negotiations are successful, I will notify your office and proceed with acquiring Commission approval.

If you have any questions, please do not hesitate to contact me at (706) 821-4257.

Thanks you for your assistance in this process.

Cc: Ms. Nancy Williams, Quality Assurance Analyst
Ms. Phyllis Johnson, Compliance Officer



Proposal Opening
RFP Item #16-123
Consulting Services for Classification & Compensation Study
for Augusta, Georgia - Human Resources Department
RFP Due: Thursday, January 28, 2016 @ 11:00 a.m.

Total Number Specifications Mailed Out: 27
 Total Number Specifications Download (Demandstar): 16
 Total Electronic Notifications (Demandstar): 696
 Mandatory Pre-Proposal/Telephone Conference Attendees: Not Applicable
 Total packages submitted: 8
 Total Noncompliant: 2

VENDORS	Attachment "B"	E-Verify #	Addendum #1	SAVE Form	Original	7 Copies	Electronic Copy	Fee Proposal
Gallagher Benefits Services 16064 Parsons Blvd Beaverdam, VA 23015	Yes	87458	Yes	Yes	Yes	Yes	Yes	Yes
Evergreen Solutions 2878 Remington Green Circle Tallahassee, FL 32308	Yes	341059	Yes	Yes	Yes	Yes	Yes	Yes
Management Advisory 13580 Groupe Dr., Suite 200 Woodbridge, VA 22192	Incomplete/ Non- Compliant	784444	Yes	Yes	Yes	Yes	Yes	Yes
Jacobson Betts Co 3213 W Wheeler St., Suite 127 Seattle, WA 98199	Yes	VGAC936 0	No/ Non- Compliant	Yes	Yes	Yes	Yes	Yes
Springsted Inc 9097 Atlee Station Rd., Suite 100 St. Paul, MN 55101	Yes	198174	Yes	Yes	Yes	Yes	Yes	Yes
Segal Waters Consulting 1920 N Street NW Ste 400 Washington, DC 20036	Yes	139130	Yes	Yes	Yes	Yes	Yes	Yes
The Archer Company 5342 Wendwood Rd. SW Conyers, GA 30094	Yes	724129	Yes	Yes	Yes	Yes	Yes	Yes
Hay Group One Atlantic Center, Suite 620 1201 West Peachtree St Atlanta, GA 30309	Yes	167947	Yes	Yes	Yes	Yes	Yes	Yes

The following vendors submitted a "No Bid" Response:

Ralph Andersen & Assoc. / 5800 Stanford Ranch Road, Suite 410 / Rocklin, CA 95765

Item # 5

Diane Meiller & Assoc / 255 South Orange Ave., Suite 1510 / Orlando, FL 32801

CPS HR Consulting / 241 Lathrop Way, Suite B / Sacramento, CA 95815

User: Mills, Phyllis

Organization: City of Augusta, GA (Augusta Commission)

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Planholders List

Member Name City of Augusta, GA (Augusta Commission)

Bid Number RFP-16-123-0-2015/nw

Bid Name Consulting Services for Classification & Compensation Study

3 Document(s) found for this bid

16 Planholder(s) found.

Add Planholder

Supplier Name ▲	Phone	Fax	Doc Count	Attributes	Programs	Actions
Arthur J. Gallagher & Co.						Documents
Baker Tilly Virchow Krause						Documents
Bronner Group, LLC	3127595101	3127595110	1			Documents
CGN Global	3096439507		1			Documents
Compensation & Leadership Solutions	2024896384		1			Documents
ConstructConnect	8772271680	8665708187	1			Documents
Construction Journal, Ltd.	8007855165	8005817204	1			Documents
DataBank IMX	4078391477	4078391927	1			Documents
Diane Meiller & Associates Inc	4074871992	4074871966	3	1. Small Business 2. Woman Owned		Documents
Evergreen Solutions	8503830111	8503831511	1			Documents

Page 1 of 2 first | previous | next | last

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User: Mills, Phyllis

Organization: City of Augusta, GA (Augusta Commission)

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Planholders List

Member Name City of Augusta, GA (Augusta Commission)

Bid Number RFP-16-123-0-2015/nw

Bid Name Consulting Services for Classification & Compensation Study

3 Document(s) found for this bid

16 Planholder(s) found.

Add Planholder

Supplier Name	Phone	Fax	Doc Count	Attributes	Programs	Actions
GAI Consultants	4074238398	4078431070	1			Documents
Management Advisory Group, Inc.	7035907250	7035900366	3	1. Woman Owned		Documents
Paypoint HR, LLC	4107989281	4107989281	3			Documents
Springsted Incorporated	6512233010	6512235010	3			Documents
The CEntre Group	9016834320	9016836643	1			Documents
The Segal Company	2028336468	2028336490	2			Documents

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Item # 5

COMPENSATION SOLUTIONS
CONSULTING, LLC
ATTN: 'RFP' DEPARTMENT
445 MORNING CREEK LANE
SUWANEE, GA 30024

WHIT PERRIN WRIGHT
CONSULTING LLC
ATTN: 'RFP' DEPARTMENT
P. O. BOX 880
JASPER, GA 30143

ACM HUMAN RESOURCES
CONSULTING, LLC
ATTN: 'RFP' DEPARTMENT
7237 WILLIAMSBURG DRIVE
RIVERDALE, GA 30274

DBS HUMAN RESOURCES, LLC
ATTN: 'RFP' DEPARTMENT
P. O BOX 1183
CAIRO, GA 39828

HUMAN RESOURCES ASSOCIATES, P.C.
ATTN: 'RFP' DEPARTMENT
405 IVY GLEN CT SW
ATLANTA, GA 30331-8085

FITZGERALD'S COMPENSATION
CONSULTING SERVICES, INC.
ATTN: SARAH FITZGERALD RAWLINGS
714 DESERT WILLOW COURT NW
CONCORD, NC 28027-8008

TOWERS WATSON
ONE ALLIANCE CENTER,
ATTN: 'RFP' DEPARTMENT
3500 LENOX ROAD, SUITE 900
ATLANTA, GA 30326-4238

TOWERS WATSON
1 BANK OF AMERICA CENTER,
ATTN: 'RFP' DEPARTMENT
SUITE 3050
150 NORTH COLLEGE STREET
CHARLOTTE, NC 28202

DELOITTE
ATTN: 'RFP' DEPARTMENT
191 PEACHTREE ST., SUITE 2000
ATLANTA GA 30303-1749

PHILLIP BLOUNT & ASSOCIATION
COMPENSATION CONSULTING
ORGANIZATION EFFECTIVENESS
ATTN: 'RFP' DEPARTMENT
1745 N BROWN ROAD, SUITE 180,
LAWRENCEVILLE, GA 30043

ATTN: STEVEN ROBERTS
SCR CONSULTING LLC
ATTN: 'RFP' DEPARTMENT
P. O. BOX 7012
ATLANTA, GA 30057

PEARL MEYER & PARTNERS
ONE ALLIANCE CENTER
ATTN: 'RFP' DEPARTMENT
3500 LENOX ROAD, SUITE 1708,
ATLANTA, GA 30326

PEARL MEYER & PARTNERS
ATTN: 'RFP' DEPARTMENT
3326 SISKEY PARKWAY,
SUITE 330,
MATTHEWS, NC 28105

CULPEPPER AND ASSOCIATES, INC.
ATTN: 'RFP' DEPARTMENT
3780 MANSELL ROAD,
SUITE T-40 ,
ALPHARETTA, GA 30022

EVERGREEN SOLUTIONS, LLC
ATTN: 'RFP' DEPARTMENT
2878 REMINGTON GREEN CIRCLE
TALLAHASSEE, FLORIDA 32308

ERVIN HR CONSULTING GROUP, INC.
ATTN: 'RFP' DEPARTMENT
PO BOX 2728
SUWANEE, GA 30024

THE MERCER GROUP, INC.
ATTN: JOHN MARSHALL
5579 B CHAMBLEE DUNWOODY ROAD,
SUITE 511,
ATLANTA, GA 30338

TOWERS WATSON
ATTN: 'RFP' DEPARTMENT
3500 LENOX ROAD, NE,
SUITE 900,
ATLANTA, GA 30326

AON HEWITT
ATTN: 'RFP' DEPARTMENT
3350 RIVERWOOD PKWY SE,
SUITE 80,
ATLANTA, GA 30339

HAY GROUP
ATTN: JEREMY KNOWLES
ONE ATLANTIC CENTER, 1201 WEST
PEACHTREE ST NW #620,
ATLANTA, GA 30309.

HAY GROUP PHILADELPHIA
ATTN: 'RFP' DEPARTMENT
1650 ARCH STREET
PHILADELPHIA, PA 19103-2029

CPS HR CONSULTING
ATTN: 'RFP' DEPARTMENT
241 LATHROP WAY,
SACRAMENTO, CA 95815

PUBLIC SECTOR PERSONNEL
CONSULTANTS
ATTN: 'RFP' DEPARTMENT
3195 DAYTON XENIA ROAD
SUITE 900, BOX 243
BEAVERCREEK, OHIO 45434

PUBLIC SECTOR PERSONNEL
CONSULTANTS
ATTN: 'RFP' DEPARTMENT
1215 WEST RIO SALADO PARKWAY,
SUITE 109
TEMPE, ARIZONA 85281

ARTHUR J. GALLAGHER & CO. HUMAN
RESOURCES & COMPENSATION
CONSULTING
ATTN: 'RFP' DEPARTMENT
3697 MT. DIABLO BOULEVARD
SUITE 300,
LAFAYETTE, CA 94549

RALPH ANDERSEN & ASSOCIATES
ATTN: MS. TEDDI ANDERSON
5800 STANFORD RANCH ROAD
SUITE #410
ROCKLIN CALIFORNIA 95765

HAY GROUP
ATTN: WILLIAM R. REIGEL
4301 NORTH FAIRFAX DRIVE
SUITE 600
ARLINGTON, VA 22203

MICHELLE ELAM
HUMAN RESOURCES DEPARTMENT

CHESTER BRAZZELL
DEPUTY ADMINISTRATOR

YVONNE GENTRY
LSBOP OFFICE

RFP ITEM #16-123
CONSULTING SERVICES FOR
CLASSIFICATION & COMPENSATION
FOR HUMAN RESOURCES
MAILED DECEMBER 10, 2015

RFP ITEM #16-123
CONSULTING SERVICES FOR
CLASSIFICATION & COMPENSATION
FOR HUMAN RESOURCES
RFP DUE: FRI., 1/22/16 @ 11A.M.

FYI: Process Regarding Request for Proposals

Sec. 1-10-51. Request for proposals.

Request for proposals shall be handled in the same manner as the bid process as described above for solicitation and awarding of contracts for goods or services with the following exceptions:

- (a) Only the names of the vendors making offers shall be disclosed at the proposal opening.
- (b) Content of the proposals submitted by competing persons shall not be disclosed during the process of the negotiations.
- (c) Proposals shall be open for public inspection only after the award is made.
- (d) Proprietary or confidential information, marked as such in each proposal, shall not be disclosed without the written consent of the offeror.
- (e) Discussions may be conducted with responsible persons submitting a proposal determined to have a reasonable chance of being selected for the award. These discussions may be held for the purpose of clarification to assure a full understanding of the solicitation requirement and responsiveness thereto.
- (f) Revisions may be permitted after submissions and prior to award for the purpose of obtaining the best and final offers.
- (g) In conducting discussions with the persons submitting the proposals, there shall be no disclosure of any information derived from the other persons submitting proposals.

Sec. 1-10-52. Sealed proposals.

- (a) *Conditions for use.* The competitive sealed proposals method may be utilized when the Augusta, Georgia Administrator approves the written justification of the Procurement Director or using agency head that the sealed bid method is not in the best interest of Augusta, Georgia. Generally, this method may be used when competitive sealed bidding (involving the preparation of detailed and specific specifications) is either not practicable or not advantageous to Augusta, Georgia. Augusta, Georgia is not restricted from using alternative procurement methods for obtaining the best value on any procurement, such as Construction Management at Risk, Design/Build, etc.
- (b) *Request for proposals.* Competitive sealed proposals shall be solicited through a request for proposals (RFP).

- (c) *Public notice.* Adequate public notice of the request for proposals shall be given in the same manner as provided in section 1-10- 50(c)(Public Notice and Bidder's List); provided the normal period of time between notice and receipt of proposals minimally shall be fifteen (15) calendar days.
- (d) *Pre-proposal conference.* A pre-proposal conference may be scheduled at least five (5) days prior to the date set for receipt of proposals, and notice shall be handled in a manner similar to section 1-10-50(c)-Public Notice and Bidder's List. No information provided at such pre-proposal conference shall be binding upon Augusta, Georgia unless provided in writing to all offerors.
- (e) *Receipt of proposals.* Proposals will be received at the time and place designated in the request for proposals, complete with bidder qualification and technical information. No late proposals shall be accepted. Price information shall be separated from the proposal in a sealed envelope and opened only after the proposals have been reviewed and ranked.

The names of the offerors will be identified at the proposal acceptance; however, no proposal will be handled so as to permit disclosure of the detailed contents of the response until after award of contract. A record of all responses shall be prepared and maintained for the files and audit purposes.

- (f) *Public inspection.* The responses will be open for public inspection only after contract award. Proprietary or confidential information marked as such in each proposal will not be disclosed without written consent of the offeror.
- (g) *Evaluation and selection.* The request for proposals shall state the relative importance of price and other evaluation factors that will be used in the context of proposal evaluation and contract award. (Pricing proposals will not be opened until the proposals have been reviewed and ranked). Such evaluation factors may include, but not be limited to:
 - (1) The ability, capacity, and skill of the offeror to perform the contract or provide the services required;
 - (2) The capability of the offeror to perform the contract or provide the service promptly or within the time specified, without delay or interference;
 - (3) The character, integrity, reputation, judgment, experience, and efficiency of the offeror;
 - (4) The quality of performance on previous contracts;
 - (5) The previous and existing compliance by the offeror with laws and

ordinances relating to the contract or services;

- (6) The sufficiency of the financial resources of the offeror relating to his ability to perform the contract;
 - (7) The quality, availability, and adaptability of the supplies or services to the particular use required; and
 - (8) Price.
- (h) *Selection committee.* A selection committee, minimally consisting of representatives of the procurement office, the using agency, and the Administrator's office or his designee shall convene for the purpose of evaluating the proposals.
- (i) *Preliminary negotiations.* Discussions with the offerors and technical revisions to the proposals may occur. Discussions may be conducted with the responsible offerors who submit proposals for the purpose of clarification and to assure full understanding of, and conformance to, the solicitation requirements. Offerors shall be accorded fair and equal treatment with respect to any opportunity for discussions and revision of proposals and such revisions may be permitted after submission and prior to award for the purpose of obtaining best and final offers. In conducting discussions, there shall be no disclosure of information derived from proposals submitted by competing offerors.
- (j) From the date proposals are received by the Procurement Director through the date of contract award, no offeror shall make any substitutions, deletions, additions or other changes in the configuration or structure of the offeror's teams or members of the offeror's team.
- (k) *Final negotiations and letting the contract.* The Committee shall rank the technical proposals, open and consider the pricing proposals submitted by each offeror. Award shall be made or recommended for award through the Augusta, Georgia Administrator, to the most responsible and responsive offeror whose proposal is determined to be the most advantageous to Augusta, Georgia, taking into consideration price and the evaluation factors set forth in the request for proposals. No other factors or criteria shall be used in the evaluation. The contract file shall contain a written report of the basis on which the award is made/recommended. The contract shall be awarded or let in accordance with the procedures set forth in this Section and the other applicable sections of this chapter.

123Request for Proposal

Request for Proposals will be received at this office until Friday, January 22, 2016 @ 11:00 a.m. for furnishing:

RFP Item #16-123 Consulting Services for Classification & Compensation Study for Human Resources Department

RFPs will be received by: The Augusta Commission hereinafter referred to as the OWNER at the offices of:

Geri A. Sams, Director
Augusta Procurement Department
535 Telfair Street - Room 605
Augusta, Georgia 30901

RFP documents may be viewed on the Augusta Georgia web site under the Procurement Department **ARCbid**. RFP documents may be obtained at the office of the Augusta, GA Procurement Department, 535 Telfair Street – Room 605, Augusta, GA 30901.

All questions must be submitted in writing by fax to 706 821-2811 or by email to procbidandcontract@augustaga.gov to the office of the Procurement Department by Wednesday, January 6, 2016, @ 5:00 P.M. No RFP will be accepted by fax, all must be received by mail or hand delivered.

No RFP may be withdrawn for a period of **90** days after time has been called on the date of opening.

Request for proposals (RFP) and specifications. An RFP shall be issued by the Procurement Office and shall include specifications prepared in accordance with Article 4 (Product Specifications), and all contractual terms and conditions, applicable to the procurement. **All specific requirements contained in the request for proposal including, but not limited to, the number of copies needed, the timing of the submission, the required financial data, and any other requirements designated by the Procurement Department are considered material conditions of the bid which are not waiveable or modifiable by the Procurement Director.** All requests to waive or modify any such material condition shall be submitted through the Procurement Director to the appropriate committee of the Augusta, Georgia Commission for approval by the Augusta, Georgia Commission. Please mark RFP number on the outside of the envelope.

Proponents are cautioned that acquisition of RFP documents through any source other than the office of the Procurement Department is not advisable. Acquisition of RFP documents from unauthorized sources places the proponent at the risk of receiving incomplete or inaccurate information upon which to base his qualifications.

GERI A. SAMS, Procurement Director

Publish:

Augusta Chronicle
Metro Courier

December 10, 17, 24, 31, 2015
December 16, 2015

Revised: 1/12/2015



Cumulative Evaluation Sheet - Phase II
RFP Item #16-123
Consulting Services for Classification & Compensation Study
for Augusta, Georgia - Human Resources Department
Monday, March 14, 2016 @ 2:30 p.m.

Evaluation Criteria	PTS	Gallagher Benefits 16064 Parsons Blvd Beaverdam, VA 23015	Evergreen Solutions 2878 Remington Green Circle Tallahassee, FL 32308	Springsted Inc. 9097 Atlee Station Rd., Suite 100 Mechanicsville, VA 23116	Segal Waters Consulting 1920 N St NW, Ste 400 Washington, DC 20036	The Archer Co. 5342 Wendywood Rd. SW Conyers, GA 30094	Hay Group One Atlantic Center, Suite 620 1201 W Peachtree St. Atlanta, GA 30309
Submittal & Quality of RFP(MUST PASS FOR CONTINUED CONSIDERATION) First Round Elimination							
A. Package submitted by the deadline	Pass/ Fail	Pass	Pass	Pass	Pass	Pass	Pass
B. Package is complete - included all information required in RFP 16-123	Pass/ Fail	Pass	Pass	Pass	Pass	Pass	Pass
Proposer's 's Overall Ability to Provide the Services (Total of 100 pts) Second Round Elimination							
1. Professional qualification necessary for satisfactory performance of services -Reputation of Firm -Specialized experience and technical competence in the type of work required -Team organization and approach of the firm in providing service to Augusta -Professional qualification necessary for satisfactory performance of services -Reputation of Firm -Specialized experience and technical competence in the type of work required -Team organization and approach of the firm in providing service to Augusta	15	13.4	10.0	12.5	13.0	12.3	13.5
2. Staff Allocation for Project -Fully possess capability and capacity to accomplish the work -Number of personnel assigned to project -Previous experience of personnel assigned to project -Qualifications of personnel assigned to project availability of day to day staff	15	11.0	9.3	9.8	13.0	14.0	12.8
3. Demonstrated success in providing satisfactory service to the clients -Past performance on contracts with Governmental or not for profit agencies -Compliance with project schedules and quality of work -Document by references of other means	30	25.3	20.0	19.0	23.8	25.0	22.3
4. Technical approach of the firm -Firms knowledge of understanding of the work to be done -Project timeline	30	24.5	16.3	23.5	23.0	23.3	23.5
Total	90	74.1	55.5	64.8	72.8	74.5	72.0
Cost/Fee Consideration (Total Points 10)							
5. Cost(sent in a separate sealed envelope) Reasonable of cost/fee proposal • Lowest Fee 10 points • Second 8 points • Third 6 points • Fourth 4 points • Fifth 2 points	10	6	4	8	2	10	
TOTAL	100	80.1	59.5	72.8	Item #16-123	84.5	72.0
Presentations		2		4	5	1	3



**Administrative Services Committee Meeting
5/31/2016 1:10 PM**

H.O.U.S.E.S- Helping Others Undertake Self-Sufficiency and Economic Stability

Department:	Housing and Community Development Department
Presenter:	Mr. Hawthorne Welcher, Jr.
Caption:	Motion to accept as information the H.O.U.S.E.S initiative to assist local nonprofit organizations in their mission to End Veteran Homelessness within the Augusta-Richmond County Jurisdiction.
Background:	National trends show that Veteran Homelessness is on the decline due to the National mandate to end veteran homelessness by Jan. 1, 2016. At this time Augusta-Richmond County is nearing that mandate but has found that there is a lack of affordable housing to assist in housing the remaining veterans. In efforts to complete this task, a collaboration of City departments has created the H.O.U.S.E.S initiative.
Analysis:	Through the collaborative efforts of the Augusta-Richmond County government and non-profit organizations, this program seeks to provide affordable, permanent supportive housing for local homeless veterans through the use of City owned properties currently on the "No Bid" batch of the Tax Commissioner's inventory and will be transferred to the Land Bank. The attached Program Design for this pilot program gives details of how a veteran would be selected for the program and helped to reach self-sufficiency in their stabilized housing.
Financial Impact:	The initiative is estimated to cost roughly \$40,000 per rehabilitated house.
Alternatives:	N/A
Recommendation:	Accept as Information Only
Funds are Available in the Following Accounts:	Community Development Block Grant funds that are already received from the U.S. Department of Housing and Urban Development.

Cover Memo

Item # 6

REVIEWED AND APPROVED BY:

Finance.

Law.

Administrator.

Clerk of Commission

H.O.U.S.E.S- Helping Others Undertake Self- sufficiency and Economic Stability

May 1

2016

The State of Homelessness in Augusta-Richmond County, GA has necessitated the need for affordable housing for those that are either literally homeless or in imminent risk of becoming homeless. The current stock of affordable housing for persons experiencing homelessness has previously been nonexistent thus creating the need to ensure that there is affordable housing for those that cannot afford fair market rate rents to ensure their stability in safe and decent housing. The enclosed program design outlines the processes, eligibility criteria, and proposed outcomes of the Augusta-Richmond County, GA's H.O.U.S.E.S Initiative.

Augusta
G E O R G I A

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Program Overview

Through the collaborative efforts of the Augusta-Richmond County government and non-profit organizations, this program seeks to provide affordable, permanent supportive housing for local homeless veterans through the use of City owned properties currently held by the Augusta Land Bank Authority.

Public Partners

Below are the City of Augusta Departments that will partner together in support of this initiative and a brief description of their roles.

Augusta, Georgia Land Bank Authority (Land Bank)

- Holding properties acquired through tax lien, foreclosure, purchase, and donations
- Notifying HCD when properties could possibly meet the eligibility requirements as stipulated in this program design
- Participating in closings on properties

City of Augusta Tax Commissioners Office (TCO)

- Providing property listings of properties that have been seized due to unpaid taxes
- Working with HCD and Land Bank to reduce tax expenditures on selected properties
- Ensuring that all county and state tax lien laws are followed

City of Augusta Housing and Community Development Department (AHCD)

- Inspections of all potentially eligible properties
- Providing grant funds for rehabilitation purposes
- Providing guidance to nonprofit organizations that participate in the program
- Procuring contractors (for profit developers) to perform the property rehabilitations
- Providing guidance to contractors to ensure all Housing Quality Standards (HQS) and county codes are followed

City of Augusta Planning and Development Department

- Providing Code Item Inspections
- Providing parcel suitability assessment
- Providing assistance with access to properties, ordinance violations and nuisance lien remedies, as necessary

Funding sources

Short term funding will be federal funding in the form of Community Development Block Grant funds. Future investments in the project will require additional funding streams that will be identified and could range from HOME Investment Partnership Program Funds, Housing for Persons with AIDS Program funds, and non-federal funding sources (as grants and other sources are identified and made available).

Property Selection Strategy

Through the assistance of the City of Augusta's GIS division, three areas have been identified that will be the catalyst for the project. For the purposes of this Pilot Program, three properties (one in each designated area below) will be selected for rehabilitation.

Properties will remain residential within the original intended use of the property as single individual / family residences. No zoning adjustments will be required.

The area bounded by Milledge Road to the West, Broad Street to the North, East Boundary to the East and Laney Walker Blvd/Central Avenue to the South. This area incorporates the Harrisburg Enterprise Zone, Broad Street Historic District and Olde Town communities.

The area bounded by Lumpkin Road to the North, Old Louisville Road to the East, 520 to the South, and Richmond Hill Road to the West.

The area bounded by Highland Avenue to the West, Wrightsboro Road to the North, Kissingbower / Troupe Street to the East, and Milledgeville Road to the South.

These three areas were identified as being close to social service providers, public transportation, grocers, pharmacies, and clinics to aid the client as they regain housing stability.

Acquisition/Rehabilitation

Eligible Properties

Built during the year span of 1960 to present (housing built prior to 1978 will have special rehabilitation stipulations)

Repairs must not cost more than \$40,000.00 to complete and make safe for habitation

Must be able to successfully pass Environmental Review Standards

Must be HQS compliant once rehabilitation is completed

Must be within the geographic boundaries of Augusta-Richmond County

Process

Acquisition and Rehabilitation will take place once the Tax Commissioner's office has provided a listing of properties that have been made available to the City after all tax liens are cleared and legal steps to direct ownership have been taken.

Tax Commissioner's Office will provide the Rehabilitation team with the properties to assess and select.

Upon property identification, AHCD's Inspectors, will contact the Code Enforcement department to set up an inspection date to gain access into the property to conduct a thorough inspection, alongside Licensing and Inspection department.

Licensing and Inspection will provide the code item portion of the work write up to AHCD

Inspectors, then submit to AHCD's Rehab team for completion of entire work write up to include Code items, appliances, painting, flooring, etc...

Once the work write-up is completed, the work write up will then be submitted to the intergovernmental body for final approvals.

Once approved, AHCD will Mail invitation to bid to approved contractors list one week prior to scheduled walk through.

Walk-through will be conducted with AHCD Inspectors and contractors to verify work write-up

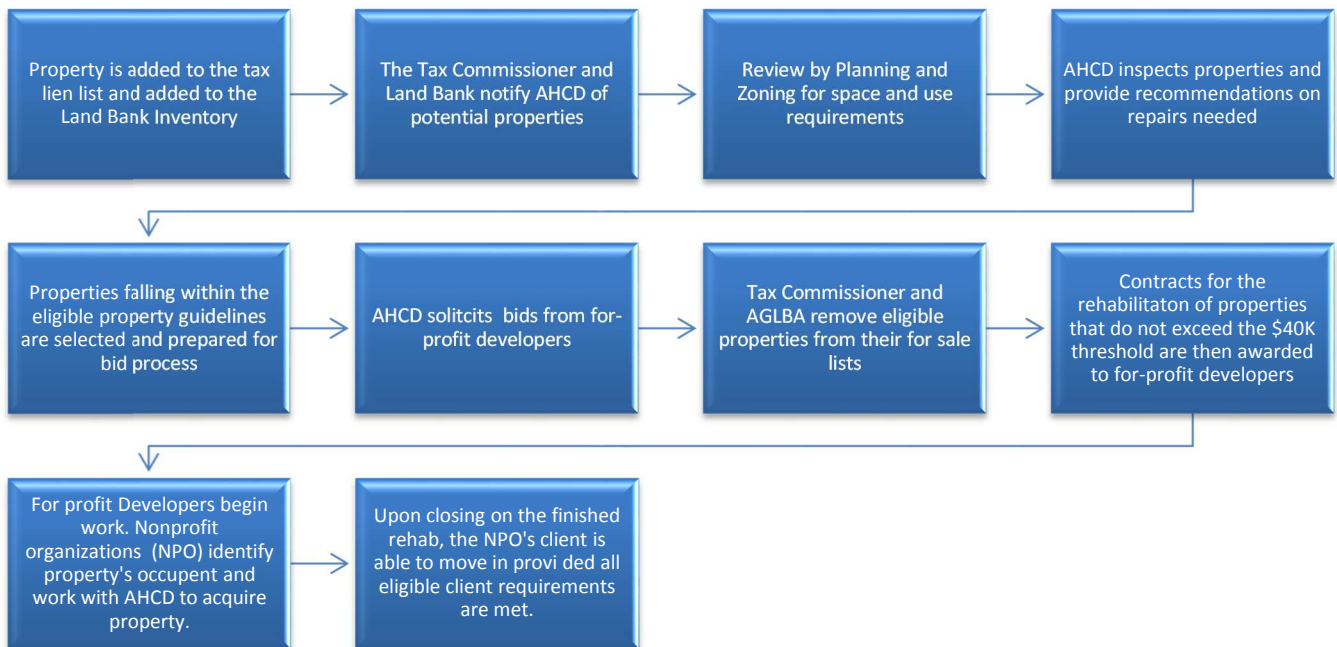
- Once final work write-up is verified with contractors, no changes will be done without a

WRITTEN APPROVED CHANGE ORDER

Sealed Bids will be received by AHCD

Bid openings will take place one week after the Walk-through

The selected contractor will sign the awarded contract and will be given a “Notice to proceed” to begin work.



In order to ensure compliance throughout this process AHCD Inspectors will be required to provide Field Observation Reports to the team on a weekly basis and a Contractor Evaluation Form at the end of each rehabilitation activity.

Long Term Placement

Property Disposition

Once a property has been rehabilitated and meets all HQS standards, AHCD will work with the nonprofit organizations of the Augusta-Richmond County Continuum of Care (GA-504 CoC) to place agency clients in the units.

Augusta Housing and Community Development, through the Augusta Georgia Land Bank Authority, will continue to maintain the property but allow the nonprofit organization to place its clients in the properties.

- During Program Pilot Phase, property titles will not change hands. Once Pilot Phase has demonstrated a quantifiable success, transfer of title to non-profit agency may be considered.
- Liability insurance will be held by the Land Bank on each property to protect the City's asset and any occupants; to be paid from tenant rent.
- Property management will be provided by a procured 3rd Party, independent, licensed Property Management Company.
- During the pilot, Augusta Housing and Community Development will monitor and evaluate the capacity of non-profit organizations should they purchase a property in the future.

Rent Structure

Rents for each property will be based on the following formula:

$$\text{Client Calculated Income} \times 30\% = \text{Maximum Rent to be Paid}$$

Services

All services will be provided by Non-Profit organizations to include, but not limited to: case management, mainstream benefit and medical connections, and other services needed on a case by case basis (See Appendix 5).

Eligibility Criteria

Eligible Applicants

As there is a rising need for affordable housing within Augusta, Georgia, the applicants must meet the following criteria to obtain eligibility for the program (at a later date, services may be provided to a wider range of applicants):

Must be a veteran

Must be classified as at risk of homelessness or homeless as defined at 24 CFR 576.2

Must be 80% or below the most current Area Median Income

Must be able to live on their own

Cannot receive any additional federal housing assistance

- Client must have no other means by which to pay rent

Must be current with all necessary medications

Must be engaged in case management (as necessary per client need)

Public- Private Partners

VA Medical Center

The VA Medical Center will provide client referrals and assist clients with medical necessities. Clients referred from the VA Medical Center will be directed to the Augusta Warrior Project for case management and eligibility assessment.

Augusta Warrior Project

The Augusta Warrior Project will assist with client referrals and follow up services as client transition to housing stability.

As clients are referred and placed, Augusta Warrior Project will ensure that they receive any case management services needed up to the allowable time of any regulatory requirements that may be applicable.

The Augusta Warrior Project will assist applicants by making in applying for housing in this program in the following manner:

- Assess the client using the VI-SPDAT to rank client need
- Case Manager will make a subjective analysis of the client's level of independence and likelihood of success in the program
- If the Case Manager believes the client will benefit from the program, the Case Manager will assist the client by submitting a completed application to the GA-504 CoC's Veteran's Housing Committee for final review and acceptance/denial

Economic Opportunity Authority

The Economic Opportunity Authority will assist the Augusta Warrior Project with client case management and provide federal housing assistance to those that are eligible and wish to utilize it.

In addition to assisting client from the Augusta Warrior Project, clients may be obtained as wall-ins through the Centralized Intake Facility.

Clients that are eligible for federal assistance will be provided SSVF funds from EOA in order to make the properties available to only clients that are **NOT** utilizing federal housing assistance.

Clients that are found to be either ineligible for federal assistance or wish not to utilize it, may be provided assistance into this pilot program utilizing the necessary steps:

- Assess the client using the VI-SPDAT to rank client need
- Case Manager will make a subjective analysis of the client's level of independence and likelihood of success in the program
- If the Case Manager believes the client will benefit from the program, the Case Manager will assist the client by submitting a completed application to the GA-504 CoC's Veteran's Housing Committee for final review and acceptance/denial

GA-504 Continuum of Care (CoC) - Veterans Housing Committee

The Veteran Housing Committee of the CoC will assist by providing an outside, third party assessment of applicants as applications are received.

The Veteran Housing Committee of the CoC will be the last step in the application process and will make the ultimate decision on who is placed into the pilot properties.

Upon client placement, essentials of responsible tenancy will be taught through structured workshops to be offered on a recurring basis throughout the year

Goal Outcome Indicator

The ultimate indicator of success for this initiative is housing stability for the affected tenants. As part of the clients' case management, regular assessments of stability and progress will be made to ensure that individual participants are achieving and maintaining the gains needed to establish long-term permanency.

As a measure of program effectiveness, the initial placements from the Pilot phase of the program will be assessed at 6-month intervals. In accordance with 24 CFR 576.104, [provide]housing stability services and rental assistance, as necessary, to help individuals or families living in shelters or places not meant for human habitation, move as fast as possible into permanent housing and achieve stability into that housing.

APPENDIX

1. Client Intake Form- Application
2. Homelessness Certification
3. Income Calculator
4. Sample Inspection Checklist
5. SSVF Case Management Services Offered

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C. Case Management Services

1. Description of Services

To effectively assist participant households in achieving housing stability, grantees must provide ongoing housing-focused case management services. The primary objective of housing-focused case management is to extend support to participants, through an individualized case management relationship, that will ultimately translate to increased housing stability. This service, carried out by the grantee's team of case managers, is the central focus of the grantee's supportive service program. The routine for housing-focused case management delivery is regular consultations with participants in individualized meetings. These sessions are dedicated to assessing and reassessing needs, educating participants on VA and community resource opportunities, developing housing stability plans, scheduling appointments, and providing necessary follow up to ensure housing stability plans are progressing on schedule and needs are adequately being addressed. Grantees also use housing-focused case management to determine how to allocate SSVF temporary financial assistance to participants on the basis of relative need. Structurally, housing-focused case management is central to SSVF's collection of supportive services. It establishes a foundation upon which linkages with public benefits and mainstream community resources can be layered. To create such linkages (outlined in detail by Section VI. E that follows.), grantees research the availability of local programs including healthcare, affordable housing, employment, income support, legal assistance, transportation, and other services to address identified needs and goals. The trusting relationships, cultivated in case management, position grantees to effectively build connectivity between their participants and these resources.

2. Intake

a. Needs Assessment

Once the participant's eligibility has been confirmed, the case manager will begin by consulting with the participant to determine his/her household's needs and priorities and performing an assessment of the participant's needs. Participants entering the grantee's program will be experiencing varying degrees of housing instability, from those who require temporary support in getting through a difficult period to those who require long-term support in overcoming a combination of challenges. As such, case managers should gather as much information as possible about the participant's health, income, eligibility for public benefits, employment skills, background, family relationships and support, and living situation in order to identify and coordinate those services that will be most effective and acceptable to the participant in improving housing stability. Some of this information will also be required for HMIS data collection.

b. Housing Stability Planning

To maximize the effectiveness of services provided to or coordinated on behalf of the participant, the case manager will work with the participant household to develop an individualized housing stability plan that will be based upon the household's strengths, weaknesses and priorities, as identified through the needs assessment. In some situations, the participant will have entered the program with a well-defined idea of their discrete needs and goals. In other situations, the participant may not understand

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how the options available through SSVF might contribute to housing stability. The case manager should explain the SSVF, VA and community services that are available and, with the participant, establish reasonable milestones for obtaining greater housing stability. These milestones will become a set of actionable goals intended to address the participant's obstacles to housing stability. Goals should be appropriate, time oriented, and reasonable.

Once goals have been set, the case manager and participant will monitor the progress toward achieving the established goals, including requesting updates from the participant's service providers, as necessary.

3. Role of Case Manager in Coordinating Provision of Supportive Services

The case manager will be the participant's primary point of contact within the grantee's SSVF program. In addition to assisting the participant to assess his/her needs, the case manager will be responsible for coordinating the provision of supportive services. The case manager will coordinate supportive services that are offered by the grantee and provide referrals for other supportive services not offered by the grantee (or more efficiently or effectively provided elsewhere). An effective case manager should be familiar with the area or community in which the program operates and actively cultivate a working knowledge and connections to relevant area resources such as affordable housing; emergency, mental and physical health care professionals; public benefits offices; employment training and job placement programs, etc.

D. Assistance in Obtaining VA Benefits

1. Description of Benefits/Services

As part of participant intake, the grantee should determine whether the participant household is already receiving services from VA. If the participant is already receiving services, the grantee's assessment should focus on what additional services the participant may need, want and be eligible for, to refer the participant to the appropriate VA office for assistance. If the participant is not already receiving services from VA, the grantee should make the participant aware of the services for which he/she may be eligible and offer to refer the participant to the nearest VA facility. Potential VA benefits may include, but are not limited to:

- Income Assistance;
- Educational assistance; and
- Vocational and rehabilitation counseling;
- Health care services
- Employment and training service;

Income assistance, employment, training, and educational resources are especially important for the target population of the SSVF Program. Participants will need to establish regular incomes to support the program's primary goal of housing stability. Health care benefits will offer participants mental and physical health services that are not currently being addressed. VA offers health care services at over 1,400 locations nationwide, including hospitals, clinics, community living centers, domiciliary care facilities, readjustment counseling centers, etc. A person who served in the active military, naval, or air

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service and who was discharged or released there from under conditions other than dishonorable may qualify for VA health care.

2. Guidance on Administration of Benefits/Services

If a participant has not yet enrolled in the VA health care system, the grantee should provide assistance in the enrollment process. Additional information on VA healthcare and benefits can be found on the following VA websites: <http://www.va.gov/health/index.asp> and <http://www.vba.va.gov/VBA/>

If necessary, assistance provided to participants should also include helping Veterans locate an accredited claims agent or attorney and other services short of actual representation before VA. Although grantees will assist participants in obtaining available benefits from VA, grantees will not be permitted to represent Veterans in benefit claims before VA unless the individual providing representation is an accredited claims agent or attorney.

3. Using Community Linkages to Enhance Effectiveness

Grantees should develop relationships with local VA facilities, State Veterans Affairs Offices and Veterans Service Organizations (VSOs). A list of State Veterans Affairs Offices can be found on the following VA website: <http://www.va.gov/statedva.html> VA also maintains a searchable database of VSOs that can be accessed online at: <http://www.va.gov/vso/index.cfm?template=search>

Grantees who maintain lines of communication with VA facilities will be able to stay aware of new benefits and services for which participants may be eligible and make or receive referrals as appropriate.

E. Assistance in Obtaining and Coordinating Other Public Benefits

1. Description of Services

Grantees are required to assist participant households to access both public benefits and mainstream community resources that are available from federal, state, local, or tribal agencies, or any eligible entity, in their communities. The terms “public benefits” and “community resources” are defined broadly to include healthcare (medical, mental health, and substance abuse services) and daily living services, affordable housing, employment and vocational services, income support (from public benefits), legal services, transportation, personal financial planning and credit counseling, VA fiduciary and representative payee services, and childcare. The goals for connecting with these external programs are, first, to meet immediate housing-related and non-housing-related needs and, second, to avoid a future housing crisis.

This external linkage dimension of SSVF supportive service fosters participants’ ready access to benefits and community resources. It is a layer of supportive service delivery that builds upon, and thereby extends the impact of, SSVF’s housing-focused case management (described in Section VI.C). On this next level, SSVF cultivates external supports that will outlast the short term, temporary nature of the SSVF. Indeed, given the time limited nature of SSVF, fostering these connections may be among the most lasting contributions SSVF has in the lives of participants. Grantees should therefore strive to

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strengthen each participant's ties to external resources to the extent that they will be maintained long after SSVF is no longer available to the Veteran.

While all grantees deliver this connectivity component of supportive services, the work to link with each resource listed above may be organized by the grantee using two possible approaches:

1. Direct: by grantee staff OR by subcontract to partner organization (Note: SSVF funds cannot pay for direct provision of healthcare or daily living services).
2. Indirect: refer out to external resources with grantee utilizing a conventional information and referral approach and building upon in-house knowledge of external resources.

a. Connection to Healthcare and Daily Living Services

Options for Grantee: 2: Indirect

SSVF participants should be supported to access healthcare and daily living services from their local VA Medical Center and other healthcare providers. This includes primary care, mental health treatment, substance abuse services, daily living services also known as home care, and other specialty health care that an individual participant requires. To optimize access, grantees capitalize upon established relationships with their points of contacts at local VA Medical Centers and/or community based outpatient clinic, their in-depth knowledge of specific health delivery programs at their local VA Medical Centers, and their follow ups with participants to ensure referred Veterans availed themselves of needed care. For participants with a history of reluctance to seek care from VA settings, grantees leverage their own trusting relationships, established through case management with participants, to support reestablished connections.

In consideration of the healthcare needs of participants who are ineligible for VA healthcare and of their non-Veteran household members, for whom healthcare is critical in establishing the household's housing stability, grantees must identify non-VA healthcare resources. Grantees must also be positioned to assist participants in applying for Medicaid and/or subsidized insurance through local healthcare exchanges created by the Affordable Care Act (ACA).

b. Connections to Affordable Housing via Housing Counseling

Options for Grantee: 1: Direct; 2. Indirect

SSVF participants should be supported in the multi-steps of searching for affordable housing. Commonly referred to as housing counseling, this effort can optionally be carried out by in-house "housing specialists" on the grantee's staff team. Regardless of staffing arrangements, housing counseling work is ideally performed directly by the grantee or its subcontractors. The service should be delivered to all participants in the rapid re-housing category and those in homelessness prevention that require new housing. The term "housing counseling" is defined broadly. It involves multiple steps from searching for an appropriate unit to securing it. Specific tasks include researching available market rate and subsidized housing units that match a participant's housing budget, evaluating options that fit rent reasonableness,

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negotiating rents and terms when possible with landlords, appealing tenant selection decisions, drawing upon external advocates as needed to appeal tenant selection decisions, assessing units using the Habitability Standards, securing leases, and devising move in plans. This service also includes educating participants on local housing options, standard lease agreements, fair housing laws, tenant rights, tenant-landlord relationships, reasonable accommodations, lease compliance, lead paint laws, home maintenance, and efficient use of home systems such as heat. It also involves advance work with participants to devise household budgets and plan a schedule for regular and timely rent payments.

To optimize outcomes of housing counseling, this service requires that grantees build staff expertise on the availability of both affordable, private market rate units and publicly subsidized, affordable housing. For success in the private market, staff must cultivate a network of willing local landlords and their management companies as well as carry out efforts to maintain and expand that network exponentially over time. For success in the subsidized arena, staff must research, via information clearinghouses and online locators, housing programs dedicated to Veterans, to households exiting homelessness, to low and extremely low income households in general, and to special populations such as persons who are elderly or with disabilities. Furthermore, staff must be knowledgeable of admissions preferences established in any and all subsidized housing.

c. Connections to Employment and Vocational Services

Options for Grantee: 1: Direct; 2. Indirect

SSVF participants should be supported to connect with services that foster workforce participation, job readiness, and job opportunities with the aim of maximizing income and thereby increasing housing stability. This effort could optionally be carried out by an in-house employment specialist position on the grantee's staff team. Alternatively, participants can be referred to such services through community resources, such as Goodwill Industries and Workforce Investment Act funded local job centers, or VA sponsored workforce development programs such as the Homeless Veterans Reintegration Program. From these programs, participants may be offered assistance with resume writing, job search, job interviewing, and job skill development. Grantees should also explore the availability of local job fairs, particularly those dedicated to Veterans, and local employers advertising new job development specifically for Veterans.

d. Connections to Income Support (Public Benefits)

Options for Grantee: 1: Direct; 2. Indirect

SSVF participants should be supported to obtain public benefits including Social Security Disability Income, Supplemental Security Income, Veteran Benefit Administration benefits, and Temporary Assistance for Needy Families. Such benefits can be an essential resource for maximizing participants' income and thereby increasing housing stability. For applications to the Social Security Administration, participants should be assisted by staff who are trained in the SSI/SSDI Outreach Access and Recovery Program (SOAR) available to direct human service workers. For applications to the Veteran Benefits Administration, participants should be assisted via referrals to local Veteran service organizations or via

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direct application through the established SSVF liaison for the local Veteran Benefit Administration office in the grantee's jurisdiction.

e. Connections to Legal Services

Grantees are strongly encouraged to provide legal services to assist participants with issues that interfere with participants' ability to obtain or retain permanent housing or supportive services (38 CFR Part 62.33). Issues that fall under this category are either legal in nature or contain a legal component, and have an impact on housing stability. Examples of common issues faced by homeless or at-risk Veterans include:

1. Eviction (threatening or pending)
2. Child support issues
3. Assistance in obtaining SSI and SSDI benefits and/or assistance with claims for those benefits
4. Landlord/Tenant issues (includes protecting tenant rights, addressing housing code violations, protecting security deposits, and providing lease reviews)
5. Outstanding warrants and/or court fees
6. Assistance in obtaining VA benefits and/or assistance with claims for those benefits
7. Driver's license reinstatement issues
8. Criminal records expungement
9. Debt collection (includes pursuing debt forgiveness and processing personal bankruptcies)

Service Models

SSVF Legal Services can be provided directly by the Grantee or indirectly via referral. Below is a description of the three service models most commonly utilized:

1. In-House Counsel. Grantees may choose to hire licensed counsel as part of their SSVF staff in order to provide legal services to their program participants. This model constitutes direct service provision and costs acquired fall under the *Provision and Coordination of Supportive Services - Personnel* category of the budget.
2. Contract. Many Grantees elect to subcontract services out to a legal services provider (Private Attorney, Legal Aid Provider, etc.) in order to provide these types of services. This model constitutes direct service provision, operates on a flat fee or fee for service agreement, and is based on an anticipated volume of legal services that will be used by the grantee's participants. Costs acquired under this model fall under *Provision and Coordination of Supportive Services – Non-Personnel* category of the budget. Grantees are encouraged to include specific reporting requirements (services provided, length

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of service, etc.) in the contract as well as include subcontractor-led issue spotting training for case managers.

3. Referral/Informal Agreements. Pursuant to 38 CFR Part 62.33, Grantees must at least assist participants in obtaining legal services or coordinate the provision of legal services. Grantees may choose to satisfy this requirement through indirect service provision via referrals on an as-needed basis to community legal aid organizations, Legal Aid Clinics, and other entities (or attorneys) providing pro bono assistance. Informal coordinated referral agreements may also be made with these service providers as well as with local law schools and chapters of the American Bar Association. Grantees using a referral only service model are strongly encouraged to use a legal intake tool

http://www.va.gov/HOMELESS/ssvf/docs/Legal_Aid_Society_of_Cleveland_Check_Issue_Spotting_Tool.pdf in order to identify legal issues faced by their participants.

f. Connections to Transportation

Options for Grantee: 1: Direct; 2. Indirect

SSVF participants should be supported to connect with transportation on an as needed basis and for housing stability purposes when the Veteran lacks access to a car or public transportation. Where available, grantees should help participants take advantage of subsidized transportation and free bus passes in their jurisdiction. These are typically offered for low income people who have disabilities or are elderly. Participants should also be connected to local shuttle services for accessing VA Medical Centers that typically leave from Veteran service organization sites. To supplement local transportation assistance, grantees have the option to provide transportation to participants themselves via a leased vehicle that is used to transport participants to service appointments and housing search related destinations. When transportation is provided through an agency's leased vehicle, grantees must devise a written policy requiring that all drivers have a valid driver's license, cell phone access inside the vehicle, and training on agency transportation procedures. Such policies also must call for insurance for all vehicles used to transport participants. Note, in addition to the resource access approach outlined here, transportation may also be paid for directly by SSVF temporary financial assistance.

g. Connections to Personal Financial Planning and Credit Counseling Services

Options for Grantee: 1: Direct; 2. Indirect

SSVF participants should be supported to connect with services that improve their day-to-day finances and help achieve long term budgeting and financial goals. These services may include individualized counseling or workshops that teach critical skills such as budgeting, setting up bank accounts, managing money in the long term, accessing a free credit report, and repairing credit. In particular, grantees should seek services for participants who need to resolve poor credit so as to reduce the negative influence such histories have on tenant selection decisions. Community action agencies, adult education community centers, and non-profit workforce development organizations are typical sponsors of such services. Grantees may also utilize the National Foundation for Credit Counseling (www.nfcc.org) as a resource for their participants. When desired, participants may also be assisted in opening personal

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savings and checking accounts. In addition to the resource access approach outlined here, the cost of a class on financial literacy or personal credit may also be paid for directly by SSVF temporary financial assistance under the general housing stability assistance category.

h. Connections to VA Fiduciary and Representative Payee Services

Options for Grantee: 1: Direct; 2. Indirect

SSVF participants should be supported with the option of enlisting a VA fiduciary or representative payee arrangement on an as need basis. These arrangements may help participants who cannot manage their own financial affairs due to injury, disability, or age. Instead, a participant may choose to designate a VA fiduciary or representative payee to manage their Veteran Benefits Administration benefits, Social Security Disability Insurance, Supplementary Security Income, or other income on their behalf. The designated party then uses the individual's income to consistently pay for current and foreseeable needs including rent. Grantees should help interested participants to explore availability of this option.

i. Connections to Childcare Services

Options for Grantee: 1: Direct; 2. Indirect

SSVF participants should be supported to access childcare when needed by heads-of-household undertaking new tasks related to increasing housing stability. Childcare may be especially useful to participants engaged in a busy schedule of housing search visits or job interviews or in the initial weeks of new employment that has yet to yield sufficient savings to pay for childcare. To meet this need, grantees should research the availability of subsidized or free childcare for low income and homeless households in their jurisdiction. Ideally, grantees will find emergency childcare services that could bridge participants through a period of instability until more long term arrangements can be secured that are affordable to the household. Note, in addition to the resource access approach outlined here, childcare may also be paid for directly by SSVF temporary financial assistance. Note that grantees would turn to paying for childcare out of temporary financial assistance when no other free or reduced cost options can be found for a participant in their community.

2. Using Community Linkages to Enhance Effectiveness

Grantees should actively develop linkages with community organizations to effectively connect participants to these other public benefits. In deciding whether to provide or to refer a participant for a needed service, the grantee must consider the availability of local offerings, as well as the grantee's own level of expertise in providing the service/benefit. A grantee who has not investigated the community's service/benefit offerings will not be able to maximize the cost-effectiveness of direct service delivery.

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F. Other Supportive Services / Temporary Financial Assistance

1. Other Supportive Services

A grantee may provide other services that are set forth in the NOFA and applicants may propose additional supportive services in their SSVF grant application. Grantees may also propose additional services by submitting a written request to modify the supportive services grant in accordance with 38 CFR 62.60.

2. Eligible Temporary Financial Assistance (TFA)

Grantees may choose to provide TFA to participant households. However, not all households require such assistance. Supportive services grant funds should only be used as direct financial assistance when “but for” criteria are met. That is, after first considering readily available homeless and mainstream benefits (such as TANF, general assistance, and food stamps), the grantee must explore whether the household would be homeless “but for” the provision of SSVF TFA. When grantees do choose to provide TFA, it should be used as a supplement to services provided to a participant as part of a plan to increase the participant’s housing stability. Per 38 CFR 62.34, eligible forms of temporary financial assistance are:

- Rental assistance;
- Utility-fee payment assistance;
- Deposits (security or utility);
- Moving costs;
- Transportation (public transportation or car repair);
- General Housing Stability Assistance;
- Emergency Housing Assistance; and
- Child care

When deciding whether to provide temporary financial assistance, consider this:

“Would this Veteran family be homeless *but for* this assistance?”

Grantees should focus on the most critical threats to the participant’s housing stability in providing the “minimum necessary” level of assistance. Grantees should keep in mind that SSVF funds for temporary financial assistance are limited. Providing a disproportionate amount of temporary financial assistance to one participant will limit the total number of participants grantees will be able to serve. As stated in the previous section VI. E. (“Assistance in Obtaining and Coordinating Other Public Benefits”), all participants should be referred to mainstream income supports for which they may qualify. By leveraging and utilizing public sources of emergency and ongoing financial assistance, grantees can minimize the temporary financial assistance payments made with SSVF grant funds. See the NOFA for the maximum percentage of total supportive services grant funds that can be used for this purpose.

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Wherever possible, grantees should attempt to connect participants to community resources, such as ESG programs, to obtain comparable assistance. Grantees should develop internal guidelines for the payment of temporary financial assistance and ensure that participants receiving temporary financial assistance as part of a housing stability plan are informed of such guidelines.

a. Rental Assistance

Rental assistance includes the payment of rent, mobile home lot rent when participant owns or rents the mobile home, and penalties or fees to help a participant remain in or obtain permanent housing. *(Note: Where a rental fee is inclusive of utilities, the entire amount will be considered “rental assistance” and will be subject to the applicable conditions).* Rental assistance payments can be provided for amounts that are currently due (including first month or prorated rent paid prior to or at move in) or are in arrears, and for the payment of penalties or fees that have been incurred by the participant and are required to be paid under an existing lease or court order. Such allowable fees are typically late rent fees that are paid directly to a landlord. Note that debts owed by the Veteran on former leases, related to housing where the Veteran no longer resides, are not an allowable TFA expense for rental assistance.

Grantees may find it beneficial to require participants to share in the cost of rent payment as a condition of receiving assistance. Grantees are also encouraged to negotiate with landlords and utility companies to waive fees, security deposits, and, where possible, accept partial payments to satisfy arrearages. In this way, grantees conserve SSVF grant funds for future use and also empower participants to share in the responsibility. Grantees should determine the level of assistance provided on a case-by-case basis, based on the minimum amount needed to prevent the program participant from becoming homeless or returning to homelessness in the near term.

Rental assistance may be provided to eligible participants using SSVF grant funds, with the following restrictions:

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Restrictions on Rental Assistance (per 38 CFR 62.34(a))	
Payment	▪ Must be paid by the grantee directly to the third-party provider to whom rent is owed.
Rent Reasonableness	▪ Grantee must determine reasonableness of rent, penalties or fees prior to providing assistance by conducting a market study. ▪ A market study involves documenting details of three comparable advertised rental units. Grantees may substitute a letter from the property manager of the unit under consideration that cites details of three comparables within the manager's portfolio. Note that citing Fair Market Rents (FMRs) is insufficient for market study purposes. ▪ Details documented for each comparable unit cited in the market study must include rent, location, number of bedrooms, and if utilities are included. ▪ In general, the assisted unit must be comparable to rents charged during the same time period for similar units in the private, unassisted market. ▪ In general, the assisted unit must not be in excess of rents charged by the property owner during same time period for other unassisted units. ▪ Online platforms that assess rents for a specific area, such as Rent-o-meter, are only allowable as a tool to evaluate rent reasonableness if they examine all of the required elements listed above.
Shared Housing	▪ Rent charged for a participant must be proportional to the size of the participant's private space in comparison to other private space in the unit (i.e., excluding common space). ▪ Participation in shared housing arrangement must be voluntary.
Cost-Sharing with Other Programs	▪ Rental assistance payments cannot be provided on behalf of participant households for the same period of time and for the same cost types that are being provided by any and all other Federal, State, or local subsidized affordable housing programs such as HUD-VASH, public housing, and other subsidized programs. This

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Restrictions on Rental Assistance (per 38 CFR 62.34(a))	
	restriction includes a tenant's own portion of rent owed when in subsidized housing. SSVF may not pay the tenant's portion of rent under these circumstances. When the cost type is different than what is paid by the housing subsidy, SSVF rental assistance may be used. This means SSVF may pay for a security deposit for a Veteran who is receiving HUD-VASH or receiving another form of subsidized rental assistance. Furthermore, SSVF may be used to pay rent arrears for a Veteran who is receiving HUD-VASH rental assistance or receiving other forms of subsidized housing. These costs are both considered a different cost type.
Assistance Limit	- Eligible for payments currently due or in arrears (<i>Note: the number of months in arrears paid for through rental assistance counts towards the maximum allowable months of assistance</i>). - Maximum of 10 months in a 2-year period. - Maximum of 6 months in a 12-month period. - Must be in compliance with rent reasonableness.
Assistance Limit for Extremely Low Income Families ⁴	- Maximum of 12 months in a 2-year period. - Maximum of 9 months in a 12-month period. - Must be in compliance with rent reasonableness.

As with all temporary financial assistance under the SSVF Program, rental assistance may only be provided if the payment of such assistance is necessary to enable the participant to obtain or retain permanent housing. As a condition of assistance, the grantee must help the participant develop a reasonable plan to address the participant's future ability to pay rent. The grantee should assist the participant to implement such a plan by directly providing necessary supports or by helping the participant to obtain necessary public or private benefits or services. If the grantee determines that the rent is not reasonable or that rental assistance will not allow the participant to obtain or retain permanent housing because the participant cannot reasonably be expected to afford to remain in the selected unit once SSVF rental assistance ends, SSVF grant funds should not be used to provide rental assistance. In such cases, the grantee should assist the participant in locating affordable housing that meets the participant's needs or, if affordable housing is not readily available, attempt to connect the participant with a program that offers long-term rental assistance (e.g., HUD-VASH, CoC funded supportive housing programs, etc.). If necessary, the grantee should attempt to connect the participant with short-term support if long-term support is not readily available.

b. Utility Payment Assistance

Utility payment assistance includes the payment of utility costs (i.e. heat, electricity, water, sewer and garbage collection) to help the participant obtain or retain permanent housing. Utility assistance may consist of payments for multiple types of utilities. Telephone or cell phone services are not eligible

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expenses. Utility assistance can be provided for amounts that are currently due or are in arrears. Amounts owed for telephone, cable, and other utilities not listed above are not eligible. A grantee may choose to require participants to share in the cost of utility-fee payments as a condition for receiving assistance.

Note that SSVF may use TFA to pay outstanding utility arrears pertaining to a previous rental situation where the Veteran no longer resides provided that the old utility debt now prevents the participant household from obtaining utilities in a new housing arrangement. This debt may only be paid directly to the third party, the utility company, under whom the debt was incurred.

Utility payment assistance may be provided to eligible participants using supportive services grant funds, with the following restrictions:

Restrictions on Utility Payment Assistance (per 38 CFR 62.34(b))	
Payment	▪ Payment must be made by the grantee directly to a utility company. ▪ Participant, legal representative or a member of the household must have an account in his/her name with a utility company or proof of responsibility to make payments.
Cost-Sharing with Other Programs	▪ Payments for utilities cannot be provided on behalf of participants for the same period of time and for the same cost types that are being provided through another Federal, State, or local program.
Assistance Limit	▪ Maximum of 10 months utility payments in a 2-year period ▪ Maximum of 6 months utility payments in a 12-month period ▪ Arrears may be paid up to, but not exceed, the maximum allowable months of assistance. In other words, each month of payment past due is counted individually towards the maximum number of allowable months. ○ For example, Jeff owes \$900.00 in utilities accrued over 9 months with \$100.00 owed each month. The SSVF program may pay up to \$600.00 for debt accrued over 6 months. Note: Utility assistance may consist of payments for multiple types of utilities. For example, over a 2-year period, a grantee could assist a participant with 10 months of assistance for gas, electricity, and water, provided the payments cover the same ten months.
Assistance Limit for Extremely Low Income Families ⁵	▪ Maximum of 12 months utility payments in a 2-year period ▪ Maximum of 9 months utility payments in a 12-month period

As with all temporary financial assistance payments made under the SSVF Program, utility payment assistance necessitates the development of a reasonable plan to address the participant's future ability to make utility payments. The grantee should assist the participant to implement such a plan by

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providing necessary assistance directly or by helping the participant to obtain any necessary public or private benefits or services. In the creation of the plan, grantees must consider that many regions have seasonal fluctuations in the cost of utilities. If the grantee cannot help the participant to develop a reasonable plan to address the participant's ability to pay future utility payments, supportive services grant funds should not be used to provide utility-fee payment assistance. Instead, the grantee should attempt to connect the participant with a program offering long-term assistance.

c. Deposits

Deposit payment assistance includes the payment of security or utility deposits to help the participant obtain permanent housing. Deposit payment assistance may be provided on behalf of eligible participants using SSVF grant funds, and do not count towards the monthly assistance restrictions for both rent and allowable utilities, and have the following restrictions:

Restrictions on Deposit Payment Assistance (per 38 CFR 62.34(c))	
Payment	Payment must be made by the grantee directly to the third party to whom the security or utility deposit is owed.
Cost-Sharing with Other Programs	- Payments for deposits cannot be provided on behalf of participants for the same period of time and for the same cost types that are being provided for by any and all other Federal, State, or local subsidized affordable housing programs such as rapid re-housing programs that pay for security deposits. - When the cost type is different than what is paid by the housing subsidy, SSVF deposit payment assistance may be used.
Assistance Limit	- Maximum of one security deposit during a 2-year period - Utility deposit assistance is limited to one time during a 2-year period. In cases where water and power are not included in the rent and are billed separately, deposits can be paid on each utility.

A grantee may choose to require participants to share in the cost of a deposit payment as a condition for receiving assistance. A deposit equivalent of no more than two months' rent is typically considered to be the maximum reasonable level.

Deposit payment assistance may only be provided if the payment of such assistance will directly allow the participant to obtain permanent housing. The grantee must work with the participant to develop a reasonable plan to stabilize housing so that additional deposits are not needed, and should assist the participant to implement a housing stability plan by directly providing necessary assistance or by helping the participant to obtain necessary public or private benefits or services. If the grantee cannot help the participant to develop a reasonable plan to address the participant's future housing stability, supportive services grant funds should not be used to provide deposit payment assistance.

Grantees have discretion to determine how to handle security deposits if and when an assisted household moves from the assisted unit (assuming the landlord has not retained the deposit to pay for damages incurred by the tenant). The grantee may recover the security deposit (in which case it must be

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treated as program income) or the grantee may allow the Veteran family to keep the deposit and use it towards their next unit.

d. Moving Costs

Moving costs payment assistance includes costs necessary to help the participant obtain permanent housing. Moving costs may include reasonable costs such as truck rental, hiring a moving company, or short-term storage fees for a maximum of 3 months or until the participant is in permanent housing, whichever is shorter. Relocation transportation expenses such as bus, train or plane tickets are not allowable moving costs. Moving costs payment assistance may be provided on behalf of eligible participants using supportive services grant funds, with the following restrictions:

Restrictions on Moving Costs Payment Assistance (per 38 CFR 62.34(d))	
Payment	▪ Payment must be made by the grantee directly to a third party.
Cost-Sharing with Other Programs	▪ Payments for moving costs cannot be provided on behalf of participants for the same period of time and for the same cost types that are being provided through another Federal, State, or local program.
Assistance Limit	▪ Maximum of one time during a 2-year period.

As a condition of providing moving costs assistance, the grantee must help the participant develop a reasonable plan to address the participant's future housing stability and assist the participant to implement such a plan. Grantees may require participants to share in the cost of moving as a condition of receiving assistance with moving costs.

e. General Housing Stability Assistance

General Housing Stability Assistance refers to provision of goods or payment of expenses not included in other SSVF categories but which are directly related to supporting a participant's housing stability. All such expenses relate to a participant's ability to gain or keep employment or permanent housing. Such assistance is offered only if and when it is not available through existing mainstream resources. Note that this assistance must be paid directly to a third party (not to a participant).

Four Classes of Housing Stability Assistance

There are four classes of Housing Stability Assistance expenses, outlined below, that can be authorized up to a maximum of \$1,500 per participant household during any 2-year period.

(1) Expenses associated with gaining or keeping employment:

Eligible items include but are not limited to uniforms, tools, driver's license fees, license/certification costs required for employment, documentation acquisition fees such as for Social Security Number or birth certificate, document court filing fees, and short term training leading to employment where other funding is not available.

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(2) Expenses associated with moving into permanent housing:

Eligible items include but are not limited to furniture delivery costs, furniture bank fees, bed frames, conventional mattresses, air mattresses, box springs, bedding (sheets, pillow cases, pillows), basic kitchen utensils, and cleaning supplies.

(3) Expenses necessary for securing appropriate permanent housing:

Eligible items include but are not limited to fees for rent applications, background checks, housing inspections, credit score checks, credit counseling, financial literacy class, document court filing fees, and documentation acquisition such as for Social Security Number or birth certificates.

(4) Items necessary for life or safety provided on a temporary basis to address an emergency.

Eligible items include food, baby formula, diapers, and winter clothing. These items are allowable up to \$500 per participant household in a 2-year period and are included in the overall \$1,500 cap.

Brokers Fee

(1) Reasonable amount for a realtor broker's fee. This may be paid once during a 2-year period. The reasonableness of this fee must be determined based on the condition of the local housing market.

Items that cannot be funded under General Housing Stability Assistance are: phone cards, gift cards of any kind, and furniture (except beds). Major appliances are also generally non-eligible with the rare exception of circumstances when the VA allows such an item for an individual case.

Restrictions on General Housing Stability Assistance	
Payment	Payment must be made by the grantee directly to a third party.
Cost-Sharing with Other Programs	Payment under General Housing Stability Assistance cannot be provided on behalf of participants for the same period of time and for the same cost types that are being provided through another Federal, State, or local program.
Assistance Limit	- Items in the four classes add up to a maximum total of \$1,500 per participant household during any 2-year period. Items for life and safety add up to a maximum of \$500 within the overall \$1,500 limit. - Realtor broker fees are once in a 2-year period and are not included in this \$1,500 limit.

f. Emergency Housing Assistance

Emergency Housing Assistance is a category of assistance that allows SSVF programs to provide temporary housing for eligible literally homeless participants who are awaiting permanent housing if no other shelter is available. As SSVF resources must be focused on securing and sustaining placement in permanent housing, grantees are expected to exercise great care in committing resources to emergency housing, ensuring no alternative VA resources (such as Grant and Per Diem or Healthcare for Homeless Veterans residential contract housing) or community resources exist.

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Emergency housing is limited to short-term commercial residences, not already funded to provide on-demand emergency shelter, that does not require the participant to sign a lease or occupancy agreement (private residences are not eligible). Note that the *Emergency Housing Assistance Verification* is used to confirm eligibility.

If permanent housing, appropriate shelter beds, and transitional housing are not available and subsequent rental housing has been identified generally but is not immediately available for move-in by the participant, then a grantee may place a participant in emergency housing, subject to the following limitations:

Limitations:

- Placement for a single Veteran may not exceed 72 hours, unless the grantee can certify that shelter beds and transitional housing are still unavailable at the end of 72 hours. Extensions beyond the 72 hours may not exceed 45 days.
- Placement for a Veteran and his or her spouse with dependent(s) may not exceed 45 days.
- A participant may be placed in emergency housing only once during any 2-year period, beginning on the date the grantee first pays for emergency housing.
- The cost of the emergency housing must be reasonable in relation to the costs charged for other available emergency housing considering the location, quality, size, and type.
- At least one viable option for a permanent housing unit must be identified for the participant who is temporarily receiving emergency housing assistance.

Restrictions on Emergency Housing Assistance	
Payment	▪ Payment must be made by the grantee directly to a third party.
Cost-Sharing with Other Programs	▪ Payments for emergency housing assistance cannot be provided on behalf of participants for the same period of time and for the same cost types that are being provided through another Federal, State, or local program.
Assistance Limit	▪ Maximum of 45 days for Veterans with spouse and/or dependents. ▪ Maximum of 72 hours (extensions for up to 45 days) for a single Veteran. ▪ No more than once in a 2-year period for all participants.

g. Transportation Assistance

A grantee may provide transportation assistance if it will enhance housing stability. For example, a participant may require assistance with transportation to a job interview or a medical appointment. Because the use of public transportation is generally less expensive than the use of private vehicles and may be more sustainable in the long-term, grantees should consider providing public transportation tokens or vouchers before offering financial assistance for personal vehicles. If sufficient public transportation options are not locally available, a grantee may provide car repair or maintenance

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assistance on behalf of a participant. The following table outlines restrictions applicable to temporary transportation financial assistance:

Restrictions on Transportation Payment Assistance (per 38 CFR 62.33(d))	
Payment	▪ Payment must be made by the grantee directly to a third party.
Cost-Sharing with Other Programs	▪ Payments for transportation cannot be provided on behalf of participants for the same period of time and for the same cost types that are being provided through another Federal, State, or local program.
Assistance Limit	▪ No financial limit on amount of public transportation assistance for participants ▪ No time limit on public transportation assistance ▪ Maximum of \$1,200 car repairs/maintenance in a 2-year period on behalf of a participant

The provision of money or gift cards to a participant to pay for gasoline is not permitted with SSVF funds. However, in rural areas with limited to no public transportation, the issuance of Gas Vouchers may be allowable under the conditions listed below:

1. A gas voucher is allowable as transportation cost only towards needs directly related to housing stability and is incorporated in the participant's Housing Plan.
2. Payment must be made by the grantee directly to a third party. For example, the grantee may make arrangements with a local gas station by pre-paying for gasoline only, require gas station to view identification of participant prior to approval of any gasoline purchase, and provide grantee with receipts for all gasoline purchases.

As with all temporary financial assistance payments made under the SSVF Program, the provision of transportation assistance requires the development of a housing stability plan. The grantee should consider a participant's unique situation, as well as the area's transportation options in creating such a plan, weighing the costs and benefits of different options. If the grantee cannot help the participant develop a reasonable plan to address the participant's future ability to pay for transportation, supportive services grant funds should not be used to provide transportation assistance. In that case, transportation assistance should be limited to the grantee's efforts to connect the participant with a program offering long-term assistance.

h. Child Care Assistance

A grantee may make payments on behalf of a participant to an "eligible child care provider" providing child care services. Such child care payments should only be provided by the grantee if the assistance will improve a participant's housing stability (e.g., if the provision of child care assistance will allow the participant to obtain or maintain employment). The following table outlines restrictions applicable to child care assistance payments:

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Restrictions on Child Care Assistance Payment (per 38 CFR 62.33(h))	
Payment	Payment must be made by the grantee directly to an “eligible child care provider.” An “eligible child care provider” is a provider of child
Restrictions on Child Care Assistance Payment (per 38 CFR 62.33(h))	
	care services for compensation, including a provider of care for a school-age child during non-school hours, that: (1) is licensed, regulated, registered, or otherwise legally operating under state and local law, and (2) satisfies the state and local requirements applicable to the child care services the provider provides.
Cost-Sharing with Other Programs	Payments for child care cannot be provided on behalf of participants for the same period of time and for the same cost types that are being provided through another Federal, State, or local program.
Assistance Limit	- Maximum of 10 months in a 2-year period, per child in household - Maximum of 6 months in a 12-month period, per child in household (<i>Note: Household may include multiple children</i>) - Begins on the date grantee first pays for child care on behalf of participant - Child care assistance can be provided for children under the age of 13, unless a child has a disability. Child care assistance can be provided for children with a disability under the age of 18.
Assistance Limit for Extremely Low Income Families ⁶	- Maximum of 12 months in a 2-year period, per child in household - Maximum of 9 months in a 12-month period, per child in household

As with all temporary financial assistance payments made under the SSVF Program, the provision of child care assistance requires the development of a reasonable housing stability plan to address the participant’s future ability to pay for child care. Grantees should assist the participant to implement such a plan by providing any necessary assistance or helping the participant to obtain any necessary public or private benefits or services. If the grantee cannot help the participant develop a reasonable plan, child care assistance should be limited to the grantee’s efforts to connect the participant with a program offering long-term assistance.

3. Restrictions on Payments

Temporary financial assistance payments cannot be paid to the participant and must be paid directly to a third party on behalf of a participant. In order to prevent temporary financial assistance from consuming a disproportionate amount of grant funds, VA has set a limit in the NOFA of a maximum allowable percentage of funds used for temporary financial assistance. Additionally, timing and other restrictions on the use of eligible temporary financial assistance can be found in 38 CFR 62.33 and 38

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CFR 62.34. *Grantees may choose to impose additional limitations on such assistance. Please see Section VIII.E. for a list of ineligible activities, including costs associated with temporary financial assistance.*

4. Documentation Required

Grantees must maintain records that justify the provision of temporary financial assistance. Program Guide Section VIII.C. outlines the case file documentation required to verify the eligibility of a temporary financial assistance payment.



**Administrative Services Committee Meeting
5/31/2016 1:10 PM
Link Deposit Program**

Department:

Presenter: Commissioner Marion Williams

Caption: Comprehensive update from the appropriate staffers regarding the city's Link Deposit Program. Report to include but not limited to the date of inception, copy of approved guidelines, initial and current amount of deposits, name of banking institutions and number of loans associated with the program, etc. **(Requested by Commissioner Marion Williams)**

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

**Funds are Available
in the Following
Accounts:**

REVIEWED AND APPROVED BY: