

**AMENDMENT #1
TO DELEGATE AGENCY CONTRACT
WITH
ALAMO AREA RESOURCE CENTER**

This amendment (hereinafter referred to as "Amendment") of the Alamo Area Resource Center FY 2017 Delegate Agency Contract is entered into by and between the City of San Antonio, a Texas Municipal Corporation, (hereinafter referred to as "City") acting by and through its designated representative, the Director of the Department of Human Services pursuant to Ordinance No. _____, dated _____, 2017, and Alamo Area Resource Center (hereinafter referred to as "Contractor").

WHEREAS, the City presently contracts with Contractor for the Housing Works program through the Delegate Agency Contract (hereinafter referred to as "Contract") that was executed on December 12, 2016 pursuant to Ordinance No. 2016-09-15-0693, dated September 15, 2016; and

WHEREAS, pursuant to Section 24.1 of the Contract, City and Contractor agree to an amendment to the Contract so that Contractor may provide additional services for additional funding; and

WHEREAS, it is in the best interest of the parties that an amendment to the Contract now be executed which reflects the modifications in service levels and funding; NOW THEREFORE:

City and Contractor agree to amend the Contract as follows:

1. Section 3.1 is amended to read as follows:

In consideration, the City will reimburse Contractor for costs incurred for each of the Projects listed above in accordance with the budget approved for each Project by the City Council of San Antonio in the above referenced Ordinance, and all subsequently authorized amendments to respective budgets. Said budgets are attached hereto and incorporated herein for all purposes as Attachment A – II for Project A and Attachment B – II for Project B. It is specifically agreed that reimbursement hereunder shall not exceed the combined total amount of **\$405,624.00**, broken down as follows:

\$231,473.00 HOPWA for Housing Works (Project A); and
\$174,151.00 HOPWA for Transportation Program (Project B);

2. Section 3.2 is amended to read as follows:

The funding level of this Contract is based on an allocation from the following funding sources:

\$405,624.00 Housing Opportunities for Persons with Aids (HOPWA) CFDA # 14.241

Consequently, Contractor agrees to comply with the **Funding Guide**, attached hereto and incorporated herein for all purposes as Attachment III.

3. The document attached hereto and incorporated herein as Exhibit I reflects agreed upon revisions to Attachment A-I, the Scope of Work and Scorecard for the Housing Works Program. The revisions supersede prior conflicting or inconsistent agreements with regard to the referenced project Scope of Work and Scorecard, and all references in the Contract to these shall mean the documents as revised by this Amendment.
4. The document attached hereto and incorporated herein as Exhibit II reflects agreed upon budget revisions to Attachment A-II, the budget for the Housing Works Program. The revisions supersede prior conflicting or inconsistent agreements with regard to the referenced project Budget, and all references in the Contract to the budget shall mean the budget as revised by this Amendment.
5. All other terms, conditions, covenants and provisions of the Contract are hereby continued and shall remain in effect in their original form, except for the provisions modified by this Amendment.

This Amendment has been executed effective as of the date of signature of the last party to sign (the "Effective Date").

CITY OF SAN ANTONIO:

Melody Woosley, Director
Department of Human Services

Date: _____

CONTRACTOR:

Alamo Area Resource Center



Howard Rogers,
Executive Director

Date: 1/30/17

APPROVED AS TO FORM:

Assistant City Attorney

ATTACHMENTS

Exhibit I – Scope of Work and Scorecard Revision (amending Attachment A-I in the Contract)

Exhibit II – Budget Revision (amending Attachment A-II in the Contract)



**CITY OF SAN ANTONIO
DEPARTMENT OF HUMAN SERVICES**

SCOPE OF WORK

**Alamo Area Resource Center
Housing Works-HOPWA
FY 2016-2017**

PROGRAM OBJECTIVE:

The Alamo Area Resource Center (AARC) proposes to provide Targeted Outreach and Housing Case Management to Persons Living with HIV/AIDS, local non-profit and for profit housing entities, landlords, owners, and managers of leased housing in order to educate and enroll them in GSAHWP, identifying affordable housing and providing placement for individuals and families living with HIV/AIDS

SERVICE PLAN:

The preliminary goal of the project will be to identify and enroll HIV+ individuals into the project to enable the individual client to utilize the GSAHWP computer database to locate safe and affordable housing. The client completes a brief housing assessment with the Housing Specialist and provides all eligibility documents either in hard copy or via the ARIES Client Database. Care Plan Tasks are established with the client to setup milestones for finding properties, i.e., referrals to housing providers, completing lease agreements, etc. Each client is unique and there is not cookie cutter plan on timeline for each client. The time to find safe and affordable housing depends on the individual client circumstances and their required needs. Also taken into consideration of the timeline is the amount of unique barriers a client faces. Many clients have poor rental histories, poor credit histories, criminal histories, cannot afford application fees, or deposits. Many of the landlords that AARC works with waive some of these requirements depending on the circumstances. The subsequent goal will be to identify eligible landlords, owners and managers of leased property and enroll them in the Project, creating the largest database in Texas specifically designed to connect the disenfranchised with appropriate housing to match specific needs. The original model for GSAHWP was Boston's "HousingWorks Project," which provides a proven successful model for replication in South Texas. **AARC's primary goal for GSAHWP has been to identify affordable housing and place individuals and families living with HIV/AIDS to improve their overall quality of life.** The Housing Specialist uses various tools and outreach to locate the housing resources, some online tools are craigslist, yahoo searches, mysanantonio.com. S/he also does street outreach to locate individual landlords for houses, duplexes, townhomes, etc.

AARC will continue to employ its Housing Case Manager to maintain oversight of the project; the program Case Manager who provides intake, housing needs assessment, care plan and placement; and one Housing Specialist to perform outreach and recruitment. The staff has been trained in all aspects of local housing markets (including identifying appropriate for-profit and non-profit providers), connecting eligible clients and providers while disseminating information.

Utilizing many pre-existing relationships well established within the target communities, the housing specialist will provide outreach and education for Persons Living with HIV/AIDS via educational



**CITY OF SAN ANTONIO
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seminars, individual presentations and enroll clients and housing providers in the Project. The housing specialist will provide this outreach to areas where the target population congregate, including neighborhoods where they reside, businesses frequented, community events attended and social service agencies accessed including AIDS service organizations.

TARGETED POPULATION:
HIV+ /AIDS individuals and their families

NUMBER OF PARTICIPANTS/ CLIENTS SERVED: 725

Delegate Agency Scorecard

Agency Name:	Alamo Area Resource Center
Program Name:	Housing Works
Amount:	\$231,473.00
Contract Term:	October 1, 2016 – September 30, 2017

Select Category (Select One)

- | | |
|---|--------------------------|
| 1. Children & Family Services | 3. Youth Services |
| 2. <input checked="" type="checkbox"/> Community Safety Net | 4. Workforce Development |

Select Program Service Indicator(s) (Select Minimum of One)

- | | |
|--|--|
| 1. School Success | 9. Seniors Healthy and Living Independently |
| 2. 3 rd Grade Reading | 10. <input checked="" type="checkbox"/> Reduction with Homelessness/Stability of Residence |
| 3. High School Graduation Rate/Education Success | 11. Teen Pregnancy Reduction |
| 4. College & Career Readiness | 12. Youth Crime Recidivism Prevention |
| 5. High School Graduation Rate | 13. Domestic Violence Reduction |
| 6. Adult Educational Attainment | 14. Child Abuse Reduction |
| 7. Long Term Job Training | 15. Improve Family Financial Stability/Financial Literacy |
| 8. Removing Family Barriers | |

Outcomes/Results Measures

1. 90% of Identified housing are suitable, affordable and safe for individuals and families living with HIV/AIDS, increasing housing stability to placed participants of at least one year.
2. Reduce risk of homelessness at least by 50% by providing housing placement stability to program participants
3. Improve medical adherence by 75% (at least attend 2 medical appointments within the contract year)

Additional:

75% of the 125 participants will have at least 2 medical visits and decreased Viral Load.

Outputs

1. Unduplicated Clients 725 participants served
2. 125 Participants moved to permanent housing
3. 415 participants referred to affordable housing (under FMR) and supporting services

Additional:

725 Unduplicated participants served will be enter into ARIES and HMIS

Data Source and Reporting

1. AIDS Regional Information and Evaluation Systems (ARIES). In house data-base mandated by Texas Department of State Health Services
2. Homeless Management Information System (HMIS)
3. Housing Case Management Charts/Records

Quality Standards

1. Staff qualification- Skills, Knowledge, and practice experience with Housing services
2. Program has the infrastructure (materials, equipment, supplies) available
3. Program offers opportunities to access safe, affordable housing. Client charts are audited quarterly

Explanatory Notes

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1/30/17

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Exhibit II

TOTAL AGENCY BUDGET

Agency Name: Alamo Area Resource Center

FUNDING SOURCES	Actual Revenue FY 2015	Actual Expenditures FY 2015	Estimated Revenue FY 2016	Estimated Expenditures FY 2016	Projected Revenue FY 2017	Projected Expenditures FY 2017
1. City of San Antonio (COSA)	294,373.00	294,373.00	294,373.00	294,373.00	405,624.00	405,624.00
2. Local Government (other than COSA)						
3. State Government	249,292.00	249,292.00	260,000.00	260,000.00	286,000.00	286,000.00
4. Federal Government	2,296,940.00	2,230,362.00	2,750,000.00	2,750,000.00	2,755,000.00	2,755,000.00
5. United Way						
6. Foundation Grants	664,607.00	664,607.00	300,000.00	300,000.00	350,000.00	350,000.00
7. Donation						
8. Other (list)						
AVITA	1,148,331.00	881,719.00	780,000.00	780,000.00	960,000.00	960,000.00
Clinic Expenses			300,000.00	300,000.00	500,000.00	500,000.00
TOTAL	\$4,653,543.00	\$4,320,353.00	\$4,684,373.00	\$4,684,373.00	\$5,256,624.00	\$5,256,624.00

PROGRAM LINE ITEM BUDGET

Agency Name: Alamo Area Resource Center
 Program Title: Housing Works

Budget Version: Original
 Total Program Budget: \$231,473

COSA GL	Contractor's GL	GL DESCRIPTION	Total Cost to COSA	ESG Programs Only - Agency Match
5201025		Education		
5203090		Transportation Fees - Must not exceed current IRS Standard Mileage Rate	0.00	
		Anticipated Mileage		
		Rate Per Mile		
5205050		Freight and Storage		
5204010		Linen and Laundry Service		
5204050		Maintenance and Repair - Buildings and Improvements		
5204080		Maintenance and Repair - Machinery and Equipment		
5208530		Alarm and Security Services		
5201040		Fees to Professional Contractors - (Enter Details Below)	2,500.00	
		Contractor Name	Contract Amount	
		Gregory & Crutchfield	2,500.00	
		Purpose/Description of Services to be Provided		
		Annual Audit \$25,000* 10%		
5203040		Advertising and Publication		
5203050		Membership Dues and Licenses		
5203060		Binding, Printing and Reproduction		
5203070		Subscriptions to Publications		
Total Contractual Services			\$9,307.98	\$0.00
Commodities				
5302010		Office Supplies	613.00	
5303010		Janitorial Supplies		
5304005		Clothing and Linen Supplies		
5304025		Motor Fuel and Lubricants		
5304070		Recreation Supplies		
5301010		Maintenance and Repair Materials (Buildings and Improvements)		
5301030		Maintenance and Repair Materials (Machinery and Equipment)		
5304075		Computer Software		
5304080		Other Commodities	1,763.56	
		Purpose/Description of Other Commodities	Amount	
		Go-Van dispatch system compliments the transportation program. To be utilized when client	1,763.56	
		needs transportation to view a housing placement referral/or a TBRA Housing Client needing		
		medical appointment.		
Total Commodities			\$2,376.56	\$0.00
Fixed Charges				
5403010		Telecommunications	1,153.00	
5404530		Gas and Electricity		
5404540		Water		
5405030		Liability, Hazard, Fidelity Insurance	1,000.00	
5407020		Direct Assistance Payments To Program Participants - (Itemize by Type Below)	92,160.00	
		(Rental, Medical, Educational, Food for Program Participants, etc.)	Amount	
		Tenant Based Rental Assistance		
		10 1BR units @ \$768 *12 months	92,160.00	
Total Fixed Charges			\$94,313.00	\$0.00

PROGRAM LINE ITEM BUDGET

Agency Name: Alamo Area Resource Center
Program Title: Housing Works

Budget Version: Original
Total Program Budget: \$231,473

COSA GL	Contractor's GL	GL DESCRIPTION			Total Cost to COSA	ESG Programs Only - Agency Match		
<p>** Position Type: All positions must select a Position Type. The Position Type "Program" is defined as any position that provides direct services/contact to a participant of the above named COSA Funded Program. All personnel providing Administration support (eg. CEO,CFO, Accountants and Secretarial staff), use position type "Admin".</p>								
Personnel Services Schedule	Position/Title	**Position Type	Salary/ Wage Per Pay Period	Number of Pay Periods	Total Annual Salary	% Budgeted/ Allocated to COSA	Salary Budgeted/ Allocated to COSA	
5101010	Rogers	Executive Director	Admin	4,235.20	26	110,115.20	5.00%	5,505.76
5101010	Montalvo	Finance Manager	Admin	2,655.20	26	69,035.20	5.00%	3,451.76
5101010	Wade	Billing Clerk	Admin	1,344.00	26	34,944.00	75.00%	26,208.00
5101010	Para	Housing Case Manager	Program	1,456.00	26	37,856.00	75.00%	28,392.00
5101010	Falcon	Housing Case Manager	Program	1,465.00	26	38,090.00	100.00%	38,090.00
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PROGRAM LINE ITEM BUDGET

Agency Name: Alamo Area Resource Center
Program Title: Housing Works

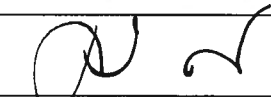
Budget Version: Original
Total Program Budget: \$231,473

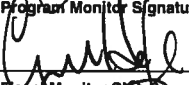
COSA GL	Contractor's GL	GL DESCRIPTION	Total Cost to COSA	ESG Programs Only - Agency Match
Capital Outlay				
5501000		Computer Equipment <\$5,000		
5501055		Machinery and Equipment - Other <\$5000		
5501065		Furniture and Fixtures <\$5,000		
Total Capital Outlay			\$0.00	\$0.00
Total Program Budget			\$231,473	\$0.00

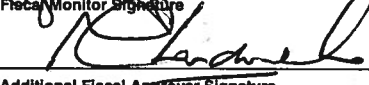
* Administrative Cost % for COSA Program 18.36%

*Total Administrative Cost for this COSA funded program may not exceed 20% of the City's allocation to the Agency for this program.

COSA USE ONLY

Approved  1/20/17
Program Monitor Signature Date

Approved  1/27/17
Fiscal Monitor Signature Date

Approved  1/27/17
Additional Fiscal Approver Signature Date