

2018 Monitoring Summary  
(PSH / RRH / SH / TH)

Project Name: ESHP

Agency Name: CoDAC

Does the PEM committee recommend a PIP for this project?  No  Yes  
If yes, check the item(s) needing to be address by a PIP.

- LOCCS draws have not been occurring at least quarterly for the most recent 12 months
- Agency has not had a financial review / audit
- \*  Project has not implemented Housing First / Low Barrier policies / procedures
- Project's agency does not have voting privileges in TPCH General Council
- Project does not use HMIS / HMIS-comparable database.
- Project has not corrected any HUD findings.
- Recipient hasn't monitored sub-recipient(s) within the last 12 months.
- Sub-recipient has unresolved issues from recipient's most recent monitoring.
- Agency does not have a current SAM registration\*
- Agency's financial management system does not meet federal standards (2 CFR 200.302)\*

Date reviewed by PEM Committee: 5/23/18

Did project representative attend PEM review?  Yes  No

Date reviewed by TPCH Board: \_\_\_\_\_

Does TPCH Board agree that PIP is appropriate?  Yes  No  N/A

PIP is due to PEM within 30 days of TPCH Board review.

Date PEM received PIP from project: \_\_\_\_\_

Issues must be resolved within 90 days of sending PIP to PEM Committee.

Date PEM received resolution(s) from project: \_\_\_\_\_

Date PEM reviewed resolution: \_\_\_\_\_

Date PEM reported resolution to Board: \_\_\_\_\_

\* The project's Housing First / Low Barrier policy was not provided in the Monitoring Packet.



7/3/18

To whom it may concern,

RE: Housing First PIP; PHP, ESHP, Solitude HUD Housing Grants

CODAC adheres to housing first principles as demonstrated in CODAC's participation agreement and updated housing policies. The participation agreement demonstrating consistency with housing first principles was provided to the PEM Committee in advance of the 6/19 TPCB Board Meeting (5/29/18).

Please let me know if you have any questions,

Thank you,  
Amy Munoz Mendoza, MS, NCC  
Vice President for Utilization Management  
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## CODAC Health, Recovery, & Wellness, Inc. Housing Program Agreement

- Congratulations on being accepted into: ESHP
- ◆ Only those members of the household unit that are listed below may occupy the unit.

NAME	RELATIONSHIP TO HEAD OF HOUSEHOLD
	SELF

- ◆ Only those members of the household unit that are listed above may occupy the unit and be included on the lease. Household composition may be amended only when a new lease is signed. The head of household must obtain approval from CODAC Health, Recovery & Wellness, Inc. prior to tenants being added to the lease.
- ◆ The housing participant must be able to qualify for the apartment on their own without a cosigner. CODAC will not sign any lease nor are any co-signers allowed on the lease. CODAC staff are not permitted to sign any lease or enter into any agreement with landlords/property management.
- ◆ CODAC adheres to a Housing First approach where homelessness is first and foremost a housing crisis and can be addressed through the provision of safe and affordable housing. All people experiencing homelessness, regardless of their housing history and duration of homelessness, can achieve housing stability in permanent housing. Some may need very little support for a brief period of time, while others may need more intensive and long-term supports. Sobriety, compliance in treatment, or even criminal histories are not necessary to succeed in housing. ESHP program policies consistent with a Housing First approach do not consider alcohol or drug use in and of itself to be lease violations, unless such use results in disturbances to neighbors or is associated with illegal activity (e.g. selling illegal substances.).
- ◆ Upon acceptance into the program, participants have 30 days to locate and secure a unit. New units will only be approved and eligible for rental assistance after a passing an initial Housing Quality Standards (HQS) inspection and provided the contracted rent plus utility costs are equal to or below the Fair Market Rent (FMR) as published by U.S. Department of Housing and Urban Development (HUD).
- ◆ Approved units must pass an annual HQS inspection prior to participant signing to renew the lease. The contracted rent for lease renewal with utility costs must be equal to or less than the current FMR.
- ◆ CODAC will pay for only 1 application fee, 1 deposit, and assistance with moving fees 1 time during participant's enrollment in housing program. CODAC will not assist with pet deposits or renter's insurance. (\_\_\_\_\_) **Participant Initials**
- ◆ Participants are required to provide CODAC a copy of the signed lease, prior to or on lease start date. Participants are also required to provide CODAC 30-day's written notice, if they intend to vacate the unit. If the participant is evicted, receives a lease non-renewal, or voluntarily vacates the unit, the participant will have 90-days to secure a new unit to maintain enrollment in the housing program.

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- ◆ **Participants are required to pay their own utilities.** The program offers a standard utility allowance schedule (published by HUD) that is deducted from the participant's rental portion. If a participant has no income, the participant is required to secure a unit with all utilities included. The program cannot pay for any additional utility expenses outside of or exceeding of the standard utility allowance. (\_\_\_\_\_) **Participant Initials**
- ◆ Participants are required to pay the greater of 30% of their adjusted household income or 10% of their gross household income. Participants are required to obtain an income, either by obtaining benefits or by obtaining employment within 2 years of entry into the program. Every member of the household aged 18 years or older must provide proof of income.
- ◆ The participant agrees to have their household income examined initially to determine tenant portion of rent and agrees to have income re-examined annually thereafter. The participant is responsible for providing current income verification to the CODAC. All participants are required to comply with paperwork requests from Cenpatico, ADOH, HUD, and CODAC. All participants are required to comply with requested inspections. Damages, that are deemed to be the result of neglect or abuse to the property, will be charged to the participant and they will be financially responsible for the repairs or replacement.
- ◆ Pets may or may not be allowed by the landlord/management of the housing unit. A certified assistive animal is allowed by law. However, documentation of the animal's certification must be provided to the landlord or property management prior to bringing the animal into the unit. All pets **MUST** have proof of vaccination, spay/neuter, statement from the CODAC prescriber indicating that the pet is clinically necessary, and a statement indicating who will take responsibility/care for the pet, in the event the participant is not able to.
- ◆ Participants will be given a minimum of 48 hours written notice if CODAC requests entry to the unit unless there is evidence of an emergency or serious program violation.
- ◆ The participant must report all maintenance needs to the landlord/management as soon as they are discovered. If the landlord or apartment management does not perform the needed maintenance, including supplying heat, cooling, hot water or other essential services, the participant should notify the CODAC Housing Department immediately.
- ◆ CODAC will not terminate a participant's rental assistance during the course of the program other than for violations of the Program Agreement, such as, failure to comply with initial and annual HQS inspections, criminal activity, serious behavioral issues that affect the overall quality of the environment, failure of the participant to pay his/her portion of rent, and/or a participant becoming ineligible to receive housing assistance. Violations of the participants lease may result in the participant being asked to vacate the unit, either voluntarily or by eviction. CODAC has a low barrier admission policy to ensure we do not screen out applicants on the basis of rental, credit, or criminal histories, sobriety, income, etc.
- ◆ If a participant is temporarily away from the housing unit to receive in-patient care (detox, mental health stabilization, and health care treatment), the rental assistance can continue for up to 90 days, providing the participant's portion of rent continues to be paid. If the participant's portion of rent is not paid, as specified under the lease agreement, the unit will be deemed abandoned and the lease terminated. The participant will be financially responsible



for the condition of the apartment, rent payments up to the end of the lease, and any storage fees accumulated, as defined under the Arizona Residential Landlord & Tenant Act.

- ◆ If the participant is absent from the dwelling unit without notice for, at least, 14 days, and the unit will be deemed abandoned, abandonment proceedings, per the Arizona Residential Landlord & Tenant Act, may begin. The participant is advised to notify their CODAC Housing Recovery Coach and their landlord/property management if they are going to be absent from their unit for more than 14 days. Participants continue to be responsible for paying their portion of rent if they are absent from the apartment.
  
- ◆ Participants are strongly encouraged to take advantage of supportive services. This includes but is not limited to attendance of all scheduled doctor appointments, full participation in the development and execution of his/her Individual Service Plan (ISP), and utilization of a recovery support system to maintain active recovery. Participants are also required to have contact with their Housing Recovery Coach twice a month - one of these contacts must be face-to-face in participant's home.

By signing below, the participant acknowledges they have read and understand the Program Agreement and understands that violations to the Program Agreement may result in the loss of rental assistance and that participant will be responsible for 100% of the contracted rent.

\_\_\_\_\_  
Head of Household Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Additional Adult Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
CODAC Housing Staff  
Signature

\_\_\_\_\_  
Date

