


**Monitoring Submission Review Form
For TPCB Administrative Staff & HMIS Staff Use
(PSH / RRH / TH)**

J 1 

Project Name: Project Bienestar Agency Name: Community Partnership of Southern Arizona

Project Point of Contact Name: Sasha Hawman, Jennifer Dixon

Does the project's agency have voting privileges in TPCB General Council? No Yes

Does this project use HMIS? No Yes
(If a DV project, does it use an HMIS-comparable database?)

Coordinated Entry Openings, divided by / All Openings = 0 %

Have any Coordinated Entry matches been returned to HMIS by the Project?

No (Continue to next question.)

Yes, state the reason(s) provided by the Project: _____

What is average **Person** Utilization Rate (from page 5) for the most recent 4 quarterly PIT's?

~~205.71%~~ ~~205.71%~~ ~~205.71%~~ _____ %
Jan 2018 Oct 2017 July 2017 Apr 2017

did not provide, needs to bring to review appt.

What is average **Unit** Utilization Rate (from page 5) for the most recent 4 quarterly PIT's?

117.14 % 117.14 % 120.00 % 125.71 %
Jan 2018 Oct 2017 July 2017 Apr 2017

Total Current Project Budget (LOCCS + Match Only)

384,728
\$ 384,698

Average Cost Per **Person** Per Year

Current Total Budget, divided by number of persons (adults + children) to be served during the current grant year, equals cost per person.
(Expenses / Persons Served = Cost Per Person)

\$ # of persons not provided by project, needs to bring to review

Average Cost Per **Household** Per Year

Current Total Budget, divided by number of households to be served during the current grant year, equals cost per household.
(Expenses / Household Served = Cost Per Household)

\$ 10,991.37 mty
10,992.23



**Monitoring Submission Completion Review Form – TPCB Administrative Staff
TH, RRH & PSH**

Project Name: Project Biemeater, CPSA

1st review 2nd review
(Initials or NA)

<u>SM</u>	<u>HD</u>	Monitoring form
<u>no</u>	<u>missing</u>	Subrecipient monitoring documentation Subrecipient has not been monitored
<u>SM</u>	<u>HD</u>	HUD Finding resolution documentation
<u>SM</u>	<u>HD</u>	Copy of agency's current SAM registration
<u>SM</u>	<u>HD</u>	Copy of Current HUD-approved budget
<u>SM</u>	<u>HD</u>	Documentation of project's LOCCS drawdowns at least quarterly for the last 12 months
<u>SM</u>	<u>HD</u>	Documentation of agency's most recent financial audit / review – cover / first page, summary, statement of finding / no finding, signature page
<u>SM</u>	<u>HD</u>	Documentation that the project has implemented Housing First policies and procedures
<u>SM</u>	<u>HD</u>	Copy of HMIS CE participation email and/or correspondence

Date / Time Initial Packet Due: April 2, 2018, 5:00 pm

Date / Time Initial Packet Received (as per the email timestamp): 4/2/18 4:59pm

Date / Time Additional / Requested Information Due: 4/3/18 11:01am

Date / Time Additional / Requested Information Received (as per the email timestamp): 4/3/18 11:05am

Janeth Murillo & Ricardo Fernandez participated in the Street Count 2018.

**2018 TPCH Project Monitoring Form
(PSH / RRH / TH)**

NOTE: There are no points assigned to the questions on this form. It is designed to prepare you for the next renewal application (2018 NOFA) and identify areas where projects can share best practices in order to improve community outcomes. If a Performance Improvement Plan (PIP) arises from this monitoring, failure to complete the PIP may have a negative impact when completing the project's next Rating Tool.

Project Name: Project Bienestar **Agency Name:** Community Partnership of Southern Arizona

Project Point of Contact Name: Hawman – sasha.hawman@communitypartnersinc.org | 520.901.6818, Jennifer Dixon – Jennifer.dixon@communitypartnersinc.org | 520.784.5305

Phone Number / E-mail Address: see above.

Project Type: (Check One) PSH RRH TH

Is this project dedicated to specific population(s)? No Yes
If yes, check the population(s) that this project is dedicated to. (Prioritized is not dedicated.)

CH Dedicated Plus DV HIV Family Youth SMI SUD Vet

Does this project have sub-recipients? No Yes

If yes, then attach most-recent documentation of oversight of sub-recipient(s). This can be in the form of a Monitoring Report Summary, post-monitoring summary letter sent from Recipient to Sub-Recipient, or other comparable documentation, along with a copy of the contractual obligation. A copy of the contractual obligation(s) without the supporting documentation is not acceptable proof that oversight/monitoring has occurred.

Has this project been monitored by HUD in the last 12 months? - Yes

If yes, was there a finding? No - Yes

If yes, has this finding been resolved? No - Yes

If yes, attach a copy of the finding and documentation that it has been resolved.

How many openings has this project had in the 12 months preceding this month? 5

How many of these openings were filled through the Coordinated Entry Referral Process? 0

Please see SAAF's response to why 0 referrals came from the Coordinated Entry system:

"With regards to coordinated entry SAAF and the HMIS Lead agreed back around May 2017 that because of the HIV/AIDS questions, confidentiality barriers, and other factors that we would place people into our programs for HIV positive persons independently of the general community system. We would operate a system that followed community established priorities with HIV positive persons. We

have done that (it represented a continuation of existing SAAF policy). Dan Sullivan was involved in these meetings. I am writing that in our response to the monitoring questions. “

Describe how this project follows the Housing First Model. (250 words or less)

SAAF’s Housing First Response: SAAF believes that housing is a basic human right, not something that is earned or persons have to prove they deserve. We believe in respect, warmth, and compassion for all clients, a commitment to work with all clients for as long as they need, consumer choice and self- determination in all housing, a recovery orientation, and in the harm reduction model.

Who participated in the 2018 Street Count 2018 on behalf of this project?

Janeth Murillo – Volunteer
Ricardo Fernandez - Lead

What is the total budget amount in LOCCS for the current grant year? \$334,774

What is the match amount submitted to HUD for the current grant year?
(Do not include leverage.) \$49,954

How many persons are to be served in this project’s current HUD contract? 35 units for individuals and families.

How many households are to be served in this project’s current HUD contract? 35 units for individuals and families.

Using the CoC APR in HMIS, run for the most recent calendar year, how many persons were served on each of the 4 most recent PIT dates?

<u>72</u>	<u>72</u>	<u>72</u>	<u>74</u>
Jan 2018	Oct 2017	July 2017	Apr 2017

Using the CoC APR in HMIS run for the most recent 12-month period, how many households were served on each of the 4 most recent PIT dates?

<u>41</u>	<u>41</u>	<u>42</u>	<u>44</u>
Jan 2018	Oct 2017	July 2017	Apr 2017

Describe how this project assists participants in accessing mental health care, medical health care, integrated care, or a Health Home.
(250 words or less)

Housing case managers at SAAF are responsible for ensuring that clients served through our housing programs are linked to medical care and behavioral health care. Housing case managers are trained to apply for public benefits on behalf of clients including Medicaid/AHCCCS to ensure clients are able to access care. Housing case managers assist clients in enrolling with medical and behavioral health providers and coordinate with client's medical and behavioral health providers to deliver services and support clients in working towards their goals. The majority of our clients are enrolled with El Rio Community Health Center, a local Health Home/Integrated Care Coordination Agency, where a client's medical and behavioral health needs can be coordinated by the same organization. For clients enrolled at the University of Arizona Medical Center Petersen Clinics for medical care or choosing a behavioral health provider other than El Rio we coordinate closely with other local Health/Homes and ICCAs. SAAF housing case managers participate in ongoing recovery team meetings and other aspects of treatment planning while clients are in housing. This coordination of care assists clients in achieving their goals, maintaining adherence to treatment, maintaining their recovery, and improving their well-being.

This monitoring packet should also contain the following attachments:

- X Copy of agency's current SAM registration
- X Copy of current HUD-approved budget
- X Documentation of project's LOCCS drawdowns at least quarterly for the last 12 months
- X Documentation of agency's most recent financial audit / review – cover / first page, summary, statement of finding / no finding, signature page - demonstrating that the project's financial management system meets federal standards as described in 2 CFR 200.302
- X Documentation that the project has implemented Housing First policies and procedures
- X Copy of email from HMIS, reporting on number Coordinated Entry Referrals

Optional area for Project to include additional information for any portion of this Monitoring. (250 words or less)

N/A

Optional area to request peer assistance (sharing of best practices) from other projects. (250 words or less)

N/A

Optional area to offer peer assistance (sharing of best practices) to other projects. (250 words or less)

Acknowledgement of Performance Improvement Plan Procedure

PIPs will be recommended to the TPCH Board for projects if any of the following are found during this monitoring:

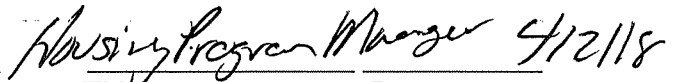
- LOCCS draws have not been occurring at least quarterly for the most recent 12 months
- Agency has not had a financial review / audit
- Project has not implemented Housing First / Low Barrier policies / procedures
- Project's agency does not have voting privileges in TPCH General Council
- Project does 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)*

*In addition to providing a PIP, projects will not be able to apply for renewal during the next NOFA if any of the following are found during this monitoring and remain uncorrected at the time of NOFA release:

- Agency does not have a current SAM registration
- Agency's financial management system does not meet federal standards (2 CFR 200.302)

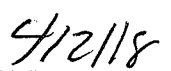


Signature of Agency Official / Project Point of Contact



Title

Date



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RE: Project Bienestar Monitoring - Message (HTML)

File Message Tell me what you want to do

Ignore Delete Reply Reply All Forward More Meeting Move OneNote Mark Unread Categorize Follow Up Translate Find Related Select Zoom

Sasha Hawman Heidi DeDanaan; Settle Madden; Vanessa Seaney; Jennifer Dixon; Nicole Salter

4/3/2018

RE: Project Bienestar Monitoring


You replied to this message on 4/3/2018 11:29 AM.

Ms. DeDanaan,

There was no monitoring of the subrecipient this past year. I have talked with our sub-recipient have scheduled to monitor them in May. I will not be at the meeting tomorrow due to a schedule conflict, but plan to attend all the other monitoring meetings. Please let me know what day the committee comes up with, and I will come prepared.

Thank you,

Sasha Hawman, MPA, BS
 Housing Programs Manager
 Community Partners Integrated Healthcare
 2502 N. Dodge Blvd. STE 130
 O: (520) 901-6818 |
sasha.hawman@communitypartnersinc.org
Communitypartnersinc.org



From: Heidi DeDanaan
 Sent: Tuesday, April 3, 2018 11:02 AM
 To: Sasha Hawman <Sasha.Hawman@communitypartnersinc.org>; Settle Madden <Settle.Madden@CommunityPartnersinc.org>
 Cc: Vanessa Seaney <Vanessa.Seaney@CommunityPartnersinc.org>; Jennifer Dixon <Jennifer.Dixon@communitypartnersinc.org>; Nicole Salter <Nicole.Salter@CommunityPartnersinc.org>
 Subject: RE: Project Bienestar Monitoring

Good morning Sasha,

Thank you for submitting Project Bienestar's monitoring documents. They have been checked for completeness. On your fillable monitoring form, you indicated that this project has subrecipients. This requires you to submit subrecipient monitoring documentation, which was not submitted. Please send your subrecipient monitoring documentation to Settle and myself as soon as possible, as the PEM committee meets tomorrow morning to schedule monitoring.

Heidi DeDanaan
 Planning Grant Assistant
 Tucson Pima Collaboration to End Homelessness
 Email: Heidi.DeDanaan@CommunityPartnersinc.org
 Phone: (520) 618-8846

RE: Project Bienestar Monitoring - Message (HTML)

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Ignore Delete Reply Reply All Forward More Meeting Move OneNote Mark Unread Categorize Follow Up Translate Find Related Select Zoom

Sasha Hawman Heidi DeDanaan; Settle Madden; Vanessa Seaney; Jennifer Dixon; Nicole Salter

4/3/2018

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Heidi DeDanaan
 Planning Grant Assistant
 Tucson Pima Collaboration to End Homelessness
 Email: Heidi.DeDanaan@CommunityPartnersinc.org
 Phone: (520) 618-8846


From: Sasha Hawman
 Sent: Monday, April 2, 2018 4:59 PM
 To: Settle Madden <Settle.Madden@CommunityPartnersinc.org>; Heidi DeDanaan <Heidi.DeDanaan@CommunityPartnersinc.org>
 Cc: Vanessa Seaney <Vanessa.Seaney@CommunityPartnersinc.org>; Jennifer Dixon <Jennifer.Dixon@communitypartnersinc.org>; Nicole Salter <Nicole.Salter@CommunityPartnersinc.org>
 Subject: Project Bienestar Monitoring
 Importance: High

Ms. Madden and Ms. Dedanaan,

Attached is the first half of Project Bienestar Monitoring form and attachments. I will be sending another email out with the remainder attachments.

Thank you,

Sasha Hawman, MPA, BS
 Housing Programs Manager
 Community Partners Integrated Healthcare
 2502 N. Dodge Blvd. STE 130
 O: (520) 901-6818 |
sasha.hawman@communitypartnersinc.org
Communitypartnersinc.org





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ALERT: If you are registering a new entity in SAM.gov, you must provide an original, signed [notarized letter](#) stating that you are the authorized Entity Administrator before your registration will be activated. Read [our FAQs](#) to learn more about this process change.

Entity Dashboard

- Entity Overview
- Entity Registration
 - Core Data
 - Assertions
 - Reps & Certs
 - POCs
- Exclusions
 - Active Exclusions
 - Inactive Exclusions
 - Excluded Family Members

[RETURN TO SEARCH](#)

Community Partnership Of Southern Arizona (CPSA), Inc.
DUNS: 015294259 CAGE Code: 4WL34
Status: Active
Expiration Date: 12/18/2018
Purpose of Registration: Federal Assistance Awards Only

4575 E Broadway Blvd
Tucson, AZ, 85711-3509,
UNITED STATES

Entity Overview

Entity Registration Summary

Name: Community Partnership Of Southern Arizona (CPSA), Inc.
Doing Business As: CPSA
Business Type: Business or Organization
Last Updated By: Cheryl Magnuson
Registration Status: Active
Activation Date: 12/18/2017
Expiration Date: 12/18/2018

Exclusion Summary

Active Exclusion Records? No