

FIRST AMENDMENT TO CITY OF ANN ARBOR & WASHTENAW COUNTY
FY 2015-2016 HUMAN SERVICE CONTRACT WITH
The Regents of the University of Michigan – The Housing Bureau for Seniors

THIS AMENDMENT dated the 22 day of September, 2015, between the City of Ann Arbor, a Michigan municipal corporation, whose address is 301 E. Huron Street, Ann Arbor, Michigan ("City"), Washtenaw County, a Michigan municipal corporation, whose address is 301 E. Huron Street, Ann Arbor, Michigan ("County") and The Regents of the University of Michigan, a Michigan constitutional corporation, whose address is 2401 Plymouth Road, Suite C, Ann Arbor, Michigan ("Contractor"), amends the agreement as follows:

- 1) SERVICE DESCRIPTION AND OUTCOME TARGETS and SPECIAL CONTRACT CONDITIONS, is amended to include the following Attachment A in addition to existing attachments.
- 2) BUDGET, is amended to increase the contract amount by \$30,461 to \$60,922 and to include the following Attachment B in addition to existing attachments.

Program	Funding Source	Amount
Independent Living Factors for 60+	City of Ann Arbor General Funds	\$30,461
TOTAL		\$30,461

- 3) TERM, is amended to terminate on June 30, 2016.
- 10) REPORTS, MONITORING AND EVALUATION, is amended to include the following: By signing this agreement, the Contractor agrees to full participation, as necessary, in the evaluation to be conducted of the Coordinated Funding process during the summer and fall of 2015.

All terms, conditions, and provisions of the original agreement between the parties executed on the 1st of July, 2014, unless specifically amended above, are to apply to this amendment and are made a part of this amendment as though expressly rewritten, incorporated, and included herein.

This amendment to the agreement between the parties shall be binding on the heirs, successors and assigns of the parties.

CITY:

CITY OF ANN ARBOR, a Michigan municipal corporation

By: Christopher Taylor
Christopher Taylor
Mayor

Approved as to Substance:

By: Steven D. Powers
Steven D. Powers
City Administrator

By: Jacqueline Beaudry
Jacqueline Beaudry
City Clerk

By: Sumedh Bahl
Sumedh Bahl
Community Services Administrator

KSU

Approved as to form:
By: Stephen K. Postema
Stephen K. Postema
City Attorney

COUNTY:
WASHTENAW COUNTY, a Michigan municipal corporation

ATTESTED TO: WASHTENAW COUNTY
By: _____
Lawrence Kestenbaum (Date)
County Clerk/Register
By: _____
Verna J. McDaniel (Date)
County Administrator

APPROVED AS TO CONTENT: APPROVED AS TO FORM:
By: Brett Lenart 9/1/15
Brett Lenart (Date)
Interim Director, Community Development
By: _____
Curtis N. Hedger (Date)
Office of Corporation Counsel

CONTRACTOR:
The Regents of the University of Michigan, a
Michigan Constitutional Corporation
By: Peter J. Gerard 8-14-15
Printed Name: Peter J. Gerard
Its: Associate Director
Grants and Contracts

By: _____
Printed Name: _____
Its: _____



**Attachment A – FY 2015-2016
Scope of Services, Outcome Targets and Grant Timeline**

*If any of the following program information changes within the grant year, please notify Andrea Plevak (pleveka@ewashtenaw.org) immediately.

Agency Name
The Regents of the University of Michigan - The Housing Bureau for Seniors
Program Name
Independent Living Factors for 60+
Community-Level Outcome
Aging: Increase or maintain independent living factors for vulnerable, low income adults who are 60 years of age and older
Planning & Coordination Body
Blueprint for Aging
Program Strategy(s)
Senior Crisis Intervention
Senior System Navigation
Program Components Description
<p>Social work staff will work with low-income seniors who are at risk of eviction, foreclosure or need supports to remain in their current home. These services offer a continuum of care from crisis intervention to system navigation. In order to understand where someone is on this continuum we conduct a psycho-social assessment. During the initial assessment, staff begins identifying a client's housing, financial, health care, social and other stressors (we will be adding specific mood stressors to align with the Blueprint for Aging's measurement tool). We also look at a client's existing social/filial supports and their interpersonal strengths. Specific activities include developing a plan with the client (e.g. how to pay owed property taxes), advocate on their behalf (such as with landlords), helping access community services and ensuring the services are meeting the clients' needs. Joint meetings with other professionals and/or the client may also occur. Our aim is to empower clients to take the lead in their own lives and help develop safety nets for themselves. We help our clients identify and utilize their strengths to help them achieve their desired goals and make long-term changes. Change could be</p>

behavioral-based, such as those with hoarding tendencies where the goal with a client who is at risk of being evicted is not to get rid of everything, but to focus on the safety factor and do what is needed to pass inspection. It could also be skill-based, such as learning to create and follow a budget in order to mitigate future financial stressors. Finances are often a root cause of the seniors we work with who are in crisis – paying for property taxes, utilities, much needed dentures or eye glasses or dealing with multiple creditors. Other factors include home maintenance, legal issues and personal safety concerns. During this initial phase, which can last up to six months, staff starts identifying protective factors to buffer against future crises. The risk of losing one’s home is associated with any factor that threatens their economic and social vitality. Developing economic protective factors might involve creating a simple household budget, applying for benefits, effectively managing current resources, offering payee services, and accessing other community services such as funds to move to affordable rental housing. Our HomeShare program is a protective factor for providers against social isolation and financial, housing, social and other stressors. Rent helps pay property taxes or health care expenses; seekers will do housekeeping, yard work such as shoveling snow and transportation to run errands; and the presence of someone else in the home reduces isolation and alleviates concerns about safety. Ongoing monitoring – for both crisis intervention and system navigation is done by face-to-face (in home and our office) or telephone contact. This monitoring helps identify whether we can discharge the client or need to provide ongoing support to further resolve underlying issues. When a client comes to us early enough, we can put protective factors in place to stabilize their housing and related issues and mitigate a crisis. Duration and intensity of services is highly dependent on the crisis and timing of when someone first comes to us. Crises can generally be resolved in less than six months, but addressing and resolving the underlying issues can take six months to a year and in some cases such as with HomeShare, a match can last for several years with varied level of staff involvement.

Target Population Residency Requirements			
Zip Codes 48197 and 48198	City of Ann Arbor Residents	Urban County Residents	Washtenaw County Residents
35%	62%	100%	100%

Total Number of (Unduplicated) Participants Projected to be Served during FY 2015-2016
115

Program Outcomes		
<i>Outcome</i>	<i>Projected 1st Half FY 2015-16 #</i>	<i>Projected 2nd Half FY 2015-16 #</i>
Number of vulnerable, low-income (at or below 200% FPL) older adults whose critical needs have been reduced	10	10
Number of vulnerable, low-income (at or below 200% FPL) older adults whose risk factors have decreased and whose protective factors have increased	40	55

Program Outcome Measurement Description

The Housing Bureau for Seniors will utilize the Washtenaw County Senior Snapshot to measure the program outcome(s) listed above. All questions in the Senior Snapshot will be asked of program participants at program intake *and* program discharge, regardless of the program strategy selected. For participants in programming beyond 6 months, the Senior Snapshot will be utilized at program intake and every 6 months thereafter. See below for additional instructions on how to use the Senior Snapshot:

Senior Crisis Intervention:

For a participant to qualify, two or more of the Independent Living Factors (i.e. types of stress) must be checked "Yes" and the Distress Thermometer must be rated by the participant, caregiver and/or worker at 8 or above. *A successful outcome for program interventions using this strategy would be a distress score of 7 or lower at program discharge or 6 month interval.*

Senior System Navigation:

For a participant to qualify, two or more of the Independent Living Factors (i.e. types of stress) must be checked "Yes" and the Distress Thermometer must be rated by the participant, caregiver, and/or worker at 5 or above. *A successful outcome for program interventions using this strategy would be a reduction in the distress score at program discharge or 6 month interval.*

Program outcome projections are subject to change upon revision of measurement tool content and implementation. Agencies are requested to work with their Planning & Coordinating entity - the Blueprint for Aging - and the Coordinated Funders to ensure appropriate use of the measurement tool and outcomes tracking in FY2015-16.

Award Contingencies (if applicable)

The Housing Bureau for Seniors will attend all semi-monthly SCIP meetings during the fiscal year.

The Housing Bureau for Seniors will attend 6 (six) case conferencing or training sessions during the fiscal year.

The Housing Bureau for Seniors will attend at least 2 (two) Blueprint for Aging community meetings during the fiscal year.

Grant Timeline

<i>Action</i>	<i>Due Date</i>
FY 2015-16 Grant Start Date	July 1, 2015
Participate in Planning & Coordination Body	Ongoing
Initial 25% Advance*	Upon contract execution & receipt of first invoice**
First Expenditure Report Due*	No later than October 31, 2015
Second 25% Advance	Upon submission of second invoice and approval of first expenditure Report
Semi-Annual Program Report Due	January 31, 2016
Second Expenditure Report Due	No later than January 31, 2016
Third 25% Advance	Upon submission of third invoice and approval of second expenditure report and semi-annual program report

Third Expenditure Report Due	No later than April 30, 2016
Fourth 25% Advance	Upon submission fourth invoice and approval of third expenditure report
Year-end Program Report AND Final Expenditure Report Due	July 31, 2016
<p><i>*All United Way grants will be paid on a monthly distribution cycle and will not require invoices or expenditure reports.</i></p> <p><i>**For all programs funded through the Office of Community & Economic Development, an invoice must be submitted to trigger the disbursement of each advance and must include a request for 25% of the total grant in writing on the agency's letterhead using the OCED-specific format.</i></p> <p><i>***All Ann Arbor Area Community Foundation grants will be paid in full in July 2015.</i></p>	

Attachment B - FY 2015-16 PROGRAM BUDGET

Agency Name: The Regents of the University of Michigan - The Housing Bureau for Seniors

Program Name: Independent Living Factors for 60+

Revenue Source(s):	Washitenaw County General Funds	Ann Arbor General Funds	CDBG Funds	United Way Funds	AAACF Funds	Name of Other Funding Sources	Amount of Other Funding Sources	Total
Coordinated Funding Award(s)	\$	\$30,461	\$	\$	\$			\$30,461
Other Grant Amounts <i>(Please list each other funding source that supports this program on a separate line.)</i>						UM Funding	\$92,830	\$92,830
Other Support (In-Kind) ^a								\$0
Program Fees ^b								\$0
Total Revenues	\$0	\$30,461	\$0	\$0	\$0		\$92,830	\$123,291

Program Expenses	Washitenaw County General Funds	Ann Arbor General Funds	CDBG Funds	United Way Funds	AAACF Funds	Amount of Other Funding Sources	Total
Personnel, Taxes & Fringe Benefits*		\$30,461				\$92,830	\$123,291
Consultant & Contractual Fees ^c							\$0
Administrative Costs**							\$0
Specific Assistance to client ^d							\$0
Other ^e							\$0
Total Expenditures	\$0	\$30,461	\$0	\$0	\$0	\$92,830	\$123,291

*Personnel category should include salary, taxes, and fringe benefits (including medical, dental, retirement, mileage, etc.).

**Administrative Costs include office space, utilities, supplies, audits, marketing and evaluation. No itemization necessary.

Personnel, Taxes & Fringe Benefits Detail								
Position Title (as reflected in proposal; please let us know if this has changed from the proposal)	Amount charged to Washitenaw County General Funds	Amount charged to Ann Arbor General Funds	Amount charged to CDBG Funds	Amount charged to United Way Funds	Amount charged to AAACF Funds	Percentage of Time allocated to this Program	Amount charged to other fund sources	Annual Salary including employer share of taxes & fringes
HomeShare		\$18,902				100%	\$43,549	\$62,451
Housing Stabilization		\$11,559				100%	\$49,281	\$60,840
Total Personnel Tax & Fringes:	\$0	\$30,461	\$0	\$0	\$0		\$92,830	\$123,291

FY 2015-16 Program Budget

(Continued)

(a) Describe how in-kind donations are estimated and recorded.

The Housing Bureau for Seniors does not utilize in-kind donations.

(b) Describe the source of program fees.

The amount of voluntary contributions varies significantly from year to year and is not a guaranteed revenue source.

(c) List name of firm and scope of services.

Not Applicable

** List type of expense(s) and identify costs for each if administrative costs total over 25% of program budget.

Not Applicable

(d) Describe eligible uses of funds. Estimate amount per customer and attach the policy for determining the amount of subsidy per customer.

Not Applicable

(e) List type of expense(s) and identify costs for each.

Not Applicable

If collaborative request, explain how funding is shared across partners.

Not Applicable

If applicant is serving as fiscal agent, specify administrative fee assessed (if applicable) to manage these funds.

Not Applicable

CONTRACT ROUTING FORM

****NOTE: CITY ATTORNEY MUST REVIEW CONTRACTS BEFORE SUBMISSION TO CITY COUNCIL**

SUBMITTED BY: MARY CASEY (FOR ANDREA PLEVEK)  DATE: 9/1/2015

DEPARTMENT: OFFICE OF COMMUNITY & ECONOMIC DEVELOPMENT

CONTRACTOR: The Regents of the University of Michigan - The Housing Bureau for Seniors

PURPOSE: A2GF – HUMAN SERVICES (COORDINATED FUNDING)

CONTRACT TYPE: SERVICES MATERIALS & CONSTRUCTION

CONTRACT AMOUNT: \$30,461

HUMAN RIGHTS APPROVAL DATE: 8/13/2015 LIVING WAGE APPROVAL DATE: 8/13/2015

RESOLUTION REQUIRED: YES NO

RESOLUTION NO. R-15-0543
PLEASE ATTACH

SIGNATURES: **PLEASE MARK PAGES**
(IN ORDER)

	REQUIRED	SIGNED	DATE SIGNED
CONTRACTOR	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____
SERVICE UNIT	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	_____
CITY ATTORNEY	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<u>9/17/15</u>
CITY ADMINISTRATOR	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<u>9/18/15</u>
MAYOR	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<u>9/21/15</u>
CITY CLERK	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<u>9/22/15</u>

RETURN CONTRACT TO: Shari Norris/Community Services

PHONE: 794-6500 ext 42504