

YH26-0003 Housing Administrator
Exhibit B - Chart of Deliverables

Deliverable #	Timeframe	Report Description	Deliverable Due	Update Interval	Submitted Via
DEL-001	Ad Hoc	Transition Plan - The contractor shall provide the AHCCCS Housing Department with a detailed Transition Plan to assume all operations of the AHCCCS Housing Program. The Transition Plan shall include details on operationalizing updated contractual requirements based on the RFP. The AHCCCS Housing Department shall review and approve the plan and milestones. The Transition Plan shall include strategies, defined time frames and milestones for key activities.	Within 30 days of award		SharePoint
DEL-002	Annually	Project Management Plan - The contractor shall establish and maintain a complete Project Management Plan that shall require the prior written approval of the AHCCCS Housing Department. The Project Management Plan shall be used to manage, track, and evaluate the contractor's performance. Include weekly project status updates and other project updates as determined. Consist of the timelines, control policies, and procedures in accordance with industry standard practices for project administration, execution, and tracking. This shall include a Risks Assumptions, Issues, and Dependencies Log (RAID Log) with strategies for assessing, tracking, and mitigating project risks. Include the contractor's plan and budget for providing SHA services. The plan shall include the projected number of additional offices, telepresence, or other strategy for providing the services described within the contract across all current Geographic Service Areas (GSAs). Specifically, the PMP will include: Project Overview and Scope, Project Schedule, Budget and Work Plan, Staffing Plan, and Administrative Plan as described in the RFP's Scope of Work.	Within 60 days of award		SharePoint
DEL-003	Annually	Quality Control Plan - The contractor shall complete a Quality Control Plan that documents how the selected respondent shall monitor the quality of housing processes and products executed by the contractor to ensure timely, accurate and effective housing administration and placement services. The Quality Control Plan shall be developed in accordance with commercial standards and requirements including applicable Section 8 Management Assessment Plan standards, AHP Benchmarks, and shall detail the processes, procedures, and metrics to be employed for assuring quality. The methods to conduct and report on periodic and continuous internal audits of the contractor's own processes shall be included.	Within 90 days of award		SharePoint
DEL-004	Quarterly	Project Based Housing Inventory and CC&R Status - Maintain inventory of Project Based, Community Living, Site-Based Subsidy, and SMI HTF units under CC&R.	Within 15 days of the end of the period being reported upon.		SharePoint
DEL-005	Quarterly	Quarterly Deliverable - Contractor shall provide a Quarterly Report that shall consist of a narrative that details work performed during the previous months as outlined in the Quarterly Report item in the Performance Standards and Reporting section of the RFP and shall include: Executive Summary, Contract Information, Status of Work in Progress, Monitoring, SMI Density/Clustering Map, and any other items specified in the RFP. The Quarterly Report shall include status of program outcomes as detailed in the Performance Standards and Reporting section of the RFP.	Within 15 days of the end of the period being reported upon.		SharePoint
DEL-006	Monthly	Contractor Expenditure Report (CER) and HAP Expense Reconciliation - Monthly reimbursement of direct expenses as well as any contractor expenses and fees shall require submission of a CER form with appropriate documentation of expenditure including at minimum amounts paid and payee, housing/occupancy logs and, if requested, copies of proof of payment. A reconciliation of all total rents owed, tenant contributions and HAP payments for AHP shall also be submitted.	Within 10 days following end of period upon which billing is being submitted.		SharePoint
DEL-007	Annually	Submission of Annual Third Party Audit - Submit annual audited financial statements, audited by an independent Certified Public Accountant and prepared in accordance with Generally Accepted Auditing Standards (GAAS), separately identifying AHP revenue and expenditures.	Within 6 months after the end of the fiscal year.		SharePoint
DEL-008	Annually	Annual Housing Spending Plan - The contractor shall provide a report that must include: 1) Description of any proposed project changes, reductions or enhancements to capacity or services; 2) A proposed budget for the upcoming year with funding allocations and unit/service projections for each program type (e.g., CLP, scattered site, etc.) and GSA; 3) Description of environmental issues or local need; 4) Description of all leveraged funds or collaborations; 5) Summary presentation of any success or performance metrics; and 6) The Housing Administrator's request or justification for amendment of fee structure. 7) Documentation of financial need to increase AHP subsidies to support members on AHP waitlist and address increase in HUD FMR.	3 months prior to the end of the State Fiscal Year	Annually	SharePoint
DEL-009	Annually	AHP Benchmarks - The contractor shall provide a report indicating performance on AHP Benchmarks with a goal of achieving the high performing standard in each applicable criteria (e.g., 98% utilization of units or budgeted AHP vouchers).	Within 30 days of the end of each State Fiscal Year		SharePoint
DEL-010	Quarterly	AHCCCS SMI HTF Monitoring Report - Any property that has received an investment from the SMI HTF shall be part of the property oversight responsibilities of the awarded contractor. Each unit shall have a physical inspection performed annually along with a document review to ensure compliance with the CCR and that best practices are used for filling vacant units. Results of the monitoring will be reported to AHCCCS.	Within 15 days of the end of the period being reported upon.		SharePoint
DEL-011	Ad Hoc	Program Materials - Develop and modify as needed informational materials on the AHP for disbursement to municipal leaders, MCO's, property owners, program participants, and neighborhood groups. Other materials to be developed may include but are not limited to landlord recruitment and retention materials. Public facing promotional materials must be sent to AHCCCS for review and approval before distribution.	As needed.		SharePoint