Community Investment CORPORATION

1. Past Experience & Future Commitment Checklist

☐ Organization is a 501(c)3.

☐ Organization must have experience providing rental assistance through either the City of Tucson or Pima County's various rental assistance programs in the last 12 months. This experience will include providing case management and facilitating assistance payments on behalf of at least 20 families during that period.

☐ Must be able to commit at least 3 full-time case managers (120 hours weekly) and process and submit an average of 20 applications for payment which includes gathering all required documentation from landlords/property managers and/or tenants.

☐ Case managers must have demonstrated experience with identity and income verification procedures related to government assistance programs.

☐ The organization and its case managers will have experience and competence dealing with people in crisis (i.e. facing eviction and potential homelessness) and the emotions that often accompany these situations.

☐ Staff must be familiar with the Emergency Services Network database.

☐ Must be able to build competency with – Paper applications will only be accepted as an exception when tenants and/or landlords do not have access to the technology.

☐ Currently meet or will meet all grant insurance requirements which CIC must meet for both the City of Tucson and Pima County.

☐ Organization must have a track record (over the last 36 months) of exemplary grants management practices and compliance including the provision of timely reports and the timely and accurate submission of billing.

☐ Willingness to participate in bi-weekly coordination meetings with all agencies.

☐ Knowledge and willingness to utilize (and access at least weekly) Google Docs or other cloud-based file storage where updates to all program documents and processes will be stored.

I certify that all of the following are true for your organization and that our organization will meet the commitments herein if awarded a subcontract.

Authorized Representative Signature

X

Date