# Sub-Contracting Workflow

* Identification & Selection**:** TASC first identifies any service needs that require a subcontractor, for example, a local mental health provider or a housing agency in the target region. Potential subcontractor agencies are selected based on expertise and capacity to serve the B2H population. TASC will solicit a Letter of Intent (interest form) from the candidate agency outlining their services under the pilot.
* Due Diligence & Documentation**:** The subcontractor provides required documentation to TASC for review. This typically includes an LOI/Memorandum of Understanding, proof of qualifications or licenses, a draft scope of work (program summary of services to be provided), staff résumés or credentials, a detailed budget, and administrative documents (e.g., W-9 tax form, certificate of insurance). A standardized **documentation checklist** will be used to ensure all necessary items are collected (similar to the landlord documentation process).
* Approval Process**:** TASC’s management and the funding agency (ICJIA/IDOC) review the proposed subcontract. The pilot’s assumptions include that any subcontract exceeding a certain amount requires the funder's approval. TASC will submit the subcontractor’s scope and budget for sign-off to ensure alignment with grant objectives and compliance. Once approved, a formal subcontract agreement is executed, stipulating deliverables, reporting requirements, and payment terms for the partner.
* Onboarding & Integration**:** After contract execution, the subcontractor is onboarded into the B2H pilot operations. TASC conducts an orientation so the partner understands the referral workflow, data tracking expectations, and participant forms. Subcontractor staff may receive training on using the Electronic Client Record (ECR) system if they are to input data. They are granted appropriate access (with role-based permissions) to relevant parts of the system.
* Ongoing Oversight**:** The B2H Supervisor or Housing Administrator oversees subcontractor performance as part of overall program management. Regular check-in meetings or reports will be established to monitor service delivery and ensure the sub fulfills its obligations. The subcontractor will submit required reports or data to TASC (e.g., monthly service reports or invoices), which TASC will incorporate into overall pilot reporting. Any issues with performance or compliance would be addressed through the oversight process.