



**BOARD OF SUPERVISORS AGENDA ITEM REPORT
CONTRACTS / AWARDS / GRANTS**

Award Contract Grant

Requested Board Meeting Date: 12/03/2019 Addendum

** = Mandatory, information must be provided*

or Procurement Director Award

***Contractor/Vendor Name/Grantor (DBA):**

U.S. Department of Housing and Urban Development (HUD)

***Project Title/Description:**

Housing Opportunities for Persons with Aids Program (HOPWA); Amendment 1

This HUD HOPWA revenue grant and IGA with Pima County provides nearly \$1.4 million funds, over three years, to assist persons and families living with HIV/AIDS with supportive services, case management, operations and maintenance, and tenant based rental assistance (TBRA). Pima County contracts with local non-profit, Southern Arizona AIDS Foundation (SAAF), to help administer the grant.

This contract can be found in OnBase by searching 20*019 Contracts in Doc_ID_AMS.

***Purpose:**

Pima County, in collaboration with its HOPWA subrecipient and per guidance from HUD, is requesting an Amendment to the above referenced grant to reallocate program funds for the sub-recipient. This Amendment will allow the sub-recipient, Southern Arizona AIDS Foundation (SAAF) to have the funds needed to continue to operate their project based units under the contract through the end of the grant term. SAAF has demonstrated to Pima County the capacity to support all HOPWA activities under the grant.

- a. TBRA: from \$879,789 to \$849,721
- b. Operations: from \$171,658 to \$254,199
- c. Supportive Services: from \$178,976 to \$126,503

Attachment: Contract Number CT-CD-20-019 (Amendment 01)

***Procurement Method:**

N/A

***Program Goals/Predicted Outcomes:**

The goal is to provide affordable, supportive, and permanent housing opportunities to homeless persons living with HIV/AIDS. The predicted outcome is persons and families receiving assistance will become self-sufficient and attain permanent supportive housing.

***Public Benefit:**

The HOPWA program reduces homelessness by providing tenant-based rental assistance, permanent housing operating costs, comprehensive case management, and limited behavioral health treatment to individuals and their impacted family members living with HIV/AIDS in Pima County.

***Metrics Available to Measure Performance:**

- 100 persons will receive case management and supportive services.
- 52 persons or families will receive tenant based rental assistance.
- 9 units of permanent supportive housing with remain in operation and maintained.

***Retroactive:**

Yes, per HUD's request, this amendment to change budget lines is retroactive to 5/1/2019.

AM Approval 1/25/19 JG
Revised 9/2019

Contract / Award Information

Document Type: _____ Department Code: _____ Contract Number (i.e., 15-123): _____

Effective Date: _____ Termination Date: _____ Prior Contract Number (Synergen/CMS): _____

Expense Amount: \$* _____ Revenue Amount: \$ _____

***Funding Source(s) required:**

Funding from General Fund? Yes No If Yes \$ _____ % _____

Contract is fully or partially funded with Federal Funds? Yes No

If Yes, is the Contract to a vendor or subrecipient? _____

Were insurance or indemnity clauses modified? Yes No

If Yes, attach Risk's approval.

Vendor is using a Social Security Number? Yes No

If Yes, attach the required form per Administrative Procedure 22-10.

Amendment / Revised Award Information

Document Type: ~~GTAW~~ Department Code: ~~GD~~ Contract Number (i.e., 15-123): ~~20*019~~

Amendment No.: ~~4~~ AMS Version No.: ~~2~~

Effective Date: 5/1/2019 New Termination Date: _____

Prior Contract No. (Synergen/CMS): _____

Expense or Revenue Increase Decrease Amount This Amendment: \$ _____

Is there revenue included? Yes No If Yes \$ _____

***Funding Source(s) required:** US Department of Housing and Urban Development (HUD)

Funding from General Fund? Yes No If Yes \$ _____ % _____

Grant/Amendment Information (for grants acceptance and awards) Award Amendment 282

Document Type: GTAM Department Code: CD Grant Number (i.e., 15-123): 20*019

Effective Date: 5-1-2019 Termination Date: 6-30-2020 Amendment Number: 1

Match Amount: \$ _____ Revenue Amount: \$ _____

***All Funding Source(s) required:**

***Match funding from General Fund?** Yes No If Yes \$ _____ % _____

***Match funding from other sources?** Yes No If Yes \$ _____ % _____

***Funding Source:** _____

***If Federal funds are received, is funding coming directly from the Federal government or passed through other organization(s)?** _____

Contact: Marcos Ysmael or John Matheny

Department: Community Development & Neighborhood Conservation Telephone: 724-8779

Department Director Signature/Date: *Daniel Ayala* 11-19-19

Deputy County Administrator Signature/Date: *John Matheny* 11/25/2019

County Administrator Signature/Date: *John Matheny* 11/28/2019

(Required for Board Agenda/Addendum Items)

GRANT APPLICATION APPROVAL REQUEST

Instructions: Fill out the top section of this form completely. Contact the program Grants Management & Innovation (GMI) Lead if you require assistance (724-2240). Email your completed request to: GMI@pima.gov. Your request will be forwarded to County Administration for review. Notification of approval requests should be submitted at least 15 business days prior to the application's submission deadline (AP 5-1 Procedure).

Requesting department or entity:	CDNC	Date: 10/29/19
Contact information:	Name: Daniel Tylutki	Telephone: (520) 724-6754
Funding opportunity title:	Housing Opportunities for Persons With AIDS (HOPWA) Program	
Link to opportunity:	https://www.hudexchange.info/programs/hopwa/	
Funding agency:	Funded by the US Housing and Urban Development (HUD);	
Amount to be requested:	\$0.00	
Due date and time:	11/19/19	11:59 PM
What are you going to spend the money on?	<p>Pima County, in collaboration with its HOPWA subrecipient and per guidance from HUD, is requesting an Amendment to the above referenced grant to reallocate program funds for the subrecipient. This Amendment will allow the subrecipient, Southern Arizona AIDS Foundation (SAAF) to have the funds needed to continue to operate their project based units under the contract through the end of the grant term. SAAF has demonstrated to Pima County the capacity to support all HOPWA activities under the grant.</p> <p>a. TBRA: from \$879,789 to \$849,721 b. Operations: from \$171,658 to \$254,199 c. Supportive Services: from \$178,976 to \$126,503</p>	
What will be the benefit to Pima County?	<p>HOPWA funds will directly assist families living with HIV/AIDS. Previously homeless families and households living with HIV/AIDS will receive housing and case management assistance as they pursue permanent housing and self sufficiency. Outcomes include households obtaining permanent, unsubsidized housing; increased skills and/or income; and, a greater sense of self-determination and confidence to successfully transition out of homelessness.</p>	
Indirect costs – check one:	<input type="checkbox"/> I will be requesting indirect costs. Indirect-cost rate to be requested: % <input type="checkbox"/> I have attached a request for waiver of indirect costs (GMI Intranet) <input checked="" type="checkbox"/> I need help understanding indirect costs <i>please see page 2</i>	
By: <u>Daniel Tylutki</u>	Date: <u>10/31/19</u>	
	Department Director or Designee	

GRANT COST/BENEFIT ANALYSIS

To be completed by GMI staff

CFDA No.	
Competitive Criteria:	This action is to move funds around in a previously awarded grant. Indirect does not apply because there is no additional money being awarded.
Other Factors:	This Amendment will allow the subrecipient, Southern Arizona AIDS Foundation (SAAF) to have the funds needed to continue to operate their project based units under the contract through the end of the grant term. SAAF has demonstrated to Pima County the capacity to support all HOPWA activities under the grant.
Number of Awards:	n/a Total amount to be awarded: \$ 0.00
Match Required:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If required what is the amount/percent: _____
Terms Notes (e.g. unusual restrictions, reporting burdens, etc.):	Existing terms remain in place. Terms do not change due to this amendment other than the budget line items are adjusted.
Will this project require additional office/project space?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Will this project require staff time that cannot be paid for by the grant?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Will your project require any equipment items over \$5,000 per item?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Does the proposal use a fixed price contract?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Is this project subject to Human Subjects compliance?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Does this project involve subrecipients?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Is there a Statutory Funding Preference from the funding agency?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Allowable Indirect Rate:	<u>10</u> If Indirect is not allowed, attach documentation.
List any other proposal or funder specific requirements:	<i>indirect was not previously awarded, nor would it apply to PC in this case.</i>
GMI notes & recommendations: Recommend approval. Routine amendment.	
By: <u><i>Amy Fish</i></u> GMI Director	Date: <u><i>11/12/19</i></u>
County Administrator Approval Request	
Approved: <input checked="" type="checkbox"/>	Not Approved: <input type="checkbox"/> Subject to Further Review: <input type="checkbox"/> Yes <input type="checkbox"/> No
If your project is subject to further review, please contact your GMI Lead to discuss necessary revisions prior to resubmission of the Grant Approval Application Request.	
By: <u><i>Peew</i></u> County Administrator or Designee	Date: <u><i>11/13/2019</i></u>

1. DATE ISSUED 8/31/2017	2. CFDA NO. 14.241	3. ASSISTANCE TYPE Project Grant	The Department of Housing and Urban Development THE DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT 451 7 TH Street S.W. Washington, DC 20410 AMENDMENT TO NOTICE OF AWARD
1a			
4. GRANT NO. HOPWA170003-01-00	5. ACTION TYPE Budget line-item amendment		
6. PROJECT PERIOD From 07/01/2017	Through 06/30/2020		
7. BUDGET PERIOD From 07/01/2017	Through 06/30/2020		
8. TITLE OF PROJECT (OR PROGRAM) Housing Opportunities for Persons with Aids (HOPWA)			

Pursuant to the Article VIII, paragraph C of the HOPWA Terms and Conditions for Fiscal Year 2017 Renewal Grant Agreement and 2 CFR 200.308(f), Pima County wishes to transfer \$30,068 from the Tenant-based Rental Assistance and \$52,472 from Supportive Services line items to the Operating Costs for Housing Facility line item.

The transfer between the line items is necessary to allow:

- The Project Sponsor, Southern Arizona Aids Foundation (SAAF), to fully fund operating expenses, which have increased substantially since August 2017 because the properties are aging, the costs of maintenance has significantly increased as has staff time for maintenance.
- For appropriate wage adjustments, which were not factored into the initial budget.

There are no changes to the project scope, performance or outcomes associated with the transfer of funds between line items.

HUD agrees that the changes will better serve clients housed by SAAF with 2017 Grant Renewal Agreement funds.

The HOPWA Terms and Conditions for Fiscal Year 2017 Renewal Grant Agreement is amended to make the following changes:

1. The Application Budget Summary set forth on page 2 of the approved Form HUD 40110-B is amended to make the following changes between line items:

APPLICATION BUDGET SUMMARY –FORM HUD-40110-B (page 2)				
Eligible Costs	Year 3 Application Budget	Year 3 Amended Budget	Change	Year 3 Amended TOTAL
4. Operating Costs for Housing Facility	\$57,220	\$139,761	+82,541	\$254,199
6. Tenant-based Rental Assistance	\$293,263	\$263,195	<30,068>	\$849,721
8. Supportive Services	\$59,659	\$ 7,187	<52,472>	\$126,503

2. The Detailed Project Budget & Housing Outputs and set forth on page 4 of the approved Form HUD 40110-B is amended to make the following changes between line items:

DETAILED PROJECT BUDGET & HOUSING OUTPUTS –FORM HUD-40110-B (page 4)				
Eligible Costs	Year 3 Application Budget	Year 3 Amended Budget	Change	Year 3 Amended TOTAL
4. Operating Costs for Housing Facility	\$57,220	\$139,761	+82,541	\$254,199
6. Tenant-based Rental Assistance	\$293,263	\$263,195	<30,068>	\$849,721
8. Supportive Services	\$59,659	\$ 7,187	<52,472>	\$126,503

Exhibit A

Amended Grant Renewal Budget,
Revised line items, pages 2 and 4 of the approved Form HUD 40110_B Renewal Budget

Application Budget Summary (all applicants)
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Applicant Name	Pima County Department of Community Development and Neighborhood Conservation	Number of Project Sponsors	1	Plan dates for grant amendment and activities	07/1/2017 thru 06/30/2020
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A.	Eligible Activity	HOPWA Request				Leveraged Funds
		A. Year 1	B. Year 2	C. Year 3	D. Total	
Facility Development (new applications only)	1. Acquisition					
	2. Rehabilitation, Repair & Conversion					
	3. New Construction (for Community Residences and SRO dwellings only)					
Facility Operations	4. Operating Costs for Housing Facility	\$57,219	\$57,219	\$139,761	\$254,199	\$35,915
	5. Leasing					
171658 /3 TBRA	6. Tenant-based Rental Assistance	\$293,263	\$293,263	\$263,195	\$849,721	\$255,000
STRMU	7. Short-term Rent, Mortgage, & Utility Payments to Prevent Homelessness					
Support Services	8. Supportive Services	\$59,658	\$59,659	\$7,187	\$126,503	\$200,316
Other Program Expenses	9. Housing Information Services					
	10. Permanent Housing Placement					
	11. Resource Identification to Establish, Coordinate & Develop Housing Assistance					
	12. Other Housing Costs (please specify in narrative; requires HUD approval)					
13. Total Program Costs: (total of lines 1-12)					\$1,230,423	
Administrative Expenses	14. Grantee's Administrative				\$36,913	
	15. Project Sponsor's Administrative Costs				\$86,130	
16. Total HOPWA Request (total of lines 13-15)					\$1,353,465	

Detailed Project Budget & Housing Outputs (each organization)

Name of organization:	Southern Arizona AIDS Foundation			
Type:	Grantee: <input type="checkbox"/>	Project Sponsor: <input checked="" type="checkbox"/>	If applicable:	Faith based: <input type="checkbox"/> Grassroots: <input type="checkbox"/>

B.	Eligible Activity	HOPWA Request				
		Yr. 1	Yr. 2	Yr. 3	Totals:	
Facility Development (new applications only)	1. Acquisition Description:	Budget				
		# of Units				
	2. Rehabilitation/Repair/Conversion Description:	Budget				
		# of Units				
	3. New Construction (Community Residences & SRO dwellings only) Description:	Budget				
		# of Units				
Type of Facility: Short-term shelter <input type="checkbox"/> ; transitional housing <input type="checkbox"/> ; Community residence <input type="checkbox"/> ; SRO dwelling <input type="checkbox"/> ; or other permanent supportive housing <input type="checkbox"/>						
Facility Operations	4. Operating Costs for Housing Facility Description: Property management staff and operating costs for 9 units of permanent housing at SAAF Properties.	Budget	\$57,219	\$57,219	\$139,761	\$254,199
		# of Units	9	9	9	9
	5. Leasing Description:	Budget				
		# of Units				
TBRA STRMU	6. Tenant-Based Rental Assistance Payments Description: Permanent housing rental assistance for 40 units at any point in time.	Budget	293,263	293,263	\$263,195	\$849,721
		# of Households	40	40	40	50
	7. Short-Term Rent, Mortgage & Utility Payments to Prevent Homelessness Description:	Budget				
		# of Households				
Support Services	8. Supportive Services Costs Description: Housing case management services including assessment and individual service plans, enrollment and referral to healthcare, supportive services and mainstream benefits, support with employment & training resources; limited substance abuse counseling & treatment.	Budget	\$59,658	\$59,659	\$7,187	\$126,503
		# of Households	49	49	49	60
Other Program Expenses	9. Housing Information Services Description:	Budget				
		# of Households				
	10. Permanent Housing Placement Services Description:	Budget				
		# of Households				
	11. Resource Identification	Budget				
	12. Other Housing Costs (approved by HUD) Description:	Budget				
		# of Units				
Administrative Expenses	13. Grantee's Administrative Costs Description:	Budget				
	14. Project Sponsor's Administrative Costs Description: Fiscal management, reporting, HMIS, and program administrative support.	Budget	\$28,710	\$28,710	\$28,710	\$86,130

15. Total HOPWA Request for this Organization:

\$1,316,553

Note: Service delivery costs such as salary and overhead costs to deliver a particular budget line item should be represented in the funding amount requested for that particular budget line item