



BOARD OF SUPERVISORS AGENDA ITEM REPORT
AWARDS / CONTRACTS / GRANTS

Award Contract Grant

Requested Board Meeting Date: 3/18/25

* = Mandatory, information must be provided

or Procurement Director Award:

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

Old Pueblo Community Services

***Project Title/Description:**

Pima County Countywide Rapid Rehousing (RRH) Program

***Purpose:**

Arizona Department of Housing State Housing Trust Funds will be used to provide case management and financial assistance of Bridge Housing for homeless individuals and families and to help these program participants overcome barriers to acquiring and maintaining permanent housing. Old Pueblo Community Services was listed as a program partner in the Pima County's application for the Arizona Department of Housing Countywide RRH Program.

The contract can be found in OnBase by searching PO2400015974 in Doc_ID_AMS

Attachments: Contract Number PO2400015974 and Direct Select Memo

***Procurement Method:**

Direct selection per Board of Supervisors Policy D 29.6.III-C.

***Program Goals/Predicted Outcomes:**

The program goal is to serve at least 60 families/individuals during the span of the contract.

***Public Benefit:**

The benefit of the program is to provide for each program participant to attain secure, safe, decent, and affordable housing.

***Metrics Available to Measure Performance:**

The program performance will be tracked by contractor and Quarterly Data Quality Completion Reports will be submitted.

***Retroactive:**

Yes. Arizona Department of Housing - State Housing Trust Fund Program agreement was approved at the 8/13/24 Pima County Board of Supervisors meeting. Contractor had questions regarding the Scope of Services that were resolved and Contractor signed the agreement on 2/24/25. March 18 is the first available Pima County Board of Supervisors meeting. If not approved, homeless individuals and families in Pima County will not receive rapid rehousing services.

TO: COB, 3/4/2025 (1)

vers: 0

pgs: 32

GMI approvals
Vb Nalle
Sr Kelly
2/28/25

MAR 04 25 AM 10:35 PD

THE APPLICABLE SECTION(S) BELOW MUST BE COMPLETED

Click or tap the boxes to enter text. If not applicable, indicate "N/A". Make sure to complete mandatory (*) fields

Contract / Award Information

Document Type: PO Department Code: CWD Contract Number (i.e., 15-123): PO2400015974
Commencement Date: 3/1/25 Termination Date: 12/31/25 Prior Contract Number (Synergen/CMS): N/A
Expense Amount \$ 155,000.00.* Revenue Amount: \$

*Funding Source(s) required: Arizona Department of Housing - State Housing Trust Fund Program

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? Vendor

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: Department Code: Contract Number (i.e., 15-123):
Amendment No.: AMS Version No.:
Commencement Date: New Termination Date:
Prior Contract No. (Synergen/CMS):
Expense Revenue Increase Decrease
Amount This Amendment: \$

Is there revenue included? Yes No If Yes \$

*Funding Source(s) required:

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

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

Document Type: Department Code: Grant Number (i.e., 15-123):
Commencement Date: Termination Date: Amendment Number:
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: Magali Lopez/Rise Hart
Department: Community & Workforce Development Telephone: 724-7301/724-5723

Department Director Signature: Date: 2.25.25
Deputy County Administrator Signature: Date: 3/3/2025
County Administrator Signature: Date: 3/3/2025



PIMA COUNTY

COMMUNITY & WORKFORCE
DEVELOPMENT

MEMORANDUM

Date: January 21, 2025

To: Jan Leshar, County Administrator

From: Dan Sullivan, Community & Workforce Development (CWD) Director *DL*
Magali Lopez, Division Manager CWD

cc: Carmine DeBonis, Jr., Deputy County Administrator
Terri Spencer, Procurement Director

RE: Request for Direct Select for Old Pueblo Community Services, Inc.

Pursuant to Board of Supervisors Policy D29.6 III.C.3 - Direct Selection and Procurement Procedure No. PO-50, this memorandum seeks approval to select Old Pueblo Community Services, Inc., to provide rapid rehousing services.

Background: Pima County has been awarded \$1,000,000 for the Pima County Countywide Rapid Rehousing Program by the Arizona Department of Housing (ADOH) – State Housing Trust Fund Program. The Rapid Rehousing program focuses on homeless families in exurban and unincorporated areas of Pima County. The program will combine outreach with coordinated entry, bridge housing and scattered site rental housing placement and navigation to employment, training and enrollment in mainstream benefits. The ADOH grant was competitively awarded, and Old Pueblo Community Services, Inc., was included in the grant application to ADOH as a program partner (application attached).

Requested Action: To ensure successful implementation of the grant as awarded, Community & Workforce Development requests Old Pueblo Community Services be selected for Bridge Housing Services with a not-to-exceed amount of \$155,000 for a contract term of July 1, 2024 through December 31, 2025 pursuant to the Direct Select provisions of Board of Supervisors Policy D29.6 III.C.3.

Approved as to Form: *Terri Spencer* 1/21/2025
 Terri Spencer
 Procurement Director

Concur: *Carmine DeBonis, Jr.* 1/21/2025
 Carmine DeBonis, Jr.
 Deputy County Administrator

Direct Select Approved: *Jan Leshar* 1/25/25
 Jan Leshar
 County Administrator

Pima County Department of Community & Workforce Development

Project: Pima County Countywide Rapid Rehousing (RRH) Program

Contractor: Old Pueblo Community Services
4501 E. 5th Street
Tucson, AZ 85711

Amount: \$155,000.00

Contract No.: PO2400015974

Funding: Arizona Department of Housing - State Housing Trust Fund Program

PROFESSIONAL SERVICES CONTRACT

1. Parties and Background.

- 1.1. Parties. This Contract is between Pima County, a body politic and corporate of the State of Arizona ("County"), and Old Pueblo Community Services ("Subcontractor").
- 1.2. Authority. County selected Contractor pursuant to and consistent with Board of Supervisors Policy D29.6.III.C – Direct Selection. Old Pueblo Community Services was listed as a program partner in the Pima County's application for the Arizona Department of Housing Countywide Rapid Rehousing (RRH) Program. The Pima County Board of Supervisors approved the Arizona Department of Housing Agreement No. 567-24 for the Pima County Countywide RRH Program on August 13, 2024. Arizona Department of Housing ("ADOH") Countrywide RRH grant is funded by A.R.S. § 41-3955 authorized State Housing Trust Fund ("HTF") State Fiscal Year 2024.

2. Term.

- 2.1. Initial Term. The term of this Contract commences on March 1, 2025 and will terminate on December 31, 2025 ("Initial Term"). "Term," when used in this Contract, means the Initial Term plus any exercised extension options under Section 2.2. If the commencement date of the Initial Term is before the signature date of the last party to execute this Contract, the parties will, for all purposes, deem the Contract to have been in effect as of the commencement date.
- 2.2. Extension Options. County may renew this contract only for the period of any No-Cost Extension amendment to the Arizona Department of Housing Agreement No. 567-24. An Extension Option will be effective only upon execution by the Parties of a formal written amendment.

3. Scope of Services. Contractor will provide County with the services described in **Exhibit A** (3 pages), at the dates and times described on **Exhibit A** or, if **Exhibit A** contains no dates or time frames, then upon demand. The Services must comply with all requirements

and specifications in the Solicitation. HTF funds require adherence to the ADOH State Housing Fund Program Summary and Application Guide as revised.

4. **Key Personnel.** Contractor will employ suitably trained and skilled professional personnel to perform all consultant services under this Contract. Prior to changing any key personnel, especially those key personnel County relied upon in making this Contract, Contractor will obtain the approval of County. The key personnel include the following staff:

Mary Elizabeth Pitts, Finance
Katy Scoblink, Operations/Programs

5. **Compensation and Payment.**

- 5.1. Rates; Adjustment. County will pay Contractor at the rates set forth in **Exhibit B** (1 page). Those rates will remain in effect during an Extension Option period unless Contractor, at least 90 days before the end of the then-existing Term, or at the time the County informs Contractor that the County intends to extend the Term, if that is earlier, notifies County in writing of any adjustments to those rates, and the reasons for the adjustments.
- 5.2. Maximum Payment Amount. County's total payments to Contractor under this Contract, including any sales taxes, may not exceed \$155,000.00 (the "NTE Amount"). The NTE Amount can only be changed by a formal written amendment executed by the Parties. Contractor is not required to provide any services, payment for which will cause the County's total payments under this Contract to exceed the NTE Amount; if Contractor does so, it is at the Contractor's own risk.
- 5.3. Sales Taxes. The payment amounts or rates in **Exhibit B** do not include sales taxes. Contractor may invoice County for sales taxes that Contractor is required to pay under this Contract. Contractor will show sales taxes as a separate line item on invoices.
- 5.4. Timing of Invoices. Contractor will invoice County on a monthly basis unless a different billing period is set forth in **Exhibit B**. County must receive invoices no more than 30 days after the end of the billing period in which Contractor delivered the invoiced products or services to County. County may refuse to pay for any product or service for which Contractor does not timely invoice the County and, pursuant to A.R.S. § 11-622(C), will not pay for any product or service invoiced more than 6-months late.
- 5.5. Content of Invoices. Contractor will include detailed documentation in support of its invoices and assign each amount billed to an appropriate line item.
- 5.6. Invoice Adjustments. County may, at any time during the Term and during the retention period set forth in Section 22 below, question any payment under this Contract. If County raises a question about the propriety of a past payment, Contractor will cooperate with County in reviewing the payment. County may set-off any overpayment against amounts due to Contractor under this or any other contract between County and Contractor. Contractor will promptly pay to County any overpayment that County cannot recover by set-off.

- 5.7. Contractor must obtain prior written approval from Pima County (Community Workforce & Development and Grants Management & Innovation) to move funds from one Budget Activity Line Item to another.
6. **Insurance.** Contractor will procure and maintain at its own expense insurance policies (the "**Required Insurance**") satisfying the below requirements (the "**Insurance Requirements**") until all its obligations under this Contract have been met. The below Insurance Requirements are minimum requirements for this Contract and in no way limit Contractor's indemnity obligations under this Contract. The County in no way warrants that the required insurance is sufficient to protect the Contractor for liabilities that may arise from or relate to this Contract. If necessary, Contractor may obtain commercial umbrella or excess insurance to satisfy the Insurance Requirements.
- 6.1. Insurance Coverages and Limits: Contractor will procure and maintain, until all its obligations have been discharged, coverage with limits of liability not less than those stated below. Coverage must be placed with insurers acceptable to the County with A.M. Best rating of not less than A-VII, unless otherwise approved by the County.
- 6.1.1. Commercial General Liability (CGL) – Occurrence Form with limits not less than \$2,000,000 Each Occurrence and \$2,000,000 General Aggregate. Policy shall include coverage for liability arising from premises, operations, independent contractors, personal injury, bodily injury, broad form contractual liability and products-completed operations. Any standard coverages excluded from the CGL policy, such as products/completed operations, etc. shall be covered by endorsement or separate policy and documented on the Certificates of Insurance.
- 6.1.2. Business Automobile Liability – Coverage for bodily injury and property damage on any owned, leased, hired, and/or non-owned autos assigned to or used in the performance of this Contract with minimum limits not less than \$1,000,000 Each Accident.
- 6.1.3. Workers' Compensation and Employers' Liability – Statutory coverage for Workers' Compensation. Workers' Compensation statutory coverage is compulsory for employers of one or more employees. Employers Liability coverage with limits of \$1,000,000 each accident and \$1,000,000 each employee – disease.
- 6.1.4. Professional Liability (E & O) Insurance – This insurance is required for work from professionals whose coverage is excluded from the above CGL policy. The policy limits shall be not less than \$2,000,000 Each Claim and \$2,000,000 Annual Aggregate. The insurance shall cover professional misconduct or negligent acts of anyone performing any services under this contract.
- 6.2. Additional Coverage Requirements:
- 6.2.1. Claims Made Coverage: If any part of the Required Insurance is written on a claims-made basis, any policy retroactive date must precede the effective date of this Contract, and Contractor must maintain such coverage for a period of not less than three (3) years following Contract expiration, termination or cancellation.

- 6.2.2. Additional Insured Endorsement: The General Liability, Business Automobile Liability and Technology E&O Policies shall each be endorsed to include Pima County, its departments, districts, officials, agents, and employees as additional insureds with respect to liability arising out of the activities performed by or on behalf of the Contractor.
 - 6.2.3. Subrogation Endorsement: The General Liability, Business Automobile Liability, Workers' Compensation and Technology E&O Policies shall each contain a waiver of subrogation endorsement in favor of Pima County, and its departments, districts, officials, agents, and employees for losses arising from work performed by or on behalf of the Contractor.
 - 6.2.4. Primary Insurance Endorsement: The Required Insurance policies must stipulate that they are primary and that any insurance carried by County, or its agents, officials, or employees, is excess and not contributory insurance.
 - 6.2.5. The Required Insurance policies may not obligate County to pay any portion of Contractor's deductible or Self Insurance Retention (SIR).
 - 6.2.6. Subcontractors: Contractor must either (a) include all subcontractors as additional insureds under its Required Insurance policies, or (b) require each subcontractor to separately meet all Insurance Requirements and verify that each subcontractor has done so, Contractor must furnish, if requested by County, appropriate insurance certificates for each subcontractor. Contractor must obtain County's approval of any subcontractor request to modify the Insurance Requirements as to that subcontractor.
- 6.3. Notice of Cancellation: Contractor must notify County, within two (2) business days of Contractor's receipt of notice from an insurer, if any Required Insurance policy is suspended, voided, or cancelled for any reason. Notice must include the Pima County project or contract number and project description.
- 6.4. Verification of Coverage:
 - 6.4.1. Contractor must furnish County with a certificate of insurance (valid ACORD form or equivalent approved by Pima County) for each Required Insurance policy, which must specify that the policy has all the required endorsements, and must include the Pima County project or contract number and project description. Each certificate must be signed by an authorized representative of the insurer.
 - 6.4.2. County may at any time require Contractor to provide a complete copy of any Required Insurance policy or endorsement. Note: Contractors for larger projects must provide actual copies of the additional insured and subrogation endorsements.
 - 6.4.3. Contractor must provide the certificates to County before work commences. Each Required Insurance policy must be in effect at least 10 days before work under this Contract commences. Contractor must provide County a renewal certificate not less than 15 days prior to a Required Insurance policy's

expiration date. Failure to maintain the Required Insurance policies, or to provide evidence of renewal, is a material breach of this Contract.

6.4.4. All insurance certificates must be sent directly to the appropriate County Department.

6.5. Approval and Modifications:

The Pima County Risk Manager may modify the Insurance Requirements at any point during the Term of this Contract. This can be done administratively, with written notice from the Risk Manager and does not require a formal Contract amendment. Neither the County's failure to obtain a required insurance certificate or endorsement, the County's failure to object to a non-complying insurance certificate or endorsement, nor the County's receipt of any other information from the Contractor, its insurance broker(s) and/or insurer(s), constitutes a waiver of any of the Insurance Requirements.

7. **Indemnification.** To the fullest extent permitted by law, Contractor will defend, indemnify, and hold harmless Pima County and any related taxing district, and the officials and employees of each of them (collectively, "Indemnitee") from and against any and all claims, actions, liabilities, losses, and expenses (including reasonable attorney fees) (collectively, "Claims") arising out of actual or alleged injury of any person (including death) or loss or damage to tangible or intangible property caused, or alleged to be caused, in whole or in part, by any act or omission of Contractor or any of Contractor's directors, officers, agents, employees, volunteers, or subcontractors. This indemnity includes any claim or amount arising or recovered under the Workers' Compensation Law or arising out of the failure of Contractor to conform to any federal, state or local law, statute, ordinance, rule, regulation or court decree. The Indemnitee will, in all instances, except for Claims arising solely from the acts or omissions of the Indemnitee, be indemnified by Contractor from and against any and all Claims. Contractor is responsible for primary loss investigation, defense and judgment costs for any Claim to which this indemnity applies. This indemnity will survive the expiration or termination of this Contract.

8. **Laws and Regulations.**

8.1. Compliance with Laws. Contractor will comply with all federal, state, and local laws, rules, regulations, standards and Executive Orders.

8.2. Licensing. Contractor warrants that it is appropriately licensed to provide the services under this Contract and that its subcontractors will be appropriately licensed.

8.3. Choice of Law; Venue. The laws and regulations of the State of Arizona govern the rights and obligations of the parties under this Contract. Any action relating to this Contract must be filed and maintained in the appropriate court of the State of Arizona in Pima County.

9. **Independent Contractor.** Contractor is an independent contractor. Neither Contractor, nor any of Contractor's officers, agents or employees will be considered an employee of Pima County for any purpose or be entitled to receive any employment-related benefits, or assert any protections, under the Pima County Merit System. Contractor is responsible for paying all federal, state and local taxes on the compensation received by Contractor under this

Contract and will indemnify and hold County harmless from any and all liability that County may incur because of Contractor's failure to pay such taxes.

10. **Subcontractors.** Contractor is fully responsible for all acts and omissions of any subcontractor, and of persons directly or indirectly employed by any subcontractor, and of persons for whose acts any of them may be liable, to the same extent that the Contractor is responsible for the acts and omissions of its own employees. Nothing in this Contract creates any obligation on the part of County to pay or see to the payment of any money due any subcontractor, except as may be required by law.
11. **Assignment.** Contractor may not assign its rights or obligations under this Contract, in whole or in part, without the County's prior written approval. County may withhold approval at its sole discretion.
12. **Non-Discrimination.** Contractor will comply with all provisions and requirements of Arizona Executive Order 2009-09, which is hereby incorporated into this contract, including flow-down of all provisions and requirements to any subcontractors. During the performance of this Contract, Contractor will not discriminate against any employee, client or any other individual in any way because of that person's age, race, creed, color, religion, sex, disability or national origin.
13. **Americans with Disabilities Act.** Contractor will comply with Title II of the Americans with Disabilities Act (Public Law 110-325, 42 U.S.C.§§ 12101-12213) and the federal regulations for Title II (28 CFR Part 35).
14. **Authority to Contract.** Contractor warrants its right and power to enter into this Contract. If any court or administrative agency determines that County does not have authority to enter into this Contract, County will not be liable to Contractor or any third party by reason of such determination or by reason of this Contract.
15. **Full and Complete Performance.** The failure of either party to insist, in one or more instances, upon the other party's complete and satisfactory performance under this Contract, or to take any action based on the other party's failure to completely and satisfactorily perform, is not a waiver of that party's right to insist upon complete and satisfactory performance, or compliance with any other covenant or condition in this Contract, either in the past or in the future. The acceptance by either party of sums less than may be due and owing it at any time is not an accord and satisfaction.
16. **Cancellation for Conflict of Interest.** This Contract is subject to cancellation for conflict of interest pursuant to A.R.S. § 38-511, the pertinent provisions of which are incorporated into this Contract by reference.
17. **Termination by County.**
 - 17.1. Without Cause. County may terminate this Contract at any time without cause by notifying Contractor, in writing, at least 30 days before the effective date of the termination. In the event of such termination, County's only obligation to Contractor will be payment for services rendered prior to the date of termination.

- 17.2. With Cause. County may terminate this Contract at any time without advance notice and without further obligation to County when County finds Contractor to be in default of any provision of this Contract.
- 17.3. Non-Appropriation. Notwithstanding any other provision in this Contract, County may terminate this Contract if for any reason there are not sufficient appropriated and available monies for the purpose of maintaining County or other public entity obligations under this Contract. In the event of such termination, County will have no further obligation to Contractor, other than to pay for services rendered prior to termination.
18. **Notice**. Any notice required or permitted to be given under this Contract must be in writing and be served by personal delivery or by certified mail upon the other party as follows:
- | | |
|--|--|
| County:

Daniel Sullivan, Director
Community & Workforce Development
2797 E. Ajo Way
Tucson, AZ 85713 | Contractor:

Thomas Litwicki, CEO
Old Pueblo Community Services
4501 E. 5th Street
Tucson, AZ 85711 |
|--|--|
19. **Non-Exclusive Contract**. Contractor understands that this Contract is nonexclusive and is for the sole convenience of County. County reserves the right to obtain like services from other sources for any reason.
20. **Remedies**. Either party may pursue any remedies provided by law for the breach of this Contract. No right or remedy is intended to be exclusive of any other right or remedy and each is cumulative and in addition to any other right or remedy existing at law or at equity or by virtue of this Contract.
21. **Severability**. Each provision of this Contract stands alone, and any provision of this Contract found to be prohibited by law will be ineffective to the extent of such prohibition without invalidating the remainder of this Contract.
22. **Books and Records**. Contractor will keep and maintain proper and complete books, records and accounts, which will be open at all reasonable times for inspection and audit by duly authorized representatives of County. Contractor will provide access to records for ADOH as well as County representatives. In addition, Contractor will retain all records relating to this Contract for at least five (5) years after its expiration or termination or, if later, until any related pending proceeding or litigation has concluded.
23. **Public Records**.
- 23.1. **Disclosure**. Pursuant to A.R.S. § 39-121 et seq., and A.R.S. § 34-603(H) in the case of construction or Architectural and Engineering services procured under A.R.S. Title 34, Chapter 6, all documents submitted in response to the solicitation resulting in award of this Contract, including, but not limited to, pricing schedules, product specifications, work plans, and any supporting documents, are public records. As such, those documents are subject to release and/or review by the general public upon request, including competitors.

23.2. **Records Marked Confidential; Notice and Protective Order.** If Contractor reasonably believes that some of those records contain proprietary, trade-secret or otherwise-confidential information, Contractor must prominently mark those records "CONFIDENTIAL." In the event a public-records request is submitted to County for records marked CONFIDENTIAL, County will notify Contractor of the request as soon as reasonably possible. County will release the records 10 business days after the date of that notice, unless Contractor has, within that period, secured an appropriate order from a court of competent jurisdiction, enjoining the release of the records. County will not, under any circumstances, be responsible for securing such an order, nor will County be in any way financially responsible for any costs associated with securing such an order.

24. Legal Arizona Workers Act Compliance.

24.1. Compliance with Immigration Laws. Contractor hereby warrants that it will at all times during the term of this Contract comply with all federal immigration laws applicable to its employment of its employees, and with the requirements of A.R.S. § 23-214 (A) (together the "State and Federal Immigration Laws"). Contractor will further ensure that each subcontractor who performs any work for Contractor under this Contract likewise complies with the State and Federal Immigration Laws.

24.2. Books & Records. County has the right at any time to inspect the books and records of Contractor and any subcontractor in order to verify such party's compliance with the State and Federal Immigration Laws.

24.3. Remedies for Breach of Warranty. Any breach of Contractor's or any subcontractor's warranty of compliance with the State and Federal Immigration Laws, or of any other provision of this section, is a material breach of this Contract subjecting Contractor to penalties up to and including suspension or termination of this Contract. If the breach is by a subcontractor, and the subcontract is suspended or terminated as a result, Contractor will be required to take such steps as may be necessary to either self-perform the services that would have been provided under the subcontract or retain a replacement subcontractor, as soon as possible so as not to delay project completion. Any additional costs attributable directly or indirectly to such remedial action are the responsibility of Contractor.

24.4. Subcontractors. Contractor will advise each subcontractor of County's rights, and the subcontractor's obligations, under this Section 24 by including a provision in each subcontract substantially in the following form:

"Subcontractor hereby warrants that it will at all times during the term of this contract comply with all federal immigration laws applicable to

Subcontractor's employees, and with the requirements of A.R.S. § 23-214 (A). Subcontractor further agrees that County may inspect the Subcontractor's books and records to insure that Subcontractor is in compliance with these requirements. Any breach of this paragraph by Subcontractor is a material breach of this contract subjecting Subcontractor to penalties up to and including suspension or termination of this contract."

25. **Grant Compliance.** ADOH Rapid Rehousing Notice of Funding Availability (NOFA) and NOFA Application, Exhibit C (17 pages).
26. **Israel Boycott Certification.** Pursuant to A.R.S. § 35-393.01, if Contractor engages in for-profit activity and has 10 or more employees, and if this Contract has a value of \$100,000.00 or more, Contractor certifies it is not currently engaged in, and agrees for the duration of this Contract to not engage in, a boycott of goods or services from Israel. This certification does not apply to a boycott prohibited by 50 U.S.C. § 4842 or a regulation issued pursuant to 50 U.S.C. § 4842.
27. **Forced Labor of Ethnic Uyghurs.** Pursuant to A.R.S. § 35-394, if Contractor engages in for-profit activity and has 10 or more employees, Contractor certifies it is not currently using, and agrees for the duration of this Contract to not use (1) the forced labor of ethnic Uyghurs in the People's Republic of China; (2) any goods or services produced by the forced labor of ethnic Uyghurs in the People's Republic of China; and (3) any contractors, subcontractors or suppliers that use the forced labor or any goods or services produced by the forced labor of ethnic Uyghurs in the People's Republic of China. If Contractor becomes aware during the term of the Contract that Contractor is not in compliance with A.R.S. § 35-394, Contractor must notify the County within five business days and provide a written certification to County regarding compliance within one hundred eighty days.
28. **Heat Injury and Illness Prevention and Safety Plan.** Pursuant to Pima County Procurement Code 11.40.030, Contractor hereby warrants that if Contractor's employees perform work in an outdoor environment under this Contract, Contractor will keep on file a written Heat Injury and Illness Prevention and Safety Plan. At County's request, Contractor will provide a copy of this plan and documentation of heat safety and mitigation efforts implemented by Contractor to prevent heat-related illnesses and injuries in the workplace. Contractor will post a copy of the Heat Injury and Illness Prevention and Safety Plan where it is accessible to employees. Contractor will further ensure that each subcontractor who performs any work for Contractor under this Contract complies with this provision.
29. **Amendment.** The parties may modify, amend, alter or extend this Contract only by a written amendment signed by the parties.
30. **Entire Agreement.** This document constitutes the entire agreement between the parties pertaining to the subject matter it addresses, and this Contract supersedes all prior or contemporaneous agreements and understandings, oral or written.

This agreement will become effective when all parties have signed it. The effective date of the agreement will be the date this agreement is signed by the last party (as indicated by the date associated with that party's signature).

THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK

PIMA COUNTY

CONTRACTOR

Chair, Board of Supervisors

Date

ATTEST

Clerk of the Board

Date

APPROVED AS TO FORM

Kyle Johnson

Deputy County Attorney

Kyle Johnson

Print DCA Name

2/14/2025

Date

TC

Authorized Officer Signature

Thomas Litwicki, CEO

Printed Name and Title

2-24-25

Date

APPROVED AS TO CONTENT

DS

Dan Sullivan, Director

2-25-25

Date

**Exhibit A (3 pages)
Scope of Services**

1. PROJECT PURPOSE.

1.1. Contractor will provide case management and financial assistance of Bridge Housing for homeless individuals and families and to help these program participants overcome barriers to acquiring and maintaining permanent housing. Program participants must be homeless, as defined by the U.S. Department of Housing and Urban Development ("HUD"), at the time of referral for services.

1.2. Project will align with HUD standards and best practices for Rapid Rehousing.

2. PROJECT ACTIVITIES - CONTRACTOR.

2.1. Case Management.

2.1.1. Contractor will employ at least one (1.0) FTE qualified housing case manager to provide services under this Agreement. Each housing case manager, will within **48 hours of referral**, assess individual and household needs of each program participant.

2.1.2. Ensure that case manager(s) is trained in SSI/SSDI Outreach, Access, and Recovery ("SOAR") and registers and enters SOAR information for each participant served into Online Application Tracking ("OAT").

2.1.3. Housing First Model: Contractor must follow a Housing First model and cannot place preconditions or eligibility requirements-beyond this contract's eligibility requirements-on persons entering housing, nor can it require program participants to participate in supportive services activities or make other rules, such as sobriety, a condition of housing. Recipient may offer and encourage program participants to participate in services, but there may be no time limit as to when he/she must do so.

2.1.4. The case manager will work with each program participant to develop the following:

2.1.3.2. A case plan that must include clearly defined goals and outcomes focusing on achieving permanent employment and self-sufficiency.

2.1.3.3. A housing plan that must map out a path to permanent housing stability.

2.1.3.4. A realistic household budget, that includes a savings plan, to ensure that the participant can maintain permanent housing after completing the program.

2.1.5. The case manager will help arrange and coordinate access to necessary resources to support the goals and objectives identified in the case and housing plans and the budget. The case manager must also meet with program participants a minimum of once a week to monitor and evaluate

progress towards the goals and outcomes in the case plan and adjust plan goals as warranted to ensure success.

2.1.6. Contractor will reimburse case managers for the following:

2.1.6.1. Mileage, at approved county rate, for visiting and monitoring program participants.

2.1.6.2. Costs associated with accompanying program participants on public transportation.

2.2. Housing Stabilization Assistance. If applicable, Contractor will provide housing stabilization assistance in the selection of Bridge housing to the number of program participants in paragraph 5.2. Bridge housing selected must be appropriate to the program participant's household size, needs.

2.3. Contractor's assistance activities will include, but are not limited to, the following:

2.3.1. After housing is selected, inspect housing for compliance with the applicable housing quality standards (HQS) in 24 CFR § 982.401 and, while the program participant resides in the housing, re-inspect for HQS compliance annually. Selected unit must comply with 24 CFR Part 35 Lead-Based Paint. Selected unit must comply with 24 CFR §578.51(4g) Rent Reasonableness and not exceed Fair Market Rent ("FMR") unless approved by Pima County.

2.3.2. When Bridge housing is established, ensure that program participant enters into a lease agreement, if applicable, and that program participant understands lease, rule and responsibilities prior to signing the agreement.

2.4. Transportation. To ensure access to education, employment and/or health care services, Contractor will provide participants with bus passes or taxi or livery services (only in the event public transportation is not available).

2.5. Other financial Supportive Service. When necessary, Contractor will pay on behalf of the participant utility deposits and/or one-time moving costs, including truck rental and hiring of a moving company. Support services that are eligible are found under CFR 578.53.

3. **PROGRAM ACTIVITIES - COUNTY**. Pima County will determine eligibility of individuals and households seeking housing services. Based on the information available in the Pima County Coordinated Entry System, the County will refer eligible individuals or households, as appropriate, to Contractor for Arizona Department of Housing ("ADOH") services. Pima County will also enroll participants it determines eligible into the Continuum of Care Program established pursuant to 24 CFR Part 578. Pima County in collaboration with Contractor will also provide, or arrange for, education services, employment assistance and job training, and life skills training as determined necessary and appropriate for each participant.

4. PROGRAM ACTIVITIES - CONTRACTOR and COUNTY.

- 4.1. Contractor will receive referrals from Pima County that come through Coordinated Entry and whom Pima County determines eligible.
- 4.2. Contractor will meet with Pima County at least once each month to review and evaluate each participant's case plan and progress towards achieving the goals and outcomes; coordinate resources being offered to each participant; avoid duplication of service; and provide information and referrals to other service providers. Contractor will not exit any participant without case conferencing with Pima County staff.

5. PERFORMANCE MEASURES, DELIVERABLES, AND TIMELINES.

- 5.1. Contractor will provide Bridge RRH, case management and associated services.
- 5.2. Contractor will serve at least **60** families/individuals throughout the span of the contract.
- 5.3. Contractor will provide completed surveys attached as Attachment A-1 Participant Satisfaction Survey (1 page) and submit with monthly invoicing.
- 5.4. Participants will have an economic plan and a plan for Housing Stability as follows:

Of total participants severed	Achievement - Eligible program participants
80%	Of those in Bridge housing will exit to permanent housing
50%	Households will increase or maintain their incomes through employment or receipt of benefits

6. REPORTS AND DEADLINES.

- 6.1. Provide a HMIS Data Quality Report Quarterly.
- 6.2. Provide a client served report, only identifying HMIS numbers, with monthly invoice.
- 6.3. Ensure all client information is entered into HMIS within (2) business days.

Attachment A-1 Participant Satisfaction Survey (1 Page)



Special Needs Division
Attachment E Addendum
Balance of State Continuum of Care



DEPARTMENT OF ECONOMIC SECURITY
Your Partner For A Stronger Arizona

Exhibit J – Participant Survey Services
Housing Support Services – Homeless Program
Solicitation No.: ADES16-00006202
Description: Housing Support Services – all counties
except Maricopa and Pima

Participant Satisfaction Survey

Agency: _____ Contract #: _____

Participant HMIS ID: _____ Date Completed: _____

I received services in the following county:

- | | | | | |
|-----------------------------------|-----------------------------------|-----------------------------------|---------------------------------|-------------------------------------|
| <input type="checkbox"/> Apache | <input type="checkbox"/> Gila | <input type="checkbox"/> La Paz | <input type="checkbox"/> Navajo | <input type="checkbox"/> Santa Cruz |
| <input type="checkbox"/> Cochise | <input type="checkbox"/> Graham | <input type="checkbox"/> Maricopa | <input type="checkbox"/> Pima | <input type="checkbox"/> Yavapai |
| <input type="checkbox"/> Coconino | <input type="checkbox"/> Greenlee | <input type="checkbox"/> Mohave | <input type="checkbox"/> Pinal | <input type="checkbox"/> Yuma |

What type of service(s) did you receive? *(check all that apply)*

- | | | |
|--|---|---|
| <input type="checkbox"/> Street Outreach | <input type="checkbox"/> Emergency Shelter | <input type="checkbox"/> Rapid Re-housing |
| <input type="checkbox"/> Eviction Prevention | <input type="checkbox"/> Permanent Supportive Housing | |

If Permanent Supportive Housing, I have received a rental subsidy for:

- | | | |
|--|--|--|
| <input type="checkbox"/> One (1) year | <input type="checkbox"/> Three (3) or four (4) years | <input type="checkbox"/> Six (6) to ten (10) years |
| <input type="checkbox"/> Two (2) years | <input type="checkbox"/> Five (5) or six (6) years | <input type="checkbox"/> More than ten (10) years |

Do you think program staff has been sensitive to your cultural and ethnic background?

- Yes No

Were you treated with respect and dignity? Yes No

Did you receive assistance and/or resources to manage or overcome your barriers?

- Yes No

My rental unit is safe, decent and adequate to my housing needs. Agree Disagree

Comments: _____

Thank you for your time.

Exhibit B (1 page)
Rates

BUDGET LINE ITEM	AMOUNT
Rental Assistance	\$50,000.00
Supportive Services	\$80,000.00
Administration	\$25,000.00
TOTAL PROGRAM BUDGET	\$155,000.00

Exhibit C (17 pages)
ADOH Rapid Rehousing Notice of Funding Availability (NOFA) and NOFA Application



Arizona
Department
of Housing

**Rapid Re-Housing (RRH)
Notice of Funding Availability (NOFA)**

Date Issued: December 8, 2023

1110 West Washington Street, Suite 280 | Phoenix, AZ 85007
Telephone: (602) 771-1000 | Facsimile: (602) 771-1002 | TTY: (602) 771-1001



Table of Contents

Introduction 3

Background Information 3

Target Population..... 3

Eligible Applicants 3

Minimum Qualifications/Requirements 3

Scope of Work/Eligible Activities 4

Available Funding..... 5

Funding Time Frame..... 6

Program Data and Performance Outcomes..... 6

Proposal Process Detail 6

Proposal Submission 7

Threshold Review..... 8

Scoring Criteria 9

Introduction

The Arizona Department of Housing (ADOH) Special Needs Division is issuing this Notice of Funding Availability (NOFA) for entities statewide who meet the eligibility requirements outlined in this NOFA below to provide rapid re-housing (RRH) and supportive services for persons experiencing homelessness in Maricopa, Pima and the thirteen (13) Balance of State counties in Arizona.

Total funding available for this statewide Rapid Re-Housing program consists of approximately \$7 million in State Housing Trust Funds (SHTF). The goal of funding is to provide RRH capacity in all Arizona counties. Awarded contracts shall be for a maximum of twenty four (24) months.

Background Information

In FY24, the State of Arizona approved approximately \$150 million in Arizona State Housing Trust Funds to fund affordable housing projects and housing assistance programs throughout Arizona. In the fall, ADOH issued a Request for Information (RFI) to the public to identify the greatest housing and homeless service needs in the state. Based on the RFI responses, it was determined to allocate approximately \$7 million in funding for Rapid Re-housing (RRH) programs statewide as described in this NOFA. Key goals of this RRH program will be to:

1. Increase statewide RRH housing options;
2. Provide quality housing-focused individualized supportive services to: 1) assist households in RRH attain housing stability to end their homelessness; and 2) ensure households can maintain ongoing rent obligations at the termination of RRH subsidies in the shortest time possible;
3. RRH housing should be available to all eligible households regardless of presenting needs or conditions (i.e., mental health, disability, substance abuse history, lack of income). Awarded RRH programs must verify and document participant eligibility.

Target Population

The target population for the services described in this NOFA are individuals and/or families who: 1) meet HUD Category One (literally homeless) or Four (fleeing domestic violence) definition of homelessness (24 CFR§578.3); and 2) who qualify for RRH prioritization and are referred by the Continuum Coordinated Entry program of the County in which they are seeking housing.

Eligible Applicants

This NOFA is a competitive process open to verified non-profit, faith-based, and public/governmental entities and agencies.

Minimum Qualifications/Requirements

Eligible applicants should demonstrate the following qualifications or be able to meet the following requirements:

- A. Must have expertise and experience in providing RRH or other tenant-based rental assistance and related services.
- B. Must currently or agree to accept only clients referred through the local Continuum of Care in which services are to be provided.

- a. In AZBoSCoC this includes accepting referrals from Local Coalition to End Homelessness (LCEH) Coordinated Entry process for geographic area served.
- C. Must utilize the Homeless Management Information System (HMIS) for data entry and reporting purposes, and keep all data current with data quality and completeness at ninety-eight percent (98%) or higher per ADCH Housing Policy standards.
 - a. Domestic Violence Survivor service providers are exempt from HMIS usage, but must utilize a comparable database.
- D. Experience providing high quality housing based individualized case management/ navigation services, including assisting clients in obtaining employment and benefits (SOAR training will be required), including but not limited to, SSI/SSDI, Medicaid, IANT, and Workforce Development.
- E. Must be willing to assist program participants in finding and securing appropriate housing placement based on client preference.
- F. Housing Program Staff will be expected to complete the following activities in conjunction with establishing participant tenancies:
 - a. Eligibility verification and documentation
 - b. Income verification and Rent Calculation
 - c. Housing (IQS) inspections
 - d. Lease verification including all necessary addendums
 - e. Rent reasonableness determination
 - f. Housing plans/Move-on strategies
- G. Must demonstrate history or expertise in working with and coordinating services with other organizations and programs providing services to persons experiencing homelessness including emergency shelters, faith based programs, governmental and mainstream providers, and outreach programs among others.
- H. Must demonstrate fiscal and administrative capacity to perform the proposed services.

Applicants may utilize contracts or documented collaborative agreements with third party organizations to meet and/or perform the qualifications and requirements outlined herein.

Scope of Work/Eligible Activities

Applicants must provide the following Rapid Rehousing program elements:

- 1. RRII Financial Assistance for a maximum of up to twenty four (24) months.
 - a. Short to Medium term Rental assistance (may include up to six months of rent in arrears, although overall assistance cannot exceed 24 months).
 - b. Rental assistance agreement (between recipient/subrecipient and owner) and written lease agreement (between program participant and owner) are required.
- 2. Housing Relocation and Stabilization Services (Homelessness Prevention) including:
 - a. Rental application fees
 - b. Security deposits (not to exceed two months rent)
 - c. Last month rent (applies to 24 month limit)
 - d. Utility deposits
 - e. Utility payments (up to twenty four (24) months including up to six (6) months of arrears).
 - f. One-time Moving costs.

- g. Housing search and placement assistance
 - h. Mediation
 - i. Credit repair
 - j. Income assistance (securing eligible benefits and/or employment) or other non cash benefits. *ADOH strongly encourages use of dedicated SOAR benefit services.*
3. Supportive services (24 CFR §578.53 Supportive Services) including personnel and program costs.
- Annual Assessment of Service Needs (§ 578.53(e)(1))
 - Moving costs (§ 578.53(e)(2))
 - Case management (§ 578.53(e)(3)) (Housing case management should provide maximum 20:1 ratio of case manager to program participants/households)
 - Childcare (§ 578.53(e)(4))
 - Education services (§ 578.53(e)(5))
 - Employment assistance and job training (§ 578.53(e)(6))
 - Food (§ 578.53(e)(7))
 - Housing search and counseling services (§ 578.53(e)(8))
 - Legal services (§ 578.53(e)(9))
 - Life skills training (§ 578.53(e)(10))
 - Mental health services (§ 578.53(e)(11))
 - Outpatient health services (§ 578.53(e)(12))
 - Outreach services (§ 578.53(e)(13))
 - Substance abuse treatment services (§ 578.53(e)(14))
 - Transportation (§ 578.53(e)(15))
 - Utility deposits (§ 578.53(e)(16)) (only if not using Homelessness Prevention)
4. Applicants can request up to 10% of total award for administrative or overhead costs.

Available Funding

Total Statewide funding available is \$7 million. Applicants may only submit one application per entity but may elect to cover multiple counties within that single application. Available funding will be allocated by County/Geography as follows:

Maricopa: \$3 million (max. award \$1 million per award)
 Pima: \$2 million (max. award \$1 million per award)
 Balance of State: \$2 million (max. awards based on counties served)

County to be Served	Max Award per County for 24 month contract term
Pinal (pop. over 400,000)	\$350,000
Mohave, Yavapai, Yuma (pop. over 200,000)	\$250,000
Cochise, Coconino, Navajo (pop. over 100,000)	\$180,000
Apache, Gila, Graham, Greenlee, La Paz, Santa Cruz (under 100,000)	\$ 60,000
Applicants intending to serve multiple counties may request up to the combined maximums for all counties to be served in a single application/request. <i>(Example: If serving Mohave and La Paz Counties, maximum ask would be \$310,000).</i>	

ADOH reserves the right to re-allocate these amounts, partially fund requests, or issue multiple awards in a given county based on available funding, proposal quality and the intention to serve all Arizona Counties. Since funding is based upon annual state budget approval, there is no expectation or commitment for renewal or ongoing funding at this time.

If awarded, funds will be distributed on a reimbursement basis up to the value of the contract. ADOH will not consider advances.

Funding Time Frame

ADOH will award twenty-four (24) month grants to begin approximately January 1, 2024 and end December 31, 2025.

Program Data and Performance Outcomes

If awarded a contract, applicants will be expected to achieve and report on the following performance measures:

Performance Metric	Goal
Number of households-participants served	
Participant demographics (i.e., HUD Universal Data Elements)	
Average Length of Time to Housing Placement	<90 Days
Returns to Homelessness from RRH Placement	<8%
Maintenance of RRH placement or exit to other Positive Destination at end of rental subsidy.	>75%
Households will increase annual income	>55%
Project accepts referral from Coordinated Entry	>85%

Proposal Process Detail

A. Proposed Timeline

PROCESS STEP	Date/Time
FY24 RRH NOFA Request for Proposals Issued	Friday, December 8, 2023
Pre-submission Informational Webinar	2:00p.m. Wednesday, December 20, 2023
FAQ Released	Friday, December 22, 2023
Proposal Due	4:00p.m. Monday, January 8, 2024
Scoring and Review Panel	Week of January 15th, 2024
Anticipated Notice of Award	Friday, January 26, 2024

1. Pre-submission Informational Webinar. There will be a pre-submission meeting for this Request for Proposal for clarification related to definition or interpretation to be held on Wednesday, December 20, 2023 at 2:00pm. Please register using the following link: https://us02web.zoom.us/meeting/register/tZMocuoqjluHdJE4J57FRfWCnbIOR5SJo_t
2. Within three days of the Pre-Submission Informational Webinar, ADOH will release a FAQ document addressing any questions or clarifying any RFP changes raised at the Pre-Submission Informational Webinar. This FAQ document will be noticed via an ADOH Bulletin and posted on the Special Needs website.
 - a. Questions may be submitted in writing via email to: Melissa Swain, Melissa.Swain@azhousing.gov. The question will be directed to the appropriate ADOH staff for a written response. Questions received after Friday, December 22, 2023 regarding this FY24 RRH NOFA will be directed to refer to the posted FAQ.
3. All RFP notices, process updates or changes will be made through ADOH bulletins process. To receive ADOH bulletins, please register for the ADOH bulletin distribution list at <https://housing.az.gov/mailling-lists>. After distribution, all bulletins and documentation will be posted on the ADOH website at these locations: <https://housing.az.gov/documents-links/open-funding-opportunities>, <https://housing.az.gov/documents-links/forms/special-needs-forms>, and <https://housing.az.gov/documents-links/publications>.
4. Completed applications including all attachments will be due by Friday, January 5 at 4:00p.m.
5. ADOH review of submittals will be conducted by a panel of ADOH appointed Evaluators.
6. ADOH Evaluators Recommendation of Award to the CEO of the Arizona Department of Housing: **Week of January 22, 2024.**
 - a. Selections will not be final until ADOH and the respondent have fully negotiated and executed a contract.
7. Anticipated ADOH Award Announcement: **Friday, January 26, 2024.**
8. Anticipated Program Implementation Start Date: **January 1, 2024**

Proposal Submission

1. The complete proposal under this request is due Monday, January 8, 2025 by 4:00 p.m. and must be submitted via the State HTF Special Projects Portal found here: <https://housing.az.gov/portals/document-upload-portals/state-htf-special-projects-portal>
 - a. Portal Instructions: Complete each field with the information requested. The uploaded Proposal Application file must be named: Agency Name_FY24 HTF RRH NOFA (Example: ABC Company_FY24 HTF RRH NOFA). Drag the saved application file into the drop field and hit the "Upload" button. The screen will indicate the file has been uploaded and a confirmation email will be sent to the email entered into the portal field (be sure to check SPAM if you do not receive a confirmation email within 5 minutes). No other forms of proposal submission will be accepted.

2. A complete application will include completed Rapid Re-Housing (RRH) Notice of Funding Availability Application (see Attachment 1) not to exceed 8 pages including short narratives for all questions. Completed application must include a detailed proposed budget (*Question #15*) and detailed proposed schedule of completion (*Project Timeline - Question #11*). Additional pages may be added as necessary not to exceed 8 total pages. The Application (Attachment 1) form can be found on the ADOH Special Needs website under the Rapid Re-Housing (RRH) Programs – HTF header: <https://housing.az.gov/documents-links/forms/special-needs-forms>
3. ADOH will not provide any reimbursement for the cost of developing or presenting proposals in response to this RFP. Failure to include the requested information may have a negative impact on the evaluation of the Applicant's proposal.
4. Public Record. All Offers submitted and opened are public records and must be retained by the State.
5. ADOH reserves the right to seek clarification of information submitted in response to this application and/or to request additional information during the evaluation process and make site visits and/or require Respondents to make an oral presentation or be interviewed by the review subcommittee, if necessary. Selections will not be final until ADOH and the Respondent have fully negotiated and executed a contract.
6. Notwithstanding any other provision of the NOFA, the State reserves the right to:
 - a. Waive any minor informality;
 - b. Reject any and all Offers or portions thereof; or
 - c. Cancel the NOFA
7. By submitting a proposal in response to this RFP, the respondent implicitly agrees to comply with the provisions in the ADOH standard Funding Agreement.
8. Upon notification that the applicant has been selected for funding, participation at a meeting with ADOH is required. The contract meeting will include preparation of any additional forms and negotiation of a final Scope of Work.

Threshold Review

To be eligible for evaluation and scoring, proposals must meet the following threshold requirements. Proposals that fail to comply with all instructions may be considered incomplete.

1. Application is submitted on time and complete.
2. Application meets the proposal format requirements.
3. Applications responds to all questions in proposal document including the budget
4. The project must be ready to start immediately upon receipt of a contract.
5. Disclosure: Entities are not eligible to apply under this NOFA if it has had a state contract terminated or suspended, and/or are currently debarred by any federal or state debarment agency. If suspension or debarment is currently pending, a detailed description of all relevant circumstances must be provided.

ADOH may make inquiries in order to verify the information submitted, and applicant may only provide missing information to specifically address a request for information from ADOH. Applicants must respond by the deadline included in the inquiry to avoid disqualification. ADOH may verify representations, information, and data in an Application with public information, independent reports, and statistics available through recognized subscription services.

Scoring Criteria

1. The Evaluators will review and score all submitted applications based on the following criteria (100 possible points):

Scoring Criteria	Weight (out of 100 total points)
Program Experience and Expertise	30 pts
Agency Capacity and Implementation	15 pts
Collaboration/Alignment with Coordinated Entry and CoCs	10 pts
Service Methodology	25 pts.
Budget Reasonableness	20 pts

Rapid Re-Housing (RRH) Notice of Funding Availability Application INFORMATION SHEET

Agency Name	Pima County
Street Address	2797 E. Ajo Way
City/State/Zip	Tucson, AZ 85713
Contact name	Daniel P. Sullivan
Title	Director
Telephone	520-724-7309
Email	daniel.sullivan@pima.gov
Name of Project	Countywide Rapid Rehousing Program
Number of Households Served	120
Geographic Area/ County(ies) to be served	Pima County, AZ
Federal Tax ID #	86-6000543
Federal UEI #	EB6GYYJCZD48
Proof of 501c (3) – nonprofits only	<input type="checkbox"/> YES (Attachment Required) <input type="checkbox"/> NO <input checked="" type="checkbox"/> N/A
Amount Requested*	\$1,000,000.00

*see attached Budget breakdown

Please provide narratives responding to the following inquiries below**.

**For all responses, be sure to include background on any program elements or services that will be delivered by contracted or collaborative third parties. This includes description of any expertise, experience, capacity relevant to the questions below.

- 1. General Description** – Provide a short summary of the project including a brief description of the Rapid Rehousing and Supportive Service strategies being used to address the needs of the identified population. Please provide an estimate of the number of households to be served. (Households may be individuals or families.)

Pima County proposes a Housing Trust Fund Countywide Rapid Rehousing program focused on homeless families in exurban and unincorporated areas of Pima County. The program will combine novel outreach strategies with coordinated entry, bridge housing and scattered site rental housing placement and navigation to employment, training and enrollment in mainstream benefits. Pima County's proposal features a partnership of local government with several community-based non-profit organizations (SER Jobs for Progress, Old Pueblo Community Services and Compass Affordable Housing) and is rooted in Pima County's administration of HMIS, Coordinated Entry, the regional public workforce development system and rural housing and development initiatives. Additional outreach efforts include close

partnership with non-profit agencies located in rural areas. This will allow us to meet people where they are and obviate transportation related burdens. Support Service strategies to be used include in-community navigators, mobile and remote housing case management, and personalized transportation assistance where needed. This proposal will serve at least 60 households per year for a total of 120 households.

2. **Target Population/Outreach/Coordinated Entry** – Who is the focus population? How will households be identified for the project? What is the organization's experience in working with the population of focus? How will outreach occur? Will the project partner or collaborate with any other agencies or entities to identify and engage project participants? Please describe how the agency has or will work with Coordinated Entry in the Continuums of Care in which services will be provided if awarded?

The primary focus of this initiative is on assisting unsheltered families, with a secondary focus on single adults, including seniors. All individuals within these target populations must undergo an assessment to determine their eligibility through the Tucson/Pima Coordinated Entry system. Pima County has a long-standing track record of effectively managing Continuum of Care Rapid Rehousing programs for these specific demographics, consistently earning high rankings and placements in top Tiers through evaluations by independent review panels over the course of decades. Additionally, Pima County has established enduring partnerships with housing, emergency assistance, and community development programs in rural areas of Pima County. To ensure comprehensive coverage, Pima County employs dynamic outreach practices to identify both new and known encampments across the county, including the outskirts of the Tucson metro area and rural Pima County. This approach ensures that no family remains underserved, irrespective of their location within the jurisdiction. The outreach team comprises diverse personnel from Pima County, SER Jobs for Progress, Old Pueblo Community Services, and Compass Affordable Housing. Collaborative efforts extend to non-profit agencies, such as Interfaith Community Services, Sahuarita Food Bank, Arivaca Human Resource, International Sonoran Desert Alliance in Ajo, Pima Council on Aging, and Green Valley Assistance Services. Outreach workers, including those with personal experience of homelessness, engage with families facing unsheltered homelessness, encouraging them to complete a housing application and vulnerability assessment within the coordinated entry system. Pima County collaborates with Old Pueblo Community Services to house identified individuals and families, providing the option of staying in bridge housing with a low-demand, minimal wait time approach. Collaborating with Compass Affordable Housing, Pima County selects families from the Coordinated Entry By-Name List based on their level of vulnerability, prioritizing those in bridge housing. The outreach team employs various methods, including calls, texts, in-person visits to encampments, and inquiries through local partners, to reach heads of households selected from the Coordinated Entry By-Name List.

3. **Geographic Presence** – Describe the intended counties to be served. How will you maintain presence in these areas? Does your agency currently have any other projects, programs, or experience serving the target geography?

Pima County covers 9,189 square miles and has a population of 1.1 million people, 52% of whom reside in the City of Tucson. Most of Tucson/Pima County's Continuum of Care resources are concentrated within the urban core of Tucson and South Tucson. Outside of this core, suburban, semi-rural and rural communities in unincorporated Pima County and in the Towns of Marana and Green Valley are seeing increasing incidence of unsheltered homelessness. Pima County's Community and Workforce

Development (CWD) department has long-standing partnerships and subrecipient relationships with housing, emergency assistance and community development programs in many of these communities. Pima County uses Community Action Agency and Arizona Wildfire grants to fund emergency assistance through Interfaith Community Services (ICS) for low-income residents of exurban communities including Picture Rocks, Marana, Catalina, Tanque Verde and Vail. Earlier this year Pima County entered an expanded agreement with ICS to house a Pima County Service Navigator. Navigators are cross-trained and equipped to plug people into multiple systems based on rapid assessment. Arivaca and Ajo are particularly isolated rural communities in Pima County. Arivaca Human Resources and International Sonoran Desert Alliance in Ajo have been subrecipients of Pima County CWD under the Community Action, Wildfire and Community Development Block Grants for decades. All these communities are target areas for Pima County's Community Development Block Grant (CDBG) program where Pima County has been conducting annual community meetings to learn directly from residents about their needs and concerns, in addition to working through the subrecipient partners. Agencies that serve rural areas in Pima County are also prioritized for over \$3.5 million in annual funding through the Pima County Outside Agency program.

4. **Community needs** - Describe why rapid rehousing is needed in the counties identified in Question 3. Include data and sources that describe the need. Include data that specifically supports the need related to the population of focus for the project.

Pima County is seeing a steady increase in the number of families on the Coordinated Entry By-Name List, which indicates a growing unmet need for housing among family groups. At present, 272 eligible families are seeking housing and have been accepted but are waiting for a housing program slot to open for them in the Coordinated Entry system. The average wait time for households identified on the By-Name list is 76 days. This data highlights the need to implement additional programs to fill service gaps throughout this community. Situated in the Sonoran Desert, Pima County faces challenges due to limited water resources and rising summer temperatures, posing health risks, especially for those without shelter. The targeted areas are geographically isolated, with challenging terrain, emphasizing the necessity for tailored, locally focused strategies. Pima County's Rapid Rehousing model, in which program slots turn over in an average of 3 to 6 months based on participants' exiting to unsubsidized housing or other positive destinations, offers the opportunity to shorten the wait time for housing.

5. **Reducing Barriers to Housing** – Please describe your agency's experience and expertise in assisting persons: 1) to find housing options that meet participant needs and choice; and 2) to work with persons experiencing homelessness with special needs (e.g.: elderly, disabilities, mental health, substance abuse) to attain and maintain housing. If the project will serve specific high needs persons/households with significant barriers (including chronically homeless persons), please describe specifically how it is determined that individuals and/or families meet the definition and what strategies will be used to house them effectively.

Pima County's diverse staff includes individuals who have personally experienced homelessness or housing instability. Among our staff, there are experts in engaging landlords, conducting community outreach, and collaborating with well-established organizations recognized for their effective strategies in addressing the varied needs of our target populations. With a combined experience of over 30 years, our team is committed to assisting vulnerable populations at every stage of their homeless experience. Each

program participant will be assessed into the Coordinated Entry System to ensure that they fall within the community prioritization guidelines. When it comes to housing options, Pima County and our partners recognize that each person's situation is unique and prioritize individual needs, preferences and choices, to identify suitable housing solutions, ensuring a tailored and participant-centered approach. Our staff undergo ongoing training to connect households appropriately with employment opportunities, education and mainstream resources, in addition to training on trauma-informed care. When working with families and individuals facing homelessness and special needs, such as the elderly or those dealing with disabilities, mental health issues, or substance abuse, our agency employs a comprehensive strategy. We provide collaborative and intensive case management to build trust and ensure we can thoroughly address any and all significant barriers each family/individual is facing. Embracing a housing-first philosophy and customizing interventions based on the unique needs of each individual or family, our goal is not only to secure housing but also to promote long-term stability and the well-being of those we serve.

- 6. Rapid Re-Housing Experience** – Please describe your agency's experience and capacity to deliver Rapid Rehousing and related individualized housing stability/supportive services for persons experiencing homelessness. Describe the range of services to be provided and the staffing or other strategies for delivering these services. Describe your agency's experience and strategy for performing eligibility determination, briefings, rent determinations, income verification, housing quality inspections and other required lease up and housing processes.

Pima County CWD has successfully operated RRH programs under HUD Continuum of Care funding in partnership with subrecipients like CAH for decades. CAH's Community Housing model empowers participants to choose their housing and sign their own lease. Case Managers serve between 10-15 households, depending on vulnerability. The Case Manager will determine eligibility, complete documentation, assess move-in needs and coordinate the procurement and setup of necessary resources. CWD's in-house Housing Unit conducts inspections for housing habitability, quality, and lead-based paint. After moving into housing, participants receive supportive and workforce services according to an individualized case plan to assist them to maintain their housing, reunify with their children and families, achieve educational goals, increase income, achieve and maintain employment, and access other mainstream benefits and services. Case plans are tailored to the individual based on the identified barriers, and the participant's willingness and ability to take action. The path to achieving stable, permanent housing involves a process of transformation where individuals enhance their health, wellness, and overall quality of life. Once clients secure employment or increase their income, they will gradually contribute to their rent, preparing them for independent living. Typically, participants will pay 25% of rent in months four through six, 50% in months seven through nine, and 75% in 10-12, ramping up to unsubsidized housing within one year of move-in. CAH Housing Case Managers will monitor progress and conduct income verification checks, adjusting rent determinations and workforce service referrals as needed in coordination with CWD.

- 7. Data Collection and Reporting** – Client data will be entered into the Homeless Management Information System (HMIS) or comparable database (Domestic Violence (DV) population only) in a timely manner. Describe how HMIS will be used to track and report program outcomes and contract deliverables.

In addition to being the HMIS Lead entity for the local continuum of care, CWD presently administers three Continuum-of-Care funded housing programs, providing outreach, navigation, shelter and housing for homeless households, with requirements to administer data in the HMIS. CWD staff receive routine HMIS training and enter all required HUD data elements into HMIS for all clients while in compliance with the HMIS timeliness policy. CWD has been using HMIS for data management since its implementation in Pima County and has numerous years of experience in HMIS system administration. All staff are trained in confidentiality protocols and are required to have a Level 1 Fingerprint Clearance card.

8. **Income/Employment** – Describe specifically how participants will be assisted to both increase their employment and/or income and maximize their ability to live independently and maintain housing after termination of RRH subsidy. Does the project intend to or have experience using SOAR to assist in securing Social Security disability income as appropriate?

The Homeless Services Division is uniquely positioned within CWD to serve as a county-wide satellite resource center for employment, education and training, housing and homeless services. As with all CWD programming, connecting program participants to mainstream resources begins at outreach to the initial intake meeting and continues through housing placement and program exit. Staff includes individuals who are SOAR certified to ensure rapid and efficient support for connecting them to Social Security benefits. Resources are identified through the development of both the housing needs assessment and the Individualized Employment Plan (IEP). With the IEP, the WDS can begin to identify, navigate and connect program participants using "warm hand-off" strategies to the services and resources that will aid in long-term stable housing.

9. **Collaboration and Partnership** – Please describe any service system gaps (ex: outreach) in your identified geographic area that this project will need to be effective. Please describe the project's strategies for engaging and collaborating with local stakeholders including outreach, emergency shelters, faith-based providers, and/or other mainstream programs (ex: VA, RBHA, etc.) to support this project. Please describe any formal collaborations or partnerships the agency will or has created that could support the activities of this project.

Throughout its 30-year history administering Continuum of Care grants, Pima County CWD has partnered with community-based organizations to provide culturally competent housing case management and leverage deep knowledge of conditions on the ground, often combined with lived experience of staff and leadership. Old Pueblo Community Services (OPCS) will provide bridge housing for unsheltered individuals identified by the outreach team. OPCS currently manages nine site-based affordable housing locations and various scattered site permanent supportive housing locations, serving households transitioning from homelessness to permanent housing. OPCS has 27 years of housing experience and is recognized as a leader in low-barrier shelter housing. In 2015 OPCS implemented the first city-funded Tucson Low-Demand Shelter housing program and expanded the model in partnership with Pima County and ADOH under the Pima County Links initiative. Unlike traditional mass shelter, bridge housing offers semi-private rooms within units that have a kitchen with refrigerator. Residents can secure their own belongings and have access to an on-site laundry facility. CAH will provide rapid rehousing for households accepted through the TPCH Coordinated Entry process. Compass operates a large, scattered housing program with case management and financial assistance, working with landlords throughout Pima County to help households gain stability and maintain housing while in job search, school and newly employed. Partnering with CAH and OPCS will allow this Countywide Rapid Rehousing Program to

leverage non-housing support resources, such as substance abuse counseling and employment coaching, to address system gaps. Outside of the Tucson urban core outreach to individuals experiencing homelessness is limited. To address this system gap, CWD routinely partners with agencies throughout the county to serve unsheltered families and individuals to coordinate efforts to enroll households into coordinated entry for housing, as well as transport them to bridge housing or other available shelter options.

10. **Project Outcomes and Impact** – Please describe your proposed program in addition to meeting the performance measures.

- a. How many persons/households experiencing homelessness will be served with the funds available, if awarded?
Pima County will serve at least 60 households for a minimum total of 80 individuals served annually. Pima County is projecting 60 households served in the Bridge Rehousing component and 60 households placed in Rapid Rehousing.
- b. Housing outcomes and measurement of housing stability.
Of those served in Bridge Housing, 80% will exit to permanent housing. Of those served in Rapid Rehousing, 93% will maintain permanent housing.
- c. Any other measurement of success such as employment, hourly wages over minimum, etc.
Pima County CWD will provide benefits navigation and enrollment assistance, resulting in 90% of individuals served accessing some type of public assistance. A projected 20% of adult participants will access Social Security benefits. CWD will provide career development counseling and linkages to training programs and direct employment opportunities. A projected 50% of adult individuals served will enter unsubsidized employment or skill training.

11. **Project Timeline** - Provide a timeline of benchmarks (i.e. hiring staff, first client engagement) for implementing this project in a reasonable and timely manner.

Days	Activity
0 – 30	Acceptance of the award, execute subrecipient agreements, complete program policy review with assigned CWD staff; set up and request and begin engagement with first 15 households for program enrollment
30 – 90	First 15 households with signed leases, workforce eligible households connected with workforce programming, non-workforce eligible households enrolled in cash/non-cash benefits;
90 - 180	15 households stabilized and paying toward rent; 15 new households requested/in housing search

12. **Continuum of Care/LCEH Participation** - Please describe your Agency's involvement with the Continuum of Care and/or the AZBOS Local Coalition to End Homelessness (LCEH) in efforts to end homelessness in the counties in which you operate. Please include any committee, case conferencing, coordinated entry, community meetings, leadership positions, point in time survey participation or other local coordination activities. [Click here to enter text.](#)

Pima County CWD, specifically its Homeless Services Division, plays a crucial role as the HMIS Lead for our local Continuum of Care (CoC, Tucson/Pima Collaboration to end Homelessness, or TPCCH). In addition to its role as HMIS Lead, Pima County CWD representatives serve on all TPCCH committees and hold two seats on its Executive Board. Additionally, HMIS Lead team staff is present in all CoC committee meetings.

The division is also actively engaged in monthly youth and chronic Case Conferencing meetings. Both division staff and contracted housing agency personnel undergo training in trauma-informed practices and also participate in annual training sessions for Housing First and Fair Housing. Furthermore, during the annual Point-in-Time (PIT) Count, staff members from outreach services to division leadership volunteer in various capacities such as team leads, supply runners, administrative support, or any other needed position. Ongoing professional development and training initiatives are integral to CWD, benefiting both county and contracted staff. This approach ensures that clients at all service levels receive coordinated support through dynamic, responsive, and culturally appropriate programming.

13. **Agency Experience and Capacity** –Please provide a short history of the organization. Please include any key accomplishments or other programs that would demonstrate the capacity to manage the grant and services proposed here. Please include a brief background/experience about the key personnel (if identified) who would be involved in the management of this grant.

For over three decades, Pima County CWD's Homeless Services Division has been dedicated to employment development and establishing partnerships with community-based organizations to offer housing that aligns with its distinctive employment model. This commitment has resulted in a successful track record in effectively administering grants aimed at addressing homelessness. The division has consistently managed comparable Rapid Re-Housing programs that have been ranked, rated and placed in Tier 1 in the HUD CoC Notice of Funding Opportunity competition. Notably, key division staff includes individuals with personal experiences of homelessness or housing instability. Our team comprises experts in engaging landlords, conducting community outreach, and delivering various services for individuals experiencing homelessness or facing housing and financial instability. This ensures comprehensive support for participants at all stages of their homeless journey. Pima County CWD also oversees the Community Action Agency (CAA), serving Tucson/Pima, with protocols in place for swift intervention in households facing eviction. Staff actively engage in ongoing professional development and training initiatives, which are vital for the seamless functioning of CWD, providing substantial benefits to both county employees and contracted staff. Furthermore, it's worth highlighting that well over 80% of Division staff are fluent in Spanish, and translation services for the hearing impaired are readily available.

14. **Financial Management/Capacity** – Please identify the agency's staffing and internal controls to ensure appropriate tracking and expenditure of grants funds? Does the agency manage any similar ADOH or governmental contracts? Does the agency have any current debarments or has the agency ever had a contract revoked or suspended? Does the agency have an annual financial audit conducted by a third-party auditor? Did the agency's annual third-party financial audit include any findings or concerns?
- CWD employs over 250 employees with an annual budget of more than \$70 million in grants and County general funds. CWD's management team uses robust program management and subrecipient monitoring protocols established over three decades of experience as a direct Continuum of Care grantee. These protocols include weekly case management staffing meetings and monthly review of HMIS data to assess progress toward performance goals. CWD contracts staff and the Pima County Grants Management and Innovation (GMI) Department work in partnership to develop and facilitate support for subrecipient agencies on billing processes, payment timelines/milestones. CWD staff review monthly invoices to ensure

all expenditures are grant compliant and routinely monitor the pace of program spending. The GMI Finance Division reviews program spending and approves expenditures; maintains fiscal records and provides audit assistance for all federal and state grants whether large or small. The GMI Finance Division tracks and reconciles actual expenditures monthly, prepares forecasts, cash flow reports, reimbursement requests and draws. The GMI Finance Division routinely meets with CWD divisions to review fiscal performance. The GMI Finance Division provides subaward administration activities such as solicitation of proposals, pre-award risk assessment, development of subrecipient agreements, FFATA reporting and subrecipient monitoring. Pima County is audited by the Arizona Auditor General's Office and has been designated a low-risk auditee. Pima County has never been debarred or suspended and is in good standing with state and federal grantor agencies.

15. Projected Budget

<u>Category</u>	<u>Description</u>	<u>Amount</u>
RRH Financial Assistance: Short to Medium term Rental Assistance* (include projected gross rent, # of households, avg. # of months of support) <i>Ex: \$800 x 5 HH x 3 mos = \$12,000</i>	5 short-term rental units @ \$1,018.00; mixture of 1, 2, 3 bedroom at mid-term rental assistance at FMR	\$500,000.00
Housing Relocation & Stabilization Services (Homelessness Prevention): Rental Application fees, security and utility deposits, last month's rent, utility payments (up to 1 year), one-time moving costs.	First and last rent for all mid-term placements/units; not necessary with Bridge RRH	\$70,000.00
Supportive Services**: May include both personnel and program costs. If staff cost included, provide # of FTE's, salary and any FTE costs. <i>Note: Administrative salaries cannot be funded under the Supportive Services line item but may be included in the Administrative line item. The Program Costs here should be documented in program narrative above.</i>	2.5 FTEs @ \$60,000/year including ERE + misc. household support including beds	\$355,000.00
Administrative Costs: Maximum – 10% of total program costs	Negotiated administrative costs with subrecipients; primary recipient not taking admin cost	\$75,000.00
Total ADOH HTF RRH Program Request	Click or tap here to enter text.	\$1,000,000.00
Please document any additional funding or in-kind support for this project. Please include type of support, source and amount if known. <i>Ex: Office Space/Rent: Landlord In-Kind - \$12,000</i>	County will assume admin costs for program/contract administration and performance monitoring.	\$100,000.00

*Rapid Re-housing is for Tenant Based Rental Assistance only. **No leasing** costs are allowed
Rental Assistance: FMRs change from year to year. For this proposed budget, use current FY HUD FMR's to estimate the number and type of housing that will be provided as a part of the project. HUD FMR's can be found at the following site:
https://www.huduser.gov/portal/datasets/fmr/fmrs/fy2024_code/select_Geography.odn

**See §528.53 Supportive Services for a list of eligible activities. Supportive services may be provided up to 6 months after rental assistance stops.