



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

**Requested Board Meeting Date:** 7/5/2016

**or Procurement Director Award**

**Contractor/Vendor Name:** The Primavera Foundation, Inc.  
**(DBA):**

**Project Title/Description:**

Greyhound: Emergency Shelter Program;  
Essential Services and Shelter Operations

**Purpose:**

Awardee will use US Department of Housing and Urban Development (HUD) Emergency Solutions Grant (ESG) funds to provide eligible essential services and shelter operations to homeless individuals or families with children primarily in South Tucson and unincorporated Pima County to help them obtain permanent, unsubsidized, housing and stability. This amendment will allow a scope change to allow ESG eligible shelter operation activities to be included into the contract. There is no increase in funds.

**Procurement Method:**

N/A

**Program Goals/Predicted Outcomes:**

Goal: Provide essential services and shelter to individuals and families with children living in Awardee's Greyhound Emergency Shelter to assist them in the search for decent, affordable housing to improve safety, health and social stability.

Predicted outcomes: Homeless individuals and families with children that receive services and emergency shelter housing will ultimately obtain and sustain permanent affordable housing.

**Public Benefit:**

Homeless individuals or families with children in Awardee's Greyhound Emergency Shelter will receive help in attaining secure safe, decent and affordable housing and needed public services.

**Metrics Available to Measure Performance:**

At minimum, 65 previously homeless individuals and families will:

- Attain either transitional or permanent housing for an average of 3 months
- Meet at least one goal on the Individualized Housing and Service Plan during every 90 days in the Program.

**Retroactive:**

No

**Original 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):

Cost to Pima County General Fund:

Contract is fully or partially funded with Federal Funds?  Yes  No  Not Applicable to Grant Awards

Were insurance or indemnity clauses modified?  Yes  No  Not Applicable to Grant Awards

Vendor is using a Social Security Number?  Yes  No  Not Applicable to Grant Awards

To: BOS 6.22.16  
Doc 11

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If Yes, attach the required form per Administrative Procedure 22-73.

**Amendment Information**

Document Type: CT Department Code: CD Contract Number (i.e.,15-123): 1600000000000000186

Amendment No.: 1 AMS Version No.: 2

Effective Date: 10/1/2015 New Termination Date: 9/30/2016

Expense Revenue Increase Decrease Amount This Amendment: 0

Funding Source(s): U.S. Department of Housing and Urban Development

Cost to Pima County General Fund: \$0

Contact: John Matheny, Program Coordinator

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

Department Director Signature/Date: Margaret M. Kue 06/21/2016

Deputy County Administrator Signature/Date: Jur 6/22/16

County Administrator Signature/Date: C. Duckert 6/22/16  
*(Required for Board Agenda/Addendum Items)*

PIMA COUNTY COMMUNITY DEVELOPMENT AND NEIGHBORHOOD CONSERVATION DEPARTMENT		<table border="1"> <tr> <td colspan="2" style="text-align: center;"><b>CONTRACT</b></td> </tr> <tr> <td>NO.</td> <td><u>CT-CD-16-186</u></td> </tr> <tr> <td>AMENDMENT NO.</td> <td><u>01</u></td> </tr> <tr> <td colspan="2">This number must appear on all invoices, correspondence and documents pertaining to this contract.</td> </tr> </table>	<b>CONTRACT</b>		NO.	<u>CT-CD-16-186</u>	AMENDMENT NO.	<u>01</u>	This number must appear on all invoices, correspondence and documents pertaining to this contract.	
<b>CONTRACT</b>										
NO.	<u>CT-CD-16-186</u>									
AMENDMENT NO.	<u>01</u>									
This number must appear on all invoices, correspondence and documents pertaining to this contract.										
PROGRAM NAME:	Greyhound: Emergency Shelter Program									
CONTRACTOR:	Primavera Foundation, Inc. 115 S. 4 <sup>th</sup> Avenue Tucson, AZ 85701									
CONTRACT NO.:	CT-CD-16*186									
FUNDING:	Emergency Shelter Grant									
DISTRICT NO.	All									

Original Contract Term:	10/1/15 – 9/30/16	Contract Amount:	\$15,000.00
Termination date prior amends:	N/A	Amount Prior Amends:	N/A
Termination date this amend:	N/A	Amount this Amendment:	N/A
		TOTAL contract amount:	\$15,000.00

**AMENDMENT NO. ONE**

**RECITALS**

- A. Pima County (“County”), through the Community Development and Neighborhood Conservation Department received Emergency Solutions Grant (“ESG”) funds from the U.S. Department of Housing and Urban Development under Title IV subtitle B of the McKinney-Vento Homeless Assistance Act to improve the economic welfare of County inhabitants.
- B. County and Primavera Foundation, Inc. (“Agency”) entered into the above-referenced Agreement to provide ESG Emergency Shelter Component, Essential Service activities, to homeless individuals and families of Pima County.
- C. Agency has asked that the Scope of the Agreement be amended to allow for payments for and provision of Emergency Shelter Operations and that a majority of the funds currently being provided for the provision of Essential Services (case management) be reallocated for the provision of shelter.
- D. County has reviewed Agency’s performance finds it satisfactory.
- E. County finds that the inclusion of shelter services and shelter maintenance, is in the best interests of the clientele to be served under the Agreement.
- F. County agrees to amend the Scope of Work to reallocate the funds provided under the Agreement to allow for the provision of shelter and shelter maintenance and to decrease the amount to be provided for case management activities.

NOW, THEREFORE, the Parties agree as follows:

1. **EXHIBIT A – SCOPE OF WORK** is amended as follows:
  - 1.1. **Paragraph 2 – Program Purpose** is deleted in its entirety and replaced with the following: Awardee will use Emergency Solutions Grant (“ESG”) program funds to provide Emergency Shelter Component, Shelter Operations and Essential Services activities to homeless individuals or families with children primarily in South Tucson and unincorporated Pima County to help them obtain permanent, unsubsidized, housing and stability.
  - 1.2. **Paragraph 3 – Program Activities**, is amended to add paragraph 3.3 to read:
    - 3.3. **ESG Shelter Operations**: Awardee will:
      - 3.3.1. Ensure that the Greyhound Shelter (“the shelter”) meets the HUD shelter and housing standards set forth in 24 CFR §576.403.
      - 3.3.2. Operate and maintain the shelter. Eligible operations and maintenance costs, as set forth in 24 CFR §576.102, include, but are not limited to:
        - 3.3.2.1. Maintenance and repairs;
        - 3.3.2.2. Furnishings;
        - 3.3.2.3. Utilities;
        - 3.3.2.4. Insurance;
        - 3.3.2.5. Security; and
        - 3.3.2.6. Labor costs for staff directly involved with shelter operations and maintenance.
      - 3.3.3. House a **minimum of 65 homeless individuals or families with children** over the term of this Agreement. Housing stays may range between one (1) night and twelve (12) months.
    - 1.3. **Paragraph 4 – Project goal/predicted outcomes**, is deleted in its entirety and replaced with the following paragraph 4.1 and 4.2:
      - 4.1. **Goal**: Provide access to emergency shelter to homeless Families and provide essential services to assist them in the search for decent, affordable housing to improve safety, health and social stability.
      - 4.2. **Predicted outcomes**: Homeless Families that receive shelter and services will ultimately obtain and sustain permanent affordable housing.
    - 1.4. **Paragraph 8 – Budget**, is deleted in its entirety and replaced with the following:

PROGRAM	ACTIVITY	AMOUNT
Greyhound Emergency Shelter	Shelter Operations	\$11,000.00
	Essential Services	\$4,000.00
<b>Total</b>		<b>\$15,000.00</b>

**REMAINDER OF PAGE INTENTIONALL LEFT BLANK**

2. **EXHIBIT B – MONTHLY FINANCIAL STATUS REPORT AND REQUEST FOR FUNDS**, is deleted in its entirety and replaced with the attached **EXHIBIT B**.

All other provisions of this Agreement, not specifically changed by this amendment, shall remain in effect and be binding upon the parties.

IN WITNESS WHEREOF, the parties do hereby affix their signatures and do hereby agree to carry out the terms of this Amendment and of the original Contract cited herein.

**PIMA COUNTY**

**AWARDEE**

\_\_\_\_\_  
Chair, Board of Supervisors

  
Signature

Date: \_\_\_\_\_

Peggy Hutchison, CFO  
Printed name and title

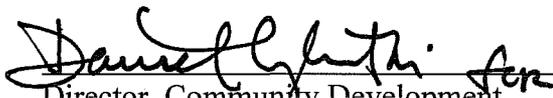
ATTEST:

Date: 6/21/16

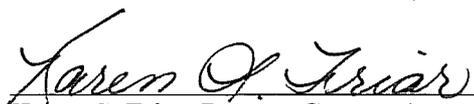
\_\_\_\_\_  
Clerk of the Board

\_\_\_\_\_  
Date

APPROVED AS TO CONTENT:

  
Director, Community Development  
and Neighborhood Conservation

APPROVED AS TO FORM:

  
Karen S. Friar, Deputy County Attorney

**EXHIBIT B**

**MONTHLY FINANCIAL STATUS REPORT AND REQUEST FOR FUNDS**

Primavera Foundation, Inc.  
 Greyhound: Emergency Shelter  
 141 W 40<sup>th</sup> Street  
 Tucson, AZ 85713

Month \_\_\_\_\_

Invoice # \_\_\_\_\_

ESG Request Activity	Budgeted	Exp./MO.	Accumulative Expenditure	Balance Available
Shelter Operations FY1516	\$11,000.00			
Essential Services FY1516	\$4,000.00			
<b>Contract total</b>	<b>\$15,00.00</b>			

**Match Requirement Table**

ESG Match Activity	Required Match	Match Amount/MO.	Accumulative Match to Date	Source
100% Match Requirement	\$15,000.00			

*\*Administration not to be included in Match Calculation*

<b>Total Requested</b>	
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I hereby certify that to the best of my knowledge, the data reported represents actual receipts and actual expenditures which have been incurred in accordance with the agreement for management and implementation of the Emergency Solutions Grant and are based on official accounting records and supporting documents which will be maintained for the purposes of audit.

\_\_\_\_\_  
**Reviewed by:**

\_\_\_\_\_  
**Prepared by:**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Pima County Reviewer**

\_\_\_\_\_  
**Date**