



BOARD OF SUPERVISORS AGENDA ITEM REPORT
AWARDS / CONTRACTS / GRANTS

☐ Award ☐ Contract ☒ Grant

Requested Board Meeting Date: 5/6/2025

* = Mandatory, information must be provided

or Procurement Director Award: ☐

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

U. S. Department of Housing and Urban Development

***Project Title/Description:**

U.S. Department of Housing and Urban Development (HUD) Continuum of Care Program - Coalition Assisting Self-Sufficiency Attainment (CASA)

***Purpose:**

The U.S. Department of Housing and Urban Development (HUD) awarded the County \$989,714 for the CASA Rapid Re-Housing Program, which is one of three HUD Continuum of Care (CoC) housing programs administered by the Homeless Services Division of the Pima County Community & Workforce Development Department (CWD). The grant targets families and individuals experiencing homelessness in Pima County. The Homeless Services Division takes a holistic approach to ending homelessness by providing housing and case management and resource navigation to services such as employment and workforce training, as well as benefit programs allowing households to find and maintain employment and become self-sufficient and housing stable. This amendment is to revise the Period of Performance end date to September 30, 2025, and reallocate funds from Rental Assistance to Support Services. The funding amount of \$989,714.00 remains the same. Salvation Army and Compass Affordable Housing, Inc. are subrecipients to the grant.

Indirect cost: 10% de minimis.

Attachments: AZ0027L9T012316 CASA Amendment/Letter and Resolution

***Procurement Method:**

The grant award amendment was reviewed by the Pima County Attorney Office, but their signature is not required.

***Program Goals/Predicted Outcomes:**

The goal is to provide housing stability and full-time employment opportunities for people experiencing homelessness in Pima County.

***Public Benefit:**

The program reduces the number of families and individuals experiencing homelessness in Pima County.

***Metrics Available to Measure Performance:**

The program produces an annual performance report in the Homeless Management Information System.

***Retroactive:**

Yes to May 1, 2024. On April 8, 2025, HUD sent CWD the CoC Award AZ0027L9T012316 CASA grant amendment. The first available Board Meeting is May 6, 2025. If the agreement is not approved, the grant will not be extended and Pima County would not be able to continue to use CASA funds for homeless individuals and families.

GM approves
AWB for RK Kelly
4/16/2025

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: _____ Department Code: _____ Contract Number (i.e., 15-123): _____
Commencement Date: _____ Termination Date: _____ Prior Contract Number (Synergen/CMS): _____
☐ Expense Amount \$ _____ * ☐ Revenue Amount: \$ _____

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

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

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

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

Were insurance or indemnity clauses modified? ☐ Yes ☐ No
If Yes, attach Risk's approval.

Vendor is using a Social Security Number? ☐ Yes ☐ No
If Yes, attach the required form per Administrative Procedure 22-10.

Amendment / Revised Award Information

Document Type: _____ 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

Is there revenue included? ☐ Yes ☐ No If Yes \$ _____ Amount This Amendment: \$ _____

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

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

Grant /Amendment Information (for grants acceptance and awards)

☐ Award ☒ Amendment

Document Type: Grant Amendment Department Code: CWD Grant Number (i.e., 15-123): 65882
Commencement Date: 05/01/2024 Termination Date: 09/30/2025 Amendment Number: 1
☐ Match Amount: \$ _____ ☒ Revenue Amount: \$ 0.00

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

***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)?**
Directly from the Federal government - U.S. Department of Housing and Urban Development

Contact: Magali Lopez/Rise Hart

Department: Community & Workforce Development

Telephone: 724-7301/724-5723

Department Director Signature: _____

Date: 4/15/2025

Deputy County Administrator Signature: _____

Date: 4/17/2025

County Administrator Signature: _____

Date: 7/17/2025

RESOLUTION 2025 - _____

RESOLUTION OF THE BOARD OF SUPERVISORS OF PIMA COUNTY, ARIZONA AUTHORIZING THE APPROVAL OF “AMENDMENT #1 TO THE CONTINUUM OF CARE GRANT AGREEMENT” FOR FISCAL YEAR 2024-2025 FROM THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (“HUD”)

The Board of Supervisors of Pima County, Arizona finds:

1. Pima County (“County”), through its Department of Community & Workforce Development (“CWD”), administers several federal and local grant programs to benefit people experiencing homelessness in Pima County.
2. The local Continuum of Care (“CoC”), is the HUD mandated community-based coalition tasked with developing strategies to end homelessness in Pima County.
3. CWD has administered the Coalition Assisting Self-Sufficiency Attainment (“CASA”) Program since 1994 and has renewed its funding annually through HUD’s competitive Continuum of Care Notice of Funding Availability process.
4. The CoC has determined that it is the best interests of the homeless community and service providers for County to continue to administer the CASA Program in Pima County.
5. On July 15, 2024, HUD issued the “CONTINUUM OF CARE SCOPE OF WORK” awarding County, as Grantee, \$989,714 under Federal Grant No. **AZ0027L9T012316** for FY 2024-2025 (“the CoC Renewal Grant”). The Pima County Board of Supervisors approved the CASA grant funds on October 15, 2024. Salvation Army and Compass Affordable Housing, Inc., through the CASA Program, are subrecipients to the grant.
6. On April 8, 2025, HUD issued a letter and amendment, attached to this Resolution as **Exhibit A**, to change the Period of Performance end date to September 30, 2025, and reallocate funds from Rental Assistance to Support Services. The funding amount of \$989,714.00 remains the same.
7. In order to effectuate the amendment on behalf of the CoC, County must execute the “AMENDMENT #1 TO THE CONTINUUM OF CARE GRANT AGREEMENT.” This is the only document that HUD will issue related to the provision of the CASA grant amendment.
8. For the foregoing reasons, it is in the best interests of the residents of Pima County, to accept the CoC Renewal Grant amendment.

NOW, THEREFORE, BE IT RESOLVED:

- A.** The Chair of the Pima County Board of Supervisors is authorized to sign the “AMENDMENT #1 TO THE CONTINUUM OF CARE GRANT AGREEMENT” (Federal Grant No. **AZ0027L9T012316**) accepting the FY 2024-2025 amendment for the CoC Renewal Grant.
- B.** The Director of CWD or his designee is authorized and directed to, on behalf of the Pima County Board of Supervisors, electronically enter acceptance of the CoC Renewal Grant as directed by HUD.
- C.** The Chair is authorized to execute, as necessary, all applicable federal documents associated with the CoC Renewal Grant, including but not limited to, required HUD budget forms and descriptive grant narratives.
- D.** The Director of CWD or his designee is authorized and directed, on behalf of the Pima County Board of Supervisors, to submit any such documents to HUD, including completing any electronic approvals and submissions required by HUD.

- E. The Chair is authorized to execute CASA Program subrecipient agreements with Salvation Army and Compass Affordable Housing, Inc. for FY 2024-2025 when finalized and approved by Grants Management & Innovation and the Pima County Attorney's Office.

Passed and adopted, this _____ day of _____, 2025.

Chair, Pima County Board of Supervisors

ATTEST:

Clerk of the Board

APPROVED AS TO FORM:



Deputy County Attorney



U.S. Department of Housing and Urban Development
San Francisco Regional Office – Region IX
One Sansome Street, Suite 1200
San Francisco, CA 94104-4430
www.hud.gov
espanol.hud.gov

April 8, 2025

Dan Sullivan
Director
Pima County Community and Workforce Development Department
2797 East Ajo Way
Tucson, AZ 85713

Dear Mr. Sullivan:

SUBJECT: Decreasing Rental Assistance Budget Line Items and Increasing Supportive Services Budget Line Items and Amending the Period of Performance End Date of Grant Agreement Term
Continuum of Care (CoC) Program
Pima County, Arizona
Project Name: CASA Consolidation FY' 2023
Project Number: AZ0027L9T012316
Operating Year: May 1, 2024 – April 30, 2025

On April 2, 2025, the Pima County Community and Workforce Development Department (CWD) submitted a grant amendment request to amend the project Budget Line Items (BLI) to include a reduction of rental assistance and an increase of supportive services to enable the program to serve more households by the end of the performance period. In addition, this request included a request to amend the Period of Performance (POP) Ending Date, and to include extending the POP End Date of the grant agreement.

Since the CASA Consolidation grant was not renewed for FY24, this revision is needed to continue providing vital services that will no longer be available moving forward and facilitate the continuity of care and provide the same or better services to program participants for the duration of the performance period and guarantees that no changes to the project target population, number of households served, performance, or outcomes will occur as a result of this amendment.

Because the parties are desirous of amending the Grant Agreement, it is necessary to execute an amendment to the original grant agreement period of performance. HUD has reviewed this change and determined that it would not impact on the ranking of the grant. The modification to the grant agreement is approved as follows:

AZ0027L9T012215	
Original 12 Months Grant Period of Performance	05-01-2024 – 04-30-2025
Amended Grant Period of Performance	05-01-2024 – 09-30-2025

Because the parties are desirous of amending the Grant Agreement to shift less than 10% from one eligible activity to another, it is not necessary to execute an amendment to the original grant agreement. HUD has reviewed this change and determined that it would not impact the ranking of the grant. The modification to the grant budget is approved as follows:

AZ0027L9T012316			
Budget Line Item	Original Award	Modification Requested	Revised Amount
Rental Assistance	\$474,216.00	(\$42,756.77)	\$431,459.23
Support Services	\$460,721.00	\$42,756.77	\$503,477.77
Administrative Costs	\$54,777.00	\$0	\$54,777.00
Total	\$989,714.00		\$989,714.00

Enclosed is the “Amendment to the Continuum of Care Program Grant Agreement”, which will amend the grant upon execution by both parties. The agreement must be signed, dated, and returned within ten days from the date of receipt to SFC_COCAmendments@hud.gov.

If Pima County has any questions, please contact Ra’Chel’Ni Mar’Na, Senior Community Planning and Development Representative, by e-mail at Rachelni.R.Marna@hud.gov.

Sincerely,

Rebecca Blanco
Director
Community Planning and
Development Division

Cc: Terry Galligan, Deputy Director, Pima County Workforce Development
Magali Lopez, Community & Workforce Division Manager, Homeless Services

Enclosures

Grant Number: AZ0027L9T012316
Tax ID Number: 86-6000543
UEI Number: EB6G YYJC ZD48
Operating Start Date: 05/01/2024

AMENDMENT # 1 TO THE CONTINUUM OF CARE GRANT AGREEMENT

This Amendment #1 to Grant Agreement is made by and between the United States Department of Housing and Urban Development (HUD) and the Pima County Community and Workforce Development (“CWD”) (the Recipient), whose business address is 2797 East Ajo Way, Tucson, AZ 85713 and whose Tax ID number is 86-6000543, for CoC Program Project Number, AZ0027L9T012316.

RECITALS

HUD and the Recipient entered into a CoC Program Grant Agreement dated October 15, 2024, Grant No., AZ0027L9T012316 which expires on April 30, 2025 (the Grant Agreement).

1. The parties are desirous of amending the Grant Agreement Period of Performance (POP) Ending Date to September 30, 2025, for Grant No. AZ0027L9T012316. Since the CASA Consolidation grant was not renewed for FY24, this revision is needed to continue providing vital services that will no longer be available moving forward and facilitate the continuity of care and provide the same or better services to program participants for the duration of the performance period and no changes to the project’s target population, number of households served, performance, or outcomes will occur as a result of this amendment.
2. The parties are desirous of amending the project Budget Line Items (BLI) to include a reduction of rental assistance and an increase of supportive services to enable the program to serve more households by the end of the performance period.
3. HUD has determined that the changes are necessary to better serve eligible persons within the geographic area and to ensure that the priorities established under the Notice of Funding Availability are met.

AGREEMENTS

HUD’s Period of Performance for this grant for Pima County CWD CASA Consolidation FY’ 2023 Grant No. AZ0027L9T012316 shall be as follows:

a. Period of Performance Start Date	05-01-2024
b. Period of Performance End Date	09-30-2025

HUD’s total funding obligation for this grant remains the same, however the funds for Pima County CWD CASA Consolidation FY’ 2023, Grant No. AZ0027L9T012316 are now allocated as follows:

a. Rental Assistance	\$431,459.23
b. Supportive Services	\$503,477.00
c. Administrative Costs	\$ 54,777.00

This Amendment #1 to the Grant Agreement constitutes the entire agreement of the parties as to the amendment of the Grant Agreement and will become effective only upon the execution hereof by all parties. The remaining terms of the Grant Agreement remain in full force and effect.

The parties, on the dates set forth below their respective signatures, hereby execute this Amendment to Grant Agreement, as follows:

**UNITED STATES OF AMERICA,
Secretary of Housing and Urban Development**

BY: _____
(Signature)

Rebecca Blanco, CPD Director
(Typed Name and Title)

April 8, 2025
(Date)

RECIPIENT

Pima County Community and Workforce Development
(Name of Organization)

BY: _____
(Signature of Authorized Official)

Rex Scott, Chair, Board of Supervisors
(Typed Name and Title of Authorized Official)

(Date)