



BOARD OF SUPERVISORS AGENDA ITEM REPORT
AWARDS / CONTRACTS / GRANTS

Award Contract Grant

Requested Board Meeting Date: 9/3/2024

or Procurement Director Award:

* = Mandatory, information must be provided

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

Arizona Department of Economic Security (ADES)

***Project Title/Description:**

Housing Support Services – Pima County and Balance of State

***Purpose:**

The funds will be used to support the Emergency Eviction Legal Services Emergency Housing program, which provides temporary, noncongregate shelter, ongoing case management, and other supportive services to individuals and families who have recently been evicted or are fleeing domestic violence and have nowhere to stay or who are otherwise homeless and unsheltered. The program, which began operation in January 2022, has had over 80% of clients exit to positive housing destinations. The Community & Workforce Development (CWD) department will use these grant funds to provide Emergency Shelter beds for program clients. This amendment is adding the original amount and amending to \$197,543.59 for the period July 1, 2024 to June 30, 2025.

Indirect cost: 10%

Attachments: CTR066291 (Amendment 3)

***Procurement Method:**

This grant amendment did not require Pima County Attorney Office review or signature.

***Program Goals/Predicted Outcomes:**

To provide Emergency Shelter beds and ongoing case management for homeless individuals and families through the Emergency Eviction Legal Services Emergency Housing program.

Note: ADES Amendment 3 incorrectly identifies Pima County - Health Department as the Contractor. The Contractor is Pima County - Community & Workforce Development Department (CWD).

***Public Benefit:**

Funds will prevent homelessness for Pima County households at risk of eviction and homelessness.

***Metrics Available to Measure Performance:**

Program data as recorded in the Homeless Management Information System (HMIS).

***Retroactive:**

Yes. The county received Amendment 3 from ADES on July 9, 2024. The amendment could not be processed until July 15, when the department was granted access to the County's new enterprise system (Workday). For that reason, and due to a high volume of financial transactions held during the cutover period, the first available Board meeting is September 3. The negative impact of not approving this amendment is individuals and families experiencing homelessness in Pima County may not receive emergency shelter and case management services.

WMT approved
PW 8/16/24

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
Vendor is using a Social Security Number? Yes No

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: Grant Amendment Department Code: CWD Grant Number (i.e., 15-123): 70940
Commencement Date: 7/1/2024 Termination Date: 6/30/2025 Amendment Number: 3
Match Amount: \$ Revenue Amount: \$ 197,543.59

*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: N/A

*If Federal funds are received, is funding coming directly from the Federal government or passed through other organization(s)?
Arizona Department of Economic Security

Contact: Lenora Anderson, Division Manager

Department: Community & Workforce Development

Telephone: 724-9646

Department Director Signature: Date: 8/14/2024
Deputy County Administrator Signature: Date: 8/14/2024
County Administrator Signature: Date: 8/19/2024



CONTRACT AMENDMENT

Arizona Department of Economic Security

1789 W Jefferson Street,
Mail Drop 1541,
Phoenix, AZ 85007

CONTRACT NUMBER:		AMENDMENT NUMBER:	
CTR066291		Three (3)	
DESCRIPTION/ LABEL:	Housing Support Services – Pima County and Balance of State		
CONTRACTOR NAME:	Pima County Health Department		

THE ABOVE REFERENCED CONTRACT IS HEREBY MODIFIED AS FOLLOWS:

Pursuant to the Special Terms and Conditions, Section 26.0, Levels of Service, the purpose of this amendment is to add the Initial Itemized Service Budget for the period of July 1, 2024, through June 30, 2025, in the amount of \$197,543.59.

Therefore, the Itemized Service Budget for the period of July 1, 2024, through June 30, 2025, is added and attached.

ALL OTHER REQUIREMENTS, SPECIFICATIONS, AND TERMS AND CONDITIONS REMAIN UNCHANGED

ACKNOWLEDGEMENT AND AUTHORIZATION

This Amendment shall be fully executed by means of electronic approval in APP.

EXHIBIT N
ITEMIZED SERVICE BUDGET

CONTRACT SERVICE(S): Emergency Shelter Services	ORGANIZATION: Pima County
CONTRACT PERIOD: 7/1/2024 - 6/30/2025	CONTRACT NUMBER: CTR066291
SERVICE CODES: O = Street Outreach S = Emergency Shelter R = Rapid Re-housing HP = Homeless Prevention	

1) TOTAL PERSONNEL & EMPLOYEE RELATED EXPENSES FOR DIRECT SERVICES (One Service Code Per Line)

Compensation directly related to carrying out the activities of the identified Service Code as well as other costs such as insurance, workers compensation, etc.

TOTAL FTE Level	Service Code (O, S, R, HP)	Position Title & Description ONLY include personnel who provide direct services or support	TOTAL COST	ADES COST
TOTAL # of FTEs:	TOTAL:		0.00	0.00

2) HOUSING VOUCHERS FOR RAPID RE-HOUSING & HOMELESS PREVENTION

Short term rental assistance = Fair Market rent and utility payments up to 100 percent for up to three months. Medium term rental assistance less up to 30 percent of client income, whichever provider payment is less, contingent upon quarterly client re-assessment and income verification. **Payment of rental arrears consists of a one-time payment for up to 6 months of rent in arrears, including late fees.**

	Service Code (R, HP only)	Item/Basis	TOTAL COST	ADES COST
TOTAL:			0.00	0.00

3) TOTAL RAPID RE-HOUSING AND/OR HOMELESS PREVENTION STABILIZATION & FINANCIAL ASSISTANCE:

Housing inspections, assessment of housing in compliance with ESG requirements (i.e., rent reasonableness, habitability standards, lead based paint evaluation), rental application fees, security deposits, last month's rent, utility deposits, payments of utility arrears for up to six (6) months, legal fees for landlord/tenant matters, credit repair, transportation, miscellaneous moving expenses to include truck rental, to support homeless individuals and families in order to move participant as quickly as possible into permanent housing and to achieve stability in that housing or achieve stability in current housing. These are non-employee expenses.

	Service Code (R, HP only)	Item/Basis	TOTAL COST	ADES COST
TOTAL:			0.00	0.00

4) TOTAL ESSENTIAL SERVICES FOR EMERGENCY SHELTER

Case Management, child care, education services, employment assistance, life skills training, transportation, and services for special populations (e.g., services for people living with HIV/AIDS, homeless youth, and victim services). These are non-employee expenses.

	Service Code (S only)	Item/Basis	TOTAL COST	ADES COST
	S	Supportive Services	10,000.00	
	S	Client Transportation	5,000.00	
	S	Operating Expense	500.00	
TOTAL:			15,500.00	0.00

5) TOTAL ESSENTIAL SERVICES FOR STREET OUTREACH

Engagement, case management, emergency health and mental health services, and transportation.

	Service Code (O) only	Item/Basis	TOTAL COST	ADES COST

	TOTAL COST	ADES COST
8) Manually Calculate Total Street Outreach (O) COST		
9) Manually Calculate Total Shelter Operations (S) COST	1,108,865.00	197,543.59
10) Manually Calculate Total Rapid Re-housing (R) COST		
11) Manually Calculate total Homeless Prevention (HP) COST		
12) Total HMIS COST	0.00	0.00
13) **LOCAL GOVERNMENTS ONLY** Total ADMIN COST	0.00	0.00
14) TOTAL COSTS BY SERVICE CODES:	1,108,865.00	197,543.59

14) REVENUE SOURCES:	TOTAL COST	ADES COST
ADES-HOMELESS	197,543.59	197,543.59
Government Funding - City	0.00	
Government Funding - County	0.00	
Government Funding – State (Do not include ADES Homeless Program funding listed above)	709,764.41	
Gov. Funding - Federal	201,557.00	
Foundation & Corporate Support	0.00	
United Way	0.00	
Contributions / Donations	0.00	
Special Events / Fundraising	0.00	
Legacies / Bequests / Investments	0.00	
Program Service Fees & Reimbursements	0.00	
In-Kind Support	0.00	
Other Revenue*	0.00	
TOTAL REVENUE*:	1,108,865.00	197,543.59

* Identify Other Revenue Sources Here

***Total Revenue must equal the Total Cost**