

# COB - BOSAIR FORM

08/22/2025 8:30 AM (MST)

Submitted by Lenora.Anderson@pima.gov



Welcome to the [Board of Supervisors Agenda Item Report \(BOSAIR\)](#) Form.

This form is used to submit agenda items for Board of Supervisors consideration, including contracts, awards, grants, amendments, and other official actions.

**\*All fields are required. Enter N/A if not applicable. For number fields, enter 0 if not applicable.\***

Record Number:

Amplifund Grant Record Number: 70940

**Award Type:** Grant

**Requested Board Meeting Date:** 09/16/2025

**Signature Only:**

NO

**Procurement Director Award / Delegated Award:** • N/A

**Supplier / Customer / Grantor / Subrecipient:** 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, non-congregate 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 are otherwise homeless or unsheltered. Services are provided at The Craycroft Shelter, operated in partnership with the City of Tucson. 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 to add the initial Itemized Service Budget for the period of July 1, 2025 through June 30, 2026 in the amount of \$250,891.72.

**Procurement Method:** Grant: Not applicable

**Procurement Method Additional Info:** This grant amendment did not require Pima County Attorney's 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 5 incorrectly identifies Pima County Health Department as the contractor. The contractor is Pima County Community & Workforce Development Department (CWD).

**Public Benefit and Impact:** Funds will prevent homelessness for Pima County households at risk of eviction and

homelessness.

**Budget Pillar**

- Improve the quality of life

**Support of Prosperity Initiative:**

3. Improve Housing Stability

**Provide information that explains how this activity supports the selected Prosperity Initiative**

The program provides shelter beds, ongoing case management, and other supportive services including rehousing support to individuals and families.

**Metrics Available to Measure Performance:**

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

**Retroactive:**

YES

**Retroactive Description:**

Yes. The county received Amendment 5 from ADES on July 25, 2025. For that reason, the first available Board meeting is September 16. 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.

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

**\*All fields are required. Enter N/A if not applicable. For number fields, enter 0 if not applicable.\***

Record Number:

Amplifund Grant Record Number: 70940

**Type:** Amendment

**Department Code:** CWD

**AmpliFund Grant Record Number:** 70940

**Amendment Number:** 5

**Commencement Date:** 07/01/2025

**Termination Date:** 06/30/2026

**Advantage Initial GTAW# (If Applicable):** n/a

Total Revenue Amount:

\$250,891.72

Total Match Amount

\$0.00

Advantage Grant ID # (If Applicable): n/a

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

Does PCAO need to review the grant award (or grant amendment)?

NO

Does PCAO need to sign the grant award (or grant amendment)?

NO

Match funding from General Fund?

NO

Match funding from other sources?

NO

Are Federal Funds Involved?

YES

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

CFDA# n/a

FAIN# E-24-DC-04-0001

Department: Community & Workforce Development

Name:  
Lenora Anderson

Telephone: 5207249646

GMI approved *Korla* 8/25/2025

Department Director Signature: *DPh*

Date: 8.19.25

Deputy County Administrator Signature: *Cop*

Date: 8/26/2025

County Administrator Signature: *Ger*

Date: 8/27/25





## CONTRACT AMENDMENT

**Arizona Department of  
Economic Security**  
1789 W Jefferson Street,  
Mail Drop 1541,  
Phoenix, AZ 85007

CONTRACT NUMBER:		AMENDMENT NUMBER:	
CTR066291		Five (5)	
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. Levels of Service, the purpose of this amendment is to add the initial Itemized Service Budget for the period of July 1, 2025 through June 30, 2026 in the amount of \$250,891.72.

Therefore, the initial Itemized Service Budget for the period of July 1, 2025 through June 30, 2026 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: 7/1/2025 - 6/30/2026	CONTRACT NUMBER: CTR066291 / Amendment 5
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 <b>ONLY include personnel who provide direct services or support</b>	TOTAL COST	ADES COST
1.00	S	Program Coordinator	77,000.00	0.00
1.00	S	Program Coordinator	68,000.00	0.00
1.00	S	Program Specialist	57,000.00	0.00
<b>TOTAL # of FTEs:</b>	<b>TOTAL:</b>		<b>202,000.00</b>	<b>0.00</b>

**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
<b>TOTAL:</b>		<b>0.00</b>	<b>0.00</b>

**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
<b>TOTAL:</b>		<b>0.00</b>	<b>0.00</b>

**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
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	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:			0.00	0.00

#### 6) TOTAL SHELTER OPERATIONS EXPENSES

Maintenance, rent, security, fuel, equipment, insurance, utilities, food, furnishings, supplies necessary for operation of a Emergency Shelter. Eligible costs may also include hotel/motel vouchers for individuals or families experiencing homelessness when congregant Emergency Shelter is unavailable.

	Service Code (S only)	Item/Basis	TOTAL COST	ADES COST
	S	utilities	65,000.00	4,000.00
	S	janitorial/linens	130,000.00	117,000.00
	S	food	175,000.00	0.00
	S	equipment	10,000.00	0.00
	S	furnishings	56,765.00	20,500.00
	S	supplies	55,000.00	27,500.00
	S	security	175,000.00	34,166.71
	S	maintenance	50,000.00	15,000.00
	S	lease	365,000.00	0.00
TOTAL:			1,081,765.00	218,166.71

#### 7) HMIS EXPENSES

Purchasing or leasing computer system equipment, obtaining technical support; paying a portion of utilities, and high-speed data transmission necessary to operate or contribute data to the HMIS; paying salaries for operating HMIS, i.e. data entry, monitoring and reviewing data quality, and data analysis; training including costs of travel to attend HUD-sponsored and HUD-approved training on HMIS; paying participation fees charged by the HMIS Lead, if the subrecipient is not the HMIS Lead.

	Item/Basis	TOTAL COST	ADES COST
TOTAL:		0.00	0.00

#### 8) INDIRECT COSTS

Please review HUD's Indirect Cost Toolkit for guidance on Indirect Costs and the Emergency Solutions Grants (ESG) program. Copy and paste the link into your browser: <https://files.hudexchange.info/resources/documents/Indirect-Cost-Toolkit-for-CoC-and-ESG-Programs.pdf>. Your agency is responsible for understanding how Indirect Costs are calculated and charged under the ESG program. If your agency is billing a Federally-Negotiated Indirect Cost Rate, your agency must provide a copy of the rate agreement with the ISB.

	Service Code (O, S, R, HP)	Indirect Cost Rate de minimus rate, Federally negotiated rate, or other	TOTAL COST	ADES COST
	S	15% De Minimis Rate	193,389.75	32,725.01

TOTAL:		193,389.75	32,725.01
<b>9) ADMIN COSTS **ONLY LOCAL GOVERNMENTS MAY REQUEST ADMIN - NOT REQUIRED**</b>			
Only Local Governments may request up to 7.5% in Administrative Costs; it is not required. May use for the payment of administrative costs related to the planning and execution of ESG activities. This does not include staff and overhead costs directly related to carrying out activities eligible under § 576.101 through § 576.107, because those costs are eligible as part of those activities. Eligible administrative costs include: 1) General management, oversight and coordination, 2) Training on ESG requirements, 3) Consolidated plan, 4) Environmental review. For specific requirements and eligible costs, see 24 CFR Part 576.108			
	Admin % and Basis (ONLY UP TO 7.5% OF THE AWARD)	TOTAL COST	ADES COST
	TOTAL:	0.00	0.00
Total Costs by Above Budget Categories		1,492,654.75	250,891.72
		TOTAL COST	ADES COST
8)	Manually Calculate Total Street Outreach (O) COST		0.00
9)	Manually Calculate Total Shelter Operations (S) COST	1,492,654.75	250,891.72
10)	Manually Calculate Total Rapid Re-housing (R) COST		0.00
11)	Manually Calculate total Homeless Prevention (HP) COS1		0.00
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:	1,492,654.75	250,891.72
14)	REVENUE SOURCES:	TOTAL COST	ADES COST
ADES-HOMELESS		250,891.72	250,891.72
Government Funding - City		44,000.00	
Government Funding - County		0.00	
Government Funding – State (Do not include ADES Homeless Program funding listed above)		1,197,763.03	
Gov. Funding - Federal		0.00	
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*:		1,492,654.75	250,891.72
* Identify Other Revenue Sources Here			
*Total Revenue must equal the Total Cost			