



BOARD OF SUPERVISORS AGENDA ITEM REPORT  
AWARDS / CONTRACTS / GRANTS

Award  Contract  Grant

Requested Board Meeting Date: 9/3/2024

\* = Mandatory, information must be provided

or Procurement Director Award:

**\*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 is a no-cost amendment to revise the Scope of Work, Section 7 to replace Personnel & ERE – Time & Effort and add Eligible Costs that are allowable, allocable, and reasonable as required under 2 CFR Part 200.430.

Indirect cost: 10%

Attachment: CTR066291 (Amendment 2)

**\*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.

**\*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 2 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.

*WMI approved  
KCC 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  
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 \$ \_\_\_\_\_

**\*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: 2

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: 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: [Signature] Date: 8/12/2024  
Deputy County Administrator Signature: [Signature] Date: 16 Aug 2024  
County Administrator Signature: [Signature] Date: 8/19/2024



# CONTRACT AMENDMENT

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

<b>CONTRACT NUMBER:</b>	<b>AMENDMENT NUMBER:</b>
<b>CTR066291</b>	<b>Two (2)</b>
<b>DESCRIPTION/ LABEL:</b>	<b>Housing Support Services – Pima County and Balance of State</b>
<b>CONTRACTOR NAME:</b>	<b>Pima County</b>

**THE ABOVE REFERENCED CONTRACT IS HEREBY MODIFIED AS FOLLOWS:**

1. In accordance with the Uniform Terms and Conditions, Section 5.0, Contract Changes, Subsection 5.1. Amendments, the Scope of Work, Section 7, Payment for Services, is being revised as follows:

**a. Scope of Work, Section 7, Payment for Services, subsection 7.2.7.1 is being revised and replaced as follows:**

7.2.7.1 If the Contractor elects to use the de Minimis rate for indirect costs, they must complete and submit the Certification of de Minimis Indirect Cost Rate form (Exhibit O, as may be amended).

**b. Scope of Work Section 7, Payment for Services is being revised to add the following subsections:**

**7.4 Personnel & ERE - Time & Effort Expectations**

7.4.1 Ensure compliance with all ESG regulations, including the Standards for Documentation of Personnel Expenses provision outlined in 2 CFR Part 200.430

**7.5 Eligible Costs**

7.5.1 Ensure expenditures are allowable, allocable, and reasonable as required under 2 CFR Part 200.430.

7.5.2 Ensure all purchases, expenses, and expenditures comply with the allowable costs established by the HUD ESG regulations as outlined in 24 CFR Part 576.

7.5.2.1 No purchased item can exceed \$5,000 without prior DES approval.

7.5.2.2 All costs should be reasonable and explainable.

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 O**  
**Certification of De Minimis**  
**Indirect Cost Rate**

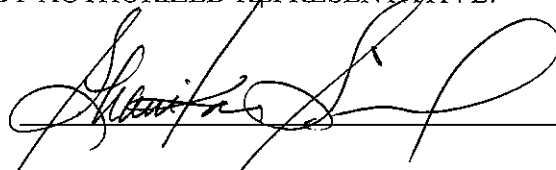
Pima County Community and Workforce Development (Name of subrecipient) elects to use the 10% de Minimis rate for indirect cost reimbursement and certifies that it meets each of the following eligibility criteria:

1. The subrecipient has never received a Federally-negotiated indirect cost rate for any federal awards.
2. The subrecipient has received less than \$35 million in direct federal funding for the fiscal year requested.
3. The de minimis rate approved will be applied to Modified Total Direct Cost (MTDC). This base includes all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first \$25,000 of each subaward (regardless of the period of performance of the subawards under the award). MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each subaward in excess of \$25,000. Other items may only be excluded when necessary to avoid a serious inequity in the distribution of indirect costs.
4. The project costs will be consistently charged as either indirect or direct and will not be double charged or inconsistently charged as both.

The proper use and application of the de Minimis rate is the responsibility of the subrecipient and subject to monitoring by the Division Community Assistance and Development (DCAD) and/or the awarding federal agency. If financial monitoring results in the determination of non-compliance with 2 CFR 200 and/or other applicable federal guidelines, funds must be returned to DCAD.

SUBMITTED BY AUTHORIZED REPRESENTATIVE:

Signature:



Printed Name: Shanika Serial

Title: Deputy Director, Pima County Grants Management and Innovation

Date: August, 29, 2023