

# COB - BOSAIR FORM

01/27/2026 10:15 AM (MST)

Submitted by Rise.Hart@pima.gov



## BOARD OF SUPERVISORS AGENDA ITEM REPORT (BOSAIR)

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

Record Number:

Amplifund Grant Record Number: 82574

**Award Type:** Grant

**Is a Board Meeting Date Requested?** Yes

**Requested Board Meeting Date:** 02/17/2026

**Signature Only:**

NO

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

**Supplier / Customer / Grantor / Subrecipient:** City of Tucson

**Project Title / Description:** U.S. Department of Housing and Urban Development (HUD) Continuum of Care Program – Supportive Services – Coordinated Entry Project

**Purpose:** Coordinated Entry is a City of Tucson project funded through the HUD Continuum of Care (CoC) grant program. The program aims to decrease the number of individuals experiencing homelessness in Pima County and City of Tucson. The funds will support navigation and outreach services to connect individuals at risk or experiencing homelessness with housing resources, agencies, and other services, helping address their immediate housing needs and promote long-term housing stability.

Exhibit B - Indirect Cost Affidavit is not applicable and has been removed per the City of Tucson.

**Procurement Method:** Grant: Not applicable

**Procurement Method Additional Info:** N/A

**Program Goals/Predicted Outcomes:** The goal is to expand supportive service opportunities across Pima County and the City of Tucson for individuals at risk or experiencing homelessness.

**Public Benefit and Impact:** This program helps reduce the number of individuals at risk or experiencing homelessness in Pima County.

<b>Budget Pillar</b>	<ul style="list-style-type: none"> <li>• Improve the quality of life</li> </ul>
<b>Support of Prosperity Initiative:</b>	<ul style="list-style-type: none"> <li>• 3. Improve Housing Stability</li> </ul>
<b>Provide information that explains how this activity supports the selected Prosperity Initiatives</b>	The program provides outreach services to connect individuals at risk or experiencing homelessness with housing resources, agencies, and other services, helping address their immediate housing needs and promote long-term housing stability.
<b>Metrics Available to Measure Performance:</b>	County will submit quarterly reports and performance measures to the City.
<b>Retroactive:</b>	YES
<b>Retroactive Description:</b>	Yes, to October 1, 2025. On 12/11/2025 City of Tucson sent the Federal Subaward Agreement. On 12/19/2025 Community & Workforce Development sent the agreement back to the City for revisions and the City returned it on 01/21/2026. The next available Board of Supervisors meeting the agreement could be placed on is 02/17/2026. If the agreement is not approved, Pima County residents at risk or experiencing homelessness would not receive supportive services to help address their immediate housing needs and promote long-term housing stability.

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

<b>Record Number:</b>	
<b>Amplifund Grant Record Number:</b>	82574
<b>Type:</b>	Award
<b>Department Code:</b>	CWD
<b>AmpliFund Grant Record Number:</b>	82574
<b>Amendment Number:</b>	N/A
<b>Commencement Date:</b>	10/01/2025
<b>Termination Date:</b>	09/30/2026
<b>Advantage Initial GTAW# (If Applicable):</b>	N/A
<b>Total Revenue Amount:</b>	
	\$46,100.00
<b>Total Match Amount</b>	
	\$0.00

Advantage Grant ID # (If Applicable): N/A

All Funding Source(s) required: U.S. Department of Housing and Urban Development, Community Planning and Development passed through the City of Tucson

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)?

U.S. Department of Housing and Urban Development, Community Planning and Development passed through the City of Tucson

CFDA# 14.267

FAIN# AZ0210L9T02405

Department: Community & Workforce Development

Name: Magali Lopez

Telephone: 5207247301

GMI Director:



Date:

1/28/2026

Department Director Signature:



Date:

1.27.26

Deputy County Administrator Signature:



Date:

1/29/2026

County Administrator Signature:



Date:

1/29/26

# CITY OF TUCSON FEDERAL SUBAWARD AGREEMENT Fiscal Year 2026

**1. Background and Parties:**

- 1.1. This Federal Subaward Agreement (“**Agreement**”) is between the City of Tucson, a municipal corporation (“**City**”), and **Pima County**, a(n) not-for-profit 501 (c)3 organization (“**Agency**”).
- 1.2. City has been awarded Continuum of Care (CoC) funding by the U.S. Department of Housing and Urban Development (“**Granting Agency**”).
- 1.3. City has chosen to subaward a portion of this funding to Agency, not to exceed \$46,100.00 to support the Pima County CE-SSO - 2025
- 1.4. The information required by 2 CFR § 200.332(a)(1) is set forth in **Exhibit E** to this Agreement.
- 1.5. Capitalized terms have the meanings provided in this Agreement, including in **Exhibit D**, the General Conditions.

**2. Scope of Services:** Agency will provide the services and perform the activities described in **Exhibit A**, Scope and Schedule of Work (the “**Services**”), according to all the terms and conditions of this Agreement and applicable laws and regulations.

**3. Funding Availability:** City will reimburse Agency for the Allowable Costs of providing the Services, up to the Subaward Amount, as described in **Exhibit D**, General Conditions, based on the budget in **Exhibit C**, Project Budget. The City’s obligation to make payments to Agency is conditioned on City’s receipt of the federal grant money that is being used to fund this Agreement. If the Granting Agency for any reason reduces, eliminates, pauses, or delays City’s grant funding, City may pause or delay payments under this Agreement, reduce the Subaward Amount and Scope of Work, or terminate this Agreement.

**4. Agreement Documents:** The following exhibits attached to this Agreement are incorporated into and are a part of this Agreement:

Exhibit A— Scope of Services

Exhibit B— Indirect Cost Affidavit

Exhibit C – Project Budget

Exhibit D – General Conditions

Exhibit E – Information required by 2 CFR 200.332(a)(1)

Exhibit F – Quarterly Report

**CITY OF TUCSON**  
**FEDERAL SUBAWARD AGREEMENT**  
**Fiscal Year 2026**

(Agency), an Arizona nonprofit corporation

By: \_\_\_\_\_

Its: \_\_\_\_\_

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

**CITY OF TUCSON**, an Arizona municipal corporation

E-SIGNED by Ann Chanecka  
on 2026-01-15 19:52:52 GMT

By: \_\_\_\_\_  
Ann Chanecka, Housing and Community  
Development Community Development  
Director, for the City of Tucson

Date: January 15, 2026  
\_\_\_\_\_

APPROVED AS TO FORM:

E-SIGNED by Regina Nassen  
on 2026-01-14 15:36:20 GMT

\_\_\_\_\_  
City Attorney  
Date: January 14, 2026  
\_\_\_\_\_

ATTEST:

\_\_\_\_\_  
City Clerk  
Date: \_\_\_\_\_

# OneSpan Sign Consent and Disclosure (“eSign Disclosure”)

By clicking to accept this eSign Disclosure you are consenting: (i) to execute documents with OneSpan using its e-signature tool, OneSpan Sign; (ii) that OneSpan may record and retain audio and/or video recordings of Virtual Room sessions (if applicable), and (iii) to exchange documents with OneSpan electronically. If you do not consent to the foregoing, do not click “Accept” and contact the sender for alternative method of document execution. Please note that declining to consent may slow the speed at which OneSpan can complete transactions with you and may potentially delay the delivery of Products and/or Services to you.

Additionally, by selecting “Accept” you are agreeing:

- that your use of a key pad, mouse or other device to select an item, button, icon or similar action, or to otherwise provide OneSpan with your assent during the document transaction (the “e-Signature”) constitutes your signature and acceptance of the content of the documents,
- that your e-Signature is the legal equivalent of your manual signature on the agreement,
- that no certification authority or other third party verification is necessary to validate your e-Signature and the lack of such certification or third party verification does not affect the enforceability of your e-Signature,
- that you represent that you are authorized to enter into the agreement for your organization or if applicable, yourself,
- to conduct business with OneSpan via electronic documents (as opposed to paper documents),
- that you are responsible for downloading and storing copies of the transaction for your own record keeping purposes and OneSpan is not obligated to store or provide you with paper copies of a transaction, and
- that you have read and agree to OneSpan’s Privacy Statement available for review on our Privacy Center at <https://www.onespan.com/privacy-center>.

**NOTE TO ONESPAN CUSTOMERS:** This eSign Disclosure is written to address the consents required for e-Signatures and audio/visual recordings for OneSpan’s own business purposes given the nature of our business. This eSign Disclosure may not be suitable for your business purposes and you should seek legal counsel in the applicable jurisdiction(s) for the development of your own eSign Disclosure appropriate for your particular purposes. Should you choose to use this eSign Disclosure for transactions with your own end users, you do so at your own risk and you will indemnify, defend and hold OneSpan harmless from any claims related to your usage of this eSign Disclosure.

## Exhibit A - Scope of Services

Completed by yvette.gonzales@pima.gov on 10/30/2025 5:01 PM

Case Id: 32645

Name: Pima County CE-SSO - 2025

Address: \*No Address Assigned

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### Exhibit A - Scope of Services

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Please provide the following information.

The project shall provide CoC eligible services as described in the City of Tucson's project application and excerpted in the scope of services that follows. All CoC-funded programs are required to comply with CoC program regulations and requirements, as well as Tucson Pima Collaboration to End Homelessness (TPCH) Written Standards, Homeless Management Information System Policies and Procedures, and Coordinated Entry Policies and Procedures.

#### PROJECT ACTIVITIES

The agency shall administer CoC-eligible services as described below. Any change in services from that described in the project application shall require an amendment to this Agreement unless explicitly defined in this section. Specific activities funded through this Agreement include:

#### SUPPORTIVE SERVICES



20 hours of Coordinated Entry assessment conducted by the organization consists of:

- 15 Coordinated Entry assessments completed weekly (15 assessments x 52 weeks = 780 total Coordinated Entry assessments) documented via the shared TeamUp Calendar
- At least 75% of assessed households will have immediate housing needs addressed through coordinated referral to emergency shelter, navigation, diversion, and/or personal resources. (75% of 780 Coordinated Entry Assessments = 585 referred households)
- At least 80% of participants will receive individually appropriate referrals to benefits and/or services for which they are eligible. (80% of 585 referred households = 468 participants)
- Agency will ensure that 100% of referrals submitted to the TPCH Coordinated Entry assessment system are actionable (diversion/triage screening complete and household is eligible for housing assistance).

#### NAVIGATION SERVICES



40 hours of navigation services weekly for each navigator conducted by the organization for participants that have been matched with housing programs throughout the community and either are on the Attempt to Locate List and / or Batch Matching list(s) or have been in housing search for over 30 days. For the purposes of this grant, navigation services consist of:

- Participating in system-wide coordination via regular meetings, coalitions, and case conferencing,
- Supporting the creation of a system-wide navigation infrastructure in collaboration with other community navigators and outreach workers,
- Transporting clients to and from various community services (such as warrant resolution court or to obtain personal documentation),

Printed By: Megan Sanes on 12/1/2025

- Identifying shelter placements prior to move-in,
- Submitting applications for rental units,
- Viewing rental units,
- Conducting inspections on units for move-in,
- Transporting clients to their providers, and,
- other services that assist clients to rapidly move into housing within 30 days.
- At least 75% of participants will have immediate housing needs addressed through moving into their established housing unit through navigation services within 30 days of their date of referral.
- At least 80% of participants that have been matched with housing opportunities will receive support in obtaining needed services for housing (i.e. obtaining documents), including referral to mainstream benefits and social services for which they are eligible.

## HOMELESS MANAGEMENT INFORMATION SYSTEM PARTICIPATION

- ☒ The Agency is required to use the Homeless Management Information System (HMIS) in conformity with the HMIS Policies and Procedures adopted by the Continuum of Care (TPCH).
- ☐ The Agency is a victim services provider and is authorized to use a comparable database provided that the comparable database has been approved by the HMIS Lead Agency (Pima County Community and Workforce Development Department).

## COORDINATED ENTRY PARTICIPATION

If the program provides housing assistance, the program may only accept referrals from the TPCH Coordinated Entry System and may not enter any persons into the program who are not referred by the Coordinated Entry System. The cost of services provided to persons not referred through Coordinated Entry shall not be reimbursable.

If the program provides emergency shelter or street outreach services, project staff must be complete Coordinated Entry assessor training through the Tucson Pima Collaboration to End Homelessness and are required to conduct Coordinated Entry assessment for program participants.

## POPULATION(S) TO BE SERVED

- ☒ Individuals and/or families experiencing HUD Category 1 “Literal Homelessness”: Individuals and/or families with a primary nighttime residence that is a public or private place not meant for human habitation, or is residing in a publicly or privately operated shelter designated to provide temporary living arrangements, or is exiting an institution in which the individual or family has resided for less than 90 days and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution.
- ☒ Individuals and/or families experiencing HUD Category 2 “Imminent Risk of Homelessness”: An individual or family who will imminently lose their primary nighttime residence provided that the residence will be lost within 14 days of application for homeless assistance, no subsequent residence has been identified, and the individual or family lacks the resources or support networks needed to obtain other permanent housing.
- ☒ Individuals and/or families experiencing HUD Category 4 Homelessness “Fleeing or Attempting to Flee Domestic Violence”: An individual or family who is fleeing or attempting to flee domestic violence, has no other residence, and lacks the resources or support networks to obtain other permanent housing. For the purposes of this

definition, “Domestic Violence” includes dating violence, sexual assault, stalking, and other dangerous or life-threatening situations that relate to violence against the individual or family member that either takes place in, or causes the individual to feel unsafe returning to their primary nighttime residence (including human trafficking).

☒ Individuals and/or families experiencing “Chronic Homelessness” and/or who meet Dedicated Plus eligibility requirements: The project may only serve individuals and/or families experiencing chronic homelessness as defined by 24 CFR 578.3 and/or who meet Dedicated Plus eligibility requirements as defined

at:<https://www.hudexchange.info/faqs/reporting-systems/e-snaps-homeless-assistance-application-and-grants-management-system/project-application/other/what-is-a-dedicated-plus-project/>

The Agency shall document the homeless status of each participant household at the time of project entry in conformity with HUD’s Criteria and Recordkeeping Requirements for Definition of Homeless available at:

<https://www.hudexchange.info/resource/1974/criteria-and-recordkeeping-requirements-for-definition-of-homeless/>

## ELIGIBLE ACTIVITIES

The following activities are eligible for reimbursement under this Agreement provided that such services are administered in conformity with the CoC Program Rule, TPCP governing policies as defined above, and this Agreement:

☐ Tenant-Based Rental Assistance as defined by 24 CFR 578.51.

☐ Leasing Costs as defined by 24 CFR 578.49.

☒ Supportive Services as defined by 24 CFR 578.53.

☐ HMIS Costs as defined by 24 CFR 578.57.

☐ Administrative Costs as defined by 24 CFR 578.59.

## RENTAL ASSISTANCE

☒ The program does not provide rental assistance.

☐ The program provides rental assistance and must ensure that such assistance is administered in accordance with the requirements of the CoC Program Rule and TPCP governing documents as they relate to occupancy and rent standards, rental assistance agreements and lease requirements, termination of assistance requirements, rent reasonableness and fair market rent requirements, utility allowances, participants’ monthly contribution to rent and utilities, periodic eligibility recertification, and other requirements.

## PROGRAMMATIC REPORTING

☐ The Agency shall be evaluated on the following Street Outreach performance standards:

- Unduplicated number of individuals and households assisted.
- At least 35% of participants will exit to positive housing destinations.
- Agency shall maintain 90% or greater HMIS data quality.

☐ The Agency shall be evaluated on the following Rapid Rehousing performance standards:

- Unduplicated number of individuals and households assisted.
- 100% of program openings filled through Coordinated Entry.
- Agency shall maintain 95% or greater nightly bed utilization.
- At least 40% of adult participants will increase income from start to first annual assessment.
- At least 50% of adult participants will increase income from start to exit.
- At least 80% of participants will exit to permanent housing destinations.
- Agency will maintain 90% or greater HMIS data quality.
- Agency will maintain average length of time from project entry to move-in of 30 days or less.
- 100% of project entry/exit records will be completed within two days of occurrence.

☐ The Agency shall be evaluated on the following Permanent Supportive Housing performance standards:

- Unduplicated number of individuals and households assisted.
- 100% of program openings filled through Coordinated Entry
- Agency shall maintain 95% or greater nightly bed utilization.
- At least 40% of adult participants will increase income from start to first annual assessment.
- At least 50% of adult participants will increase income from start to exit.
- At least 80% of participants will exit to permanent housing destinations.
- Agency will maintain 90% or greater HMIS data quality.
- Agency will maintain average length of time from project entry to move-in of 30 days or less.
- 100% of project entry/exit records will be completed within two days of occurrence.

☐ If this Agreement is for an Supportive Services Only – Coordinated Entry project type, the Agency shall be evaluated on the following standards until such time that the Continuum of Care establishes uniform standards for this project type:

20 hours of Coordinated Entry assessment conducted by the organization consists of:

- 15 Coordinated Entry assessments completed weekly (15 assessments x 52 weeks = 780 total Coordinated Entry assessments) documented via the shared TeamUp Calendar,
- At least 75% of assessed households will have immediate housing needs addressed through coordinated referral to emergency shelter, navigation, diversion, and/or personal resources. (75% of 780 Coordinated Entry Assessments = 585 referred households),
- At least 80% of participants will receive individually appropriate referrals to benefits and/or services for which they are eligible. (80% of 585 referred households = 468 participants),
- Agency will ensure that 100% of referrals submitted to the TPOCH Coordinated Entry assessment system are actionable (diversion/triage screening complete and household is eligible for housing assistance).

Quarterly reports shall additionally include narrative description of program performance, accomplishments, and challenges, and be accompanied by demographic reporting as defined in the Attachment to this Agreement.

☒ If this Agreement is for a Navigation Services Only – Coordinated Entry project type, the Agency shall be evaluated on the following standards until such time that the Continuum of Care establishes uniform standards for this project type:

**40 hours of navigation services weekly for each navigator conducted by the organization for participants that have been matched with housing programs throughout the community and either are on the Attempt to Locate List and / or Batch Matching list(s) or have been in housing search for over 30 days. For the purposes of this grant, navigation services consist of:**

- Participating in system-wide coordination via regular meetings, coalitions, and case conferencing,
- Supporting the creation of a system-wide navigation infrastructure in collaboration with other community navigators and outreach workers,
- Transporting clients to and from various community services (such as warrant resolution court or to obtain personal documentation),
- Identifying shelter placements prior to move-in,
- Submitting applications for rental units,
- Viewing rental units,
- Conducting inspections on units for move-in,
- Transporting clients to their providers, and,
- other services that assist clients to rapidly move into housing within 30 days.

**At least 75% of participants will have immediate housing needs addressed through moving into their established housing unit through navigation services within 30 days of their date of referral.**

At least 80% of participants that have been matched with housing opportunities will receive support in obtaining needed services for housing (i.e. obtaining documents), including referral to mainstream benefits and social services for which they are eligible.

**Quarterly reports shall additionally include narrative description of program performance, accomplishments, and challenges, and be accompanied by demographic reporting as defined in the Attachment to this Agreement.**

## **PERFORMANCE MONITORING**

**The Agency shall participate fully in and comply with any and all subaward monitoring activities conducted by the City of Tucson and/or the U.S. Department of Housing and Urban Development related to this Agreement whether such activities occur during or after the performance period.**

## **GRANTEE MEETINGS**

Agency shall ensure appropriate program staff attend and participate fully in period grantee training and meetings convened by the City of Tucson during the period of performance.

#### **PARTICIPATION IN UNSHELTERED POINT IN TIME COUNT**

At least two Agency employees will be required to participate in the annual Unsheltered Point in Time Count as representatives of the project including one Team Lead and one Team Member at a minimum. If the Agency receives more than one funding award from the City of Tucson, at least two Agency employees must participate for each award, i.e. if the Agency receives three awards from the City of Tucson, the Agency must provide six employee volunteers for the annual Unsheltered Point in Time Count.

#### **PARTICIPATION OF PERSONS WITH LIVED EXPERIENCE**

The Agency must maintain on its Board of Directors at least one individual with lived experience of homelessness. The Agency shall additionally ensure that strategies to involve persons with lived experience in decision-making roles related to the implementation, and ongoing evaluation of the project, and the compensation for such persons, described in the Agency's funding application are implemented throughout the period of performance.

#### **CONTINUOUS QUALITY IMPROVEMENT ACTIVITIES**

The Agency shall ensure that strategies to evaluate its programs, outcomes, and employment practices for inequities and related improvement strategies described in the Agency's funding application are implemented throughout the period of performance.

#### **ENVIRONMENTAL REVIEW REQUIREMENTS**

The Agency must obtain an environmental review from the City of Tucson Environmental Project Coordinator, Rolanda Mazeika, before beginning any activities associated with the project. The Planning and Community Development Division initiates the environmental review on behalf of the Agency, but it is the Agency's responsibility to ensure that the environmental review is complete and received by the Agency before expending any funds or carrying out any activities through this Agreement. The Environmental Review shall include the following activities which are funded within the project:

- ☐ Project Based Rental Assistance
- ☐ Tenant Based Rental Assistance
- ☒ Supportive Services
- ☐ Operating Costs (maintenance, security, utilities, furnishings, equipment, supplies, training, etc.)
- ☐ Economic Development Activities
- ☐ Homebuyer assistance activities (closing/down payment assistance, buydowns, etc.)
- ☐ Affordable housing pre-development costs
- ☐ Acquisition or disposition/demolition of existing structures\*
- ☐ Acquisition or disposition of land\*
- ☐ Rehabilitation of physical/real property\*
- ☐ Construction of new physical/real property\*

*\*These activities trigger a more intensive environmental assessment and may delay project implementation.*

#### SECTION D: CERTIFICATION

☒ By signing this document, I certify that the information provided above is true and complete. I also certify that I am authorized to submit this document and enter into the above binding commitments for the organization.

#### AUTHORIZED ORGANIZATIONAL REPRESENTATIVE

Yvette Gonzales

*Electronically signed by yvette.gonzales@pima.gov on 10/30/2025 5:01 PM*

## Exhibit C - Project Budget

Completed by yvette.gonzales@pima.gov on 10/30/2025 5:04 PM

Case Id: 32645

Name: Pima County CE-SSO - 2025

Address: \*No Address Assigned

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### Exhibit C - Project Budget

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Please provide dollar values in each budget line item.

#### Project Budget

Budget Activities	Budget Amount
Assessment of Service Needs - Direct	\$0.00
Assessment of Service Needs - Indirect	\$0.00
Administrative - Direct	\$1,826.00
Administrative - Indirect	\$274.00
Case Management - Direct	\$38,261.00
Case Management - Indirect	\$5,739.00
Supervisor Salary (1 FTE)	\$0.00
Supervisor Fringe/ERE	\$0.00
Navigator Salary (1 FTE)	\$0.00
Navigator Fringe/ERE	\$0.00
	\$46,100.00

**Total amount of funding awarded.**

\$46,100.00

**CITY OF TUCSON**  
**FEDERAL SUBAWARD AGREEMENT**  
**Fiscal Year 2026**

**EXHIBIT D**

**FEDERAL SUBAWARD AGREEMENT**  
**GENERAL CONDITIONS**

- 1. Agreement:**
- 2. Term:** The term of this Agreement will begin on the start date of the subaward period of performance set forth in **Exhibit E** to this Agreement and end on the end date of the subaward period of performance or the date that the last report or invoice is due, whichever is later, except that this Agreement will remain in effect during any additional period that Agency has control of federal funds provided under this Agreement, including program income.
- 3. Scope Of Services:** Agency will provide the services (the “**Services**”) described in **Exhibit A**, Scope and Schedule of Work. Agency will perform the Services in a manner reasonably satisfactory to City and in accordance with the terms and conditions of this Agreement and applicable Federal, State, and local laws and regulations.
- 4. Subaward.** Agency acknowledges that the funds being provided under this Agreement are a subaward of Continuum of Care grant funds awarded by the U.S. Department of Housing and Urban Development (the “**Granting Agency**”), as described in this Agreement. Agency will comply with 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, as modified by 24 CFR § 578.01; with all the federal laws and regulations described in 24 CFR Part 578, Subpart E (24 CFR §§ 578.402 through 578.408), as modified by 24 CFR § 578.407(c); all terms and conditions of the City’s grant agreement with HUD that, by their terms, flow through to subrecipients and with all other laws or regulations listed in any Exhibit to this Agreement.
- 5. City Funding:**
  - 5.1. Draw Requests/Invoices.** Agency will submit to City a report itemizing the eligible expenses of providing the Services no more often than monthly but at least quarterly (a “**Draw Request**”). At a minimum, this will include a copy of Agency’s general ledger to support all labor and personnel charges, including fringe benefits, and invoice and payment documentation for non-payroll items. The Expenditure Report must contain a summary of expenses on the Payment Request form and spreadsheet provided by City.
  - 5.2. Allowable Costs.** “**Allowable Costs**” means the actual costs incurred by Agency in providing the Services, as detailed in the Budget. Allowable Costs do not include costs of Continuum of Care ineligible activities, including those described at 2 CFR 200, Subpart E, and costs incurred to conduct political activities, inherently religious activities, or lobbying.
- 6. Budget:** Agency may not deviate from the approved Budget.
  - 6.1. Budget Adjustment Requests.** To request a Budget adjustment, Agency must submit a written request with an explanation of why the change is necessary and how the Services and the metrics and outcomes in the Scope of Work will continue to be provided.
  - 6.2. Approvals Necessary.** Changes between Budget line items of up to 15% may be made by Agency with the prior written consent of the authorized representative of City’s Housing and Community Development Department. Any change that increases or decreases the Subaward Amount or that

# CITY OF TUCSON

## FEDERAL SUBAWARD AGREEMENT

### Fiscal Year 2026

materially changes the Scope of Work must be implemented through a formal amendment to this Agreement.

7. **Invoices:** Agency will submit to City a monthly invoice for reimbursement of Allowable Costs (“**Reimbursement Request**”), including a summary report of expenditures by Budget line item, in a form provided by or approved by City.
  - 7.1. **Expenditure Detail.** Agency must attach a detailed itemized list of expenditures, along with supporting documentation, to each Reimbursement Request.
  - 7.2. **Personnel Costs.** For personnel costs, Agency must provide time sheets or other records, signed by the employee and the employee’s immediate supervisor with direct knowledge of the employee’s work, specifying the days, hours per day, and total hours worked providing the funded Services, as well as accounting system reports showing the employee’s rate of pay and cost of employer-paid benefits.
  - 7.3. **Timing.** Each Reimbursement Request must be submitted to City by the 20<sup>th</sup> calendar day of the month following the month in which the expenditures were made. In the event that the 20<sup>th</sup> calendar day falls on a weekend or City holiday, Agency will submit the reimbursement request on or before the next business day. The final Reimbursement Request must be submitted by the 20<sup>th</sup> day of the month following the end of the performance period.
  - 7.4. **Unexpended Funds.** Agency will monitor its monthly expenditures to ensure that the entire Subaward Amount is expended in a timely manner. City may reduce the Subaward Amount during the performance period if Agency’s Reimbursement Requests show that it is not expending the Subaward Amount as anticipated – meaning spending of the Subaward Amount is to be prorated by the calendar quarters. Before reducing the Subaward Amount, City will provide Agency written notice of its intent to do so and Agency will have 30 days from the date of notice to correct the issue. If the Allowable Costs incurred are less than set forth in the Budget, Agency must provide a letter stating why there were funds left at the end of the grant year.
  - 7.5. **Payment and Set-Off.** City will pay Agency its Allowable Costs within 30 days of receipt of an eligible and complete Reimbursement Request. City may withhold from any payment amounts to compensate City for any damages sustained by City as a result of any default by Agency under this Agreement, including any Granting Agency disqualification of activities funded because of Agency’s failure to properly administer audit or report activities, services and/or expenditures.
  - 7.6. **Availability.** City’s obligation to reimburse Agency for Allowable Costs under this Agreement is conditioned on the City’s receipt of the federal grant money that is being used to fund this Agreement. If the Granting Agency for any reason reduces, eliminates, or pauses City’s funding, City may pause payments under this agreement, reduce the funding and Scope of Work, or terminate this Agreement.
  - 7.7. **Refunds.** If City determines that payments it has made under this Agreement exceeded actual Allowable Costs for satisfactorily completed Services, Agency will promptly refund the excess amount to City.
  - 7.8. **Closeout.** Agency will comply with the closeout requirements of 24 CFR § 200.343.

**CITY OF TUCSON**  
**FEDERAL SUBAWARD AGREEMENT**  
**Fiscal Year 2026**

8. **Program Income:** If the activities funded under this Agreement result in program income, as defined by 24 CFR § 578.97(a), Agency will, on or before the 15<sup>th</sup> of each month, pay to City all Program Income collected in the previous month, unless stated otherwise in the Scope of Work.
9. **Assets:** Agency will ensure that any real property under Agency's control that was acquired or improved in whole or in part with funding provided under this Agreement is used in compliance with 24 CFR § 200.332 and, notwithstanding Section Ten, will maintain records regarding the property will be maintained for at least 5 years after expiration of this Agreement, unless a longer period of time is specified elsewhere in this Agreement..
10. **Records:**
- 10.1. **Records Required.** Agency will maintain a true and accurate accounting system that meets generally accepted accounting principles and is capable of properly accounting for all expenditures and receipts of the Agency on a timely basis. Agency will maintain thorough records of all transactions and activities funded under this Agreement, including all records specified in 24 CFR § 578.103. In addition, the Agency shall maintain evidence of is compliance with the nondiscrimination provision of this Agreement.
- 10.2. **Retention Period.** Agency will retain those records, at a minimum, until the date that is three years after (i) this Agreement expires or is terminated, or (ii) City submits its annual performance report under 24 CFR § 91.520 for the year in which the activities to which the records relate occurred, whichever is later.
- 10.3. **Record Inspections.** Agency will give City and the Granting Agency access to and the right to examine and copy all records, books, papers or documents relating to or arising from all Agency operations funded in whole or in part under this Agreement, during the term of this Agreement and during the retention period set forth above.
11. **Reports:** Agency will submit to City on a monthly, quarterly and/or annual basis, as appropriate to comply with the reporting requirements of the Granting Agency, written reports regarding the activities funded in whole or in part under this Agreement. If the format, content, and timing of reports is not set forth in **Exhibit F** or elsewhere in this Agreement, City will separately specify the reports that Agency must supply.
12. **Monitoring:**
- 12.1. **Cooperation.** City will monitor Agency's performance under this Agreement to ensure compliance with applicable federal, state, and local requirements and achievement of program performance goals. Agency will fully cooperate with City and with the Granting Agency with respect to these monitoring efforts.
- 12.2. **Suspension.** City may suspend Agency's performance of Services and payments under this Agreement with written notice to Agency in order to investigate Agency's activities and compliance with this Agreement. Agency will cooperate fully with the investigation. City will notify Agency in writing at the conclusion of the investigation whether work under this Agreement can be resumed, or the Agreement is being terminated under Section Nineteen below.

**CITY OF TUCSON**  
**FEDERAL SUBAWARD AGREEMENT**  
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- 13. Information:** Subject to any applicable rules and regulations regarding confidentiality, City and the Granting Agency have unrestricted authority to publish, disclose, distribute, and otherwise use, in whole or in part, any reports, data, materials or other information prepared by Agency or any agency or subrecipient of Agency under or in conjunction with this Agreement.
- 14. Audits:** Agency will conduct annual audits in compliance with 2 CFR Part 200, subpart F, covering the performance period under this agreement. Agency will provide a copy of the resulting audit reports to City, along with Agency's response to any audit finding, no later than the date that is the earlier of (i) 30 calendar days after receipt of the auditor's report(s), or (ii) nine months after the end of the audit period. Agency will also conduct any additional audits required by City or the Granting Agency.
- 15. Conflicts Of Interest:** Agency will comply with all applicable conflict-of-interest requirements applicable to the grant from which funds are being provided under this Agreement, including 24 CFR § 578.95.
- 16. Independent Agency:** Neither party is the agent, employee, partner, joint venturer, or associate of the other. No employee or agent of one party will be deemed or construed to be the employee or agent of the other party for any purpose. Neither party will be liable for any debts, accounts, obligations or other liabilities whatsoever of the other, including (without limitation) the other party's obligation to withhold Social Security and income taxes for itself or any of its employees.
- 17. Indemnification:** To the fullest extent permitted by law, Agency, its successors, assigns and guarantors, will indemnify, defend, and hold harmless the City and its officials, employees, volunteers, and agents, from and against all allegations, demands, proceedings, suits, actions, claims (including but not limited to claims of patent, trademark, or copyright infringement), liability, damages, losses, expenses (including but not limited to attorney fees and court costs, including the cost of appellate proceedings, and all claim-adjusting-and-handling expenses) or disbursements of any kind or nature, that may be asserted against, imposed on, or incurred by any of them, in any way relating to or arising from any actions, errors, mistakes or omissions of Agency or any employee, officer, agent or subagency of Agency or anyone for whose acts any of them may be liable relating to work, services and/or products provided under this Agreement. Agency is responsible for primary loss investigation, defense, and judgment costs where this indemnification is applicable. Agency agrees to waive all rights of subrogation against City, its agents, officials, employees, and volunteers for losses arising from the work performed by Agency under this Agreement.

**18. Insurance**

- 18.1. Required Insurance Policies.** Agency will obtain and maintain during the entire term of this Agreement and for 2 years after the Agreement term ends, the following insurance coverage from insurers that have an "A.M. Best" rating of not less than A-VII:
- 18.1.1. Commercial General Liability.** Policy must include Bodily Injury, Property Damage, Personal Injury and Broad Form Contractual Liability with coverage limits no lower than:
- Each Occurrence: \$1,000,000
  - General Aggregate: \$2,000,000
  - Products & Completed Operations Aggregate: \$2,000,000
  - Personal and Advertising Injury: \$1,000,000
  - Blanket Contractual Liability: \$1,000,000
- 18.1.2. Commercial Automobile Liability.** Policy must include bodily injury and property damage, for any owned, hired, and/or non-owned vehicles used in performance of work under this Agreement

**CITY OF TUCSON**  
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Combined Single Limit no lower than \$1,000,000.

18.1.3. **Workers' Compensation.** Policy must have coverage limits no lower than:

Per Occurrence: Statutory  
Employer's Liability: \$1,000,000  
Disease Each Employee: \$1,000,000  
Disease Policy Limit: \$1,000,000

18.1.4. **Professional Liability (Errors and Omissions).** [Include if Agreement is for professional services such as legal, accounting, engineering.] Policy must have coverage limits no lower than:

Each Claim: \$1,000,000  
Annual Aggregate: \$2,000,000

18.2. **Policy Change Notice.** Agency will give the City 10 days advance written notice before any of the above policies are changed in any manner that is inconsistent with the requirements of this Agreement, the notice must be sent directly to the Procurement Division of the Business Services Department.

18.3. **Additional Insured.** The Commercial General Liability, Commercial Automobile Liability and umbrella policies where applicable will include the City as an additional insured with respect to liability arising out of the performance of this Agreement. The City must be covered to the full policy limits, even if those limits of liability are in excess of those required by this Agreement. The coverage must be primary, and any insurance carried by City is excess and not contributing. If Agency is performing work on non-City-owned property under this Agreement, Agency will also add the owner of that property as an additional insured under these policies.

18.4. **Claims-Made Coverage.** If any or part of the required insurance is written on a claims-made basis, any policy retroactive date must precede the date of this Agreement, and the Agency must maintain such coverage for a period not less than three (3) years following expiration, termination or cancellation of this Agreement,

18.5. **Additional Requirements.** Each insurance policy required by this Agreement, excluding Professional Liability (Errors & Omissions), must include or be endorsed to include to provide the following:

A waiver of subrogation endorsement in favor of the City, for losses arising from work performed by or on behalf of the Agency (Including Worker's Compensation).

The policy is primary, and any insurance carried by the City is excess and not contributing.

The coverage provided by the policy is not limited to the liability assumed under the indemnification provisions of this Agreement,

The insurer will provide written notice to the City at least ten (10) calendar days before the policy is terminated or cancelled or the coverage is reduced.

18.6. **Verification of Coverage.**

# CITY OF TUCSON

## FEDERAL SUBAWARD AGREEMENT

### Fiscal Year 2026

Agency will give the City certificates of insurance (ACORD form or equivalent approved by the City), signed by an authorized representative of the insurer, showing that the Agency has all the insurance required by this Agreement,

Agency must deliver the certificates directly to the Procurement Division of the City's Business Services Department before the Agency commences work under this Agreement,

The certificates must contain the City project/Agreement number and project description.

The City reserves the right to require complete copies of all insurance policies required by this Agreement at any time.

- 18.7. **Subcontractors.** Agency's' insurance certificate(s) must include all subcontractors as insureds under its policies or Agency must give the City separate certificates and endorsements for each subagency showing that each subagency has the insurance coverage described above.
- 18.8. **Public Entities.** If Agency or any sub-agency is a public entity that self-insures as permitted by law, **then** the insurance requirements in this Section 8 will not apply to that entity and that entity must instead provide a Certificate of Self- Insurance.
- 18.9. **Sufficiency of Coverage.** The City in no way warrants that the required minimum insurer rating in this Agreement is sufficient to protect the Agency from potential insurer insolvency, nor that the required liability limits are sufficient to protect Agency.
- 18.10. **Additional Insured.** The Commercial General Liability Insurance and Comprehensive Automobile Liability Insurance policies will include City as an additional insured with respect to liability arising out of the performance of this Agreement. Such additional insured shall be covered to the full limits of liability purchased by Agency, even if those limits of liability are in excess of those required by this Agreement.
- 18.11. **Additional Insurance Requirements:** The liability policies must include, or be endorsed to include, the following provisions, in addition to naming City as an additional insured:

A waiver of subrogation endorsement in favor of City for losses arising from work performed by or on behalf of Agency.

The insurance is primary insurance and any insurance carried by City is excess and not contributory.

## 19. Termination:

### 19.1. For Cause.

- 19.1.1. City may terminate this Agreement for cause if Agency fails to fulfill in a timely and satisfactory manner any of its obligations under this Agreement or violates any provision of this Agreement and fails to cure the default within 7 days after receipt of written notice from the City describing the default.
- 19.1.2. If City terminates this Agreement for cause, City will provide Agency with a written invoice for any sums paid by City for any Services that were not performed by Agency in a timely and

# CITY OF TUCSON

## FEDERAL SUBAWARD AGREEMENT

### Fiscal Year 2026

satisfactory manner. Agency will pay the invoice within 10 days of receipt. Any sum not paid in a timely manner will accrue interest at the rate of 10% per annum from the date due until paid and Agency will also be responsible for the cost of any collection efforts by the City, including attorney fees and costs.

19.1.3. Agency may appeal a termination for cause by requesting reconsideration by the Mayor and Council. The request must be in writing, must explain the basis for the appeal, and must be filed with the City Clerk and the Housing and Community Development Department Director no later than 30 days after Agency receives the termination notice. The appeal hearing will be scheduled as soon as reasonably possible and City will inform Agency in writing of the date and time of the hearing, at which Agency may supplement its written appeal. Termination will be suspended until the effective date of the Mayor and Council ruling on Agency's appeal, but Agency will pause work under this Agreement.

19.2. **For Convenience:** City may terminate this Agreement at any time by sending Agency a written termination notice stating the effective date of the termination, which cannot be earlier than 30 days after the date of the notice except that the termination may be sooner if the cause of the termination is the cessation of Granting Agency funding to City.

19.3. **Conflict of Interest.** This Agreement is subject to termination for a conflict of interest under A.R.S. § 38-511, which is incorporated into this Agreement.

19.4. **Non-appropriation:** This Agreement may be terminated if, for any reason, there are not sufficient appropriated and available monies for the purpose of maintaining City's obligations under this Agreement.

19.5. **Payment for Services.** In the event that this Agreement is terminated, City will have no further obligation to Agency other than payment for Services satisfactorily completed prior to the effective date of the termination.

20. **Integrated Document:** This Agreement and the exhibits attached and referenced herein embody the entire Agreement between City and Agency with respect to the Services. No verbal agreements or conversation with any officer, agent or employee of City prior to or after the execution of this Agreement will be deemed to affect or modify any of the terms or obligations contained in any documents comprising this Agreement.

21. **Amendments:** This Agreement may be amended only by a written agreement of the signed by duly authorized officers of each party.

22. **Severability:** The provisions of this Agreement are severable. If any provision or application of a provision of this Agreement is held to be invalid, that will not affect the validity of any other provision or application of a provision that can remain meaningfully effective without the invalidated provision or application.

23. **Assignment:** Agency may not assign any of its rights or obligations under this Agreement without the prior written consent of City.

24. **Governing Law and Venue.** This Agreement is governed by the laws of the State of Arizona. Any lawsuits regarding this Agreement must be brought in a court of competent jurisdiction in Pima County, Arizona.

25. **Nondiscrimination:** Agency, in its employment policies and practices, in its public accommodations, and in its provision of Services, will comply with all relevant and applicable, federal, state, and local laws,

# CITY OF TUCSON

## FEDERAL SUBAWARD AGREEMENT

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regulations and standards relating to non-discrimination including but not limited to Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967, the Americans with Disabilities Act of 1990, the Arizona Civil Rights Act, Arizona Executive Order 2009-09, and the Human Relations provisions of the Tucson Code.

- 26. Legal Arizona Workers Act.** Agency warrants and will require any agency performing work funded by this Agreement to warrant that it will comply with all federal immigration laws and regulations that relate to its employees and with the requirements of A.R.S. § 23-214(A). A breach of this warranty will be deemed a material breach of this Agreement that is subject to penalties up to and including termination of this Agreement. City may inspect the records of any employee of Agency or any agency performing work funded by this Agreement to monitor Agency's and its contractors' compliance with this warranty.
- 27. Israel Boycott Divestment.** If this Agreement has a value of \$100,000 or more, Agency certifies that it is not currently engaged in and will not during the term of this Agreement engage in, a boycott of goods or services from Israel as defined in A.R.S. § 35-393.

**28. Program Participant Rights, Safeguarding Participant Information:**

**28.1. Grievances.** Agency will establish a system through which applicants for, and recipients of Services

("Participants") may present grievances about the Services or the project of which the Services are a part. Agency will advise recipients of this right. Agency will provide to City, within thirty (30) days following the filing of such a grievance, a copy of the grievance and an explanation of how the Agency responded to it.

**28.2. Participant Information.** Agency will not use any information concerning a Participant that is obtained by Agency in the performance of its obligations under this Agreement for any purpose other than carrying out this Agreement. Agency will not release any such information to any person or entity other than City without the City's express written consent. Agency will forward all requests for such information to City for appropriate action. Agency will return all such information to City at the expiration of this Agreement.

**CITY OF TUCSON**  
**FEDERAL SUBAWARD AGREEMENT**  
**Fiscal Year 2026**

**EXHIBIT E TO FEDERAL SUBAWARD AGREEMENT**  
**INFORMATION REQUIRED BY 2 CFR § 200.332(a)(1)**

1. Subrecipient name (which must match the name associated with its unique entity identifier) :Pima County
2. Subrecipient's unique entity identifier:EB6GYYJCZD48
3. Federal Award Identification Number (FAIN): AZ0210L9T02405
4. Date of Federal Award to City (see the definition of Federal award date in 2 CFR § 200.1): October 1, 2025
5. Subaward Period of Performance Start and End Dates: October 1, 2025, to September 30, 2026
6. Subaward Budget Period Start and End Dates: October 1, 2025, to September 30, 2026
7. Amount of Federal Funds Obligated under this Agreement to the subrecipient:\$46,100.00
8. Total Amount of Federal Funds Obligated to Subrecipient by City, including the current financial obligation: \$46,100.00
9. Total Amount of the Federal Award committed to the subrecipient by the pass-through entity: \$46,100.00
10. Federal award project description, as required to be responsive to the Federal Funding Accountability and Transparency Act (FFATA)
11. Contact information for awarding official of the Pass-through entity: Megan Sanes—megan.sanes@tucsonaz.gov
12. Assistance Listings Number and Title: #14.267
13. The award is not R&D.
14. Indirect cost rate for the Federal award (including if the de minimis rate is charged) per 2 CFR § 200.414: See Exhibit B.

## Exhibit F Accomplishments

No data saved

Case Id: 32645

Name: Pima County CE-SSO - 2025

Report Id: 1503: 10/1/2025-12/31/2025

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### Accomplishments

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Only click Complete and Submit on this step once Accomplishments have been provided.

CoC Coordinated Entry Navigation	
Output: Unduplicated number of clients served in Coordinated Entry - # served for 40 hours/week.	
Outcome: (per Human Services Subcategory): 75% of participants will have immediate housing needs addressed through moving into their established housing unit through navigation services within 30 days of their date of referral.	
Outcome: 80% of participants that have been matched with housing opportunities will receive support in obtaining the services needed for housing, including a referral to mainstream benefits and social services for which they are eligible.	
Output: The agency will submit draw requests by the 20th of each month - Indicate the number of draw requests submitted by the due date in the quarter.	
Outcome: The agency will fully expend awarded funds by the performance period end date. Indicate the dollar amount and percent of the award amount expended in the quarter.	

## Narrative

*No data saved*

**Case Id:** 32645

**Name:** Pima County CE-SSO - 2025

**Report Id:** 1503: 10/1/2025-12/31/2025

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### Narrative

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Please provide the following information.

**1. Each quarterly performance report must include one story/narrative and photo that highlights the success of the project and its participants. Selected stories and photos will be used on the City of Tucson website and in other City communications to highlight the impact of the project and organization within the Tucson community. Stories should highlight specific activities and events with quotes from project participants and/or highlights of individual participant success that reflect project's impact as it relates to individuals and families served.**

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### Documentation

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Quarterly Success Photo

*\*\*No files uploaded*

## Submit

*No data saved*

**Case Id:** 32645

**Name:** Pima County CE-SSO - 2025

**Report Id:** 1503: 10/1/2025-12/31/2025

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CERTIFICATION: I hereby certify that the information contained in this Monthly Report is accurate and the project/program is operating in accordance with the terms and conditions set forth in the AGREEMENT by and between the city and the above named agency which I represent.

### Signature

*\*\*Not signed*

Send original signed request and backup documentation to  
Megan Sanes, Project Coordinator  
Megan.Sanes@TucsonAZ.gov  
City of Tucson, HCDD/PCD  
P.O. Box 27210, Tucson, AZ 85726-7210

**CITY OF TUCSON HOUSING AND COMMUNITY DEVELOPMENT DEPARTMENT  
SUBRECIPIENT AGREEMENT**

**PAYMENT REQUEST FORM**

**Contract Number:**19736      SCON-003506

**Total Contract Amount:** \$46,100

**Invoice Number:** 19736-

**Agency Name:** Pima County

**FY 24 SSO-CE**

**Reimbursement: From**

**To:**

<b>A. Total Award Amount</b>	\$ 46,100.00
<b>B. Prior Expenditures</b>	\$ 0.00
<b>C. Total Amount Requested for this Payment</b>	
<b>D. Total Expenditures Plus New Costs Incurred (B plus C)</b>	\$ 0.00
<b>E. Balance After Requests (A minus D)</b>	\$ 46,100.00

Other:

**Prepared By:**

**Agency Approval By:**

**PAYMENT PROCESSING INSTRUCTIONS:** Payment Requests must include Exhibit D Payment Request Form, Subrecipient Billing Worksheet, Agency Invoice, Agency General Ledger of Itemized Direct Costs and Indirect Cost of Eligible Activities, Time and Effort Reporting (less accruals not yet paid), and any relevant/necessary backup documentation for direct costs allocated to the grant during the reimbursement period. Failure to submit timely quarterly performance measures reports, may delay the processing of payment requests.

**All document details are housed in the Housing and Community Development Department, Community Development Division. This documentation includes the Invoice for payment, budget versus actual to date and the Agency general ledger showing the expenses.**





**FOR CITY OF TUCSON USE ONLY:**

Activity	Account Number	Amount
Assessment of Service Needs	FD211-CC1154-PG9580-SC51910-GR001748-SC	
Administrative Costs	FD211-CC1154-PG9580-SC51910-GR001748-SC	

**City of Tucson Approval By:**

# CITY OF TUCSON HOUSING AND COMMUNITY DEVELOPMENT DEPARTMENT CONTRACT ROUTING LOG

**Funding Program:** Continuum of Care (CoC)  
**Organization Name:** Pima County  
**Project Name:** CE-SSO  
**Contract Number:** 19736

SIGNATORY AND ACTION	INITIALS	DATE
1. PROJECT COORDINATOR - Assemble - Review	 M.S.	January 13, 2026
2. PROJECT MANAGER - Review	 K.D.	January 13, 2026
3. HOUSING & COMMUNITY DEVELOPMENT DEPARTMENT, DIRECTOR - Review - Contract Signature <b>Return to HCDD/PCD Project Coordinator</b>	 A.C.	January 15, 2026
4. CITY ATTORNEY - Review - Contract Signature <b>RETURN TO HCDD/PCD Project Coordinator</b>	 R.N.	January 14, 2026
5. AGENCY SIGNATURE OF ACCEPTANCE - To be signed by Organization's Authorized Signer. Individual must be authorized to execute legally binding financial agreements on behalf of the organization. <b>Return to City of Tucson Project Coordinator</b>		
6. CITY CLERKS OFFICE - Countersign <b>RETURN TO HCDD/PCD Project Coordinator</b>		
7. PROJECT COORDINATOR - <u>Distribute Original Contract:</u> City Clerk, to Agency, and one copy of full agreement to FISCAL SUPPORT STAFF. - <u>Distribute Digital Contract:</u> City Attorney - Enter project into IDIS & Excel spreadsheet for payment/report tracking, as applicable.		

## PLEASE RETURN TO:

\_\_\_\_\_  
Megan Sanes  
HCDD/PCD Project Coordinator  
  
megan.sanes@tucsonaz.gov  
\_\_\_\_\_  
Email Address

Housing and Community Development Department/PCD  
City of Tucson  
310 N Commerce Park Loop  
PO Box 27210  
Tucson, AZ 85726-7210