



BOARD OF SUPERVISORS AGENDA ITEM REPORT AWARDS / CONTRACTS / GRANTS

☐ Award ☐ Contract ☒ Grant

Requested Board Meeting Date: 7/25/23

* = 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.

Indirect cost: 10%

***Procurement Method:**

Not applicable to grant awards.

***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 the letter of acceptance from ADES on 6/20/23. The next available Board of Supervisors' meeting to place the grant award on is 7/25/2023. However, none of these grant funds will be expended before Board approval. The negative impact of not approving these funds is individuals and families experiencing homelessness in Pima County may not receive emergency shelter and case management services.

GINI Approved
AF 7/13/23

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

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: GTAW Department Code: CR Grant Number (i.e., 15-123): 23-164

Commencement Date: 7/1/23 Termination Date: 6/30/24 Amendment Number: N/A

☐ 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: _____

***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: 6/29/2023

Deputy County Administrator Signature: [Signature]

Date: 7-7-2023

County Administrator Signature: [Signature]

Date: 7-7-2023



DEPARTMENT OF ECONOMIC SECURITY

Your Partner For A Stronger Arizona

Katie Hobbs
Governor

Angie Rodgers
Director

June 20, 2023

Regina Kelly, Director
Pima County
97 E. Congress St, 1st Floor
Tucson, AZ 85701
Email: dorothee.harmon@pima.gov

Re: BPM005136, Housing Support Services – Pima County and Balance of State

Dear Ms. Kelly,

Please be advised that the Arizona Department of Economic Security (ADES) has awarded Pima County a contract for Housing Support Services – Pima County and Balance of State for **Emergency Shelter in Pima County** as specified in the above referenced solicitation. The countersigned Offer and Acceptance form is attached.

ADES requires submission of a completed insurance certificate with endorsements that meet the insurance requirements as set forth in the ADES Special Terms and Conditions, Section 24, Indemnification and Insurance. The insurance certificates are to be received within ten (10) calendar days of the date of this letter and shall be sent to Miranda Riojas at MRiojas@azdes.gov. A copy of the insurance requirements is attached for your reference.

Additionally, the awarded funding amount for this contract is as follows:

- **\$197,543.59 for Emergency Shelter**

A new Itemized Service Budget (ISB) must be submitted no later than Tuesday, June 27th for the awarded funding amount to Perris Bennett at pbennett@azdes.gov and Kelly Garrett at KGarrett@azdes.gov. A copy of the Itemized Service Budget (ISB) is attached for your convenience.

The new contract number assigned to this award is CTR066291 effective July 1, 2023. All future correspondence with ADES related to this contract shall reference the Contract Number. Be advised that no billable work shall begin prior to receipt of Release Order from ADES.


If you have any questions regarding the contract award, contact Miranda Riojas at 602-364-1931 or via email at MRiojas@azdes.gov.

Sincerely,

Miranda Riojas
Senior Procurement Specialist
ADES Office of Procurement

cc: Procurement File

Enclosures (3)
Executed Offer and Acceptance
ADES Insurance Requirements
Itemized Service Budget (ISB)

Offeror Submittal Documents		
Solicitation No.:	BPM005136	
Description:	Housing Support Services - Pima County and Balance of State	

Attachment 1 - Offer and Acceptance

TO THE STATE OF ARIZONA:

The Undersigned hereby offers and agrees to provide **Housing Support Services - Pima County and Balance of State** in compliance with all Terms, Conditions, Specifications, and Amendments in the Solicitation and any written exceptions in the Offer.

Pima County

Company Name

97 E Congress ST, 1st Floor

Address

Tucson

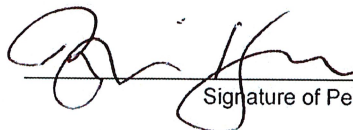
AZ

85701

City

State

Zip



Signature of Person Authorized to Sign Offer

Regina Kelly, Director- Grants Management & Innovation (GMI)

Printed Name and Title

Dorothee Harmon, Development Division Manager

Contact Name and Title

Dorothee.harmon@pima.gov

1 (520) 724-8508

Contact Email Address

Contact Phone Number

CERTIFICATION: By signature in the above, Offeror certifies that it:

1. Will not discriminate against any employee or applicant for employment in violation of Federal Executive Order 11246, [Arizona] State Executive Order 2009-9 or A.R.S. §§ 41-1461 through 1465;
2. Has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant in connection with the submitted offer. Failure to provide a valid signature affirming the stipulations required by this clause will result in rejection of the Offer. Signing the Offer with a false statement will void the Offer, any resulting contract, and may be subject to legal penalties under law;
3. Complies with A.R.S. § 18-132 when offering electronics or information technology products, services, or maintenance;
4. Has submitted this Offer as a firm offer for 180 days following the Solicitation due date and time. After 180 days, the Offer will remain open unless revoked by Offeror via written withdrawal of Offeror's proposal in accordance with the Arizona Procurement Code;
5. Did not and will not involve collusion or other anti-competitive practices;
6. Is not debarred from, or otherwise prohibited, from participating in any contract awarded by federal, state, or local government.

ACCEPTANCE OF OFFER

The Offer is hereby accepted.

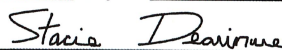
The Contractor is now bound to sell the services listed by the attached contract and based upon the solicitation, including all Terms, Conditions, Specifications, Amendments, etc., and the Contractor's Offer as accepted by the State.

This Contract shall henceforth be referred to as Contract No. CTR066291

The effective date of the Contract is July 1, 2023

The Contractor is cautioned not to commence any billable work or to provide any material or service under this contract until Contractor receives purchase order, contract release document or written notice to proceed.

State of Arizona Awarded this 20 day of June 20 23



Procurement Officer Signature