



BOARD OF SUPERVISORS AGENDA ITEM REPORT AWARDS / CONTRACTS / GRANTS

☐ Award ☒ Contract ☐ Grant

Requested Board Meeting Date: 09/05/2023

or Procurement Director Award: ☐

* = Mandatory, information must be provided

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

Community Home Repair Projects of Arizona Inc

***Project Title/Description:**

Emergency Home Repair Program
HUD CDBG Owner-Occupied Home Repair Activity (LMH)

***Purpose:**

The Emergency Home Repair Program will provide CDBG eligible emergency home repairs, including but not limited to: routine maintenance, minor rehabilitation, major systems repair or replacement, adaptive construction, and safety hardware installations to low- and moderate-income owner-occupied households in Pima County. The Program addresses the need for safe, affordable housing and strengthens the owner's ability to live independently. This amendment will increase the budget due to the increase in material costs and the continuing need for home repairs in the community.

Attachment Contract Number CT-CR-23-186, Amendment 1

***Procurement Method:**

This Subrecipient Agreement is a non-procurement contract and not subject to Procurement rules.

***Program Goals/Predicted Outcomes:**

Goal: Create decent, accessible, and affordable housing that meets the needs of low- and moderate-income households.

Predicted outcome: The homes repaired under the Program will have improved safety, accessibility and habitability.

***Public Benefit:**

Upon completion, the Program will meet the HUD CDBG National Objective to assist low- and moderate-income households.

***Metrics Available to Measure Performance:**

At minimum, one-hundred and fifty (150) low- to moderate-income households will receive emergency home repairs, adaptive construction or safety hardware work completed in their home during the contract year.

***Retroactive:**

No.

TO: COB 8-23-23 (1)
Vers.: 3
pgs: 3
GMI Approves
AF 8/17/23

AUG22'23AM0937 PD

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: CT Department Code: CR Contract Number (i.e., 15-123): 23-186
Amendment No.: 01 AMS Version No.: 03
Commencement Date: 10/01/2022 New Termination Date: 09/30/2023

Prior Contract No. (Synergen/CMS): _____

☒ Expense ☐ Revenue ☒ Increase ☐ Decrease

Amount This Amendment: \$ 40,000.00

Is there revenue included? ☐ Yes ☒ No If Yes \$ _____

***Funding Source(s) required:** U.S. Department of Housing and Urban Development (HUD) Community Development Block Grant (CDBG)

Funding from General Fund? ☐ Yes ☒ No If Yes \$ _____ % _____

Grant/Amendment Information (for grants acceptance and awards)

☐ Award ☐ Amendment

Document Type: _____ Department Code: _____ Grant Number (i.e., 15-123): _____
Commencement Date: _____ Termination Date: _____ Amendment Number: _____
☐ Match Amount: \$ _____ ☐ Revenue Amount: \$ _____

***All Funding Source(s) required:** _____

***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)?**

Contact: Joel Gastelum/Joel Viers

Department: CWD

Telephone: 724-6750/724-6767

Department Director Signature: _____

Date: 8.2.23

Deputy County Administrator Signature: _____

Date: 19 Aug 2023

County Administrator Signature: _____

Date: 8/18/23

Pima County Department of Community and Workforce Development

Project: Emergency Home Repair Program
HUD CDBG Owner-Occupied Home Repair Activity (LMH)

Subrecipient name and address: Community Home Repair Projects of Arizona Inc
PO Box 26215
Tucson, Arizona 85726

Amount: \$240,000.00

Contract No.: CT-CR-23-186

Amendment No.: 01

Subrecipient Unique Entity Identifier (UEI):	HP74FKAJPGL8	SAM expiration date (if applicable):	11/30/2023
Federal Award Identification Number (FAIN)	B-22-UC-04-0502	Federal award date	09/18/2022
Subaward term/ period of performance start and end date	10/01/2022 – 09/30/2023	Subaward budget period start and end date	10/01/2022 – 09/30/2023
Amount of federal funds obligated by this action by the pass-through entity to the subrecipient (amount of this agreement or amendment)			\$40,000.00
Total amount of federal funds obligated to the subrecipient by the pass-through entity including the current financial obligation (amount of this agreement, plus any amendments, including this amendment)			\$240,000.00
Total amount of the federal award committed to the subrecipient by the pass-through entity (original amount of this agreement, plus any amendments, plus any match, plus any future budget periods, if applicable)			\$240,000.00
Federal award project description (descriptive project title)		The program objective is to develop viable urban communities by providing decent housing, a suitable living environment, and expanding economic opportunities, principally for persons of low and moderate income: The agreement funds emergency home repair activities for eligible, income-qualified households in Pima County.	
Funding agency		U.S. Department of Housing and Urban Development	
Pass-through entity (primary recipient)		Pima County	
Pass-through entity (secondary recipient, if applicable)		N/A	
Assistance listing number and title (applies to 100% of this sub-award, including all disbursements)		14.218 Community Development Block Grant/Entitlement Grants (CDBG)	
Is this subaward for research and development?			Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Subrecipient indirect cost rate and methodology		<input type="checkbox"/> Negotiated Indirect Cost Rate Agreement <input checked="" type="checkbox"/> De minimis rate	<input type="checkbox"/> No Indirect
Required match		<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	Match amount \$0.00

SUBAWARD AMENDMENT

1. BACKGROUND AND PURPOSE.

- 1.1. Background. On June 7, 2022, County and Subrecipient entered into the above referenced agreement to provide emergency home repair activities for the eligible, income-qualified households in Pima County.
- 1.2. Purpose. Additional funding has been identified to address the critical need for Emergency Home Repairs for low- and moderate-income owner-occupied households in Pima County.

2. EXHIBIT A – SCOPE OF WORK

2.1 Budget; Adjustment. The budget in Section 12 is replaced in its entirety with the below amended budget. This budget will remain in effect throughout the term unless otherwise adjusted and formally agreed to.

CDBG ACTIVITIES	BUDGET
Personnel & Fringe	\$62,859.09
Professional & Outside Services	\$676.36
Materials & Supplies	\$141,092.00
Travel	\$6,254.09
CDBG-Related Training	\$0.00
MTDC: Operating Costs	\$22,285.27
MTDC: Contractual: <i>Lead Mitigation</i>	\$0.00
MTDC: Other	\$100.00
Total Direct Costs	\$210,881.54
Modified Total Direct Costs (MTDC)	\$22,385.27
Indirect Costs	\$6,733.19
TOTAL BUDGET (Total Direct Costs + Total Indirect Costs)	\$240,000.00

All other provisions of the Agreement not expressly modified in this Amendment will remain in effect and be binding on the parties.

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