



BOARD OF SUPERVISORS AGENDA ITEM REPORT  
AWARDS / CONTRACTS / GRANTS

Award  Contract  Grant

Requested Board Meeting Date: 07/02/2024

\* = Mandatory, information must be provided

or Procurement Director Award:

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

U.S. Department of Housing and Urban Development

**\*Project Title/Description:**

U.S. Department of Housing and Urban Development (HUD) Continuum of Care Program - Coalition Assisting Self-Sufficiency Attainment (CASA)

**\*Purpose:**

The U.S. Department of Housing and Urban Development (HUD) awarded the County \$920,846 for the CASA Rapid Re-Housing Program, which is one of three HUD Continuum of Care (CoC) housing programs administered by the Homeless Services Division of the Pima County Community & Workforce Development Department (CWD). The grant targets families and individuals experiencing homelessness in Pima County. The Homeless Services Division takes a holistic approach to ending homelessness by providing housing and case management and resource navigation to services such as employment and workforce training. As well as benefit programs allowing households to find and maintain employment and become self sufficient and housing stable. Salvation Army and Compass Affordable Housing, Inc. are subrecipients to the grant. This no-cost amendment is to amend the Grant Period of Performance to 05-31-2024.

Indirect cost: 10% de minimis.

Attachment: AZ0027L9T012215 CASA Amendment and Resolution for the approval of the HUD CoC 2023-2024 Grant Agreement Amendment

**\*Procurement Method:**

Resolution for the grant award amendment was reviewed and signed by the Pima County Attorney Office.

**\*Program Goals/Predicted Outcomes:**

The goal is to provide housing stability and full-time employment opportunities for people experiencing homelessness in Pima County.

**\*Public Benefit:**

The program reduces the number of families and individuals experiencing homelessness in Pima County.

**\*Metrics Available to Measure Performance:**

The program produces an annual performance report in the Homeless Management Information System.

**\*Retroactive:**

Yes, on May 18, 2024 HUD sent the CoC Award AZ0027L9T012215 CASA grant agreement amendment. The first available Board meeting is July 2. If the amendment is not approved, Pima County and subrecipients would not be able to provide services for homeless individuals and families for an additional month.

GML  
KDN 6/11/24

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

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: GTAM Department Code: CR Grant Number (i.e., 15-123): 24-092

Commencement Date: 5/1/23 Termination Date: 5/31/24 Amendment Number: 1

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:

\*If Federal funds are received, is funding coming directly from the Federal government or passed through other organization(s)?
Directly from U.S. Department of Housing and Urban Development

Contact: Rise Hart

Department: Community & Workforce Development

Telephone: 724-5723

Department Director Signature: [Signature]

Date: 6/7/24

Deputy County Administrator Signature: [Signature]

Date: 18 June 2024

County Administrator Signature: [Signature]

Date: 6/13/24

**RESOLUTION OF THE BOARD OF SUPERVISORS OF PIMA COUNTY, ARIZONA AUTHORIZING THE APPROVAL OF THE CONTINUUM OF CARE “SCOPE OF WORK FOR FISCAL YEAR 2023 GRANT AMENDMENT” FROM THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (“HUD”)**

**The Board of Supervisors of Pima County, Arizona finds:**

1. Pima County (“County”), through its Department of Community & Workforce Development (“CWD”), administers several federal and local grant programs to benefit people experiencing homelessness in Pima County.
2. The local Continuum of Care (“CoC”), is the HUD mandated community-based coalition tasked with developing strategies to end homelessness in Pima County.
3. CWD has administered the Coalition Assisting Self-Sufficiency Attainment (“CASA”) Program since 1994 and has renewed its funding annually through HUD’s competitive Continuum of Care Notice of Funding Availability process.
4. The CoC has determined that it is the best interests of the homeless community and service providers for County to continue to administer the CASA Program in Pima County.
5. On August 18, 2023, HUD issued the “CONTINUUM OF CARE SCOPE OF WORK” awarding County, as Grantee, \$920,846 under Federal Grant No. **AZ0027L9T012215** for FY 2023-2024 (“the CoC Renewal Grant”). Salvation Army and Compass Affordable Housing, Inc., through the CASA Program, are subrecipients to the grant.
6. On November 21, 2023, Pima County Board of Supervisors approved the **AZ0027L9T012215** CoC Renewal Grant.
7. On May 18, 2024, HUD issued an amendment to change the Period of Performance end date to May 31, 2024.
8. In order to receive the **AZ0027L9T012215** amendment on behalf of the CoC, County must execute the “CONTINUUM OF CARE SCOPE OF WORK” attached to this Resolution as **Exhibit A**. This is the only document that HUD will issue related to the provision of the grant amendment.
9. It is in the best interests of the residents of Pima County, to accept the FY 2023-2024 grant amendment being provided under Federal Grant No. **AZ0027L9T012215**.

**NOW, THEREFORE, BE IT RESOLVED:**

- A.** The Chair of the Pima County Board of Supervisors is authorized to sign the “CONTINUUM OF CARE SCOPE OF WORK” (Federal Grant No. **AZ0027L9T012215**) accepting the FY 2023-2024 amendment.
- B.** The Director of CWD or his designee is authorized and directed to, on behalf of the Pima County Board of Supervisors, electronically enter acceptance of the CoC Renewal Grant as directed by HUD.
- C.** The Chair is authorized to execute, as necessary, all applicable federal documents associated with the CoC Renewal Grant, including but not limited to, required HUD budget forms and descriptive grant narratives.
- D.** The Director of CWD or his designee is authorized and directed, on behalf of the Pima County Board of Supervisors, to submit any such documents to HUD, including completing any electronic approvals and submissions required by HUD.

- E.** The Chair of the Pima County Board of Supervisors is authorized to sign the subrecipient agreement contracts that will pass-through the HUD grant award funds.
- F.** The Director of CWD or his designee is authorized and directed to, on behalf of the Pima County Board of Supervisors, sign and thereby execute the subrecipient amendments for Salvation Army and Compass Affordable Housing, Inc to extend the Period of Performance to be coterminous with the extended CoC Renewal Grant.

[REMAINDER OF THIS PAGE LEFT INTENTIONALL BLANK]

Passed and adopted, this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
Chair, Pima County Board of Supervisors

ATTEST:

\_\_\_\_\_  
Clerk of the Board

APPROVED AS TO FORM:



\_\_\_\_\_  
Deputy County Attorney



**U.S. Department of Housing and Urban Development**  
 San Francisco Regional Office – Region IX  
 One Sansome Street, Suite 1200  
 San Francisco, CA 94104-4430  
[www.hud.gov](http://www.hud.gov)  
[espanol.hud.gov](http://espanol.hud.gov)

May 18, 2024

Dan Sullivan  
 Director  
 Pima County Community and Workforce Development Department  
 2797 East Ajo Way  
 Tucson, AZ 85713

Dear Mr. Sullivan:

**SUBJECT:** Amending the Period of Performance End Date of Grant Agreement Term  
 Continuum of Care (CoC) Program  
 Pima County, Arizona  
 Project Name: CASA Renewal FY’ 2022  
 Project Number: AZ0027L9T012215  
 Operating Year: May 1, 2023 – April 30, 2024

On January 12, 2024, the Pima County Community and Workforce Development Department (CWD) submitted a grant amendment request to amend the Period of Performance (POP) Ending Date, and to include extending the POP End Date to correct the original term of the grant agreement (GA) that did not align with the term calculated based on the CoC program consolidation worksheet. This is a correction to the original GA based on a term miscalculation and error.

This revision is needed to facilitate the continuity of care and provide the same or better services to program participants for the duration of the performance period and guarantees that no changes to the project target population, number of households served, performance, or outcomes will occur as a result of this amendment.

Because the parties are desirous of amending the Grant Agreement to align with grant consolidation worksheet and calculation, it is necessary to execute an amendment to the original grant agreement. HUD has reviewed this change and determined that it would not impact the ranking of the grant. The modification to the grant agreement is approved as follows:

<b>AZ0027L9T012215</b>	
<b>Original 12 Months Grant Period of Performance</b>	05-01-2023 – 04-30-2024
<b>Amended 12 Months Grant Period of Performance</b>	05-01-2023 – 05-31-2024

Enclosed is the “Amendment to the Continuum of Care Program Grant Agreement”, which will amend the grant upon execution by both parties. The agreement must be signed, dated, and returned within ten days from the date of receipt to [SFC\\_COCAmendments@hud.gov](mailto:SFC_COCAmendments@hud.gov).

If Pima County has any questions, please contact Ra’Chel’Ni Mar’Na, Senior Community Planning and Development Representative, by e-mail at [Rachelni.R.Marna@hud.gov](mailto:Rachelni.R.Marna@hud.gov).

Sincerely,

**ALICE**  
**WALKUP**

Digitally signed by: ALICE WALKUP  
DN: CN = ALICE WALKUP C = US  
O = U.S. Government OU =  
Department of Housing and Urban  
Development, Office of Community  
Planning and Development  
Date: 2024.05.18 16:34:30 -0700

Alice Walkup  
Director  
Community Planning and  
Development Division

Enclosures

**Grant Number: AZ0027L9T012215**  
**Tax ID Number: 86-6000543**  
**UEI Number: EB6G YYJC ZD48**  
**Operating Start Date: 05/01/2023**

AMENDMENT TO THE CONTINUUM OF CARE GRANT AGREEMENT

This Amendment to Grant Agreement is made by and between the United States Department of Housing and Urban Development (HUD) and the Pima County Community and Workforce Development (“CWD”) (the Recipient), whose business address is 2797 East Ajo Way, Tucson, AZ 85713 and whose Tax ID number is 86-6000543, for CoC Program Project Number, AZ0027L9T012215.

RECITALS

HUD and the Recipient entered into a CoC Program Grant Agreement dated November 21, 2023, Grant No., AZ0027L9T012215 which expires on April 30, 2024 (the Grant Agreement).

1. The parties are desirous of amending the Grant Agreement Period of Performance (POP) Ending Date to May 31, 2024, for Grant No. AZ0027L9T012215. This amendment is a correction to the original GA based on a term miscalculation and error. This revision is necessary to correct the original term of the grant agreement that did not align with the term calculated based on the consolidation worksheet. No changes to the project’s target population, number of households served, performance, or outcomes will occur as a result of this amendment.
2. HUD has determined that the change is necessary to better serve eligible persons within the geographic area and to ensure that the priorities established under the Notice of Funding Availability are met

AGREEMENTS

HUD’s Period of Performance for this grant for Pima County CWD CASA Renewal FY' 2022 Grant No. AZ0027L9T012215 shall be as follows:

a. Period of Performance Start Date	05-01-2023
b. Period of Performance End Date	05-31-2024

This Amendment to Grant Agreement constitutes the entire agreement of the parties as to the amendment of the Grant Agreement and will become effective only upon the execution hereof by all parties. The remaining terms of the Grant Agreement remain in full force and effect.

The parties, on the dates set forth below their respective signatures, hereby execute this Amendment to Grant Agreement, as follows:



**UNITED STATES OF AMERICA,  
Secretary of Housing and Urban Development**

BY: ALICE WALKUP Digitally signed by ALICE WALKUP  
DN: cn = ALICE WALKUP, o = U.S.  
Government, ou = Department of Housing and  
Urban Development, office = Office of Community Planning  
and Development  
Date: 2024.05.18 16:33:19 -0700  
\_\_\_\_\_  
(Signature)

Alice Walkup, CPD Director  
\_\_\_\_\_  
(Typed Name and Title)

5/18/2024  
\_\_\_\_\_  
(Date)

**RECIPIENT**

Pima County Community and Workforce Development  
\_\_\_\_\_  
(Name of Organization)

BY: \_\_\_\_\_  
(Signature of Authorized Official)

Adelita Grijalva, Chair, Board of Supervisors  
\_\_\_\_\_  
(Typed Name and Title of Authorized Official)

\_\_\_\_\_  
(Date)