



BOARD OF SUPERVISORS AGENDA ITEM REPORT AWARDS / CONTRACTS / GRANTS

☐ Award ☒ Contract ☐ Grant

Requested Board Meeting Date: 05/20/2025

* = Mandatory, information must be provided

or Procurement Director Award: ☐

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

St Luke's In The Desert Inc dba St Luke's Home

***Project Title/Description:**

Quality Energy Project

***Purpose:**

The purpose of this Project is to provide necessary services to low- to moderate-income elderly individuals. The project will provide facility improvements, including roofing improvements and individual heating/cooling units in residents' rooms. Subrecipient requires a no cost amendment to add roofing improvements to the scope and one-year term amendment to complete project activity.

Attachment Contract Number PO-CT_24-188, Amendment 1

***Procurement Method:**

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

***Program Goals/Predicted Outcomes:**

The project will create suitable, safe, and healthy living environments for low- to moderate-income elderly individuals. Subrecipient will have increased capability to provide services to low- to moderate-income elderly individuals.

***Public Benefit:**

Upon completion, the Project will meet the HUD CDBG National Objective to serve low- to moderate-income elderly individuals with public facility improvements.

***Metrics Available to Measure Performance:**

One facility will be improved and a minimum of 60 low- to moderate-income elderly individuals will have safer, energy-efficient units.

***Retroactive:**

Yes, to March 1, 2025. There was a delay in receiving guidance on the format of the contract amendment and once finalized, staff did not receive the signed contract amendment until April 15, 2025, due to signator being unavailable. If the amendment is not approved the facility improvements will not be completed for low- to moderate-income elderly individuals.

To: COB. 5-5-25(1)
Vers: 2
PGS: 4

GMI approves
WNA for RK Kelly
4/30/2025

MAY02'25PM0137 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: PO Department Code: CWD Contract Number (i.e., 15-123): CT 24-188
Amendment No.: 01 AMS Version No.: 02
Commencement Date: 03/01/2025 New Termination Date: 02/28/2026
Prior Contract No. (Synergen/CMS): _____
☐ Expense ☐ Revenue ☐ Increase ☐ Decrease Amount This Amendment: \$ 0.00

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: [Signature]

Date: 4/25/25

Deputy County Administrator Signature: [Signature]

Date: 5/1/2025

County Administrator Signature: _____

Date: 5/2/2025

Pima County Department of Community and Workforce Development	
Project: Quality Energy Project	
Subrecipient name and address: St Luke's in The Desert Inc dba St Luke's Home 615 East Adams Street Tucson, Arizona 85705	
Amount: \$60,000.00	
Contract No.: PO-CT_24-188, formerly CT-CR-24-188	Amendment No.: 01

Subrecipient Unique Entity Identifier (UEI):	S6J4YKKEHLB8	SAM expiration date (if applicable):	01/27/2026
Federal Award Identification Number (FAIN)	B-23-UC-04-0502	Federal award date	08/10/2023
Subaward term/ period of performance start and end date	03/01/2024 - 02/28/2026	Subaward budget period start and end date	03/01/2024 - 02/28/2026
Amount of federal funds obligated by this action by the pass-through entity to the subrecipient (amount of this agreement or amendment)			\$0.00
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)			\$60,000.00
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)			\$60,000.00
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 project will provide facility improvements including roofing improvements and individual heating/cooling units in residents' rooms.		
Funding agency	US 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 No <input checked="" type="checkbox"/>
Subrecipient indirect cost rate and methodology	Negotiated Indirect Cost Rate Agreement	<input type="checkbox"/> De minimis rate	<input checked="" type="checkbox"/> No Indirect
Required match	YES <input checked="" type="checkbox"/> NO	Match amount	\$0.00

SUBAWARD AMENDMENT

1. BACKGROUND AND PURPOSE.

- 1.1. Background. On February 16, 2024, County and Subrecipient (collectively "Parties") entered into the above referenced agreement to provide necessary services to low to moderate-income elderly individuals. To accomplish this purpose, Subrecipient was awarded CDBG funds to purchase individual heating/cooling units for residents' rooms.
- 1.2. Purpose. The County requires an amendment to the scope to allow for roofing improvements and the term to provide the recipient with additional time to complete project activities due to delays in the procurement process. No additional funds are being added to the project.

2. EXHIBIT A, SCOPE OF SERVICES.

- 2.1. **PROJECT ACTIVITIES**. Exhibit A is amended to insert the following activities under 3.2:
 - 3.2.2 Remove all existing rooftop equipment and utilities to facilitate the installation of new roofing material and expose any required structure component repair or replacement issues;
 - 3.2.3 Remove existing roofing material;
 - 3.2.4 Install new roof including but not limited to:
 - 3.2.4.1 Fascia;
 - 3.2.4.2 Drip edges;
 - 3.2.4.3 Gutters; and
 - 3.2.4.4 Sealing of all roof penetrations.
 - 3.2.5 Incidental structural work associated with roof repair.

3. **TERM**. The County is exercising the first extension option to renew the contract for one additional year commencing on 03/01/2025 and terminating on 02/28/2026. If the commencement date is before the Effective Date of this amendment, the parties will, for all purposes, deem the amendment to have been in effect as of the commencement date.

4. EXHIBIT B, COMPENSATION AND LIST OF UNALLOWABLE COSTS.

- 4.1. Budget; Adjustment. The budget in Exhibit B 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.

Budget Line Items	Total Indirect Costs	Total
Individual heating/cooling units and associated components	\$0	\$30,420.00
Roofing Improvements	\$0	\$29,580.00
TOTAL BUDGET		\$60,000.00

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

THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK

This agreement may be executed in counterparts, each of which, when taken together, will constitute one original agreement.

PIMA COUNTY

Chair, Board of Supervisors

DATE: _____

ATTEST:

Clerk of the Board

APPROVED AS TO FORM



Deputy County Attorney

Kyle Johnson

Print DCA Name

4/2/2025

Date

SUBRECIPIENT

Terri Waldman

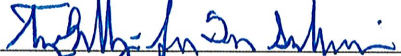
Authorized Officer Signature

Terri Waldman CEO

Printed Name and Title

DATE: April 7, 2025

APPROVED AS TO CONTENT



Department Head

4/16/25

Date