



**BOARD OF SUPERVISORS AGENDA ITEM REPORT  
CONTRACTS / AWARDS / GRANTS**

Requested Board Meeting Date: November 22, 2016

or Procurement Director Award

**Contractor/Vendor Name (DBA):** Compass Affordable Housing, Inc.

**Project Title/Description:**

United States Housing and Urban Development (USHUD) Continuum of Care Program

**Purpose:**

Provide transitional housing and supportive services to homeless families in Pima County's Continuum of Care Program and to help these program participants overcome barriers to acquiring and maintaining permanent housing.

**Procurement Method:**

**Program Goals/Predicted Outcomes:**

Provide transitional housing assistance to a minimum of 3 additional eligible homeless participants (a homeless family is considered one participant).

**Public Benefit:**

Supports in the economic development by helping to develop a trained and productive labor force and reduce homeless in Pima County.

**Metrics Available to Measure Performance:**

Homeless Management Information System (HMIS)

**Retroactive:**

To: COB. 11-8-16 (1)  
Pgs. 5

**Original Information**

Document Type: \_\_\_\_\_ Department Code: \_\_\_\_\_ Contract Number (i.e., 15-123): \_\_\_\_\_

Effective Date: \_\_\_\_\_ Termination Date: \_\_\_\_\_ Prior Contract Number (Synergen/CMS): \_\_\_\_\_

Expense Amount: \$ \_\_\_\_\_  Revenue Amount: \$ \_\_\_\_\_

Funding Source(s): \_\_\_\_\_

Cost to Pima County General Fund: \_\_\_\_\_

Contract is fully or partially funded with Federal Funds?  Yes  No  Not Applicable to Grant Awards

Were insurance or indemnity clauses modified?  Yes  No  Not Applicable to Grant Awards

Vendor is using a Social Security Number?  Yes  No  Not Applicable to Grant Awards

If Yes, attach the required form per Administrative Procedure 22-73.

**Amendment Information**

Document Type: CT Department Code: CS Contract Number (i.e., 15-123): 16-268

Amendment No.: 1 AMS Version No.: 5

Effective Date: 11-22-16 New Termination Date: 6/30/17

Expense  Revenue  Increase  Decrease Amount This Amendment: \$38,377.54

Funding Source(s): United States Housing and Urban Development (USHUD)-Continuum of Care (CoC) Program

Cost to Pima County General Fund: N/A

Contact: Rise Hart

Department: Community Services Telephone: 724-5723

Department Director Signature/Date: Charles Long 11/4/15

Deputy County Administrator Signature/Date: [Signature] 11/7/2016

County Administrator Signature/Date: C. DeLorenzo 11/7/16  
*(Required for Board Agenda/Addendum Items)*

**PIMA COUNTY COMMUNITY SERVICES,  
EMPLOYMENT AND TRAINING DEPARTMENT  
SULLIVAN JACKSON EMPLOYMENT CENTER (SJEC)  
PROFESSIONAL SERVICES CONTRACT**

Program Name: United States Housing and Urban Development Continuum of Care Program – Coalition Assisting Self-Sufficiency Attainment (“CASA”) and CASA for Families II (“CASA II”)

Awardee: Compass Affordable Housing, Inc.  
2835 North Stone Ave.  
Tucson, AZ 85705  
(520) 237-4001

Contract No: CT-CS-16-268

Amount: \$189,394.00 (“CASA I”)  
\$ 38,377.54 (“CASA II”)

Amendment No: 01

Funding: United States Housing and Urban Development (USHUD)-Continuum of Care (CoC) Program

**CONTRACT**

**NO. CT-CS-16-268**  
**AMENDMENT NO. 01**

This number must appear on all invoices, correspondence and documents pertaining to this contract.

Original Contract Term:	05/01/16 – 04/30/17	Original Contract Amount:	\$189,349.00
Term This Amendment:	06/30/17	Amount This Amendment:	\$ 38,377.54
		Revised Contract Amount:	\$227,726.54

This Amendment to Grant Agreement is made by and between Pima County, a body politic and corporate of the State of Arizona (“County”) and Compass Affordable Housing, Inc., an Arizona non-profit corporation (“Awardee”).

**AMENDMENT ONE**

- A. United States Housing and Urban Development (“HUD”) and County have two grants from the Continuum of Care (CoC) Program:
  - 1. CASA I – Rapid Rehousing (“CASA I – RRH”); and
  - 2. CASA II – Supportive Housing Program (“CASA II – SHP”).
- B. CASA II – SHP Project Number AZ0026L9T011407 was not renewed for the 2016-2017 funding cycle.
- C. County has unexpended CASA II – SHP funds from the Project, which HUD has determined necessary to continue to serve eligible persons within the geographic area and to ensure that the priorities of the program are met by June 30, 3017;

Information for clients served with CASA I – RRH and CASA II – SHP funds must be entered into HMIS separately.

**3.2. Paragraph 2.2 is added to read:**

2.2 Rental Assistance (CASA II – SHP). Awardee will provide **at least three (3) families with children** with rental assistance for transitional housing as allowable per 24 C.F.R. 578.51. The families must be either homeless or at risk of homelessness. **The families that receive rental assistance must be transitioned into permanent unsubsidized housing by June 30, 2017.** Rental assistance activities will include, but are not limited to:

- 2.2.1 Rents;
- 2.2.2 Security deposits;
- 2.2.3 Housing quality inspections;
- 2.2.4 Vacancy loss; and
- 2.2.5 Property damage.

**3.3. Paragraph 2.3 is added to read:**

2.3 Case Management and Supportive Services (CASA II – SHP). Pursuant to the budget set forth in paragraph 6.1.2, Awardee will provide the families receiving transitional housing rental assistance pursuant to paragraph 2.2 above with the case management, transportation, and other financial supportive housing services set forth in paragraph 2.1 above.

**3.4. SECTION 5 – PROGRAM GOALS/PREDICTED OUTCOMES** is amended to delete paragraph 5.1 in its entirety and replace with the following:

5.1 Awardee will serve the minimum number of participants set forth below. A homeless family is considered one (1) participant.

Activity	Minimum number of participants served
Rapid rehousing assistance	16
Transitional housing rental assistance	3
Case management and associated services	19

**3.5. SECTION 6 – BUDGET** is amended to delete paragraph 6.1 in its entirety and replace with the following:

6.1 Awardee will be paid in accordance with the following:

6.1.1 For CASA I – RRH services provided **May 1, 2016 through April 30, 2017:**

BUDGET LINE ITEM	AMOUNT
Case Management	\$65,000.00
Rental Assistance	\$98,116.00
Transportation	\$2,880.00
Moving costs	\$5,952.00
Food	\$2,880.00
Utility Deposits	\$5,504.00
Administrative Costs (5%)	\$9,017.00
<b>Total Program Budget</b>	<b>\$189,349.00</b>

- D. County and Awardee have entered into the above referenced contract to provide supportive services and rental assistance to the homeless in Pima County under CASA I – RRH.
- E. County has reviewed Awardee’s performance and capacity and finds that Awardee is able to also provide CASA II – SHP services.
- F. County finds it is in the best interests of the residents of Pima County to amend the contract with Awardee to provided CASA II – SHP services.

NOW, THEREFORE, County and Awardee agree to amend the Contract as follows:

**1. SECTION 1.0 – TERMS AND EXTENSION, Paragraph 1.1 is amended to change the termination date:**

FROM: April 30, 2017

TO: June 30, 2017

**2. SECTION 3.0 – COMPENSATION AND PAYMENT is amended as follows:**

**2.1. Paragraph 3.1 is deleted in its entirety and replaced with the following:**

3.1 In consideration for the services specified in Exhibit A, of this Contract, County agrees to pay Awardee up to **\$227,726.54** (“the Maximum Allocated Amount”) as follows:

3.1.1. Up to **\$189,349.00** (“CASA I – RRH”); and

3.1.2. Up to **\$ 38,377.54** (“CASA II – SHP”).

**2.2. Paragraph 3.2 is deleted in its entirety and replaced with the following:**

3.2 Payments from HUD (“the awarding agency”) under this Contract are subject to the following:

3.2.1. Payment of CASA I – RRH funds will be made from the Continuum of Care Program – Coalition Assisting Self-Sufficiency Attainment Grant County received from the HUD CoC on May 1, 2016.

3.2.2. Payment of CASA II – SHP funds will be made from the CASA for Families II – Supportive Housing Program Renewal Agreement Grant County received from the HUD Supportive Housing Program on July 17, 2015.

**2.3. Paragraph 3.4 the introductory paragraph is deleted in its entirety and replace with the following:**

3.4 Awardee must submit two separate requests for payment for each funding source. Requests for payment must be submitted to County by the 15<sup>th</sup> working day of each month for the previous month of service. The requests for payment for CASA II – SHP funds must be on the form provided in Exhibit B. The requests for payment, and invoices, must reference the contract number and the funding source. The requests for payments must:

**2.4. Paragraph 3.18 is added to read:**

3.18 If Awardee is required to provide matching funds under the terms of the awarding agency, Awardee must also provide the documentation described in paragraph 3.4 above for the matching funds.

**3. EXHIBIT A – SCOPE OF WORK is amended as follows:**

**3.1. Paragraph 2.1.2.7 is amended to add the following:**

6.1.2 For CASA II – SHP services provided through June 30, 2017:

BUDGET LINE ITEM	AMOUNT
Rental Assistance	\$22,110.00
Childcare	\$1,000.00
Transportation	\$2,000.00
Case Management	\$10,000.00
Utility Assistance	\$1,567.54
Moving Costs	\$1,500.00
Education	\$200.00
<b>Total Program Budget</b>	<b>\$38,377.54</b>

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

IN WITNESS WHEREOF, the parties do hereby affix their signatures and do hereby agree to carry out the terms of this Amendment and of the original Contract cited herein:

PIMA COUNTY:

AWARDEE:

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

\_\_\_\_\_  
Authorized Signature

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

\_\_\_\_\_  
Printed Name & Title

ATTEST:

Date: 11-4-16

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

\_\_\_\_\_  
Date

APPROVED AS TO CONTENT:

\_\_\_\_\_  
Director, Employment & Training

APPROVED AS TO FORM:

\_\_\_\_\_  
Karen S. Friar, Deputy County Attorney

**MONTHLY FINANCIAL STATUS REPORT AND REQUEST FOR FUNDS**

**Compass Affordable Housing, Inc.  
 Casa for Families II-SHP  
 2835 North Stone Ave.  
 Tucson, AZ 85705**

**MONTH** \_\_\_\_\_

**INVOICE #** \_\_\_\_\_

SHP Activity Request	Budgeted	Exp./MO.	Accumulative Expenditure	Balance Available
Rental Assistance	\$ 22,110.00			
Supportive Services				
Childcare	\$ 1,000.00			
Transportation	\$ 2,000.00			
Case Management	\$ 10,000.00			
Utility Assistance	\$ 1,567.54			
Moving Costs	\$ 1,500.00			
Education	\$ 200.00			
<b>Contract Total</b>	<b>\$ 38,377.54</b>			
<b>Match Requirement Table</b>				
SHP Match Activity	Required Match	Match Amount/MO.	Accumulative Match to Date	Source
Total Budget (25% Requirement)	\$ 9,594.39			

By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).

\_\_\_\_\_  
**Reviewed by:**

\_\_\_\_\_  
**Prepared by:**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Pima County Reviewer**

\_\_\_\_\_  
**Date**