



BOARD OF SUPERVISORS AGENDA ITEM REPORT AWARDS / CONTRACTS / GRANTS

☐ Award ☐ Contract ☒ Grant

Requested Board Meeting Date: June 17, 2025

or Procurement Director Award: ☐

* = Mandatory, information must be provided

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

City of Tucson, Housing and Community Development

***Project Title/Description:**

Community Services Block Grant (CSBG) Program – People, Communities, and Homes Investment Plan (P-CHIP)

***Purpose:**

To fund one case manager position at The Craycroft Shelter managed by the Pima County Emergency Eviction Legal Services (EELS) program. The Craycroft Shelter provides noncongregate bridge housing to families and other high-need individuals who have become homeless due to eviction. On-site case management is provided 7 days a week. This award would fund one position that is currently funded out of expiring American Rescue Plan Act funding. The award requires a 50% match, which will be absorbed within the existing department General Fund budget.

This grant and the programming it would fund align with Pima County Budget Pillar 2 – Improving the Quality of Life and Prosperity Initiative Policy 3 – Improve Housing Stability.

***Procurement Method:**

Not applicable to grant awards.

***Program Goals/Predicted Outcomes:**

Provide housing stabilization services and on-site case management to 230 households/460 individuals during a 12-month period. Community & Workforce Development anticipates that 80% of households will exit the shelter to positive housing destinations.

***Public Benefit:**

A reduction in unsheltered homelessness and increased workforce participation.

***Metrics Available to Measure Performance:**

Participant data, including exit data and detailed demographic and other information, are tracked in the Homeless Management Information System.

***Retroactive:**

No.

GMI approved
ILB Wall
5/29/2025

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: Grant Department Code: CWD Grant Number (i.e., 15-123): 81563
 Commencement Date: 7/1/2025 Termination Date: 6/30/2026 Amendment Number: _____
☒ Match Amount: \$ 41,033.00 ☒ Revenue Amount: \$ 41,033.00

***All Funding Source(s) required:** US Department of Housing and Urban Development and City of Tucson

***Match funding from General Fund?** ☒ Yes ☐ No If Yes \$ 41,033.00 % 50

***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)?**
Federal funding passed through the City of Tucson

Contact: Andy Flagg

Department: Community & Workforce Development

Telephone: 724-8508

Department Director Signature: _____ Date: 5/27/2025

Deputy County Administrator Signature: _____ Date: 6/3/2025

County Administrator Signature: _____ Date: 6-4-2025

4/28/2025

Andrew Flagg
Pima County Community & Workforce Development
1440 S. Craycroft Rd, Tucson, AZ 85711

Subject: Funding Decision for funds from for Pima County Eviction Legal Services -
The Craycroft proposed by Pima County Community & Workforce Development.

Dear Andrew Flagg,

On behalf of The City of Tucson's Housing and Community Development
Department, I would like to thank you for your application for funding to support
your project: Pima County Eviction Legal Services - The Craycroft.

I am pleased to inform you that, after review and careful consideration, your project
was selected for funding. The total amount of funding to be awarded will be
\$41,033.00 for the period from 7/1/2025 to 6/30/2026.

If you have any questions regarding this decision or the next steps, please contact us at
HCDGrants@TucsonAZ.gov

Cordially,

Susan Spiess

Susan Spiess
Management Coordinator

RESOLUTION 2025 - _____

**RESOLUTION OF THE BOARD OF SUPERVISORS OF PIMA COUNTY,
ARIZONA AUTHORIZING THE APPROVAL OF THE CITY OF TUCSON
"COMMUNITY DEVELOPMENT BLOCK PROGRAM (CDBG) –
PEOPLE, COMMUNITIES, AND HOMES INVESTMENT PLAN (P-CHIP)"
GRANT AGREEMENT**

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. As part of its Emergency Eviction Legal Services program, CWD operates The Craycroft Shelter, which provides low-barrier, noncongregate bridge housing and on-site wraparound services to families and vulnerable individuals who become homeless due to eviction.
3. CWD applied for federal funding through the City of Tucson's People, Communities, and Homes Investment Plan (P-CHIP) to fund one case manager position at The Craycroft Shelter.
4. On May 5, 2025, CWD was notified that it was awarded Community Development Block Grant (CDBG) funding in the amount of \$41,033.00 through the City of Tucson's P-CHIP program. CWD is requesting that this grant be accepted by the Board of Supervisors at the June 3, 2025 meeting.
5. In order to effectuate the P-CHIP grant, County must execute a formal grant agreement, which is not yet prepared.
6. If the Board accepts the grant on June 17, CWD requests that the Board also authorize the Chair to sign the formal grant agreement when it is completed.

NOW, THEREFORE, BE IT RESOLVED:

- A. The Chair of the Pima County Board of Supervisors is authorized to sign all documents necessary to enter into a grant agreement with the City of Tucson for Pima County Eviction Legal Services – The Craycroft, after review and approval by the Pima County Attorney's Office and Grants Management & Innovation.
- B. The Director of CWD or his designee is authorized and directed to, on behalf of the Pima County Board of Supervisors, enter any electronic approvals in Neighborly Grant Portal for the Pima County Eviction Legal Services – The Craycroft grant award.

Passed and adopted, this _____ day of _____, 2025.

Rex Scott
Chair, Pima County Board of Supervisors

ATTEST:

Clerk of the Board

APPROVED AS TO FORM:



Deputy County Attorney