



BOARD OF SUPERVISORS AGENDA ITEM REPORT
CONTRACTS / AWARDS / GRANTS

Requested Board Meeting Date: 12/12/2017

Award Contract Grant

or Procurement Director Award

***=Mandatory, information must be provided**

***Contractor/Vendor Name/Grantor:** Pima County Community Land Trust (PCCLT)
(DBA):

***Project Title/Description:**
Affordable Housing Program

The original contract CT-CD-17-0047 and amendment 1 may be found in eContracts using the search criteria of 17%0047.

***Purpose:**
Outside Agency funds will be used to provide the administration of the homes, housing counseling to the future homeowners and group home ownership counseling to the public. This is a one-time special request for FY2017-2018. This amendment increases funding by \$12,000.

***Procurement Method:**
This is a non-Procurement contract awarded by the Board of Supervisors per Board of Supervisors Policy E 36.1, Per C.H. Huckelberry's request dated 10/2/17.

Attachments: Contract CT-CD-17-0047, Amendment 2
C.H. Huckelberry's Request for Funding dated 10/2/17

***Program Goals/Predicted Outcomes:**
The Outside Agency General Services funds will be used to provide case management which includes one-on-one counseling and information and referral to improve access to needed services for PCCLT homeowners and renters.

***Public Benefit:**
The Program improves and enhances the economic welfare of, and provides critical affordable housing opportunities to, low-to-moderate income families in Pima County.

***Metrics Available to Measure Performance:**
Twenty homeowners participating in the affordable housing program will indicate they have received continued one-on-one case management support, increased awareness of information and referral to access community services available to help them stay self-sufficient.

***Retroactive:**
Yes, pending Outside Agency Committee approval of special funding request referred by County Administrator.

*To: COB - 11-21-17
995-5*

Contract/Award Information

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

Effective Date: _____ Termination Date: _____ Prior Contract Number (Synergen/AMS): _____

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

***Is the Contract to a vendor or subrecipient?** Subrecipient Vendor

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 22-73.

Amendment/Revised Award Information

Document Type: CT Department Code: CD Contract Number (i.e.,15-123): 17-0047

Amendment No.: 2 AMS Version No.: 3

Effective Date: 7/1/2017 New Termination Date: 6/30/2018

Prior Contract No. (Synergen/AMS) CT 17*0047

Expense or Revenue Increase Decrease Amount This Amendment: \$ 12,000

Is there revenue included? Yes No If yes, \$ _____

***Funding Source(s):** General Funds

Funding from General Fund: Yes No If Yes, \$ 12,000 % 100

Grant/Amendment Information (for grants acceptance and awards) Award Amendment

Document Type: _____ Department Code: _____ Grant Number (i.e.,15-123): _____

Effective Date: _____ Termination Date: _____ Amendment # _____

Match Amount: _____ Revenue Amount: \$ _____

***All funding Source(s)** _____

***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: Denise Sauer, Contract Specialist 4-2772 / Ana Basurto, Program Coordinator 724-5673

Department: Community Development & Neighborhood Conservation Telephone: 724-5673

Department Director Signature/Date: Margaret M. Kue 11/15/2017

Deputy County Administrator Signature/Date: Purr 11/16/2017

County Administrator Signature/Date: C. R. Schubert 11/16/17

(Required for Board Agenda/Addendum Items)



PIMA COUNTY
COMMUNITY DEVELOPMENT

Memorandum

Date: November 15, 2017

To: Mr. Chuck Huckelberry, County Administrator
Ms. Jan Leshar, Chief Deputy County Administrator

From: Jeannine Mortimer, Outside Agency Advisory Committee Chair
Outside Agency Advisory Committee



Re: Recommendation for Special Funding Consideration
Pima County Community Land Trust (PCCLT) – Affordable Housing Program

The Outside Agency Community Advisory Committee (the Committee) met on October 12, 2017 to review a new proposal from an agency, which requested consideration for funding outside of the regular process, per your written request to the Committee.

The Committee reviewed the application from the Pima County Community Land Trust (PCCLT). The PCCLT program provides affordable housing to low-to-moderate income families, providing home ownership workshops, education, and case management to assist them in learning about the responsibilities of home ownership and awareness of community services for continued self-sufficiency.

PCCLT prepared an application that was reviewed by the Committee. It was noted that the request was for the expansion of program services to provide housing counseling.

The Outside Agency Committee has evaluated the request and determined that the PCCLT request merits your consideration for funding. A motion was made, seconded and passed unanimously to forward this recommendation to you. The Committee is in agreement with the County Administrator's recommendation for funding the PCCLT in the amount of \$12,000 from the Outside Agency General Services Fund. Funding is recommended retroactive to July 1, 2017.

c: Members of the Outside Agency Committee
Margaret Kish, Director
Ana Basurto, Outside Agency Program Coordinator

Pima County Community Development and Neighborhood Conservation

Kino Service Center

2797 East Ajo Way, 3rd floor, Tucson, Arizona 85713 • Phone: 520-724-3777 • Fax: 520-724-6796



COUNTY ADMINISTRATOR'S OFFICE

PIMA COUNTY GOVERNMENTAL CENTER
130 W. CONGRESS, FLOOR 10, TUCSON, AZ 85701-1317
(520) 724-8661 FAX (520) 724-8171

C.H. HUCKELBERRY
County Administrator

October 2, 2017

Jeannine Mortimer, Chair
Pima County Outside Agency Committee
11132 Glenn Street
Tucson, AZ 85749

Re: Request for Funding – Pima Community Land Trust

Dear Ms. Mortimer:

As you are aware, as the County Administrator, I may refer proposals from agencies that request funding outside of the regular budget cycle. A proposal has come to my attention that I believe is worthy of your consideration. I have been informed that the Committee will be meeting in early October and I am requesting, as Chair, you include an agenda item to consider the merits of this request and make a funding recommendation to the Board of Supervisors.

The Pima Community Land Trust was established to provide alternative housing opportunities for homebuyers that cannot afford the purchase of a home in the traditional market. The model allows an individual to purchase the improvement on the land, the home, while the Land Trust maintains ownership of the land, securing the home in the Land Trust for 99 years. The County desires to transfer homes that were obtained through HUD Neighborhood Stabilization Program 1 and 2 grants and are currently in the City portfolio to the Land Trust, thus ensuring long-term affordability for the same 99-year period.

The request is for a \$12,000 grant from the Outside Agency program in order to provide the administration of the homes, housing counseling to the future homeowners and group home ownership counseling to the public. This is a one-time special request for FY 2017-2018. The Pima Community Land Trust currently receives Outside Agency funding through the General Services category and may apply for additional funding above their current grant award through the regular Outside Agency process.

Jeannine Mortimer, Chair

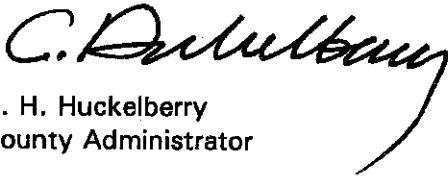
Re: Request for Funding – Pima Community Land Trust

October 2, 2017

Page 2

Thank you for your consideration of this request. I greatly appreciate the efforts and hard work of the Outside Agency Committee, which have made a positive difference in the lives of Pima County residents.

Sincerely,



C. H. Huckelberry
County Administrator

CHH/mp

c: Jan Leshar, Chief Deputy County Administrator
Margaret Kish, Director, Community Development and Neighborhood Conservation
Ana Basurto, Outside Agency Program Coordinator

**PIMA COUNTY COMMUNITY DEVELOPMENT
AND NEIGHBORHOOD CONSERVATION
DEPARTMENT**

AGENCY: Pima County Community Land Trust
801 W. Congress
Tucson, AZ 85745

PROJECT: Affordable Housing Program

CONTRACT NO: CT-CD- 17-0047

AMENDMENT NO: 02

CONTRACT

NO. CT-CD-17-047
AMENDMENT NO. 02

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

Original Contract Term:	07/01/2016-06/30/2017	Original Contract Amount:	\$49,000.00
Termination date prior amendment:	06/30/2018	Amount prior amendments:	\$49,000.00
Termination date this amendment:	06/30/2018	Amount this amendment:	\$12,000.00
		Revised Total Amount:	\$110,000.00

AMENDMENT NO. TWO (2)

Pima County ("County"), a body politic and corporate of the State of Arizona, and Pima County Community Land Trust ("Agency"), a non-profit corporation authorized to do business in the State of Arizona, have entered into the above-described contract.

RECITALS

- A. Contractor assists in providing affordable housing to low-to-moderate income families in Pima County.
- B. After review of usage of services, County finds that the community will benefit from Agency's provision of additional services including case management for homeowners and renters to improve access to community resources.
- C. County has reviewed Agency's performance and finds it satisfactory. Agency has the capacity to increase services currently provided under the Contract.

NOW, THEREFORE, the Parties agree as follows:

- 1. **SECTION 3.0 – COMPENSATION AND PAYMENT, Paragraph 3.1** is amended to increase the maximum allocated amount:
FROM: \$ 98,000.00
TO: \$ 110,000.00
- 2. **EXHIBIT A** will remain in full force and effect. The following provisions apply for **Pima County Outside Agency Program Fiscal Year 2017-2018**:
 - 2.1. The **Program Award** amount for FY 2017-2018 is \$61,000.00.

2.2. **Section 3. Program Requirements**, are amended as follows:

2.2.1. Paragraph 3.1.9 is added to read:

3.1.9 Provide case management for PCCLT homeowners and renters. Services include, but are not limited to:

3.1.9.1 One-on-one counseling to help achieve and sustain housing; and

3.1.9.2 Information and referral to improve access to needed services.

2.3. **Section 4 – 2017-2018 – Deliverables and Public Benefits** is replaced with the attached **Section 4. – 2017-2018 – Deliverables and Public Benefits**.

2.4. **Section 5 – Budget:** Is deleted in its entirety and replaced with the following:

2.4.1. Budget:

Activity	FY 2016-2017 Amount Allocated	FY 2016-2017 Amount Allocated
Personnel	\$49,000.00	\$61,000.00
Program Costs	-0-	-0-
Agency Costs	-0-	-0-
Indirect Costs	-0-	-0-
Total	\$49,000.00	\$61,000.00

2.4.2. The applicable Pima County Outside Agency Budget Detail for 2017-2018 is attached hereto.

All other provisions of this Contract, including the provisions set forth in the Exhibits and attachments, not specifically changed by this Amendment, shall remain in effect and be binding upon the parties.

The effective date of this Amendment is July 1, 2017.

IN WITNESS THEREOF, the parties have affixed their signatures to this Contract on the dates written below.

PIMA COUNTY

AGENCY

Chair, Board of Supervisors



Authorized Signatory

Date: _____

Exec. Director

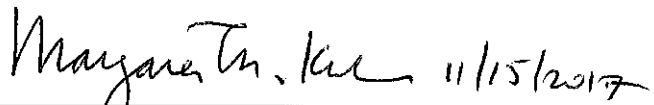
Title

ATTEST

Date: 11-14-17

Clerk of the Board Date

APPROVED AS TO CONTENT



Margaret Kish, Director
Community Development & Neighborhood Conservation

APPROVED AS TO FORM



Karen S. Friar, Deputy County Attorney

1. 2017-2018 Deliverables and Public Benefits

<p>Deliverable 1: Home Modifications</p> <p>Units: 3 _____ (#)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Hours <input type="checkbox"/> Classes <input type="checkbox"/> Days <input type="checkbox"/> Items (Describe: _____) <input type="checkbox"/> Nights (housing or shelter) <input type="checkbox"/> Dollars <input checked="" type="checkbox"/> Repairs/structural modifications <input type="checkbox"/> Screenings or Assessments <input type="checkbox"/> Other (Describe: _____) 		<p>Delivered to:</p> <p>3 _____ (#)</p> <ul style="list-style-type: none"> <input type="checkbox"/> unduplicated individuals <input checked="" type="checkbox"/> unduplicated households <input type="checkbox"/> unduplicated housing units 		<p>Public Benefit 1: Promote Health and Wellbeing: Obtained/Retained Safe, Affordable, Decent Housing</p> <p>Metric:</p> <ul style="list-style-type: none"> • HUD1 Settlement Statements <p>Expected Performance:</p> <p>Three (3) qualified households that apply for a PCCLT rehabilitated home will purchase one</p>	
<p>Deliverable 2: Education</p> <p>Units: 225 _____ (#)</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Hours <input type="checkbox"/> Classes <input type="checkbox"/> Days <input type="checkbox"/> Items (Describe: _____) <input type="checkbox"/> Nights <input type="checkbox"/> Dollars <input type="checkbox"/> Repairs/structural modifications <input type="checkbox"/> Screenings or Assessments <input type="checkbox"/> Other (Describe: _____) 		<p>Delivered to:</p> <p>60 _____ (#)</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> unduplicated individuals <input type="checkbox"/> unduplicated households <input type="checkbox"/> unduplicated housing units 		<p>Public Benefit 2: Promote Health and Wellbeing: Obtained/Retained Safe, Affordable, Decent Housing. Acquired Knowledge/skill</p> <p>Metric:</p> <ul style="list-style-type: none"> • Pre and Post Surveys <p>Expected Performance:</p> <p>A minimum of 57 homeowners participating in the stewardship program will indicate they learned about the responsibilities of homeownership and were made available various community services to help them stay self-sufficient.</p>	
<p>Deliverable 3: Case Management</p> <p>Units: 40 _____ (#)</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Hours <input type="checkbox"/> Classes <input type="checkbox"/> Days <input type="checkbox"/> Items (Describe: _____) <input type="checkbox"/> Nights <input type="checkbox"/> Dollars <input type="checkbox"/> Repairs/structural modifications <input type="checkbox"/> Screenings or Assessments <input type="checkbox"/> Other (Describe: _____) 		<p>Delivered to:</p> <p>20 _____ (#)</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> unduplicated individuals <input type="checkbox"/> unduplicated households <input type="checkbox"/> unduplicated housing units 		<p>Public Benefit 3: Promote Health and Wellbeing: Obtained/Retained Safe, Affordable, Decent Housing. Acquired Knowledge/skill</p> <p>Metric:</p> <ul style="list-style-type: none"> • Pre and Post Surveys • Client Log <p>Expected Performance:</p> <p>A minimum of 20 participants will receive one-on-one case management and information and referrals that will increase access to needed services.</p>	

Pima County Outside Agency

5. Budget Detail FY2017-2018

Agency: Pima County Community Land Trust

Program: Affordable Housing Program

Section 1: Personnel		(Salaries & Fringe Benefits)		
Position Title	% of FTE / Program Hours	Hourly Wage	Hourly ERE*	Total Position Budget
Executive Director	96% / 1849 hours	\$33.00		\$61,000.00
SECTION 1 Subtotal:				\$ 61,000.00
Total OA Program Budget				\$ 61,000.00