



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

Requested Board Meeting Date: 6/20/2017

or Procurement Director Award

**Contractor/Vendor Name:** Southern Arizona Aids Foundation ("SAAF")  
**(DBA):**

**Project Title/Description:**

Positive Direction Program;  
Funded by the US Housing and Urban Development (HUD); Housing Opportunities for People with HIV/AIDS (HOPWA) grant.

**Purpose:**

To conduct eligible HOPWA activities for persons living with HIV/AIDS including: providing tenant based rental assistance (TBRA); operations and maintenance funds for permanent supportive rental housing units; support services and case management; and, administration.

The County has two sub-recipients that have contracts with the County for the delivery of services. This amendment transfers \$8,380 in recapitulated HOPWA funds from the City of Tucson to SAAF in an effort to expense all grant funds by HUD's June 30, 2017 deadline.

**Procurement Method:**

N/A. Pima County, in direct cooperation with SAAF, applies directly to HUD for available HOPWA funding on a three-year cycle.

**Program Goals/Predicted Outcomes:**

The goal is to mitigate homelessness for families living with HIV/AIDS by providing housing assistance and case management.  
Outcomes include households obtaining permanent, unsubsidized housing; increased skills and/or income; and, a greater sense of self-determination and confidence to successfully transition out of homelessness.

**Public Benefit:**

Homeless families and households living with HIV/AIDS will receive housing and case management assistance as they pursue permanent housing and self sufficiency.

**Metrics Available to Measure Performance:**

On average, 60 household living with HIV/AIDS will continue to receive housing and case management assistance.

**Retroactive:**

No.

**Original Information**

Document Type:	Department Code:	Contract Number (i.e., 15-123):
Effective Date:	Termination Date:	Prior Contract Number (Synergen/CMS):
<input type="checkbox"/> Expense Amount:		<input type="checkbox"/> Revenue Amount: \$
Funding Source(s):		
Cost to Pima County General Fund:		
Contract is fully or partially funded with Federal Funds?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable to Grant Awards	
Were insurance or indemnity clauses modified?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable to Grant Awards	
Vendor is using a Social Security Number?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable to Grant Awards	

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

CT 15000000000000000194 A2

To: COB- 6-9-17 (1) pgs. - 5 Addendum

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**Amendment Information**

Document Type: CT Department Code: CD Contract Number (i.e.,15-123): 1500000000000000194

Amendment No.: 2 AMS Version No.: 11

Effective Date: 6/20/2017 New Termination Date:

Expense Revenue Increase Decrease Amount This Amendment: \$8,380.00

Funding Source(s): U.S. Department of Housing and Urban Development ("HUD")

Cost to Pima County General Fund: N/A

Contact: Denise Sauer, Contract Specialist 4-2772 / John Matheny, Program Coordinator 724-8779

Department: Community Development & Neighborhood Conservation Telephone: 724-8779

Department Director Signature/Date: Margaret M. Kue 06/09/2017

Deputy County Administrator Signature/Date: [Signature] 6/9/2017

County Administrator Signature/Date: [Signature] 6/9/17  
(Required for Board Agenda/Addendum Items)

PIMA COUNTY COMMUNITY DEVELOPMENT AND  
NEIGHBORHOOD CONSERVATION DEPARTMENT

PROJECT NAME: Positive Directions Program

CONTRACTOR: Southern Arizona AIDS Foundation  
375 South Euclid Avenue  
Tucson, AZ 85719

CONTRACT NO.: CT-CD-15\*194

FUNDING: HUD Housing Opportunities for  
Persons with AIDS (HOPWA) Grant

DISTRICT NO. All

CONTRACT	
NO.	<u>CT-CD-15-194</u>
AMENDMENT NO.	<u>02</u>
This number must appear on all invoices, correspondence and documents pertaining to this contract.	

Original Contract Term:	1/1/14 – 12/30/16	Contract Amount:	\$359,128.00
Termination date prior amends:	1/1/14 – 06/30/17	Amount Prior Amends:	\$813,128.00
Termination date this amend:	06/30/17	Amount this Amendment:	\$8,380.00
		Total contract amount:	\$821,508.00

Pima County, a body politic and corporate of the State of Arizona (“County”) and Southern Arizona AIDS Foundation, a non-profit corporation doing business in the State of Arizona (“Agency”), entered into the above-referenced Contract.

**AMENDMENT NO. TWO**

**RECITALS**

- A. County entered into Grant No. AZ-H130015, dated July 25, 2013 (“the Grant Renewal Agreement”) with the U.S. Department of Housing and Urban Development (“HUD”) for the provision of services to the homeless pursuant to the Housing Opportunities for Persons with Aids Program (“HOPWA”).
- B. Under the Renewal Application for the 2013 Grant Renewal Agreement, the City of Tucson, Arizona and Southern Arizona Aids Foundation were designated as Project Sponsors for HOPWA funds.
- C. On July 20, 2016 HUD approved the transfer of HOPWA funds allocated to the City of Tucson for Tenant Based Rental Assistance (“TBRA”) to Agency and extended the expenditure deadline for those funds to June 30, 2017. This HUD approval was memorialized in Amendment No. One to this Contract.
- D. County has completed the reconciliation of the City of Tucson’s utilization of HOPWA funds. This reconciliation found \$8,380.00 of HOWPA TBRA funds available for reprogramming.
- E. It is in the best interest to Pima County to make these funds available to Agency to expend on eligible HOPWA TBRA activities.
- F. The Parties agree to amend the current budget to:
  - 1. Allocate the \$8,380.00 to Agency’s TBRA activities;
  - 2. Memorialize the minor modifications approved pursuant to the authority provided to County in the Grant Renewal Agreement; and
  - 3. To ensure that the HOPWA funds provided to County in the Grant Renewal Agreement are used for the provision of eligible services to the homeless in Pima County.

- G. County has reviewed Agency's performance to provide HOPWA services to the homeless and finds it satisfactory.
- H. County further finds that Agency has the capacity to use the HOPWA funds for the provision of services prior to the expiration of the time extension granted by HUD.

NOW, THEREFORE, the Agreement is amended as follows:

- 1. **ARTICAL I - TERM AND EXTENSION/RENEWAL/CHANGES, Paragraph D,** is deleted in its entirety and replaced as follows:
  - D. Minor modifications may be made by written memorandum approved and signed by the Director of the Pima County Community Development and Neighborhood Conservation Department or designee. Minor modifications are changes in the scope, which do not change the specified purpose, outcomes or the total compensation provided through this Agreement and do not in any way increase the direct or indirect liability of the County under this Agreement.
- 2. **EXHIBITS A and A-1,** paragraph F of Exhibit A and paragraph 5.2 of Exhibit A-1 are deleted in their entirety and replaced with the **Final HOPWA Budget** attached hereto as **Exhibit A-2.**
- 1. **EXHIBIT D – MONTHLY FINANCIAL STATUS REPORT AND REQUEST FOR FUNDS,** is deleted in its entirety and replaced with the attached **EXHIBIT D.**

All other provisions of this Agreement, not specifically changed by this amendment, shall remain in effect and be binding upon 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, Board of Supervisors

\_\_\_\_\_  
Signature

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

\_\_\_\_\_  
Printed name and title

ATTEST:

Date: 6/9/17

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

\_\_\_\_\_  
Date

APPROVED AS TO CONTENT:

\_\_\_\_\_  
Director, Community Development and Neighborhood Conservation

APPROVED AS TO FORM:

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

**EXHIBIT A-2**  
**FINAL HOPWA BUDGET (through June 30, 2017)**

<b>ADMINISTRATION</b>	
<b>Budget 2014-2016</b>	
<b>Activities:</b> Staff time and related costs for general management, oversight of HOPWA activities, coordination, evaluation, interface with HMIS, and reporting on eligible activities to Grantee	\$67,494.00
<b>TOTAL ADMINISTRATION BUDGET</b>	<b>\$67,494.00</b>

<b>OPERATIONS AND MAINTENANCE</b>		
<b>Operations Budget 2014-2016</b>		
<b>Position: Property Manager</b> Activities: Delivery and organization of maintenance, property management & improvement	Salary @ \$49,440 + 25% ERE @ \$12,360 = \$61,800 \$61,800 x .12 FTE = \$7,416 \$7,416 x 3 years	\$22,248.00
<b>Position: (2) Maintenance Technicians</b> Activities: Routine repairs and maintenance for SAAF properties	Salary @ \$28,080 + 25% ERE @ \$7,020 = \$35,100 \$35,100 x .24 FTE = \$8,424 \$8,424 x 3 years	\$25,272.00
<b>Position: Housing Services Administrator</b> Activities: Assists with repairs and maintenance for SAAF properties	Salary @ \$34,819 + 25% ERE @ \$8,704 = \$43,524 \$43,524 x .12 FTE = \$5,222 \$5,222 x 3 years	\$15,668.00
<b>Subtotal Operations Costs</b>		<b>\$63,188.00</b>
<b>Direct Services Costs 2014-2016</b>		
Utilities	\$136 a month x 9 units x 36 months	\$44,064.00
Maintenance and Repairs	\$84.07 a month x 9 units x 36 months	\$27,238.00
Landscaping and Pest Control	\$18.07 a month x 9 units x 36 months	\$5,854.00
Office Operating Costs	\$92.06 a month x 36 months	\$3,314.00
<b>Subtotal Direct Service Costs</b>		<b>\$80,470.00</b>
Minor modification approved 2/27/17		\$28,000.00
<b>TOTAL OPERATIONS AND MAINTENANCE</b>		<b>\$171,658.00</b>

<b>SUPPORT SERVICES</b>		
<b>Staff Expenses Budget 2014-2016</b>		
<b>Position: (3) Housing Case Managers</b> Activities: Provide case management and coordination of supportive services	Average salary @ \$32,621+25% ERE @ \$8,156 = \$40,777 \$40,777 x .895 FTE (combined total) = \$36,495 \$36,495 x 3years	\$109,486.00
<b>Position: Associate Director of Care Services</b> Activities: Verify eligibility, consult on assessments and care plans, coordinate with service providers	Salary @ \$50,000 + 25% ERE @ \$12,500 = \$62,500 \$62,500 x .05 FTE = \$3,125 \$3,125 x 3 years	\$9,375.00
<b>Position: Care Services Administrator</b> Activities: Provide support for substance abuse services, eligibility documentation, and conduct quality management reviews of client records and service delivery	Salary @ \$39,520 + 25% ERE @ \$9,880\$ = \$49,400 \$49,400 x .09 FTE = \$4,446 \$4,446 x 3 years	\$13,338.00
<b>Position: Director of Programs</b> Activities: Approve eligibility and program enrollment, consult	Salary @ \$83,000 + 25% ERE @ \$20,750 = \$103,750 \$103,750 x .045 FTE = \$4,668 \$4,668 x 3years	\$14,006.00
<b>Substance Abuse treatment and counseling</b> Activities: Substance abuse evaluation, substance abuse outpatient counseling, limited substance abuse inpatient treatment	Average of 2.5 clients per month at average cost of \$397.31 per client = \$993.27 per month \$993.27 x 36 months	\$35,758.00
<b>Subtotal Staff Expenses</b>		<b>\$181,963.00</b>

<b>Facilities Indirect Expenses Budget 2014-2016</b>		
<b>Occupancy and Operating Costs for staff providing Supportive Services at office</b> Activities: Occupancy, utilities & maintenance based on allocable square footage of space	\$94.00 a month x 36 months	\$3,384.00
<b>Operating, office and computer supplies:</b> Activities: printing, postage, and staff development based on allocable FTE	\$184.14 a month x 36 months	\$6,629.00
<b>Subtotal Facilities Indirect Expenses</b>		\$10,013.00
Minor modification approved 2/27/17		<\$13,000.00>
<b>TOTAL SUPPORT SERVICES</b>		<b>\$178,976.00</b>

<b>TENANT BASED RENTAL ASSISTANCE</b>		
<b>Activities Budget 2016-2017</b>		
<b>Rental Housing Assistance Payments for approved rent and utility allowance</b>	60 unit's X \$528 per month (anticipated average rental housing assistance subsidy) = \$31,680 \$31,680 x 12 months = \$380,160	\$380,160.00
<b>HQS Inspections</b> Activities: Conduct initial, annual, special and quality control inspections	Housing Quality Manager (HQS Inspector) TBH Salary \$40,000 x 0.04325 FTE	\$1,730.00
<b>Housing Assistance Payment Processing</b> Activities: Post-housing assistance payment, process payment requests and conduct quality control measures	Housing Administration Manager TBH Salary TBH Salary \$40,000 x 0.246 FTE on HOPWA Housing Assistance Payment Processing = \$9,840	\$9,840.00
<b>Tenant Eligibility Determinations</b> Activities: Conduct initial, annual, interim eligibility assessments	Housing Administration Manager TBH TBH Salary \$40,000 x 0.174 FTE on HOPWA Housing Assistance Payment Processing = \$6960	\$6,960.00
<b>Mileage</b>	500 miles per year x \$0.54 per mile = \$270	\$ 270.00
<b>Facilities Expenses:</b> Office operating costs, utilities, building maintenance & repairs	Allocated based on FTE and historical costs	\$1,040.00
Minor modification approved 2/27/2017		<\$15,000.00>
TBRA funds transfer 2017		\$8,380.00
<b>TOTAL TENANT BASED RENTAL ASSISTANCE</b>		<b>\$393,380.00</b>

<b>RESOURCE ID</b>	
Awardee will use allocated funds to procure a Violence Against Women Act (VAWA) compliant system module compatible with the existing Pima County Continuum of Care HMIS.	\$10,000
<b>TOTAL RESOURCE ID</b>	<b>\$10,000</b>

**EXHIBIT D**

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

**Southern Arizona AIDS Foundation  
HOPWA-Positive Directions  
375 South Euclid Avenue  
Tucson, AZ 85719**

**Month:** \_\_\_\_\_

**Invoice #** \_\_\_\_\_

<b>HOPWA Activities</b>	<b>Budget</b>	<b>Expenditures This Month</b>	<b>Cumulative Expenditures</b>	<b>Balance Available</b>
Operations and Maintenance	\$171,658			
Support Services	\$178,976			
TBRA	\$393,380			
Resource ID	\$10,000			
Administration	\$67,494			
<b>Total</b>	<b>\$821,508</b>			

We hereby certify that to the best of our knowledge, the date reported represents actual receipts and actual expenditures which have been incurred in accordance with the agreement for management and implementation of the HOPWA Program and are based on official accounting records and supporting documents which will be maintained by us for purposes of audit.

REQUIRED AWARDEE SIGNATURES:

\_\_\_\_\_  
AGENCY INVOICE PREPARED BY

\_\_\_\_\_  
AGENCY INVOICE APPROVED BY

\_\_\_\_\_  
TITLE                      PHONE NUMBER

\_\_\_\_\_  
TITLE                      PHONE NUMBER

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DATE