



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

**Requested Board Meeting Date:** 8/15/2016

**or Procurement Director Award**

**Contractor/Vendor Name:** Southern AZ Aids Foundation, Inc.  
**(DBA):**

**Project Title/Description:**  
Positive Directions Program; Southern Arizona Aids Foundation ("SAAF"); HOPWA Grant Amendment #1

**Purpose:**  
To extend the term and to add federal grant funds to conduct housing and other services. SAAF utilizes US Housing and Urban Development (HUD) Housing Opportunities for People with AIDS (HOPWA) grant funds to administer the Positive Directions Program for Pima County. HOPWA provides supportive services and case management; operations and maintenance funds for permanent housing units; tenant based rental assistance (TBRA), i.e. rental vouchers; and resources to administer activities that assist County Residents living with HIV/AIDS.

**Procurement Method:**  
N/A

**Program Goals/Predicted Outcomes:**  
Program goal is mitigate homelessness for families living with HIV/AIDS by providing housing assistance and case management. Outcomes including 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:**  
Previously 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:**  
60 household living with HIV/AIDS will receive housing and case management assistance for a minimum 12 months

**Retroactive:**  
Yes, the HUD revenue IGA amendment GTAW 16\*077, approved by the Board on July 5, 2016, requires this subsequent sub-grantee contract with SAAF to be retroactive to July 1st, 2016 to ensure uninterrupted provision of housing and services.

**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 22-76

*To: COB - 7-29-16 (1)  
pgs. 5*

**Amendment Information**

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

Amendment No.: 1 AMS Version No.: 8

Effective Date: 7/1/2016 New Termination Date: 6/30/2017

Expense Revenue Increase Decrease Amount This Amendment: \$454,000

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

Cost to Pima County General Fund: \$0

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

Department: Community Development & Neighborhood Conservation Telephone: \_\_\_\_\_

Department Director Signature/Date: Margaret M. Kuc 07/27/2018


Deputy County Administrator Signature/Date: J. W. 7/28/2016<sup>6</sup>

County Administrator Signature/Date: C. DeCebay 7/29/16  
(Required for Board Agenda/Addendum Items)

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Date: July 27, 2016

To: Jan Leshner,  
Deputy County Administrator  
Community & Services Health

From: Margaret Kish, Director   
Daniel Tylutki, Manager  
Community & Rural Development

Cc: John Matheny, Homeless & Special  
Populations Program Coordinator

Re: Proposed Agenda Addendum Item for Board of Supervisors Meeting 8/15/16;  
Positive Directions Program; Southern Arizona Aids Foundation (“SAAF”);  
HOPWA Grant Amendment #1

**Background:**

Pima County is the recipient of competitive US Housing and Urban Development (HUD), Housing Opportunities for Persons with AIDS (HOPWA) grant funds totaling \$1,385,585.00 over a three-year term. The HOPWA grant provides supportive services and case management; operations and maintenance funds for permanent housing units; tenant based rental assistance (TBRA), i.e. rental vouchers; and resources to administer activities. In addition, HUD also provided a one-time Resource Identification (ID) funding to fully integrate HOPWA activities into Pima County’s Homeless Information System (HMIS) and coordinated intake efforts.

**Discussion:**

Pima County, has historically contracted Subrecipient agreements with SAAF and the City of Tucson (CoT) to conduct HOPWA activities. However, recent federal regulatory changes have hampered CoT’s ability to effectively administer TBRA resulting in their request to transfer grant activities and remaining funds to SAAF. As a result, staff worked with all parties to execute a 7/5/2016 Board approved HOPWA Amendment with HUD to transfer remaining TBRA funds and other activities to SAAF and extend the term 6 months. This contract amendment with SAAF effectively adds the following funds and scope to their existing contract to provide support services and operations to maintain existing permanent housing units:

- 1. TBRA: \$400,000 from CoT to SAAF
- 2. Project Sponsor Admin: \$44,000 from CoT to SAAF
- 3. Resource ID: \$10,000 from Pima County to SAAF

**Fiscal Impact:**

This is a grant funded project; there is no unbudgeted fiscal impact to the general fund.

**Recommendation:**

CDNC recommends approval of this grant amendment to assist persons living with HIV/AIDS in Pima County.

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: Housing Opportunities for Persons with AIDS (HOPWA) Grant  
 DISTRICT NO. All

<b>CONTRACT</b>	
NO. <u>CT-CD-15-194</u>	
AMENDMENT NO. <u>01</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:	N/A	Amount Prior Amends:	N/A
Termination date this amend:	06/30/2017	Amount this Amendment:	\$454,000.00
		TOTAL contract amount:	\$813,128.00

**AMENDMENT NO. ONE**

**RECITALS**

- A. Pima County (“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 pursuant to the Housing Opportunities for Persons with Aids Program (“HOPWA”).
- B. The Renewal Application for the 2013 Grant Renewal Agreement designated the City of Tucson, Arizona (“CoT”) and Southern Arizona Aids Foundation (“Agency”) as Project Sponsors for HOPWA funds.
- C. County and Agency entered into contract no. 15\*194 (“Contract”) to set forth the terms and conditions for the distribution of HOPWA funds to Agency.
- D. Grantee has reviewed the performance and capacity to provide the services set forth in the Renewal Application approved by HUD of both Project Sponsors.
- E. The review determined that CoT will not be able to spend all of the HOPWA funds it was allocated for tenant-based rental assistance (“TBRA”) and associated administration costs.
- F. The review further determined that Agency’s performance under the Contract has been satisfactory and that Agency has the capacity to increase TBRA services for eligible HOPWA clientele.
- G. In addition to the funds left unspent by CoT, \$10,000.00 of HOPWA funds provided to Pima County for Resource Identification (“ID”) can be transferred to Agency for a Violence Against Women Act (“VAWA”) system module compatible with the existing Pima County CoC HMIS.
- H. HUD has authorized the transfer of TBRA and Resource ID funds to Agency and agreed to allow the extension of the Contract for an additional six (6) months to allow for completion of all projects set forth in the Grant Renewal Agreement.
- I. Based upon these program changes, HUD will allow County and Agency to apply for a three year grant renewal in 2017.

J. The Parties agree to amend the Scope of Work provided under the Agreement to increase the TBRA, Project Sponsor Admin, and Resource I.D. and timely draw down the HOPWA funds for the provision of client services.

NOW, THEREFORE, the Agreement is amended as follows:

1. **ARTICLE I – TERM AND EXTENSION/RENEWAL/CHANGES, Paragraph A**, is amended to extend the term:  
 FROM: December 30, 2016  
 TO: June 30, 2017
2. **EXHIBIT A – Pima County Housing Opportunities for Persons with AIDS Program Fiscal Year 2014-2016** is amended, to add the attached EXHIBIT A-1 for the Positive Directions Tenant-Based Rental Assistance Program.
3. **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

\_\_\_\_\_  
*Wendell Hicks*  
Signature

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

*Wendell Hicks, Executive Director*  
Printed name and title

ATTEST:

Date: *7/26/16*

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

APPROVED AS TO CONTENT:

*Margaret M. Kue* 07/26/2016  
\_\_\_\_\_  
Director Community Development  
and Neighborhood Conservation

APPROVED AS TO FORM:

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

**EXHIBIT A – 1**

**1. Program Title and Location:**

Positive Directions Tenant Based Rental Assistance (“TBRA”) at scattered sites throughout Pima County.

**2. Program Purpose:**

In order to help eligible households obtain permanent, unsubsidized housing and a more stable living environment, HOPWA funds will be used to provide TBRA for individuals with HIV/AIDS.

**3. Program Activities:** Awardee will:

- 3.1. Provide rental housing assistance for up to 60 eligible households.
- 3.2. Accept referrals of potentially eligible individuals and households from the City of Tucson.
- 3.3. Determine eligibility for HOPWA TBRA. TBRA recipients must:
  - 3.3.1. Have at least one household member medically diagnosed with HIV-AIDS; and
  - 3.3.2. Have a household income at or below 80% of the Area Median Income.
- 3.4. Provide rental assistance in compliance with the requirements set forth in 24 CFR § 574.320.
- 3.5. Prior to authorizing and providing the HOPWA rental housing subsidy, conduct a HUD Housing Quality Standards (“HQS”) inspection to ensure that each rental unit meets the HQS.
- 3.6. Enter into a written rent subsidy agreement with each landlord for the portion of the rent that will be subsidized using HOPWA funds.
- 3.7. Pay the rent subsidy directly to the landlord in the amount set forth in the rent subsidy agreement.
- 3.8. Keep and maintain records for each individual that receives rental housing subsidy under this Agreement. Records must comply with the requirements set forth in 24 CFR § 576.530.

**4. HOPWA Resource ID:**

Awardee will use allocated funds to procure a Violence Against Women Act (“VAWA”) system module. The VAWA system must be compatible with and link directly to the existing Pima County Continuum of Care HMIS.

**5. Budget:**

- 5.1. HOPWA funds allocated for TBRA may not be used for the purchase of any property, real or personal, in the course of or in furtherance or support of Agency’s duties and actions under this Contract.
- 5.2. HOPWA funds up to the maximum allocated amount of **\$454,000** may be reimbursed to cover the following eligible activities from July 1, 2016 through June 30, 2017 as follows:

<b>Administration</b>		
Staff time and related costs for leasing activities specifically for the units HOPWA rental housing assistance is paid, fiscal management, and reporting to Pima County.	May not exceed 7% of maximum allocated amount	\$44,000.00
<b>Total Administration Allocation</b>		<b>\$44,000.00</b>

<b>Tenant Based Rental Assistance Activities Detail</b>		
<b>Rental Housing Assistance Payments</b> for approved rent and utility allowance	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 = \$6,960	\$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
<b>Total Tenant Based Rental Assistance</b>		<b>\$400,000.00</b>

<b>Resource ID</b>	
VAWA system module	\$10,000.00
<b>Total Resource ID</b>	<b>\$10,000.00</b>

END OF EXHIBIT A

**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>Activity</b>	<b>Budgeted</b>	<b>Expenditures This Month</b>	<b>Cumulative Expenditures</b>	<b>Balance Available</b>
Operations	\$ 143,658.00			
Supportive Services	\$ 191,976.00			
Tenant-Based Rental Assistance	\$ 400,017.00			
Resource I.D.	\$ 10,000.00			
Administration	\$ 67,477.00			
Contract Total	\$ 813,128.00			

**I hereby certify that to the best of my 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.**

\_\_\_\_\_  
REVIEWED BY

\_\_\_\_\_  
PREPARED BY

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
TITLE      PHONE NUMBER

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DATE

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

\_\_\_\_\_  
DATE