



## **BOARD OF SUPERVISORS AGENDA ITEM REPORT**

### **CONTRACTS / AWARDS / GRANTS**

☐ Award ☐ Contract ☒ Grant

Requested Board Meeting Date: August 17, 2020

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

or Procurement Director Award ☐

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

Arizona Department of Housing

**\*Project Title/Description:**

Pima County Links Rapid Re-Housing

**\*Purpose:**

The Arizona Department of Housing (ADOH) awarded \$400,000 for Pima County Links, which is an employment and housing program administered by Pima County to assist people experiencing homelessness. The Pima County Board of Supervisors approved the ADOH Funding Agreement on August 6, 2019.

This is an extension of a one-year agreement that is amended into two years and combines last year's and this year's budget. The funds for July 1, 2020 to June 30, 2021 is \$335,000.00.

There is no indirect cost due to ADOH Housing Program Fund (HPF) regulations.

Attachment: ADOH - Pima County Links Rapid Re-Housing Agreement 560-19 (Amendment 3)

**\*Procurement Method:**

Not applicable to grant awards.

**\*Program Goals/Predicted Outcomes:**

The program provides homeless short-term rapid rehousing rental assistance to stabilize long-term homeless participants before moving into permanent housing.

**\*Public Benefit:**

The program provides a pathway for homeless individuals and families to obtain housing and employment and become self-sufficient.

**\*Metrics Available to Measure Performance:**

ADOH requires client tracking and weekly performance reports in the Homeless Management Information System.

**\*Retroactive:**

Yes. County received the amendment from ADOH on June 9, 2020. The negative impact of this amendment not being approved is Pima County homeless residents would not receive resources for employment and housing.

**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 or ☐ 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: GTAM Department Code: CS Grant Number (i.e.,15-123): 21-003

Commencement Date: 7/1/20 Termination Date: 6/30/21 Amendment Number: 3

☐ Match Amount: \$ \_\_\_\_\_ ☒ Revenue Amount: \$ 335,000.00

**\*All Funding Source(s) required:** Arizona Department of Housing

**\*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: Rise Hart

Department: Community & Workforce Development Telephone: 724-5723

Department Director Signature/Date: \_\_\_\_\_ 7-22-20

Deputy County Administrator Signature/Date: \_\_\_\_\_ 29 July 2020

County Administrator Signature/Date: \_\_\_\_\_ 7/29/20

(Required for Board Agenda/Addendum Items)

Contract No.: 560-19  
Termination Date: 06/30/2020  
Amendment No. 3

AMENDMENT TO A  
STATE HOUSING FUND AGREEMENT

Between

STATE OF ARIZONA  
DEPARTMENT OF HOUSING

and

PIMA COUNTY COMMUNITY & WORKFORCE DEVELOPMENT

This Agreement is made and entered into by and between the State of Arizona, Department of Housing (HOUSING), and Pima County Community & Workforce Development (Recipient).

Whereas, HOUSING and Recipient have entered into a Contract, stipulating to an award through the State Housing Trust Fund by HOUSING to Recipient for the purpose as outlined in the above referenced HOUSING Agreement; and

Whereas, a revision to said Agreement is necessary, and;

Whereas, HOUSING and Recipient agree that the revision is in the best interest of all parties, including beneficiary low-income households; HOUSING and Recipient hereby agree to amend the subject agreement as follows:

This amendment is extending the contract, revising the Scope of Work (SOW) and increasing the budget. The contract is extended for 12 months with a new expiration date of June 30, 2021.

The SOW is being revised to:

- 1) remove the requirement of chronic homeless applicants so that can align with the local COC priorities,
- 2) establish the number of new households to be assisted at a minimum of 45 new units, and
- 3) require that no more than 20% of the fiscal year's total units be carried over into the following contract year

The budget is being increased by \$335,000.00 for a total contract award amount of \$735,000.00.

Attached to this amendment is a revised Scope of Work and Request for Payment that reflect these changes.

Any and all portions of subject Agreement that are not herein specifically amended shall remain unchanged.

In Witness Whereof, HOUSING and Recipient have executed this Amendment that shall become effective when signed by HOUSING.

THE STATE OF ARIZONA,  
DEPARTMENT OF HOUSING

BY: \_\_\_\_\_

Carol L. Ditmore

TITLE: Director

DATE: \_\_\_\_\_

Manager's Approval: \_\_\_\_\_

Attorney General No.: KR02-0085

PIMA COUNTY  
COMMUNITY & WORKFORCE DEVELOPMENT

BY: \_\_\_\_\_

Chairman, Board of Supervisors

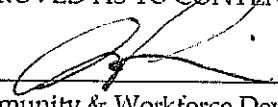
DATE

ATTEST: \_\_\_\_\_

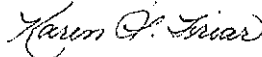
Clerk of the Board

DATE

APPROVED AS TO CONTENT

  
Community & Workforce Development Director

APPROVED AS TO FORM

  
Karen S. Friar, Deputy County Attorney

Karen S. Friar, Deputy County Attorney

**ATTACHMENT A**  
**PIMA COUNTY COMMUNITY & WORKFORCE DEVELOPMENT**  
**ADOH #560-19 HPF Pima County Links RRH – Pima County**

**Scope of Work**

**Recipient** shall administer a Rapid Rehousing Program (RRH) in accordance with the application documents submitted to the Arizona Department of Housing in response to a Request for Proposals for Rapid Rehousing in the Balance of State geographic region. **Recipient** shall provide RRH for 45 new units/households, scattered site, in Pima County for individuals/families who meet the Category One and Category Two definitions of homeless as defined by HUD.

**Recipient** agrees to operate this RRH project in accordance with the Special Needs Housing Manual, revised November 2019.

By the signing of this contract, **Recipient** is certifying that the agency is not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any federal or state debarment agency.

**Term:**

The term of this Agreement shall be for one year, unless otherwise amended in accordance with the terms of this Agreement, commencing 07/01/2019 to 06/30/2020 and amended to extend through 06/30/2021.

**Use of Funds:**

RRH funds are only eligible to help program participants pay for the following:

- short-term rental assistance (up to three (3) months)
- medium-term rental assistance (four (4) to twelve (12) months)
- security deposits (up to two (2) months)
- first and last month's rent
- property damage (equal to one (1) month's rent)
- supportive services (see 24 CFR 578.53)

**NOTE:** RRH funds are not eligible to pay for any mortgage costs or other fees associated with retaining homeowners' housing.

**Homeless Definitions:**

Consistent with 24 CFR Part 578 HEARTH Continuum of Care Program: Interim Final Rule, July 31, 2012, **Recipient** must obtain and maintain appropriate documentation certifying that program participants meet the definitions of homelessness including chronic.

**Housing First:**

All RRH projects must follow a Housing First model and cannot place preconditions or eligibility requirements-beyond this contract's eligibility requirements-on persons entering housing, nor can it require program participants to participate in supportive services activities or make other

rules, such as sobriety, a condition of housing. **Recipient** may offer and encourage program participants to participate in services, but there may be no time limit as to when he/she must do so.

**Support Services** See 24 CFR 578.53 for a complete list of eligible supportive services.

**Administrative Costs** See 24 CFR 578.59 for a complete list of eligible administrative costs.

**Performance Measures**

1. Fifty percent (50%) of households served will move into housing within 45 days of referral to the program.
2. Eighty percent (80%) of the planned contracted amount of new households will be housed within the first eight months of the contract year.
3. Seventy-five percent (75%) of households will remain housed six months after rental subsidy ends.
4. Seventy-five percent (75%) of households will increase or maintain their incomes through employment or receipt of benefits.
5. No more than 20% of households will be carried into a new contract year.

**Expenditure Rate**

**Recipient** shall submit Request for Payments monthly.

**Recipient** acknowledges that the rate of expenditure will be monitored closely and if deemed necessary grant funds may be reallocated.

**Leverage:**

**Recipient** is responsible for all costs of operating the permanent housing program beyond the ADOH grant funding.

**Homeless Management Information System (HMIS):**

**Recipient** agrees to enter client data into HMIS accurately, completely and timely, in accordance with the TPCP HMIS Data Quality Plan and the data quality standards as defined by HUD. Accurate maintenance of reporting program data into HMIS is required through the term of this contract.

The **Recipient** shall provide an HMIS Data Completeness Report. The expectation is that a grade of at least an "A" will be maintained throughout the term of this contract. Information contained on the rent rolls submitted with the Requests for Payment will be compared to data in HMIS. If discrepancies are found, rent on any leased/rented unit(s) will not be paid until discrepancies are rectified.

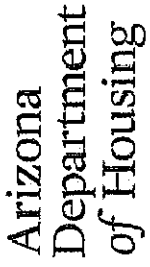
**Reporting Requirements**

APRs and a Recidivism Report will be due to ADOH on **October 31<sup>st</sup>, January 31<sup>st</sup> and April 30<sup>th</sup>** and a final report no later than **July 31<sup>st</sup>**. All verification of information is the responsibility of the **Recipient**.



GE 1 OF 2

[illegible]



ARIZONA DEPARTMENT OF HOUSING REQUEST FOR PAYMENT -ITEMIZED PAYMENT STATEMENT PAGE 2 OF 2

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