



BOARD OF SUPERVISORS AGENDA ITEM REPORT
AWARDS / CONTRACTS / GRANTS

Award Contract Grant

Requested Board Meeting Date: 10/3/23

* = Mandatory, information must be provided

or Procurement Director Award:

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

Compass Affordable Housing, Inc.

***Project Title/Description:**

Emergency Rental Assistance Program

***Purpose:**

The subrecipient has provided additional capacity to distribute assistance as part of the Emergency Rental Assistance Program (ERAP) 1 and 2 since October 2021. This amendment will extend the termination date three months, through December 31, 2023, and add additional funding to allow services to continue as Pima County exhausts funding. Subrecipient will continue to provide housing stability services including housing counseling, fair housing counseling, case management related to housing stability, housing related services for survivors of domestic abuse or human trafficking, attorney's fees related to eviction proceedings, and specialized services for individuals with disabilities or seniors that supports their ability to access or maintain housing.

The contract and amendments can be found in OnBase by searching 22*134 in Doc_ID_AMS

Attachment: Contract Number CT-CR-22-134 (Amendment 2)

***Procurement Method:**

This Subrecipient Agreement is a non-procurement contract and not subject to Procurement rules.

***Program Goals/Predicted Outcomes:**

The program's goal is to provide housing stability services to Pima County residents.

***Public Benefit:**

The benefit of the program is Pima County residents will receive housing stability.

***Metrics Available to Measure Performance:**

Subrecipient will provide monthly reports.

***Retroactive:**

Yes. Additional Emergency Rental Assistance Program funds from the U.S. Department of Treasury were approved at the July 25, 2023 Pima County Board of Supervisors' Meeting (BOS). The amendment could not be processed until after the BOS approved the additional funds. Subrecipient provided County a revised budget on August 9, 2023, and revisions to that budget were completed August 29, 2023. The first available Board of Supervisors meeting is October 3, 2023. The negative impact of this amendment not being approved is Pima County residents may not receive housing stability services.

TO: COB 9-20-23(1)
Vers: 7
Pgs: 4

GMI approves
9/15/23
(Signature)

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: CT Department Code: CR Contract Number (i.e., 15-123): 22-134

Amendment No.: 2 AMS Version No.: 7

Commencement Date: 10/1/23 New Termination Date: 12/31/23

Prior Contract No. (Synergen/CMS): N/A

Expense Revenue Increase Decrease

Amount This Amendment: \$ 74,456.00

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

*Funding Source(s) required: U.S. Department of Treasury, Emergency Rental Assistance 2

Funding from General Fund? Yes No If Yes \$ _____ % _____

Grant/Amendment Information (for grants acceptance and awards)

Award Amendment

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

Commencement Date: _____ Termination Date: _____ Amendment Number: _____

Match Amount: \$ _____ Revenue Amount: \$ _____

*All Funding Source(s) required: _____

*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: Manira Cervantes/Rise Hart
Department: Community & Workforce Development

Telephone: 724-5710/724-5723

Department Director Signature: [Signature] Date: 9.11.23
Deputy County Administrator Signature: [Signature] Date: 15 Sep 2023
County Administrator Signature: [Signature] Date: 9/18/23

Pima County Department of Community & Workforce Development

Project: Emergency Rental Assistance Program

Subrecipient name and address: Compass Affordable Housing, Inc.
48 North Tucson Blvd. Suite 102
Tucson, AZ 85716

Amount: \$610,033.60

Contract No.: CT-CR-22-134

Amendment No.: 02

Subrecipient Unique Entity Identifier (UEI):	YLT6HE6EL666	SAM expiration date (if applicable):	06/30/2024
Federal Award Identification Number (FAIN)	ERAE0011	Federal award date	03/13/2022
Subaward term/ period of performance start and end date	10/01/2021-12/31/2023	Subaward budget period start and end date	10/01/2021-12/31/2023
Amount of federal funds obligated by this action by the pass-through entity to the subrecipient (amount of this amendment)			\$74,456.00
Total amount of federal funds obligated to the subrecipient by the pass-through entity including the current financial obligation (amount of original agreement, plus any prior amendments, including this amendment)			\$610,033.60
Total amount of the federal award committed to the subrecipient by the pass-through entity (amount of original agreement, plus any prior amendments, plus any match, plus any future budget periods, if applicable)			\$610,033.60
Federal award project description (descriptive project title)		The program objective is to provide eligible households with rent and utility assistance and housing stability services.	
Funding agency		U.S. Department of Treasury	
Pass-through entity (primary recipient)		Pima County	
Pass-through entity (secondary recipient, if applicable)		N/A	
Assistance listing number and title (applies to 100% of this sub-award, including all disbursements)		21.023, Emergency Rental Assistance Program 2	
Is this subaward for research and development?			Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Subrecipient indirect cost rate and methodology	<input type="checkbox"/> Negotiated Indirect Cost Rate Agreement	<input checked="" type="checkbox"/> De minimis rate	<input type="checkbox"/> No Indirect
Required match	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	Match amount	\$0.00

SUBAWARD AMENDMENT

1. **BACKGROUND AND PURPOSE.**

1.1. Background. On December 21, 2021, County and Subrecipient (collectively "Parties") entered into the above referenced agreement ("Agreement") to provide eligible households with rent and utility assistance and housing stability services.

1.2. Purpose. County requires additional services for housing stability services.

2. **TERM.** The County is exercising a portion of the second extension option to renew the contract for an additional three months commencing on 10/01/2023 and terminating on 12/31/2023. If the commencement date is before the Effective Date of this amendment, the parties will, for all purposes, deem the amendment to have been in effect as of the commencement date.

3. **COMPENSATION AND PAYMENT.**

3.1. Maximum Payment Amount. The maximum amount the County will spend under this Contract, as set forth in Section 5.1 of the original agreement, is increased by \$74,456.00. County's total payments to Subrecipient under this contract, including any sales taxes, will not exceed \$610,033.60.

4. **SCOPE OF WORK.**

4.1. **EXHIBIT A - SECTION 11, BUDGET**, is amended to insert the following additional table for the period October 1, 2023 through December 31, 2023:

Eligible Activity	October 1, 2023 through December 31, 2023
Personnel/Housing Stability Services - wages, salaries, fringe (6 FTE)	\$55,945.00
Personnel/Direct Administrative - wages, salaries, fringe	\$5,000.00
Materials and Supplies (includes office furnishings and equipment; the cost of each item in this line item must stay under the \$5,000 capitalization threshold)	\$1,600.00
Utilities and Insurance for two separate offices for Housing Stability Services personnel only	\$1,875.00
Subtotal (Modified Total Direct Costs (MTDC))	\$64,420.00
Indirect Cost Recovery (10% de minimis Indirect Cost Rate x MTDC Subtotal)	\$6,442.00
Subtotal (MTDC + Indirect Cost Recovery)	\$70,862.00
Rent for two separate offices for Housing Stability Services personnel only	\$3,594.00
GRAND TOTAL	\$74,456.00

4.2. **EXHIBIT B - APPROVED BUDGET AND BILLING** is deleted in its entirety and replaced with the following:

PIMA COUNTY INVOICE REQUEST
U.S. DEPT OF TREASURY, EMERGENCY RENTAL ASSISTANCE PROGRAM 2
 Invoice For The Month Of 2021-2024

This Invoice is to be used for submitting all Compass Affordable Housing billing to Pima County

PLEASE SEND INVOICE TO THE ATTENTION OF:

Pima County Housing Center
 Community Assistance Division
 Attn: Manira Cervantes
 801 W. Congress Street
 Tucson, AZ 85745
 CVPD_Fiscal@pima.gov

AGENCY INVOICE IS FOR:

Compass Affordable Housing
 48 North Tucson Blvd
 Tucson, AZ 85713
 Attn: Maryann Beerling
 mbeerling@compassaffordablehousing.org

Project: Emergency Rental Assistance Program (ERAP2)

CFDA #: 21.023

Agency Contract #: 22*134

Date:

Invoice #: CT 22*134

APPROVED BUDGET & BILLING DETAILS (10/01/2021 - 09/30/2022)

PAYMENT TERMS: Net 30 Days

	APPROVED BUDGET	#1	#2	#3	#4	#5	#6	#7	#8	#9	#10	#11	#12	YEAR TO DATE TOTALS	REMAINS TO BE SPENT
		Billed Amt	Billed Amt	Billed Amt	Billed Amt	Billed Amt	Billed Amt	Billed Amt	Billed Amt	Billed Amt	Billed Amt	Billed Amt	Billed Amt		
Housing Stability Expenses - GCR40055	145,247.00														145,247.00
SALARY & FEE - H/S	10,000.00														10,000.00
MATERIALS & SUPPLIES - H/S	933.00														933.00
UTILITIES & INSURANCE - H/S	9,067.00														9,067.00
OFFICE RENT - H/S	15,618.00														15,618.00
INDIRECT COSTS															
Subtotal	180,865.00														180,865.00
Administrative Expenses - GCR40053	20,414.00														20,414.00
SALARY & FEE - ADMIN	2,041.00														2,041.00
INDIRECT COSTS	22,455.00														22,455.00
Subtotal	22,455.00														22,455.00
TOTAL	203,320.00														203,320.00

APPROVED BUDGET & BILLING DETAILS (10/01/2022 - 03/30/2023)

PAYMENT TERMS: Net 30 Days

	APPROVED BUDGET	#1	#2	#3	#4	#5	#6	#7	#8	#9	#10	#11	#12	YEAR TO DATE TOTALS	REMAINS TO BE SPENT
		Billed Amt	Billed Amt	Billed Amt	Billed Amt	Billed Amt	Billed Amt	Billed Amt	Billed Amt	Billed Amt	Billed Amt	Billed Amt	Billed Amt		
Housing Stability Expenses - GCR40055	261,976.00														261,976.00
SALARY & FEE - H/S	5,000.00														5,000.00
MATERIALS & SUPPLIES - H/S	2,400.00														2,400.00
UTILITIES & INSURANCE - H/S	13,944.00														13,944.00
OFFICE RENT - H/S	26,937.60														26,937.60
INDIRECT COSTS															
Subtotal	310,257.60														310,257.60
Administrative Expenses - GCR40053	20,000.00														20,000.00
SALARY & FEE - ADMIN	2,000.00														2,000.00
INDIRECT COSTS	22,000.00														22,000.00
Subtotal	22,000.00														22,000.00
TOTAL	332,257.60														332,257.60

APPROVED BUDGET & BILLING DETAILS (10/01/2023 - 12/31/2023)

PAYMENT TERMS: Net 30 Days

	APPROVED BUDGET	#13	#14	#15	YEAR TO DATE TOTALS	REMAINS TO BE SPENT
		Billed Amt	Billed Amt	Billed Amt		
Housing Stability Expenses - GCR40055	55,945.00					55,945.00
SALARY & FEE - H/S	1,600.00					1,600.00
MATERIALS & SUPPLIES - H/S	1,875.00					1,875.00
UTILITIES & INSURANCE - H/S	3,594.00					3,594.00
OFFICE RENT - H/S	5,942.00					5,942.00
INDIRECT COSTS						
Subtotal	68,956.00					68,956.00
Administrative Expenses - GCR40053	5,000.00					5,000.00
SALARY & FEE - ADMIN	500.00					500.00
INDIRECT COSTS	5,500.00					5,500.00
Subtotal	5,500.00					5,500.00
TOTAL	74,456.00					74,456.00

TOTAL CONTRACT APPROVED BUDGET 610,083.60

By signing this report, I certify that to the best of my knowledge: (1) the information reported represents actual receipts and actual expenditures which have been incurred in accordance with the agreement for management and implementation of the contracted program and are based on official accounting records and supporting documents which will be maintained by us for purposes of audit; and (2) the report is true, complete and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statement, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).

REQUIRED SUBRECIPIENT SIGNATURES:

Agency Preparer Signature - please print & sign _____ Date _____ Contact Phone Num/Ext _____ Agency Authorized Approver Signature - please print & sign _____ Date _____ Contact Phone Num/Ext _____

FOR PIMA COUNTY USE ONLY:

_____ Date Invoice received/initials _____ Date returned to agency for corrections/initials _____ Date reviewed & submitted for payment/initials _____

All other provisions of the Agreement not expressly modified in this Amendment will remain in effect and be binding on the parties.

THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK


This Amendment may be executed in counterparts, each of which, when taken together, will constitute one original agreement.

PIMA COUNTY

SUBRECIPIENT

Chair, Board of Supervisors

Date



Authorized Officer Signature
Maryann Beerling CEO

Printed Name and Title
8/30/23


Date

ATTEST

Clerk of the Board

Date

APPROVED AS TO FORM



Deputy County Attorney


Kyle Johnson

Print DCA Name

08/30/2023

Date

APPROVED AS TO CONTENT



Department Head

9.11.23

Date