



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

☐ Award ☐ Contract ☒ Grant

Requested Board Meeting Date: June 21, 2022

** = 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 \$901,800.00 for Pima County Links, which is an employment and housing program administered by Pima County to assist people experiencing homelessness. This amendment is to reallocate funds and change the termination date from 6/30/22 to 12/01/22.

This is a no-cost amendment to reallocate funds.

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 6)

***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 May 11, 2022. The negative impact of this amendment not being approved is Pima County homeless residents would not receive resources for employment and housing.

*6MT approved
6/6/2022
(Signature)*

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: CR Grant Number (i.e., 15-123): 22-098
Commencement Date: 7/1/21 Termination Date: 12/01/22 Amendment Number: 6
☐ Match Amount: \$ _____ ☒ Revenue Amount: \$ 0.00

***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/Jenifer Darland

Department: Community & Workforce Development

Telephone: 724-5723/724-7312

Department Director Signature/Date: [Signature] 6/2/21

Deputy County Administrator Signature/Date: [Signature] 6 June 2022

County Administrator Signature/Date: [Signature] 6/10/2022

(Required for Board Agenda/Addendum Items)

Contract No.:
Termination Date:
Amendment No.

560-19
~~06/30/2022~~
12/01/2022
6

**AMENDMENT TO A
STATE HOUSING FUND AGREEMENT
Between
STATE OF ARIZONA
DEPARTMENT OF HOUSING
and
PIMA COUNTY COMMUNITY SERVICES**

This Agreement is made and entered into by and between the State of Arizona, Department of Housing (HOUSING), and Pima County Community Services (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:

Funding Agreement - Section 4. DURATION:

This Agreement shall be effective beginning on the date of execution by ADOH and shall remain in effect until 06/30/2020, **extended through 12/01/2022**, unless sooner terminated, extended or otherwise amended in accordance with the terms of this Agreement.

Attachment A - Scope of Work:

Amended to add, "Through the remainder of the contract (December 1, 2022), Subrecipient shall accommodate RRH eligibility to assist individuals with a Service Prioritization Decision Assistance Tool (SPDAT) score range of 7 – 9."

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 12/01/2022.

Attachment C – Budget revised with the following increases to each line item–

- Rapid Rehousing line item decrease by \$17,000.00 for a total of \$533,087.00 allocated
- Support Services line item increased by \$17,000.00 for a total of \$296,881.00 allocated

The total contract budget remains at \$901,800.00.

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**

**PIMA COUNTY COMMUNITY SERVICES
RECIPIENT**

BY: _____

BY: _____

TITLE: Thomas M. Simplot
Director

TITLE: Sharon Bronson
Chair, Board of Supervisors

DATE: _____

DATE: _____

**AMENDMENT No. 6
STATE HOUSING FUND AGREEMENT
Between
STATE OF ARIZONA
DEPARTMENT OF HOUSING
and
PIMA COUNTY COMMUNITY SERVICES**

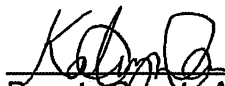
SIGNATURES continued

APPROVED AS TO CONTENT



Daniel Sullivan, Director
Community & Workforce Development

APPROVED AS TO FORM



June 1, 2022
Deputy County Attorney

ATTACHMENT A
PIMA COUNTY COMMUNITY SERVICES
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 25 new units/households and no more than 15 carryover 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. Through the remainder of the contract (December 1, 2022), Subrecipient shall accommodate RRH eligibility to assist individuals with a Service Prioritization Decision Assistance Tool (SPDAT) score range of 7 – 9 (see Amendment 6).

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 12/01/2022.**

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

**Funding Agreement with
State of Arizona, Department of Housing**

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



Arizona Department of Housing

HPF Pima County Links RRH

Attachment C Page 33

Budget						
Recipient	Pima County Community Services				Date	
Contract No./File No.	560-19	Contract Period: from 7/01/2019 to 12/01/2022			Revision No.	
Activity	HPF Admin, Rapid Re-Housing, Prevention, Supportive Services					
Recipient Address	2797 E. Ajo Way				City	Tucson
Contact Person	Dan Sullivan				Fax	520-724-2799
Phone	520-724-7309	Email	daniel.sullivan@pima.gov		Zip Code	85713
Program Specialist	Connie Howell	Email	Connie.Howell@azhousing.gov		County	Pima
a	c	d	e	f	g	h
Budget Line Item or Activity No.	HPF 2019	HPF 2020	HPF 2021			
Administration	\$ 30,156.00	\$ 30,000.00	\$ 11,676.00			
Rapid Re-Housing	\$ 244,663.00	\$ 227,000.00	\$ 61,424.00			
Prevention						
Supportive Services	\$ 125,181.00	\$78,000.00	\$93,700.00			
Total	\$ 400,000.00	\$ 335,000.00	\$ 166,800.00	\$901,800.00		



Arizona
Department
of Housing

HPF Pima County Links RRH

Attachment D Page 34

ARIZONA DEPARTMENT OF HOUSING REQUEST FOR PAYMENT SUMMARY SHEET PAGE 1 OF 2

Recipient	Pima County Community Services		Date		
Contract No	560-19	Contract Period: from 7/01/2019 to 12/01/2022	Pay Req. No/Mo		
Activity	HPF Administration, Rapid Re-Housing, Prevention, Support Services		Direct Wire Dep	Yes No	
Recipient Address	2797 E. Ajo Way		City	Tucson	
Contact Person	Dan Sullivan		ZIP	85713	
Phone	520-724-7309	Email	daniel.sullivan@pima.gov	Fax	520-724-2799
Program Specialist	Connie Howell	Email	Connie.Howell	County	Pima

Itemized Payment Statement (Sheet 2 of 2) must accompany this form. Include copies of invoices, cashed checks, and other backup documentation. ORIGINAL SIGNATURES are required for processing.

a	b	c	d	e	f	g	h	i	j
Budget Line Item or Activity No.	IDIS Act No.	HPF 2019	HPF 2020	HPF 2021	Total Award	Total Amount Req. to Date	Balance in Account	Amount of this Request	New Balance
Administration		\$ 30,156.00	\$ 30,000.00	\$ 11,676.00	\$ 71,832.00		\$ 71,832.00		\$ 71,832.00
Rapid Re-Housing		\$ 244,663.00	\$ 227,000.00	\$ 61,424.00	\$ 533,087.00		\$ 533,087.00		\$ 533,087.00
Prevention					\$ -		\$ -		\$ -
Support Services		\$ 125,181.00	\$ 78,000.00	\$ 93,700.00	\$ 296,881.00		\$ 296,881.00		\$ 296,881.00
							\$ -		\$ -
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Total		\$ 400,000.00	\$ 335,000.00	\$ 166,800.00	\$ 901,800.00	\$ -	\$ 901,800.00	\$ -	\$ 901,800.00

Recipient Authorized Signature	Date	Title
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Recipient Authorized Signatory certifies that all activities undertaken by the contractor with funds provided under this contract have been carried out in accordance with the contract. Attach wiring information if not previously submitted. Attach alternate mailing address if necessary.

Performance Reports	Current <input type="checkbox"/>	Not Current <input type="checkbox"/>	
ADOH Program Specialist Approval	Date	ADOH Program Administrator Approval	Date



Arizona
Department
of Housing

HPF Pima County Links RRH

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

Recipient	Pima County Community Services					Date	
Contract No	560-19	Contract Period: from 7/01/2019 to 6/30/2022			Pay Req. No		
Budget Line Item or Activity No	Description of Expense (List in according to funding source)	Paid (or Payable) to	Date Paid	Check # Invoice PO	Invoice Amount Charged to COC/HTF	Balance paid by other source	Name of other source
Totals							