



BOARD OF SUPERVISORS AGENDA ITEM REPORT AWARDS / CONTRACTS / GRANTS

☐ Award ☒ Contract ☐ Grant

Requested Board Meeting Date: 8/15/2022

* = Mandatory, information must be provided

Procurement Director Award: ☐

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

Kuehl Enterprises, LLC

***Project Title/Description:**

Consulting Services for Planning, Technical/Training Assistance & Report Planning

This contract can be found in OnBase by searching 21*341 Contracts in Doc_ID_AMS. (formally 19*427)

***Purpose:**

Consultant services to assist Pima County and City of Tucson, via its US Department of Housing and Urban Development (HUD) Consortium, in providing planning, technical/training assistance and report preparation to complete its required HUD Consolidated Plan, Annual Action Plans, Citizen Participation Plan and updated Analysis of Impediments to Fair Housing. This amendment is to extend the term and add funds.

Attachment: Contract Number CT-CR-21-341, Amendment 3 (formerly CT-CD-19-427)

***Procurement Method:**

The Pima County/City of Tucson HUD Consortium sought the services of qualified consultant firms to prepare the HUD plans under solicitation number CDNC-HCD-10-15-18-AI-ConPlan-APP, titled "City of Tucson Pima County Analysis of Impediments of Fair Housing Choice and Consolidated Plan Update." City and County have previously executed an Intergovernmental Agreement to equally share the contractual costs to complete the required HUD Plans. Federal resources to complete these housing and community planning documents utilizing professional consulting firms is HUD eligible.

***Program Goals/Predicted Outcomes:**

Goal: Consultant services will provide technical assistance on CARES Act implementation to assist Pima County and the City of Tucson in the prioritization of respective HUD entitlement funding sources.

Predicted outcome: HUD plans will be completed for both the Pima County and the City of Tucson securing HUD entitlement funding and attracting other leveraged resources for the benefit of county residents.

***Public Benefit:**

Overall, an estimated \$54 million in HUD entitlement resources will be made available for projects addressing housing, community development, homelessness, and special populations in Pima County and the City of Tucson.

***Metrics Available to Measure Performance:**

Upon request, provide technical assistance and training to City and County staff and assist with CARES Act Implementation. Underwrite proposed HOME projects as needed.

***Retroactive:**

Yes, due to delays in processing the amendment. If not approved, HUD funding may not be allocated.

GMI OK
AF 7/26/20
TO: COB 8/1/2022 (1)
vers: 3
pgs: 5

AUG01'22AM0841 PD

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): 21-341
Amendment No.: 03 AMS Version No.: 03
Commencement Date: 04/01/22 New Termination Date: 03/31/2023
Prior Contract No. (Synergen/CMS): 19-427

☒ Expense ☐ Revenue ☒ Increase ☐ Decrease Amount This Amendment: \$ 50,000.00

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

*Funding Source(s) required: U.S. Department of Housing and Urban Development (HUD) Community Development Block Grant (CDBG)

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: Joel Gastelum/Joel Viers

Department: CWD

Telephone: 724-6750

Department Director Signature: [Signature]

Date: 7/15/2022

Deputy County Administrator Signature: [Signature]

Date: 24 July 2022

County Administrator Signature: [Signature]

Date: 7/26/2022

Pima County Department of Community and Workforce Development**Project:** Consulting Services for Planning, Technical/Training Assistance & Report Planning**Contractor:** Kuehl Enterprises, LLC
P.O. Box 642
Humboldt, Arizona 86329**Contract No.:** CT-CR-21-341 (formally CT-CD-19-427)**Contract Amendment No.:** 03

Original Contract Term:	04/01/19-03/31/20	Orig. Contract Amount:	\$150,000.00
Termination Date Prior Amendment:	03/31/2022	Prior Amendments Amount:	\$50,000.00
Termination Date This Amendment:	03/31/2023	This Amendment Amount:	\$50,000.00
		Total Amount:	\$250,000.00

Unique Entity Identifier: WKDZAC75NLQ3		SAM Registration Date: 07/13/2021	
Research or Development:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Federal Contract No.: B-18-UC-04-0502, B-19-UC-04-0502, HOME ARP			
Required Match:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		Match Amount:
Indirect Cost Rate:	<input type="checkbox"/> Federal	<input type="checkbox"/> NICR	<input type="checkbox"/> de minimis <input checked="" type="checkbox"/> None
Status of Contractor:	<input type="checkbox"/> Subrecipient		<input checked="" type="checkbox"/> Contractor

CFDA	Program Description	Nation Funding	Pima County Award
14.218	Community Development Block Grant (CDBG)	FY18 \$3,300,000,000	FY18 \$2,903,833.00
14.218	Community Development Block Grant (CDBG)	FY19 \$3,365,000,000	FY19 \$2,945,544.00
14.239	HOME Investment Partnerships Program (HOME)	FY19 \$1,250,000,000	FY19 \$3,263,501.00
14.218	Community Development Block Grant Coronavirus (CDBG-CV)	FY20 \$2,000,000,000	FY20 \$1,748,099.00

CFDA	Program Description	Nation Funding	HOME Consortium Award
14.239	HOME Investment Partnerships Program American Rescue Plan (HOME-ARP)	FY21 \$5,000,000,000	FY21 \$12,770,187.00

CONTRACT AMENDMENT THREE

The parties agree to amend the above-referenced Contract as follows:

1.0 BACKGROUND AND PURPOSE.

1.1. Background. County appropriated \$200,000.00 of FY 2018-2019, FY 2019-2020 Community Development Block Grant ("CDBG") and Community Development Block Grant Coronavirus (CDBG-CV) funds for Kuehl Enterprises, LLC ("Contractor") to provide planning, technical/training assistance, and underwriting report preparation for City and County HUD Community Planning and Development entitlement grant funding for HUD program years 2020-2024.

1.2. Purpose.

1.2.1. HUD made "Coronavirus Aid, Relief, and Economic Security Act" or the "CARES Act" resources available to update various CDBG, HOME, Emergency Solutions Grant ("ESG") and Housing Opportunities for Persons with Aids ("HOPWA") plans and policies that were being or had been completed so that they include changes that occurred since the COVID-19 pandemic emergency declarations. To ensure that Contractor can complete the Reports and Plans in Exhibit A, paragraph 1.2, the Board of Supervisors finds it is in the best interests of the residents of Pima County to extend the Contract for one additional year.

1.2.2. HUD has recently made HOME American Rescue Plan Program (HOME-ARP) resources available to the consortium to update various HOME plans and policies. To ensure that Contractor can complete the additional Reports and Plans in Exhibit A, paragraph 1.2, the Board of Supervisors finds it is in the best interests of the residents of Pima County to extend the Contract for one additional year to allow Contractor to complete the project.

2.0 **TERM AND EXTENSIONS.** Pursuant to paragraph 1.2 of fully executed Contract (4/1/19) County is renewing this Agreement for one year. This Contract will terminate on March 31, 2023.

3.0 COMPENSATION AND PAYMENT.

3.1. The Maximum Allocated Amount is increased to \$250,000.00.

3.2. The table is deleted in its entirety and replaced with the following:

Funding Source	Previous Amount	Amendment Amount	Total Amount
Pima County	\$100,000.00	\$15,000.00	\$115,000.00
City of Tucson	\$100,000.00	\$35,000.00	\$135,000.00
Total	\$200,000.00	\$50,000.00	\$250,000.00

4.0 EXHIBIT A – SCOPE OF WORK. Except as set forth with specificity below, the provisions of Exhibit A (5 pages) of fully executed Contract (04/1/19) remain in full force and effect:

4.1 Section 9 – Deliverables, Timeline, and Budget is amended to read: County, on behalf of Consortium, will pay Contractor upon receipt of each timely and acceptable deliverable as follows:

Contractor Deliverable	Date due to City & County	HUD Submission Deadline	Budget
AI Draft	May 31, 2019	N/A	\$45,000.00
AI Final	June 30, 2019	May 15, 2020	\$ 6,000.00
Con Plan outline	June 30, 2019	N/A	\$24,000.00
Con Plan forum topics	June 30, 2019	N/A	
Con Plan survey results	June 30, 2019	N/A	
Con Plan Draft	February 15, 2020	N/A	\$67,500.00
County AAP Draft & City AAP Draft	February 15, 2020	N/A	
Con Plan Final	April 15, 2020	May 15, 2020	\$ 7,500.00
County AAP Final & City AAP Final	April 15, 2020	May 15, 2020	
Additional analyses and reports	Per specific request	N/A	\$25,000.00
HUD CARES Act Implementation	Per specific request	N/A	\$45,000.00
HUD HOME ARP Implementation	Per specific request	N/A	\$30,000.00
TOTAL			\$250,000.00

4.2 Section 10.0 - HUD ARP Implementation is added as follows:

10.0 HUD ARP Implementation. Contractor will:

- 10.1 Upon request, provide technical assistance and training to City and County Staff and local non-profit housing agencies involved in HOME ARPA planning, coordination and implementation.
- 10.2 Assist Consortium with expedited public notice and processes related to amending existing or proposed HUD plans to incorporate HOME ARPA resources.
- 10.3 Help Consortium accurately program CPD CARES Act projects and activities consistent with Con Plan goals, objectives, and performance measurements in IDIS, as amended, modified or waived by HUD.
- 10.4 Meet with County and City to review draft plan and amendments as required by HUD.
- 10.5 After approval and direction from the governing bodies, prepare submittals and work with County and City to upload the respective HOME ARPA projects to HUD.
- 10.6 Prepare HUD required checklists for County and City as needed.

All other provisions of this Agreement, not specifically changed by this amendment, will remain in effect and be binding upon the parties

SIGNATURE PAGE TO FOLLOW

PIMA COUNTY

Chair, Board of Supervisors


DATE: _____

ATTEST:

Clerk of the Board


DATE: _____

APPROVED AS TO CONTENT:

 on behalf of

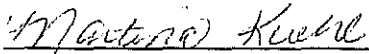
Dan Sullivan, Director
Department of Community & Workforce
Development

APPROVED AS TO FORM:

 July 14, 2022

Deputy County Attorney

CONTRACTOR



Authorized Signature

Martina Kuehl, Manager

Printed Name and Title

DATE: 7/15/22