



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

☐ Award ☐ Contract ☒ Grant

Requested Board Meeting Date: 9/20/2022

\* = Mandatory, information must be provided

or Procurement Director Award: ☐

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

U.S. Department of Treasury

**\*Project Title/Description:**

Emergency Rental Assistance 1

**\*Purpose:**

County will administer financial assistance for households to prevent eviction. This includes rental assistance for low income households (with incomes at or below 80% of Area Median Income or AMI) that have been impacted by COVID and are homeless or near homelessness. Funds may be used for (i) rent; (ii) rental arrears; (iii) utilities and home energy costs; (iv) utilities and home energy costs arrears; and (v) other expenses related to housing incurred due, directly or indirectly, to the COVID-19 outbreak. This amendment is to add funds and to extend the performance period to December 29, 2022.

Indirect costs: Not applicable.

**\*Procurement Method:**

Not applicable to grant awards.

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

The goal is to provide financial assistance to individuals and families for emergency rental assistance.

**\*Public Benefit:**

Funds will prevent eviction for Pima County households at risk of eviction and homelessness.

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

Reporting obligations required by the U.S. Department of Treasury.

**\*Retroactive:**

Yes. The period of performance on this grant started March 26, 2021. There are no official grant amendments for this grant. The negative impact of not approving this extension is Pima County homeless or near homelessness impacted by COVID may not financial assistance to prevent eviction.

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pu 9/1/22

**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: \_\_\_\_\_ Department Code: \_\_\_\_\_ Contract Number (i.e., 15-123): \_\_\_\_\_

Amendment No.: \_\_\_\_\_ AMS Version No.: \_\_\_\_\_

Commencement Date: \_\_\_\_\_ New Termination Date: \_\_\_\_\_

Prior Contract No. (Synergen/CMS): \_\_\_\_\_

☐ Expense ☐ 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): 23-017

Commencement Date: 3/26/21 (no change) Termination Date: 12/29/22 Amendment Number: 2

☐ Match Amount: \$ \_\_\_\_\_ ☒ Revenue Amount: \$ 6,000,000

**\*All Funding Source(s) required:** U.S. Department of Treasury

**\*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)?**

Directly from the Federal government

Contact: Jenifer Darland/Rise Hart

Department: Community & Workforce Development

Telephone: 724-7312/724-5723

Department Director Signature: [Signature] DEPUTY DIRECTOR Date: 8/31/2022

Deputy County Administrator Signature: [Signature] Date: 2 SEP 2022

County Administrator Signature: [Signature] Date: 9/5/2022

**U.S. Department of the Treasury**  
**Emergency Rental Assistance Under the Consolidated Appropriations Act, 2021**  
**Notice Regarding Deadline to Obligate Reallocated Funds**  
**July 29, 2022**

Section 501 of Division N of the Consolidated Appropriations Act, 2021 (Act) authorizes the Emergency Rental Assistance program (ERA1). As amended by Section 3201 of the American Rescue Plan Act of 2021, the Act provides that funds paid to state, territorial, local, and Tribal governments participating in ERA1 (Grantees) shall remain available to Grantees through September 30, 2022.

The Act also provides that Grantees may request a 90-day extension of the September 30, 2022 deadline for funds received through reallocation, subject to the approval of the U.S. Department of the Treasury (Treasury).<sup>1</sup> The Request for Reallocated Funds submitted by all Grantees seeking additional funds—either via the initial electronic form or the current application portal—includes language making this request. Accordingly, any Grantee that requested and received reallocated funds has already requested an extension, and no further action is required.

**Treasury has approved all pending requests for 90-day extensions of the September 30, 2022 deadline for ERA1 funds received through reallocation.** Any Grantee that, prior to the date of this notice, has submitted a Request for Reallocated Funds under the ERA1 program may obligate reallocated funds received pursuant to that request through December 29, 2022.

Any reallocated ERA1 funds not obligated or expended by December 29, 2022 must be returned to Treasury at that time. ERA1 funds received through an initial allocation (i.e., not through the reallocation process) that are not obligated or expended by September 30, 2022 must be returned to Treasury at that time, even if the Grantee retains additional funds received through reallocation that it may continue to obligate through December 29, 2022.

\* \* \*

If you have any questions, please contact [emergencyrentalassistance@treasury.gov](mailto:emergencyrentalassistance@treasury.gov) and include your ERA1 Grantee number.

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<sup>1</sup> Treasury reiterated the statutory deadline and the allowance for extension requests in its ERA1 reallocation guidance, available at <https://home.treasury.gov/system/files/136/Updated-ERA1-Reallocation-Guidance%203-30-%202022.pdf>.

**EMERGENCY RENTAL ASSISTANCE PROGRAM  
U.S. DEPARTMENT OF THE TREASURY**

**Request for Reallocated Funds**


The undersigned entity (the "ERA Grantee") received its full allocation of funds for the delivery of emergency rental assistance ("ERA") in accordance with section 501 of division N of the Consolidated Appropriations Act, 2021 (the "Act"). The ERA Grantee hereby requests an additional \$6,000,000.00 of ERA funds from any amounts the U.S. Department of the Treasury ("Treasury") makes available for reallocation under section 501(d) of the Act.

Treasury has published guidance, available on its website, setting forth the procedures for the reallocation of ERA funds under the Act. In accordance with the guidance, the ERA Grantee hereby certifies that:

1. it has obligated at least 65% of its total ERA award funds under the Act (the "ERA1 Award") as of the date below; and
2. its jurisdiction has a demonstrated need for the ERA funds requested above and the capacity to use those funds pursuant to applicable requirements by September 30, 2022.

The ERA Grantee acknowledges that any funds remaining from its ERA1 Award must be obligated by September 30, 2022, and such funds not obligated or expended at that time must be returned to Treasury as part of the award closeout process pursuant to 2 C.F.R. 200.344(d). As permitted by the Act, the ERA Grantee hereby requests that Treasury extend the deadline for obligating any reallocated funds received pursuant to this request to December 29, 2022.

This form includes and incorporates the attached Exhibits A (Obligation Report); B (Evidence of Demonstrated Need; and C (Voluntarily Reallocated Funds).

<p><b>[ERA GRANTEE]</b></p> <p>By: </p> <p>[Official's Name] Jan Leshner [Official's Title] Acting County Administrator</p>	<p>Date: <u>January 21</u>, 202<u>2</u></p>
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PAPERWORK REDUCTION ACT NOTICE: The information collected will be used for the U.S. Government to determine the reallocation of emergency rental assistance funds. The estimated burden associated with this collection of information is 75 minutes per response. Comments concerning the accuracy of this burden estimate and suggestions for reducing this burden should be directed to the Office of Privacy, Transparency and Records, Department of the Treasury, 1500 Pennsylvania Ave., N.W., Washington, D.C. 20220. DO NOT send the form to this address. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid control number assigned by OMB.

PRIVACY ACT STATEMENT

AUTHORITY: Solicitation of this information is authorized by section 501 of division N of the Consolidated Appropriations Act, 2021 (the "Act")

**PURPOSE:** The Act requires Treasury to allocate funds to eligible grantees for the delivery of emergency rental assistance to eligible households. Eligible grantees include State, Local governments, U.S. Territories, Tribes, or Tribally Designated Housing Entities (TDHEs), as applicable, and the Department of Hawaiian Home Lands. Treasury maintains contact information for authorized representatives and contact persons of the ERA grantees for the purpose of communicating with ERA grantees regarding the administration of their award under the Act.

**ROUTINE USES:** The information you furnish may be shared in accordance with the routine uses outlined in the Treasury's system of records notice, Treasury .017 – Correspondence and Contact Information, which can be found at 81 FR 78266 (Nov. 7, 2016).

**DISCLOSURE:** Disclosure of this information is voluntary. However, grantees/recipients that do not disclose contact information will be unable to communicate with Treasury on issues related to their obligations under the Act which may affect the status of their award.

**EXHIBIT A**  
**Obligation Report**

Treasury has published guidance, available on its website, setting forth the procedures for the reallocation of ERA funds under the Act. As described in the guidance, Treasury considers ERA funds to be obligated if (i) the funds have actually been spent providing financial assistance and housing stability services for eligible households; (ii) the funds are needed to pay for assistance promised in a commitment letter issued to induce a landlord to enter a rental agreement with an eligible household under Treasury's ERA FAQ #35; or (iii) subject to certain conditions, the grantee has, as part of the grantee's ERA program administration, entered into a binding agreement or funding commitment requiring the grantee to disburse the funds to a third party for eligible purposes. In addition, Treasury will consider 10% of each grantee's total award amount as having been obligated for administrative costs regardless of the grantee's actual expenditures, commitments, or obligations.

**Please provide information on this Exhibit A only regarding the ERA Grantee's use of funds from the ERA1 Award authorized by the Act – not regarding its use of funds under an ERA award authorized by the American Rescue Plan Act of 2021 ("ERA2").**

Consistent with Treasury's reallocation guidance, the undersigned hereby represents and certifies to Treasury that:

As of December 31, 2021 *[insert date]*, the ERA Grantee has obligated its ERA1 Award funds as follows:

Enter 10% of total ERA1 Award amount for administrative costs:	\$ 1,518,862.26
Enter total of all other amounts obligated by ERA Grantee as of the date hereof:	\$ 13,669,760.30
<b>Total amount obligated:</b>	<b>\$ 15,188,622.60</b>

**EXHIBIT B**  
**Evidence of Demonstrated Need**

To receive reallocated ERA funds, an ERA grantee must confirm there is a demonstrated need for the assistance within its jurisdiction. In support of its request, the ERA Grantee must submit the following monthly projections.

**These projections should include expenditures and activities under both section 501 of the Act (“ERA1”) and section 3201 of the American Rescue Plan Act of 2021 (“ERA2”). When projecting the amount of assistance to be provided to eligible households, assume the funds requested in the opening paragraph of this form will be available beginning February 1, 2022.**

<b>February 2022</b>	
Number of unique households that will be assisted	300.00
Amount of assistance to eligible households expended	\$ 1,206,000.00
Number of applications submitted	2545

<b>March 2022</b>	
Number of unique households that will be assisted	320
Amount of assistance to eligible households expended	\$ 1,286,400.00
Number of applications submitted	2600

<b>April 2022</b>	
Number of unique households that will be assisted	320
Amount of assistance to eligible households expended	\$ 1,286,400.00
Number of applications submitted	2700

<b>May 2022</b>	
Number of unique households that will be assisted	340
Amount of assistance to eligible households expended	\$ 1,366,800.00
Number of applications submitted	2800

**EXHIBIT C**  
**Voluntarily Reallocated Funds**

In accordance with Treasury's ERA1 Reallocation Guidance, grantees may request to voluntarily reallocate some or all of their remaining ERA1 award funds to another ERA1 grantee that (i) administers an ERA1 program in the same state, territory, or Tribal area; (ii) has obligated at least 65% of its own ERA1 award by the time of such transfer; and (iii) confirms a demonstrated need for additional assistance in the grantee's jurisdiction.

If known, please identify below any ERA1 grantee(s) who have recommended or are expected to recommend the voluntary reallocation of ERA1 funds to the ERA Grantee.

<b>Transferring Grantee</b>	<b>Expected Amount</b>
State of Arizona Department of Economic Security	\$6,000,000.00
	\$
	\$

If awarded voluntarily reallocated funds, the ERA Grantee agrees to comply with all administrative and operational requirements applicable to the transfer of ERA1 funds between and among ERA1 grantees. These requirements may include the provision of any standard form documents needed to confirm a grantee's data universal number system (DUNS) number, deposit account, wire instructions, or other funds transfer information. The ERA Grantee understands that failure to comply with these requirements may result in Treasury awarding any funds recommended for reallocation to the ERA Grantee to other grantees.

As a condition to receiving voluntarily reallocated funds, the ERA Grantee certifies that it has complied with all ERA1 requirements under applicable law, the ERA1 guidance published by Treasury, and its ERA1 Award Terms. The ERA Grantee agrees that it will use its remaining ERA1 funds, including any additional funds received through reallocation, in compliance with all such authorities.