



BOARD OF SUPERVISORS AGENDA ITEM REPORT AWARDS / CONTRACTS / GRANTS

☐ Award ☐ Contract ☒ Grant

Requested Board Meeting Date: 11/1/2022

* = Mandatory, information must be provided

or Procurement Director Award: ☐

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

U.S. Housing and Urban Development passed through the Arizona Department of Economic Security

***Project Title/Description:**

Housing Support Services grant funds from the Arizona Department of Economic Security (ADES)

***Purpose:**

Pima County Community & Workforce Development Department provides homeless prevention assistance and short-term rapid rehousing rental assistance for long-term homeless residents to stabilize before moving into permanent housing. Funding comes from state and federal sources, including Emergency Solutions Grant and Temporary Assistance for Needy Families.

Program participants are placed in an emergency shelter to stabilize and then are placed into permanent housing within thirty days of entering the program. Throughout the course of the program, case managers work with participants to overcome barriers to self-sufficiency, including substance abuse treatment and finding work. After clients find work, they begin to contribute toward their rent with the goal of becoming self-sufficient within six months and not returning to homelessness.

This amendment is to change the Scope of Work, Section 12.0, Payment for Services, Subsection 12.1.

Indirect rate cost: 10%

Attachments: ADES18-206221 Amendment 8 and Resolution

***Procurement Method:**

Not applicable to grant awards.

***Program Goals/Predicted Outcomes:**

The goal is to provide rapid rehousing for 50 individuals/households and eviction prevention for 25 households.

***Public Benefit:**

This program aims to end or prevent homelessness, primarily through employment. After completing the program, participants will become self-reliant, which will reduce costs on emergency and medical systems.

***Metrics Available to Measure Performance:**

The grant requires program participant information and services provided be entered in the Homeless Management Information System (HMIS).

***Retroactive:**

Yes, due to receiving the amendment from the State on September 7, 2022. If this amendment is not approved, Pima County homeless residents may not receive rental assistance.

GMI OK
AF 10/17/22

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): 23-024

Commencement Date: 7/1/22 Termination Date: 6/30/23 Amendment Number: 8

☐ Match Amount: \$ _____ ☒ Revenue Amount: \$ 363,631.00

***All Funding Source(s) required:** U.S. Housing and Urban Development, US Department of Health and Human Services, and State of Arizona

***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)?**

Passed through the Arizona Dept of Economic Security

Contact: Rise Hart

Department: Community & Workforce Development

Telephone: 724-5723

Department Director Signature:  Date: 10/6/22

Deputy County Administrator Signature: _____ Date: 17 Oct 2022

County Administrator Signature:  Date: 10/18/2022

RESOLUTION 2022 - _____

RESOLUTION OF THE BOARD OF SUPERVISORS OF PIMA COUNTY, ARIZONA AUTHORIZING THE APPROVAL OF AMENDMENT NO. EIGHT (8) OF THE AGREEMENT BETWEEN THE ARIZONA DEPARTMENT OF ECONOMIC SECURITY AND PIMA COUNTY FOR HOUSING SUPPORT SERVICES DURING FISCAL YEAR 2022 – 2023.

The Board of Supervisors of Pima County, Arizona finds:

1. Pima County ("County"), through its Department of Community & Workforce Development ("CWD"), administers several federal, state and local grant programs to benefit people experiencing homelessness or at risk of becoming homeless in Pima County.
2. On June 28, 2018, the Arizona Department of Economic Security ("ADES") awarded County a contract, ADES18-206221, for Housing Support Services for Rapid Rehousing, Temporary Emergency Shelter and Homeless Prevention Services in Pima County ("the Grant").
3. ADES then provided Amendment No. Eight (8) attached to this Resolution as **Exhibit A**, to revise the Uniform Terms and Conditions, Section 5, Contract Changes, the Scope of Work, Section 12.0, Payment for Services, Subsection 12.1 of the Agreement and to accept additional funding for Fiscal Year 2023 in the amount of \$363,361.00.
4. ADES requires the amendment to be "fully executed by means of electronic approval in APP [the Arizona Procurement Portal <https://app.az.gov/page.aspx/en/usr/login?ReturnUrl=%2fpage.aspx%2fen%2fbuy%2fhome>]." No paper copy of the amendment will be executed.
5. Pima County Board of Supervisors Policies 29.4 states: "All agreements to accept grants awarded to the County must be executed by the Board of Supervisors."
6. It is in the best interests of the residents of Pima County, to accept the FY2022-2023 ADES grant funds being provided under Arizona contract number ADES18-206221.

NOW, THEREFORE, BE IT RESOLVED AS SET FORTH ON THE FOLLOWING PAGE:

- A. The Director of CWD or his designee, or the Director of Grants Management and Innovation or her designee, is authorized and directed to, on behalf of the Pima County Board of Supervisors, electronically enter acceptance of Amendment No. 8 funding Housing Support Services for July 1, 2022 through June 30, 2023 as directed by ADES.
- B. The Director of CWD or his designee is authorized and directed, on behalf of the Pima County Board of Supervisors, to complete any other electronic approvals or submissions required by ADES in carrying out County's duties under the Grant.

Passed and adopted, this _____ day of _____, 2022.

Chair, Pima County Board of Supervisors

ATTEST:

Clerk of the Board

APPROVED AS TO FORM:



Deputy County Attorney

 <p>DEPARTMENT OF ECONOMIC SECURITY</p> <p><i>Your Partner For A Stronger Arizona</i></p>	<h2>CONTRACT AMENDMENT</h2>	<p>Arizona Department of Economic Security</p> <p>1789 W Jefferson Street, Mail Drop 1541, Phoenix, AZ 85007</p>
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CONTRACT NUMBER:	AMENDMENT NUMBER:
ADES18-206221	Eight (8)
DESCRIPTION/ LABEL:	Housing Support Services – Maricopa and Pima Counties
CONTRACTOR NAME:	Pima County Board of Supervisors

THE ABOVE REFERENCED CONTRACT IS HEREBY MODIFIED AS FOLLOWS:

- 1. In accordance with the Uniform Terms and Conditions, Section 5, Contract Changes, the Scope of Work, Section 12.0, Payment for Services, Subsection 12.1 is being revised as follows:**

12.1 Reimbursement is based on the Itemized Service Budget.

12.1.1 It is estimated and approximated that between \$940 to \$1,250 of funding per household served will be available for Rapid Rehousing services.

12.1.2 It is estimated and approximated that between \$312 to \$416 of funding per household served will be available for Temporary Emergency Shelter services.

12.1.3. Reimbursement to the Contractor is in accordance with actual allowable costs incurred not to exceed the service reimbursement ceiling as stated in the Itemized Service Budget.

12.1.3.1 If the subrecipient elects to use the 10% de Minimis rate for indirect costs, they must complete and submit the Certification of de Minimis Indirect Cost Rate Form (Exhibit L, as may be amended).

12.1.3.2 If the subrecipient elects to use a federally negotiated indirect cost rate, they must provide a copy of the rate agreement with the Itemized Service Budget. If the federally approved indirect cost rate changes, or is allowed to expire within the contract period, the subrecipient must notify ADES of the changes.

- 2. Pursuant to the ADES Special Terms and Conditions, Section 25.0 Levels of Service, Subsection 25.6, the contract reimbursement ceiling is \$363,631.00 for the period of July 1, 2022, through June 30, 2023.**

Therefore, the Initial Service Budget for the period of July 1, 2022, through June 30, 2023, is added and attached.

ALL OTHER REQUIREMENTS, SPECIFICATIONS, AND TERMS AND CONDITIONS REMAIN UNCHANGED

ACKNOWLEDGEMENT AND AUTHORIZATION

This Amendment shall be fully executed by means of electronic approval in APP.

ITEMIZED SERVICE BUDGET

CONTRACT SERVICE: Housing Support Services	ORGANIZATION: Pima County Bd of Supervisors
CONTRACT PERIOD: 07/01/2022 - 06/30/2023	CONTRACT NUMBER: ADES18 - 206221
SERVICE CODES: S = Shelter Operations R = Rapid Rehousing Rental Assistance HP = Homeless Prevention	

1) TOTAL PERSONNEL & EMPLOYEE RELATED EXPENSES FOR DIRECT SERVICES (One Service Code Per Line)

Compensation directly related to carrying out the activities of the identified Service Code as well as other costs such as insurance, workers compensation, etc.

TOTAL FTE Level	Service Code	Contractor or Subcontractor	TOTAL COST	ADES COST
Personnel	R	Pima County	\$44,972.00	\$3,402.31
Personnel	R	Coummunity Bridges Inc.	\$61,933.00	\$61,933.00
Personal	S	Pima County	\$44,972.00	\$4,088.15
Personnel	S	Old Pueblo Community Services	\$67,879.00	\$67,879.00
Personnel	HP	Pima County	\$10,000.00	\$0.00
TOTAL # of FTEs:		TOTAL:	\$229,756.00	\$137,302.46

2) HOUSING VOUCHERS FOR RAPID RE-HOUSING & HOMELESS PREVENTION

Short term rental assistance = Fair Market rent and utility payments up to 100 percent for up to three months. Medium term rental assistance may be extended accordingly: Months Four (4) through Six (6) - up to Seventy-five (75) percent and Months Seven (7) through Nine (9)- up to Fifty (50) percent; contingent upon quarterly client re-assessment and income verification. **Payment of rental arrears consists of a one-time payment for up to 6 months of rent in arrears, including late fees.**

	Service Code	Contractor or Subcontractor	TOTAL COST	ADES COST
	R	Community Bridges	\$94,361.00	\$94,361.00
	HP	Pima County	\$65,000.00	\$30,000.00
		TOTAL:	\$159,361.00	\$124,361.00

3) TOTAL RAPID RE-HOUSING AND/OR HOMELESS PREVENTION STABILIZATION & FINANCIAL ASSISTANCE:

Housing inspections, assessment of housing in compliance with ESG requirements (i.e., rent reasonableness, habitability standards, lead based paint evaluation), rental application fees, security deposits, last month's rent, utility deposits, payments of utility arrears for up to six (6) months, legal fees for landlord/tenant matters, credit repair, transportation, miscellaneous moving expenses to include truck rental, to support homeless individuals and families in order to move participant as quickly as possible into permanent housing and to achieve stability in that housing or achieve stability in current housing. These are non-employee expenses.

	Service Code	Contractor or Subcontractor	TOTAL COST	ADES COST
	R	Pima County	\$10,000.00	\$5,000.00
	R	Community Bridges Inc.	\$24,945.00	\$24,945.00
	HP	Pima County	\$5,000.00	\$8,716.49
		TOTAL:	\$39,945.00	\$38,661.49

4) TOTAL ESSENTIAL SERVICES FOR TEMPORARY EMERGENCY SHELTER

Case Management, child care, education services, employment assistance, life skills training, transportation, and services for special populations (e.g., services for people living with HIV/AIDS, homeless youth, and victim services). These are non-employee expenses.

	Service Code	Contractor or Subcontractor	TOTAL COST	ADES COST
	S	Old Pueblo Community Services	\$1,350.00	\$1,350.00
		TOTAL:	\$1,350.00	\$1,350.00

5) TOTAL TEMPORARY SHELTER OPERATIONS EXPENSES

Maintenance, rent, security, fuel, equipment, insurance, utilities, food, furnishings, supplies necessary for operation of a Temporary Emergency Shelter. Eligible costs may also include hotel/motel vouchers for individuals or families experiencing homelessness when congregant Temporary Emergency Shelter is unavailable.

	Service Code	Contractor or Subcontractor	TOTAL COST	ADES COST
	S	Old Pueblo Community Services	\$56,207.00	\$56,207.00
		TOTAL:	\$56,207.00	\$56,207.00

6) HMIS USER FEES

Participation fees charged by the HMIS Lead if subrecipient is not the HMIS Lead. Requires receipted expenses for reimbursement.

	Contractor or Subcontractor	TOTAL COST	ADES COST
		\$0.00	\$0.00

7) INDIRECT COSTS

Please review HUD's *Indirect Cost Toolkit* for guidance on Indirect Costs and the Emergency Solutions Grants (ESG) program:

<https://files.hudexchange.info/resources/documents/Indirect-Cost-Toolkit-for-CoC-and-ESG-Programs.pdf>. Your agency is responsible for understanding how Indirect Costs are calculated and charged under the ESG program. The subrecipient may use their federally negotiated indirect cost rate or the 10% de Minimus indirect cost rate. If the subrecipient elects to use a federally negotiated indirect cost rate, they must provide a copy of the rate agreement with the ISB. If the federally approved indirect cost rate changes or is allowed to expire within the contract period, the subrecipient must notify DES of the changes. If the subrecipient elects to use the 10% de Minimus rate for indirect costs, they must complete and submit the *Certification of De Minimus Indirect Cost Rate* form with the ISB.

Indirect Cost Rate (10% de minimus rate or Federally negotiated rate)	Service Code	Grantee	TOTAL COST	ADES COST
10%	R	Pima County		\$340.23
10%	R	Coummunity Bridges Inc.		\$2,500.00
10%	S	Pima County		\$408.82
10%	S	Old Pueblo Community Services	\$38,057.00	\$2,500.00
TOTAL:			\$43,806.05	\$5,749.05

Total Costs by Above Budget Categories		\$530,425.05	\$363,631.00
		TOTAL COST	ADES COST
8)	Calculate Total Shelter Operations (S) COST	\$208,465.00	\$132,432.97
9)	Calculate total Rapid Re-housing (R) COST	\$236,211.00	\$192,481.54
10)	Calculate total Homeless Prevention (HP) COST	\$80,000.00	\$38,716.49
11)	Calculate total HMIS COST	\$0.00	\$0.00
12)	TOTAL COSTS BY SERVICE CODES:	\$524,676.00	\$363,631.00

13)	REVENUE SOURCES:	TOTAL COST	ADES COST
	ADES-HOMELESS	\$363,631.00	\$363,631.00
	Government Funding - City	\$0.00	
	Government Funding - County	\$0.00	
	Government Funding – State (Do not include ADES Homeless Program funding listed above)	\$0.00	
	Gov. Funding - Federal	\$99,944.00	
	Foundation & Corporate Support	\$38,057.00	
	United Way	\$0.00	
	Contributions / Donations	\$0.00	
	Special Events / Fundraising	\$0.00	
	Legacies / Bequests / Investments	\$0.00	
	Program Service Fees & Reimbursements	\$0.00	
	In-Kind Support	\$0.00	
	Other Revenue*	\$0.00	
	TOTAL REVENUE:	\$501,632.00	\$363,631.00

* Identify Other Revenue Sources Here