



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

**Requested Board Meeting Date:** 2/16/2016

**or Procurement Director Award** ☐

**Contractor/Vendor Name:** Compass Affordable Housing, Inc.  
**(DBA):**

**Project Title/Description:**

CAH Housing Solutions Program conducted by Compass Affordable Housing, Inc., located at 2835 North Stone Avenue, Tucson, AZ 85705.

**Purpose:**

Awardee will use Emergency Solutions Grant ("ESG") program funds to provide eligible financial assistance and support services to homeless individuals or families with children to help them obtain permanent, unsubsidized housing and stability. This amendment reallocates unexpended FY14/15 ESG funds (not fully expended by other agencies) to Compass Affordable Housing, Inc.

**Procurement Method:**

Solicitation CDNC-12-9-14-ESG-CDBG

**Program Goals/Predicted Outcomes:**

Goal: Provide decent, affordable housing and stability to individuals or families with children who are homeless or at-risk of being homeless.

Predicted outcomes: Homeless individuals and families with children provided with financial assistance and case management will obtain and sustain permanent affordable housing.

**Public Benefit:**

Homeless individuals and families with children will receive HUD ESG Rapid Re-Housing services that enable them to secure safe, decent and affordable housing.

**Metrics Available to Measure Performance:**

Homeless Families Served (minimum) FY 2015-2016 Allocation	Homeless Families Served (minimum) FY 2014-2015 Allocation	Achievement
6	5	Receive Rapid Rehousing assistance for up to 3 months and/or move into permanent housing
6	5	Maintain or increase income through earnings or available benefits
6	5	Meet at least one goal on the Individual Housing and Service Plan during every six months in the program

**Retroactive:**

No

**Original Information**

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

Effective Date: Termination Date: Prior Contract Number (Synergen/CMS):

To: COB 2-6-16 (2) Pgs. - 4

Procure Dept 02/02/16 #1059

☐ Expense Amount:

☐ Revenue Amount: \$

Funding Source(s):

Cost to Pima County General Fund:

Contract is fully or partially funded with Federal Funds? ☐ Yes ☐ No ☐ Not Applicable to Grant Awards

Were insurance or indemnity clauses modified? ☐ Yes ☐ No ☐ Not Applicable to Grant Awards

Vendor is using a Social Security Number? ☐ Yes ☐ No ☐ Not Applicable to Grant Awards

If Yes, attach the required form per Administrative Procedure 22-73.

**Amendment Information**

Document Type: CT Department Code: CD Contract Number (i.e., 15-123): 1600000000000000072 A1

Amendment No.: 1 AMS Version No.: 2

Effective Date: New Termination Date:

☒ Expense ☐ Revenue ☒ Increase ☐ Decrease Amount This Amendment: \$15,126.62

Funding Source(s): Emergency Shelter Grant (Rapid Rehousing)

Cost to Pima County General Fund:

Contact: John Matheny, Program Coordinator

Department: Community Development & Neighborhood Conservation Telephone: 724-8779

Department Director Signature/Date: *Daniel Ginter for Margaret M. Kish*

Deputy County Administrator Signature/Date: *Daniel Ginter* 2-1-16

County Administrator Signature/Date: *C. Dunkelberg* 2-2-16  
(Required for Board Agenda/Addendum Items)

PIMA COUNTY COMMUNITY DEVELOPMENT AND  
NEIGHBORHOOD CONSERVATION DEPARTMENT

PROJECT NAME: CAH Housing Solutions Program

CONTRACTOR: Compass Affordable Housing, Inc.  
2835 North Stone Avenue  
Tucson, AZ 85705

CONTRACT NO.: CT-CD-16\*072

FUNDING: Emergency Shelter Grant (Rapid  
Rehousing)

DISTRICT NO. All

<b>CONTRACT</b>
NO. <u>CT-CD-16-072</u>
AMENDMENT NO. <u>01</u>
<small>This number must appear on all invoices, correspondence and documents pertaining to this contract.</small>

Original Contract Term:	10/1/15 – 9/30/16	Contract Amount:	\$20,000.00
Termination date prior amends:	N/A	Amount Prior Amends:	N/A
Termination date this amend:	N/A	Amount this Amendment:	\$15,126.62
		TOTAL contract amount:	\$35,126.62

**AMENDMENT NO. ONE**

**RECITALS**

- A. Pima County ("County"), through the Community Development and Neighborhood Conservation Department received Emergency Shelter Grant ("ESG") funds from the U.S. Department of Housing and Urban Development under Title IV subtitle B of the McKinney-Vento Homeless Assistance Act to improve the economic welfare of County inhabitants.
- B. County and Compass Affordable Housing, Inc. ("Agency") entered into the above-referenced Agreement to provide ESG rapid-rehousing component activities to homeless individuals and families of Pima County.
- C. ESG funds for FY 2014-2015 previously awarded to other agencies were not fully expended.
- D. County finds that it is in the best interests of Pima County residents to reallocate these FY14/15 ESG funds to continue to provide Rental Assistance and Support Services through Agency.
- E. County has reviewed Agency's performance finds it satisfactory.
- F. The Parties agree to increase the amount of ESG funds provided under the Agreement, subject to the requirement that these additional funds be spent by June 30, 2016.

NOW, THEREFORE, the Agreement is amended as follows:

1. **4.0 COMPENSATION AND PAYMENT**, Paragraph 4.1 is deleted in its entirety and replaced with the following:
  - 4.1 In consideration for services specified in **Exhibit A** of this Agreement, County Agrees to pay Awardee **up to \$35,126.62** (the Maximum Allocated Amount") as follows:

<b>FY of Allocation</b>	<b>Dates of Service</b>	<b>Amount Allocated</b>
<u>2014-2015</u>	<u>February 1, 2016 – June 30, 2016</u>	<u>\$15,126.62</u>
<u>2015-2016</u>	<u>October 1, 2015 – September 30, 2016</u>	<u>\$20,000.00</u>

2. **EXHIBIT A – SCOPE OF WORK** is deleted in its entirety, except for Exhibit A-1, and replaced with the attached **EXHIBIT A**. Exhibit A-1 remains unchanged and in full force and effect.
3. **EXHIBIT B – MONTHLY FINANCIAL STATUS REPORT AND REQUEST FOR FUNDS**, is deleted in its entirety and replaced with the attached **EXHIBIT B**.

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

IN WITNESS WHEREOF, the parties do hereby affix their signatures and do hereby agree to carry out the terms of this Amendment and of the original Contract cited herein.

**PIMA COUNTY**

**AWARDEE**

\_\_\_\_\_  
Chair, Board of Supervisors

Date: \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed name and title

Date: 1-28/16

\_\_\_\_\_  
Clerk of the Board

\_\_\_\_\_  
Date

APPROVED AS TO CONTENT:

Margaret M. Kue 01/22/2016  
\_\_\_\_\_  
Director, Community Development  
and Neighborhood Conservation

APPROVED AS TO FORM:

Karen S. Friar  
\_\_\_\_\_  
Karen S. Friar, Deputy County Attorney

## EXHIBIT A to Amendment No. One

### SCOPE OF WORK

#### 1. **Program Title and Location:**

CAH Housing Solutions Program conducted by Compass Affordable Housing, Inc., located at 2835 North Stone Avenue, Tucson, AZ 85705.

#### 2. **Project Purpose:**

Awardee will use Emergency Solutions Grant ("ESG") program funds to provide eligible financial assistance and support services to homeless individuals or families with children to help them obtain permanent, unsubsidized housing and stability.

#### 3. **Project Activities:** Awardee will provide the following HUD ESG activities to **at least 9 homeless individuals or families with children** (in 2015-2016) and **at least 7 homeless individuals or families with children** who are homeless or at risk of becoming homeless:

- 3.1. **Financial Assistance.** Awardee will provide financial assistance for rapid rehousing as allowed under 24 CFRs 576.104 and 576.106. Financial assistance may include, but is not limited, to the following:
  - 3.1.1.1. Rental arrears;
  - 3.1.1.2. Rental application fees;
  - 3.1.1.3. Security deposits;
  - 3.1.1.4. First and last month's rent;
  - 3.1.1.5. Utility deposits;
  - 3.1.1.6. Utility payments; and
  - 3.1.1.7. Moving costs.
- 3.2. **Support Services.** For the individuals or families receiving financial assistance, Awardee will provide case management and supportive services to the households serviced to help them remain safe, overcome obstacles to obtaining and maintaining permanent housing, and create a healthy life. Awardee will:
  - 3.2.1. Complete ESG Homeless Certification, attached as Attachment A-1.
  - 3.2.2. Search for affordable housing that will meet the household's needs and assist with placement.
  - 3.2.3. Ensure housing meets the minimum habitability standards for permanent set forth in §576.403(c).
  - 3.2.4. Utilize a broad referral base to help meet health, safety, housing and employment needs of the families served.
  - 3.2.5. Use the Vulnerability Index & Service Prioritization Decision Assistance Tool (VI-SPDAT) to determine criticality of the person's situation.
  - 3.2.6. Use a coordinated assessment system to determine needs and enter people served into the Homeless Management Information System ("HMIS").

- 3.2.7. Develop an Individual Housing and Service Plan setting forth measurable goals that will lead to housing stability.
- 3.2.8. Verify and document each family's eligibility for available assistance programs. As appropriate:
  - 3.2.8.1. Refer to other agencies that can provide needed housing and supportive services; and
  - 3.2.8.2. Help enroll in mainstream benefit programs (e.g. SNAP, TANF, SSI, SSDI, food stamps, etc.).
  - 3.2.8.3. To determine needs and barriers to housing, at intake:
    - 3.2.8.3.1. Develop an individualized Housing and Service Plan, focusing on obtaining permanent, stable housing;
    - 3.2.8.3.2. Complete the Vulnerability Index and Service Prioritization Decision Assistance Tool ("VI-SPDAT") to determine the criticality of the individual's situation;
    - 3.2.8.3.3. Complete the ESG Homeless Certification, Attachment A-1 to this Exhibit;
    - 3.2.8.3.4. Enter required data into the Homeless Management Information System ("HMIS") to ensure coordinated provision of services within the community.
- 3.2.9. Follow-up monthly with each individual served, to determine whether housing is being maintained and goals established in the individualized housing plan are being met.
- 3.3 Matching Funds. Awardee must provide at least **\$35,126.62** in eligible matching funds to match 100% of the total ESG allocation. Additional conditions include, but are not limited to:
  - 3.3.1 Matching funds provided by Awardee must comply with 24 CFR § 576.201(c).
  - 3.3.2 A list of matching funds must be provided to County with each draw-down of ESG funds.
  - 3.3.3 Data regarding program participants served with matching funds must be entered into HMIS and must be reported in CAPER.

#### **4. Project goal/predicted outcomes:**

- 1.1. Goal: Provide decent, affordable housing and stability to individuals or families with children who are homeless or at-risk of being homeless.
- 1.2. Predicted outcomes: Homeless individuals and families with children provided with financial assistance and case management will obtain and sustain permanent affordable housing.

#### **5. Public benefit – ESG Eligible Activities:**

Homeless individuals and families with children will receive HUD ESG Rapid Re-Housing services that enable them to secure safe, decent and affordable housing.

**6. Metrics available to measure performance:**

<b>Homeless Families Served (minimum) FY 2015-2016 Allocation</b>	<b>Homeless Families Served (minimum) FY 2014-2015 Allocation</b>	<b>Achievement</b>
6	5	Receive Rapid Rehousing assistance for up to 3 months and/or move into permanent housing
6	5	Maintain or increase income through earnings or available benefits
6	5	Meet at least one goal on the Individual Housing and Service Plan during every six months in the program

**7. Reports:**

- 1.3. Awardee is required to use HMIS for ESG data collection and to submit annual reports to Pima County for its Consolidated Annual Performance and Evaluation Report (CAPER) to HUD for fiscal years 2014-2015 through 2015-2016.
- 1.4. Awardee must submit a Data Quality Completion Report with the invoices for services provided in December, March, June, and September. Failure to include the reports with the invoices, or failure to achieve at least an 80% grade, will result in payments being withheld.
- 1.5. All reporting provisions will survive the termination of this Agreement.

**8. Budget:**

<b>Funded Activities</b>	<b>FY 2015-2016 Allocation</b>	<b>FY 2014-2015 Allocation</b>
	<b>Dates of Service 10/1/15 – 9/30/16</b>	<b>Dates of Service 2/1/16 – 6/30/16</b>
Rental Assistance:	\$9,000.00	\$6,807.00
Support Services:	\$11,000.00	\$8,319.62
<b>Total</b>	<b>\$20,000.00</b>	<b>\$15,126.62</b>

END OF EXHIBIT A

## EXHIBIT B

### MONTHLY FINANCIAL STATUS REPORT AND REQUEST FOR FUNDS

Compass Affordable Housing, Inc.  
2835 North Stone Avenue  
Tucson, AZ 85705

Month \_\_\_\_\_

Invoice # \_\_\_\_\_

ESG Request Activity		Budgeted	Exp./MO.	Accumulative Expenditure	Balance Available
<b>Rapid Re-housing</b>					
Rental Assistance	FY1415	\$6,807.00			
Case Management	FY1415	\$8,319.62			
Rental Assistance	FY1516	\$9,000.00			
Case Management	FY1516	\$11,000.00			
<b>Contract total</b>		<b>\$35,126.62</b>			

#### Match Requirement Table

ESG Match Activity	Required Match	Match Amount/MO.	Accumulative Match to Date	Source
100% Match Requirement	\$35,126.62			

*\*Administration not to be included in Match Calculation*

<b>Total Requested</b>	
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I hereby certify that to the best of my knowledge, the data reported represents actual receipts and actual expenditures which have been incurred in accordance with the agreement for management and implementation of the Emergency Solutions Grant and are based on official accounting records and supporting documents which will be maintained for the purposes of audit.

Reviewed by: \_\_\_\_\_

Prepared by: \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

Pima County Reviewer \_\_\_\_\_

Date \_\_\_\_\_