



BOARD OF SUPERVISORS AGENDA ITEM REPORT
CONTRACTS / AWARDS / GRANTS

☐ Award ☒ Contract ☐ Grant

Requested Board Meeting Date: April 2, 2019

*** = Mandatory, information must be provided**

or Procurement Director Award ☐

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

Community Home Repair Projects of Arizona, Inc.

***Project Title/Description:**

Community Services Block Grant (CSBG) - Emergency Needs. Provide emergency home repair to eligible low-income households. The Contract and Amendments can be found in OnBase by searching Contracts 17*426 in Doc_ID_AMS.

***Purpose:**

This amendment with Community Home Repair Projects of Arizona, Inc., a subrecipient, is to provide funding for emergency home repair to ten additional households due to the increase in the demand from Pima County residents. The funding for this increase of emergency home repair service is from the Arizona Community Action Association dba Wildfire, a state non-profit agency that manages private housing assistance funds on behalf of several Arizona utility companies.

Attachment: Contract Number CT-CS-17-426 (Amendment 3)

***Procurement Method:**

RFP No. CAA-CSBG-2017-05 per Pima County Board of Supervisors Policy D29.6 - Selection and Contracting of Professional Services.

***Program Goals/Predicted Outcomes:**

Community Home Repair Projects of Arizona, Inc. will provide emergency home repair to 80 households.

***Public Benefit:**

The benefit of the program is it helps support the safety and well-being of low-income families.

***Metrics Available to Measure Performance:**

All activities and information sources in the management, fiscal, and service system of Awardee and any subcontracted parties, relating to performance of duties and obligations under this Contract are monitored. Quarterly reports on the National Results Oriented Management Accountability (ROMA)/National Performance Indicators and progress reports on each household and individual served.

***Retroactive:**

Yes, it is retroactive by one day. Contract was processed after the March 5, 2019 Board of Supervisors meeting and the next meeting is April 2, 2019.

To: COB 3.13.19
JFS - 3
(1)

Contract / Award Information

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

Effective 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 22-73.***Amendment / Revised Award Information**Document Type: CT Department Code: CS 42 Contract Number (i.e., 15-123): 17-426Amendment No.: 3 AMS Version No.: 7Effective Date: 4/1/19 New Termination Date: _____

Prior Contract No. (Synergen/CMS): _____

☒ Expense or ☐ Revenue ☒ Increase ☐ Decrease Amount This Amendment: \$ 15,000.00Is there revenue included? ☐ Yes ☒ No If Yes \$ _____***Funding Source(s) required:** Amendment funding source increase is from Arizona Community Action Association dba WildfireFunding 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): _____

Effective 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: Rise HartDepartment: Community Services Telephone: 724-5723Department Director Signature/Date: [Signature] 3-11-19Deputy County Administrator Signature/Date: [Signature] 3-11-19County Administrator Signature/Date: [Signature] 3/12/19
(Required for Board Agenda/Addendum Items)

**Pima County Department of Community Services, Employment and Training Department –
Community Action Agency Program**

Project: Community Services Block Grant (CSBG) – Emergency Needs

Awardee: Community Home Repair Projects of Arizona, Inc.
PO Box 26215
Tucson, AZ 85726

Contract No.: CT-CS-17*426

Contract Amendment No.: 03

Original Contract Term:	07/01/17 – 06/30/18	Orig. Contract Amount:	\$25,403.00
Term Prior Amendment:	06/30/19	Prior Amended Amount:	\$95,403.00
Term This Amendment	06/30/19	Amount This Amendment:	\$15,000.00
		Revised Contract Amount:	\$135,806.00

DUNS No.: 098534469		SAM Registration Date: 11/26/18	
Research or Development:		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Federal Contract No.:		15-089143	Award Date: 2018
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 checked="" type="checkbox"/> Subrecipient		<input type="checkbox"/> Contractor

CFDA	Grant Program	National Funding	Pima County Award
93.569	CSBG	\$674,000,000.00	\$834,091.41

Program	Pima County Award
Arizona Community Action Association <i>dba</i> Wildfire	\$274,435.43

Pima County, a body politic and corporate of the State of Arizona, ("County") and Community Home Repair Projects of Arizona, Inc. ("Awardee") have entered into the above-referenced Agreement to provide emergency home repair services to low-income homeowners.

AMENDMENT THREE

RECITALS

- A. The Pima County Board of Supervisors finds that extreme weather conditions have increased the need for emergency home repair services for low-income homeowners beyond the levels originally anticipated.
- B. County has funds available from the Arizona Community Action Association *dba* Wildfire ("ACAA") to cover the costs associated with ten (10) additional demands for such services.

- C. County finds that Awardee has the capacity to provide these additional emergency home repair services during the term of the Agreement.

NOW, THEREFORE, County and Awardee agree to amend the Contract as follows:

1. SECTION 3.0 – COMPENSATION AND PAYMENT is amended as follows:

- 2.1 Paragraph 3.1 is amended to increase "the Maximum Allocated Amount":

FROM: \$120,806.00

TO: \$135,806.00

- 2.2 **SECTION 3.0 – Paragraph 3.14** is deleted in its entirety and replaced with the following:

3.14 Changes between budget line items. Changes between budget line items of no more than 15% may be granted by and at the sole discretion of the Director of Community Services Employment and Training ("CSET") or designee. The following provisions apply:

3.14.1. The change may not increase or decrease the maximum allocated amount.

3.14.2. Agency must submit a written request for the line item change on or before May 15 of the contract year. The written request must contain a detailed explanation of:

3.14.2.1. The reason the change is necessary; and

3.14.2.2. How the specified purpose, program(s), metrics, or outcomes set forth in this Agreement will continue to be met, despite the requested change.

3.14.3. The change must be for future expenditures that are not part of the current existing and approved budget(s). The change may not be to cover unbudgeted expenditures incurred by Agency prior to written approval of the request for a budget line item change.

3.14.4. If the Director of CSET or designee approves the request for the budget line item change, the change will not be effective, nor will compensation under the change be provided, until the date set forth in the written approval.

- 2.4 **Paragraph 3.18** is added to read:

3.18. Any change that increases or decreases the maximum allocated amount or that changes the Scope of Work in any way will require a contract amendment. Such change will not be effective, nor will compensation under the change be provided, until the contract amendment is fully executed by both parties.

- 2.5 **Paragraph 3.19** is added to read:

3.19. Goods and services provided in excess of the budgeted line item or the maximum allocated amount without prior authorization as set forth in paragraphs 3.14 and 3.18 above will be at Agency's own risk.

2. SECTION 27.0 – ISRAEL BOYCOTT CERTIFICATION is deleted in its entirety and the remaining Sections are *renumbered to conform*.

3. **EXHIBIT A – SCOPE OF WORK**, is amended as follows:

- 3.1 **SECTION 5 – OUTCOMES - AWARDEE**, paragraph 5.1 (ROMA Goal 2), is amended to increase the number of households served under NPI 2.1D:

FROM: 70

TO: 80

- 3.2 **SECTION 6 – BUDGET** for the period of 7/1/18 – 6/30/19 is deleted in its entirety and replaced with the following:

Description	CSBG Funding Amount	ACAA Funding Amount
Personnel/ERE	\$15,000.00	-0-
Professional Services & Outside Services	\$1,500.00	-0-
Travel	\$650.00	-0-
Space (Rent/Utilities)	\$150.00	-0-
Materials and Supplies	\$6,000.00	\$15,000.00
Operating Services	\$1,500.00	-0-
Administrative Costs cannot exceed 15% of grant award	\$603.00	-0-
Total Budget	\$25,403.00	\$15,000.00

All other provisions of the Contract not expressly modified in this Amendment will remain in effect and be binding on the parties.

This Amendment is effective on April 1, 2019.

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:

Chairman, Pima County Board of Supervisors

Date: _____

ATTEST:

Clerk of the Board

Date

APPROVED AS TO CONTENT:

Director, Employment & Training

APPROVED AS TO FORM:

Karen S. Friar, Deputy County Attorney

AWARDEE:

Authorized Signature

Printed Name & Title

Scott Coverdale, Executive Director

Date: 3/7/19