



BOARD OF SUPERVISORS AGENDA ITEM REPORT
CONTRACTS / AWARDS / GRANTS

☐ Award ☒ Contract ☐ Grant

Requested Board Meeting Date: 4/2/19

* = Mandatory, information must be provided

or Procurement Director Award ☐

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

Old Pueblo Community Services (Headquarters: Tucson, AZ)

***Project Title/Description:**

Permanent Supportive-Housing First Pilot Project

***Purpose:**

Award: Master Agreement No. MA-PO-19-134. This Master Agreement is for an initial term of fifteen (15) months in the award amount of \$1,500,000.00 and includes three (3) one-year renewal options.

Administering Department: County Administration

***Procurement Method:**

Pursuant to Pima County Procurement Code 11.12.020, Competitive sealed proposals, Solicitation No. 1900001 was conducted. Four (4) responses were received. Award is recommended to the contractor submitting the highest scoring proposal.

PRCUID: 318001

Attachments: Notice of Recommendation for Award, Master Agreement, Professional Services Contract.

***Program Goals/Predicted Outcomes:**

To provide services necessary to permanently house 150 program participants.

***Public Benefit:**

This program is anticipated to improve the health and housing stability of program participants while providing reductions in program participant usage and taxpayer cost to emergency rooms, calls for service to first responders, jail bookings, and criminal justice system involvement.

***Metrics Available to Measure Performance:**

Housing vouchers utilized, number of participants, utilization of health system, criminal justice indicators, and other mainstream benefits utilization.

***Retroactive:**

No.

Pima-19-03-20-1900001

To CoB: 3-20-19
Ver. 1
24 pgs (1)

Contract / Award Information

Document Type: MA Department Code: PO Contract Number (i.e., 15-123): 19-134
Effective Date: 4/3/19 Termination Date: 6/30/20 Prior Contract Number (Synergen/CMS): _____
☒ Expense Amount: \$* 1,500,000.00 ☐ Revenue Amount: \$ _____

*Funding Source(s) required: General Fund

Funding from General Fund? ☒ Yes ☐ No If Yes \$ 1,500,000.00 % 100

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

Amendment No.: _____ AMS Version No.: _____

Effective Date: _____ New Termination Date: _____

Prior Contract No. (Synergen/CMS): _____

☐ Expense or ☐ 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: _____ 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: Jennifer Moore, Procurement Officer Division Manager: [Signature] 3/18/19

Department: Procurement Telephone: 520.724.8164

Department Director Signature/Date: [Signature] 3/20/19

Deputy County Administrator Signature/Date: [Signature] 3/20/19

County Administrator Signature/Date: [Signature] 3/20/19

(Required for Board Agenda/Addendum Items)



NOTICE OF RECOMMENDATION FOR AWARD

Date of Issue: March 5, 2019

The Procurement Department hereby issues formal notice to respondents to Solicitation No. RFP-PO-1900001 for Permanent Supportive-Housing First Pilot Project that the following listed respondent will be recommended for award as indicated below. The award action is scheduled to be performed by the Board of Supervisors on or after April 2, 2019.

Award is recommended to the highest scoring proposal.

<u>AWARDEE NAME</u>	<u>AWARD AMOUNT</u>
Old Pueblo Community Services	\$1,500,000.00

OTHER RESPONDENT NAMES

Chicanos Por La Causa, Inc.
Community Bridges, Inc.
La Frontera Center, Inc.

Issued by: Jennifer Moore, Procurement Officer

Telephone Number: 520.724.8164

This notice is in compliance with Pima County Procurement Code §11.12.010(C) and §11.20.010(C).

Copy to: Pima County SBE via e-mail at SBE@pima.gov.

AW



MASTER AGREEMENT

PIMA COUNTY, ARIZONA

THIS IS NOT AN ORDER - TRANSMISSION CONSTITUTES
CONTRACT EXECUTION

Master Agreement No: 1900000000000000134

MA Version: 1

Page: 1 of 2

Description: Permanent Supportive-Housing First Pilot Project

I S S U E R	Pima County Procurement Department	T E R M S	Initiation Date: 04-03-2019
	130 W. Congress St. 3rd Fl		Expiration Date: 06-30-2020
	Tucson AZ 85701		
	Issued By: JENNIFER MOORE		
	Phone: 5207248164		
	Email: jennifer.moore@pima.gov		
			<div>NTE Amount: \$1,500,000.00</div> <div>Used Amount: \$0.00</div>

V E N D O R	OLD PUEBLO COMMUNITY SERVICES	Contact: Ellyn Langer
	4501 E 5th St	Phone: 520-445-7065
	Tucson AZ 85711	Email: elanger@helptucson.org
		Terms: 0.00 %
		Days: 30

Shipping Method:	Vendor Method
Delivery Type:	
FOB:	FOB Dest, Freight Prepaid
Modification Reason	
This Master Agreement is for an initial term of fifteen months in the award amount of \$1,500,000.00 and includes three (3) one-year renewal options. Attachment: Professional Services Contract	

This Master Agreement incorporates the attached documents, and by reference all instructions, Standard Terms and Conditions, Special Terms and Conditions, and requirements that are included in or referenced by the solicitation documents used to establish this agreement. All transactions and conduct are required to conform to these documents.



MASTER AGREEMENT DETAILS

Master Agreement No: 19000000000000000134

MA Version: 1

Page: 2 of 2

Line Description

1	Monthly Service Service Contract Amt (Not-To-Exceed) 1500000.00	Service From 2019-04-03	Service To 2020-06-30
---	---	----------------------------	--------------------------

Pima County Department of County Administration, Criminal Justice Reform Unit

Project: Permanent Supportive - Housing First Pilot Project

Contractor: Old Pueblo Community Services

Amount: \$1,500,000.00

Contract No.: MA-PO-19-134

Funding: General Fund

PROFESSIONAL SERVICES CONTRACT

1. Parties, Background and Purpose.

- 1.1. Parties. This Contract is between Pima County, a body politic and corporate of the State of Arizona ("County"), and Old Pueblo Community Services, a domestic nonprofit Corporation ("Contractor").
- 1.2. Authority. County selected Contractor pursuant to and consistent with Pima County Procurement Code 11.12.020 Competitive Sealed Proposals.
- 1.3. Solicitation. County previously issued Solicitation No. RFP 1900001 for certain goods and/or services (the "Solicitation"). Requirements and specifications contained in the Solicitation, all documents included in the Solicitation, and any information and documentation submitted by Contractor in response to the Solicitation, are incorporated into this Contract by reference.
- 1.4. Contractor's Response. Contractor submitted the most advantageous response to the Solicitation.

2. Term.

- 2.1. Original Term. This Contract is effective for the period commencing on April 3, 2019 and terminating on June 30, 2020 (the "Initial Term"). "Term," when used in this Contract, means the Initial Term plus any exercised Extension Options.
- 2.2. Extension Options. County may renew this Contract for up to three (3) additional periods of up to one (1) year each (each an "Extension Option"). An Extension Option will be effective only upon execution by the Parties of a formal written amendment.

3. Scope of Services. Contractor will provide County with the products and/or services ("Goods and Services") described in **Exhibit A** (5 pages). The Goods and Services must comply with all requirements and specifications in the Solicitation.

4. Key Personnel. Contractor will employ suitably trained and skilled professional personnel to perform all consultant services under this Contract. Prior to changing any key personnel, especially those key personnel County relied upon in making this Contract, Contractor will obtain the approval of County. The key personnel include the following staff:

Program Manager: Katy Scoblink
Case Managers: Brenda Burton, Stephen Garcia, Kim Noble
Administrative Data/Dispatch: Phil Pierce
Outreach Manager: Brandi Champion
Outpatient Director: Sara E. Germain

5. **Compensation and Payment.**

- 5.1. **Rates; Adjustment.** County will pay Contractor at the rates set forth in **Exhibit B** (2 pages). Those rates will remain in effect during an Extension Option period unless Contractor, at least 90 days before the end of the then-existing Term, or at the time the County informs Contractor that the County intends to extend the Term, if that is earlier, notifies County in writing of any adjustments to those rates, and the reasons for the adjustments.
- 5.2. **Maximum Payment Amount.** County's total payments to Contractor under this Contract, including any sales taxes, may not exceed \$1,500,000.00 (the "**NTE Amount**"). The NTE Amount can only be changed by a formal written amendment executed by the Parties. Contractor is not required to provide any goods or services, payment for which will cause the County's total payments under this Contract to exceed the NTE Amount; if Contractor does so, it is at the Contractor's own risk.
- 5.3. **Sales Taxes.** The payment amounts or rates in **Exhibit B** do not include sales taxes. Contractor may invoice County for sales taxes that Contractor is required to pay on goods supplied to the County under this Contract. Contractor will show sales taxes as a separate line item on invoices.
- 5.4. **Timing of Invoices.** Contractor will invoice County on a monthly basis unless a different billing period is set forth in **Exhibit B**. County must receive invoices no more than 30 days after the end of the billing period in which Contractor delivered the invoiced products or services to County. County may refuse to pay for any product or service for which Contractor does not timely invoice the County and, pursuant to A.R.S. § 11-622(C), will not pay for any product or service invoiced more than 6-months late.
- 5.5. **Content of Invoices.** Contractor will include detailed documentation in support of its invoices and assign each amount billed to an appropriate Cost Center. The Contractor for invoicing purposes will use Attachment 1: Pima County Invoice Request.
- 5.6. **Invoice Adjustments.** County may, at any time during the Term and during the retention period set forth in Section 22 below, question any payment under this Contract. If County raises a question about the propriety of a past payment, Contractor will cooperate with County in reviewing the payment. County may set-off any overpayment against amounts due to Contractor under this or any other contract between County and Contractor. Contractor will promptly pay to County any overpayment that County cannot recover by set-off.

6. **Insurance.** Contractor will procure and maintain at its own expense insurance policies (the "**Required Insurance**") satisfying the below requirements (the "**Insurance Requirements**") until all of its obligations under this Contract have been met. The below Insurance Requirements are minimum requirements for this Contract and in no way limit Contractor's indemnity obligations under this Contract. The County in no way warrants that the required insurance is sufficient to protect the Contractor for liabilities that may arise from or relate to this Contract. If necessary, Contractor may obtain commercial umbrella or excess insurance to satisfy the Insurance Requirements.

6.1. **Insurance Coverages and Limits:**

- 6.1.1. **Minimum Scope and Limits of Insurance:** Contractor shall procure and maintain, until all of their obligations have been discharged, coverage with limits of liability not less than those stated below.
- 6.1.2. **Commercial General Liability (CGL)** – Occurrence Form with limits not less than \$2,000,000 Each Occurrence and \$2,000,000 General Aggregate. Policy shall include cover for liability arising from premises, operations, independent contractors, personal injury, bodily injury, broad form contractual liability and products-completed operations.

- 6.1.3. Business Automobile Liability – Coverage for bodily injury and property damage on any owned, leased, hired, and/or non-owned autos assigned to or used in the performance of this Contract with minimum limits not less than \$1,000,000 Each Accident.
- 6.1.4. Workers' Compensation and Employers' Liability – Statutory coverage for Workers' Compensation. Workers' Compensation statutory coverage is compulsory for employers of one or more employees. Employers Liability coverage with limits of \$1,000,000 each accident and \$1,000,000 each employee – disease.

6.2. Additional Insurance Requirements:

The policies shall include, or be endorsed to include, as required by this written agreement, the following provisions:

- 6.2.1 Claims Made Coverage: If any part of the Required Insurance is written on a claims-made basis, any policy retroactive date must precede the effective date of this Contract, and Contractor must maintain such coverage for a period of not less than three (3) years following Contract expiration, termination or cancellation.
- 6.2.2 Additional Insured Endorsement: The General Liability, Business Automobile Liability and Technology E&O Policies shall each be endorsed to include Pima County, its departments, districts, officials, agents, and employees as additional insureds with respect to liability arising out of the activities performed by or on behalf of the Contractor.
- 6.2.3 Subrogation Endorsement: The General Liability, Business Automobile Liability, Workers' Compensation and Technology E&O Policies shall each contain a waiver of subrogation endorsement in favor of Pima County, and its departments, districts, officials, agents, and employees for losses arising from work performed by or on behalf of the Contractor.
- 6.2.4 Primary Insurance Endorsement: The Contractor's policies shall stipulate that the insurance afforded the Contractor shall be primary and that any insurance carried by Pima County, its agents, officials, employees or Pima County shall be excess and not contributory insurance.
- 6.2.5 The Required Insurance policies may not obligate the County to pay any portion of a Contractor's deductible or Self Insurance Retention (SIR). Insurance provided by the Contractor shall not limit the Contractor's liability assumed under the indemnification provisions of this Contract.
- 6.2.6 Insurer Financial Ratings: Coverage must be placed with insurers acceptable to the County with A.M. Best rating of not less than A-VII, unless otherwise approved by the County.
- 6.2.7 Subcontractors: Contractor must either (a) include all subcontractors as additional insureds under its Required Insurance policies, or (b) require each subcontractor to separately meet all Insurance Requirements and verify that each subcontractor has done so, Contractor must furnish, if requested by County, appropriate insurance certificates for each subcontractor. Contractor must obtain County's approval of any subcontractor request to modify the Insurance Requirements as to that subcontractor.
- 6.3 Notice of Cancellation:
For each insurance policy required by the insurance provisions of this Contract, the Contractor must provide to Pima County, within two (2) business days of receipt of notice, if a policy is suspended, voided, or cancelled for any reason. Such notice shall be mailed, emailed, hand-delivered or sent by facsimile transmission to the Pima County Contracting Representative. Notice shall include the Pima County project or contract number and project description.

6.4 Verification of Coverage:

- 6.4.1 Contractor shall furnish Pima County with certificates of insurance (valid ACORD form or equivalent approved by Pima County) as required by this Contract. An authorized representative of the insurer shall sign the certificates.
- 6.4.2 All certificates and endorsements, as required by this written agreement, are to be received and approved by Pima County before work commences. Each insurance policy required by this Contract must be in effect 10 days prior to work under this Contract. Failure to maintain the insurance coverages or policies as required by this Contract, or to provide evidence of renewal, is a material breach of contract.
- 6.4.3 All certificates required by this Contract shall be sent directly to the appropriate County Department. The Certificate of Insurance shall include the Pima County project or contract number and project description on the certificate. Pima County reserves the right to require complete copies of all insurance policies required by this Contract at any time.
- 6.4.4 Certificates must specify that the appropriate policies are endorsed to include additional insured and subrogation waiver endorsements for the County and its departments, officials and employees. Note: Contractors for larger projects must provide actual copies of the additional insured and subrogation endorsements.

6.5 Approval and Modifications:

Pima County Risk Management reserves the right to review or make modifications to the insurance limits, required coverages, or endorsements throughout the life of this contract, as deemed necessary. Such action will not require a formal Contract amendment but may be made by administrative action. Neither the County's failure to obtain a required insurance certificate or endorsement, the County's failure to object to a non-complying insurance certificate or endorsement, or the County's receipt of any other information from the Contractor, its insurance broker(s) and/or insurer(s), constitutes a waiver of any of the Insurance Requirements.

7. **Indemnification.** To the fullest extent permitted by law, Contractor will defend, indemnify, and hold harmless Pima County and any related taxing district, and the officials and employees of each of them (collectively, "Indemnitee") from and against any and all claims, actions, liabilities, losses, and expenses (including reasonable attorney fees) (collectively, "Claims") arising out of actual or alleged injury of any person (including death) or loss or damage to tangible or intangible property caused, or alleged to be caused, in whole or in part, by any act or omission of Contractor or any of Contractor's directors, officers, agents, employees, volunteers, or subcontractors. This indemnity includes any claim or amount arising or recovered under the Workers' Compensation Law or arising out of the failure of Contractor to conform to any federal, state or local law, statute, ordinance, rule, regulation or court decree. The Indemnitee will, in all instances, except for Claims arising solely from the acts or omissions of the Indemnitee, be indemnified by Contractor from and against any and all Claims. Contractor is responsible for primary loss investigation, defense and judgment costs for any Claim to which this indemnity applies. This indemnity will survive the expiration or termination of this Contract.

8. **Laws and Regulations.**

- 8.1. Compliance with Laws. Contractor will comply with all federal, state, and local laws, rules, regulations, standards and Executive Orders.
- 8.2. Licensing. Contractor warrants that it is appropriately licensed to provide the services under this Contract and that its subcontractors will be appropriately licensed.
- 8.3. Choice of Law; Venue. The laws and regulations of the State of Arizona govern the rights and obligations of the parties under this Contract. Any action relating to this Contract must be filed and maintained in the appropriate court of the State of Arizona in Pima County.

9. **Independent Contractor.** Contractor is an independent contractor. Neither Contractor, nor any of Contractor's officers, agents or employees will be considered an employee of Pima County for any purpose or be entitled to receive any employment-related benefits, or assert any protections, under the Pima County Merit System. Contractor is responsible for paying all federal, state and local taxes on the compensation received by Contractor under this Contract and will indemnify and hold County harmless from any and all liability that County may incur because of Contractor's failure to pay such taxes.
10. **Subcontractors.** Contractor is fully responsible for all acts and omissions of any subcontractor, and of persons directly or indirectly employed by any subcontractor, and of persons for whose acts any of them may be liable, to the same extent that the Contractor is responsible for the acts and omissions of its own employees. Nothing in this Contract creates any obligation on the part of County to pay or see to the payment of any money due any subcontractor, except as may be required by law.
11. **Assignment.** Contractor may not assign its rights or obligations under this Contract, in whole or in part, without the County's prior written approval. County may withhold approval at its sole discretion.
12. **Non-Discrimination.** Contractor will comply with all provisions and requirements of Arizona Executive Order 2009-09, which is hereby incorporated into this contract, including flow-down of all provisions and requirements to any subcontractors. During the performance of this Contract, Contractor will not discriminate against any employee, client or any other individual in any way because of that person's age, race, creed, color, religion, sex, disability or national origin.
13. **Americans with Disabilities Act.** Contractor will comply with all applicable provisions of the Americans with Disabilities Act (Public Law 101-336, 42 U.S.C. 12101-12213) and all applicable federal regulations under the Act, including 28 CFR Parts 35 and 36.
14. **Authority to Contract.** Contractor warrants its right and power to enter into this Contract. If any court or administrative agency determines that County does not have authority to enter into this Contract, County will not be liable to Contractor or any third party by reason of such determination or by reason of this Contract.
15. **Full and Complete Performance.** The failure of either party to insist, in one or more instances, upon the other party's full and complete performance under this Contract, or to take any action based on the other party's failure to fully and completely perform, is not a waiver or relinquishment of the right to insist upon full and complete performance of the same, or any other covenant or condition, either in the past or in the future. The acceptance by either party of sums less than may be due and owing it at any time is not an accord and satisfaction.
16. **Cancellation for Conflict of Interest.** This Contract is subject to cancellation for conflict of interest pursuant to A.R.S. § 38-511, the pertinent provisions of which are incorporated into this Contract by reference.
17. **Termination by County.**
 - 17.1. Without Cause. County may terminate this Contract at any time, with or without cause, by serving a written notice upon Contractor at least 30 days before the effective date of the termination. In the event of such termination, County's only obligation to Contractor will be payment for services rendered prior to the date of termination.
 - 17.2. With Cause. County may terminate this Contract at any time without advance notice and without further obligation to County when County finds Contractor to be in default of any provision of this Contract.
 - 17.3. Non-Appropriation. Notwithstanding any other provision in this Contract, County may terminate this Contract if for any reason there are not sufficient appropriated and available monies for the purpose of maintaining County or other public entity obligations under this Contract. In the event of such termination, County will have no further obligation to Contractor, other than to pay for services rendered prior to termination.

18. **Notice.** Any notice required or permitted to be given under this Contract must be in writing and be served by personal delivery or by certified mail upon the other party as follows:

County:
Ms. Wendy Petersen
Assistant County Administrator
Pima County Administration, Law and Justice
130 W. Congress, 10th Floor
Tucson, AZ 85701

Contractor:
Mr. Thomas M. Litwicki
Chief Executive Officer
Old Pueblo Community Services
4501 E. 5th Street
Tucson, AZ 85711

19. **Non-Exclusive Contract.** Contractor understands that this Contract is nonexclusive and is for the sole convenience of County. County reserves the right to obtain like services from other sources for any reason.
20. **Remedies.** Either party may pursue any remedies provided by law for the breach of this Contract. No right or remedy is intended to be exclusive of any other right or remedy and each is cumulative and in addition to any other right or remedy existing at law or at equity or by virtue of this Contract.
21. **Severability.** Each provision of this Contract stands alone, and any provision of this Contract found to be prohibited by law will be ineffective to the extent of such prohibition without invalidating the remainder of this Contract.
22. **Books and Records.** Contractor will keep and maintain proper and complete books, records and accounts, which will be open at all reasonable times for inspection and audit by duly authorized representatives of County. In addition, Contractor will retain all records relating to this Contract for at least five (5) years after its expiration or termination or, if later, until any related pending proceeding or litigation has concluded.
23. **Public Records.**
- 23.1. Disclosure. Pursuant to A.R.S. § 39-121 et seq., and A.R.S. § 34-603(H) in the case of construction or Architectural and Engineering services procured under A.R.S. Title 34, Chapter 6, all documents submitted in response to the solicitation resulting in award of this Contract, including, but not limited to, pricing schedules, product specifications, work plans, and any supporting documents, are public records. As such, those documents are subject to release and/or review by the general public upon request, including competitors.
- 23.2. Records Marked Confidential; Notice and Protective Order. If Contractor reasonably believes that some of those records contain proprietary, trade-secret or otherwise-confidential information, Contractor must prominently mark those records "CONFIDENTIAL." In the event a public-records request is submitted to County for records marked CONFIDENTIAL, County will notify Contractor of the request as soon as reasonably possible. County will release the records 10 business days after the date of that notice, unless Contractor has, within that period, secured an appropriate order from a court of competent jurisdiction, enjoining the release of the records. County will not, under any circumstances, be responsible for securing such an order, nor will County be in any way financially responsible for any costs associated with securing such an order.
24. **Legal Arizona Workers Act Compliance.**
- 24.1. Compliance with Immigration Laws. Contractor hereby warrants that it will at all times during the term of this Contract comply with all federal immigration laws applicable to its employment of its employees, and with the requirements of A.R.S. § 23-214 (A) (together the "State and Federal Immigration Laws"). Contractor will further ensure that each subcontractor who performs any work for Contractor under this Contract likewise complies with the State and Federal Immigration Laws.
- 24.2. Books & Records. County has the right at any time to inspect the books and records of Contractor and any subcontractor in order to verify such party's compliance with the State and Federal Immigration Laws.

24.3. Remedies for Breach of Warranty. Any breach of Contractor's or any subcontractor's warranty of compliance with the State and Federal Immigration Laws, or of any other provision of this section, is a material breach of this Contract subjecting Contractor to penalties up to and including suspension or termination of this Contract. If the breach is by a subcontractor, and the subcontract is suspended or terminated as a result, Contractor will be required to take such steps as may be necessary to either self-perform the services that would have been provided under the subcontract or retain a replacement subcontractor, as soon as possible so as not to delay project completion. Any additional costs attributable directly or indirectly to such remedial action are the responsibility of Contractor.

24.4. Subcontractors. Contractor will advise each subcontractor of County's rights, and the subcontractor's obligations, under this Section 24 by including a provision in each subcontract substantially in the following form:

"Subcontractor hereby warrants that it will at all times during the term of this contract comply with all federal immigration laws applicable to Subcontractor's employees, and with the requirements of A.R.S. § 23-214 (A). Subcontractor further agrees that County may inspect the Subcontractor's books and records to insure that Subcontractor is in compliance with these requirements. Any breach of this paragraph by Subcontractor is a material breach of this contract subjecting Subcontractor to penalties up to and including suspension or termination of this contract."

25. **Grant Compliance.** Not Applicable.

26. **Amendment.** The parties may modify, amend, alter or extend this Contract only by a written amendment signed by the parties.

The remainder of this page is intentionally left blank.

27. **Entire Agreement.** This document constitutes the entire agreement between the parties pertaining to the subject matter it addresses, and this Contract supersedes all prior or contemporaneous agreements and understandings, oral or written.

PIMA COUNTY

Chairman, Board of Supervisors

Date

ATTEST

Clerk of the Board

Date

CONTRACTOR



Authorized Officer Signature

Thomas Litwicky

Printed Name and Title

3/13/19

Date



APPROVED AS TO FORM

Deputy County Attorney

CHRISTOPHER STRAUB

Print DCA Name

3-13-2019

Date



APPROVED AS TO CONTENT

Department Head

Mar 14, 2019

Date

Exhibit A – Scope of Services

A. Project Description

Pima County is implementing the Permanent Supportive Housing Pilot Project (Pilot Project, Project, or "PSH"), which is based on Housing First Principles. The Project pairs Housing Choice Vouchers rental subsidies with evidence-based community treatment for the purpose of transitioning a minimum of one hundred fifty (150) program participants to stable housing. Additionally, the Project will provide wrap-around services to enable participants to maintain their housing and to thrive in the community.

This is a performance-based contract, of which 10% of the contract amount will be paid to Contractor or Retained by the County on the basis of the number of days participants spend in stable housing during the year following their housing start date.

The County will measure 'stable housing' of program participants in the 365 days following a program participant's housing start date. Payments will be made for each day of stable housing beyond the 90 days after the housing start date. This is to ensure the County does not pay for housing days of individuals who leave housing within 90 days. Stable housing will be defined as the total number of days that each participant maintains a lease, sublease, or occupancy agreement in the participant's name.

B. Participant Eligibility:

Eligible program participants are those who:

- Have been booked into the Pima County Adult Detention Complex (PCADC), 2+ times in the previous 12 months,
- Have a substance use or mental health condition, and
- Are currently experiencing homelessness (see definitions).

C. Housing First

Housing First is a philosophy that homelessness can be most efficiently ended by providing someone with access to safe, decent and affordable housing. Although an individual experiencing homelessness may benefit from supportive services; such as, mental health or substance abuse counseling, participation in these services is not a prerequisite to access housing or a condition of maintaining it. In fact, the stability that a housing unit provides bolsters a tenant's ability to participate in these services.

The Housing First philosophy focuses on simplifying the process of accessing housing through streamlining the application process and removing unnecessary documentation or site visits. It also ensures that supportive housing tenants are not subject to conditions of tenancy exceeding that of a normal leaseholder, including participation in treatment or other services. Research has demonstrated that this approach is effective in promoting housing stability, particularly among people who have been homeless for long periods of time and have serious psychiatric disabilities, substance use disorders and/or other disabilities.

D. Purpose Statement

The County desires to support the greatest possible level of independence and self-sufficiency of Pima County residents by promoting their physical, mental and social well-being to cultivate a safe and healthy community. This Project will result in the target population's reduced use of emergency rooms, calls for service to first responders, jail bookings and criminal justice system involvement.

E. General Overview of County Provided Project Support Services

The County will serve as the initial and primary funding source and has dedicated up to \$1.5 million dollars during the initial term of this pilot Project.

F. Pima County: As primary funder, program administrator, and coordinator, the County will be responsible for the following:

- Administer monthly payments to the Contractor and manage performance retainage
- Monitor contract terms and performance metrics
- Identify and refer eligible clients to the Contractor
- Assist Contractor in the development of referral pathways
- Manage consulting contracts with the RAND Corporation (RAND) and Corporation for Supportive Housing (CSH)
- Coordinate activities with consultants (RAND and CSH) and the Contractor
- Maintain contractual requirements with City of Tucson Housing and Community Development for housing vouchers
- Coordinate monthly learning collaborative

G. Roles and Responsibilities of Pima County Consultants and City of Tucson:

G.1 The **County** has designated a Program Manager to manage the design and implementation of the Pilot Project. The Program Manager will assist Contractor in coordinating client referrals, providing oversight of the performance based metrics, and coordinating monthly learning collaboratives--an approach to program improvement where affiliated members will share experiences, participate in training, solve problems, and implement best practices. Eligible client referrals will come through referral pathways approved by the County Program Manager to the Contractor for this Project.

G.2 The County has contracted with two independent third party **Consultants**, The RAND Corporation (RAND) and Corporation for Supportive Housing (CSH), to provide professional services for the administration of the Project. The pilot project will be evaluated by the RAND Corporation (RAND). RAND is a nonprofit, nonpartisan research organization aimed at developing solutions to public policy challenges. The Pilot Project will have technical assistance provided by the Corporation for Supportive Housing (CSH).

G.3 Although the **City of Tucson** (COT) is not a party to this Agreement, its role with respect to the Project is anticipated to be as follows: Housing and Community Development Department: Housing subsidies for the Project will be provided by the City of Tucson Housing and Community Development Department (HCD). HCD will be responsible for:

- Administering the Housing Choice Voucher ("HCV") program under applicable rules/regulations to provide housing assistance to program participants
- Conducting informal Reviews with Contractor and clients that are initially deemed ineligible for HCV on a case-by-case basis.
- Conducting program interview/briefing to explain the rules of HCV program to both program participants and Contractor representative.
- Conducting Informal Hearings with Contractor and program participants who are in jeopardy of termination.
- Determining HCV program eligibility, the following three criteria are absolute grounds for denial of assistance for which HCD cannot consider circumstances:
 - production of methamphetamines on federally subsidized property
 - participant subject to a lifetime sex offender registration
 - households where 100% of the members do not have eligible immigration status
- Notifying the Contractor if the referred client is not eligible under the HCV regulations.
- Notifying the Contractor if program participants are in jeopardy of termination.
- Providing reasonable accommodation, as required by the referred clients, on a case-by-case basis.
- Providing a limited referral based homeless preference on its HCV waiting list to continuously administer 150 HCV for program participants.

H. General Overview of Contractor's Roles and Responsibilities

The Contractor is responsible to lead and serve as the backbone organization responsible for case management, billing and reporting. The Contractor is responsible for forming collaborative partnerships with agencies and is responsible for providing support services to the participants of the Project. Contractor will be responsible for managing any sub-contractor relationships and will be the primary contact for the Project. Contractor will share participant data with the County and the RAND Corporation for the purposes of program evaluation. Data to be shared may include, but is not limited to, descriptive and demographic data such as gender, age, race/ethnicity, family/single, and participation activities, length of time in the Project, etc. A Data Use Agreement ("DUA") outlining the use and or disclosure of limited data to be shared for evaluation purposes will be mutually agreed upon by the County, Contractor and RAND. It is anticipated that a DUA will be executed by all parties no later than June 30, 2019.

Contractor will provide the following key personnel:

A Program Manager/Supervisor – (Responsibilities include, but may not be limited to: Point of contact with the County's Program Manager, attending learning collaborative meetings, responsible for contractor billing and invoices, supervision of contractor's program staff)

Case Manager(s) – (Responsibilities include: Care coordination, assistance with document retrieval, applying for mainstream benefits (e.g. AHCCCS, SNAP, and SSI/SSDI), housing navigation, living skills training, transportation coordination) This Contract requires a 15:1, Program Participant to Case Manager Ratio.

I. **Performance Improvement:** Contractor must, with reasonable effort, conduct performance monitoring and improvement of the specified outcomes as requested by the County/Third Party Consultant. These efforts are intended to support learning and the sharing of best practices between contracted providers in order to improve outcomes for all program participants. This may include, but is not limited to, a monthly learning collaborative between service providers, contract review meetings where outcomes are discussed and strategies for improving outcomes are established, training, and compliance with support from a third party consultant and program evaluator (CSH, RAND). Contractor may bill for staff training specific to this contract and scope of work.

J. Contractor will provide, at minimum, the following services and activities listed below as **DEFINITIONS**:

J.1 Case management

A collaborative process of assessment, planning, facilitation and advocacy for options and services to meet an Individual's mental and physical health needs through communication and available resources to promote quality cost-effective outcomes.

J.2 Coordinating community resources

Contractor is responsible for coordinating care for program participants including physical and behavioral health care. Services that are not delivered directly by the Contractor will be documented, including coordination of physical and behavioral health care.

J.3 Crisis intervention services

Contractor will have a crisis protocol and plan for participants who may experience a crisis. Crisis intervention services should include harm reduction strategies, and a communication plan for program participants.

J.4 Document retrieval services

Contractor will assist enrolled participants in obtaining necessary documentation for securing a lease and applying for mainstream benefits (e.g. Arizona Identification Card, Social Security Card, and Birth Certificate).

J.5 Harm Reduction

"The philosophy of harm reduction promotes and supports the right of people who use substances and engage in other risky behaviors to be treated with dignity and respect; their right to exercise self-determination related to use; and their right to a collaborative approach in therapeutic relationships." "Core principles include the following: individuals have a voice in their care; focus on reducing harm, not consumption; individual's decision to engage in risky behavior is accepted; individual is expected to take responsibility for their own behavior; individual is treated with dignity." (Mid-West Harm Reduction Institute)

J.6 Homeless Management Information System (HMIS)

The information system designated to comply with federal HUD data standards for managing information of persons experiencing homelessness.

J.7 Homelessness

Persons are considered homeless if they:

- Lacking a fixed, regular, and adequate nighttime residence; or
- Have a primary nighttime residence that is a public or private place not meant for human habitation; or
- Are living in a publicly or privately operated shelter designed to provide temporary living accommodations (including hotels, shelters, transitional housing, or by federal, state and local government programs); or
- Are exiting an institution and having resided in an emergency shelter or place not meant for human habitation prior to entering that institution.

J.8 Housing deposits and applications

Contractor must have the capacity to locate affordable housing for lease by program participants, assist program participants with application completion, negotiate with potential landlords, ensure acceptance of HCV, and support program participants in securing a lease and utilizing the allocated housing subsidy.

J.9 Income attainment

Contractor will assist program participants in gaining, maintaining, and increasing income, as applicable, to promote program participant self-sufficiency.

J.10 Intake and assessment

Contractor will utilize intake and assessment forms to determine participant enrollment, needs, and progress.

J.11 Landlord engagement

Contractor will work with local property managers or landlords to secure necessary affordable housing units for program participants.

J.12 Life skills/residential services

Contractor will make life skills and residential services available to program participants. Services may be delivered through the agency or in coordination with other community based service providers. These services may include, budgeting, tenant rights and responsibilities, independent living skills, and conflict resolution.

J.13 Outreach and engagement

Contractor must coordinate program intake with referred clients, in the community or upon release from the Pima County Adult Detention Complex, and keep program participants connected to the program.

J.14 Permanent Supportive Housing

Permanent housing with leasing or rental assistance paired with supportive services to assist homeless persons with a disability or families with an adult or child member with a disability achieve housing stability.

J.15 Social benefit connection (AHCCCS, Medicare, SNAP, SSI/SSDI)

Contractor will ensure that program participants are enrolled in mainstream benefits, where the program participant meets the eligibility requirements for the benefit (e.g. AHCCCS, Medicare, SNAP, and SSI/SSDI).

J.16 Transportation services

Contractor must provide transportation for program participants as necessary. Transportation needs may include pick-up from Pima County Adult Detention Complex at release, housing search, or transportation to program participants' scheduled appointments.

K. Out-Reach/In-Reach: Contractor will maintain effective outreach and in-reach networks established in the Tucson metro and rural Pima County (Sahuarita, Marana, Ajo, Green Valley, and Three Points).

K.1 A 24-hour outreach telephone number will be used when participants are located afterhours or on weekends, and the on-call operator will dispatch outreach staff as appropriate.

K.2 Outreach staff, funded by Medicaid, will assist with enrolling participants in Medicaid/Medicare.

K.3 Participation in the Pima County TIP Justice Clinic, managed by Community Health Associates and the Pima County Adult Probation.

K.4 Provide staff to screen and assess potential participants at the Pima County Adult Detention Center.

K.5 Provide low barrier bridge housing at OPCS for women and men, couples, families, and persons with pets or hotel vouchers, and temporary storage, if needed.

L. Voluntary Service Model: Contractor will integrate with Intermountain Centers opportunities for persons to participate in voluntary services and housing, adhering to the principles of harm reduction and Housing First. Outreach staff and Case Managers will offer repetitive opportunities to engage in housing all other services, to include, but not be limited to, integrated health services, detoxification, psychiatric care, and primary health care. Items of basic need, such as clothing, food, water, hygiene products will be offered to persons. Meaningful activities with a focus on engaging members in their community with activities that support recreation, social interaction, and health & wellness, employment.

M. Hours of Operation and Communication Protocol: Contractor will maintain regular business hours from 8 – 5, M-F, with weekend outreach coverage provided. Outreach staff and intake into low barrier bridge housing will be available 24/7 by use of an on-call phone number.

N. Collaborative Partner: Contractor will maintain an effective relationship with Intermountain Centers and monitoring their performance to ensure compliance with the terms and conditions of this contract. Intermountain Centers will be responsible for providing the following services as a part of this collaborative partnership:

- Case Management
- Coordinating Community Resources
- Crisis Intervention Services
- Housing Support Services to include: Employment Barrier Removal, Move-In Kits, Furniture, Household/Hygiene Items, Moving, Rent Deposits and Life Skills Outings
- Income Attainment
- Landlord Engagement
- Landlord Mitigation
- Life Skills/Residential Services
- On Call Stipends
- Social Benefit Connection
- Transportation

Contractor will provide the County with a copy of the formalized contractual relationship between the Contractor and Intermountain Centers no later than May 1, 2019. Contractor is responsible for monitoring services rendered by Intermountain Centers and the corresponding invoices submitted to the Contractor.

O. Pilot Program Outcomes and Indicators Information Section:

This section is for informational purposes and advises the Contractor and other service providers how the overall pilot program will be evaluated. The following metrics will be used by the County Program Manager, in conjunction with RAND and CSH, to evaluate the pilot project. These indicators will be a component of the overall program evaluation and will not be used to evaluate the Contractor.

O.1 Housing Outcomes:

- Number of housing vouchers utilized by program participants
- Number of program participants that sustain their housing for at least one year

O.2 Housing Indicators:

- Number of program participants housed
- Total number of people in households (e.g. family reunification) through vouchers
- Length of time from enrollment to housing voucher approval, and lease up date, measured in Homeless Management Information System (HMIS)
- Utilization rate of housing vouchers
- Number of clients ineligible for housing voucher, as determined by City of Tucson Housing and Community Development Department
- Duration of housing subsidy

O.3 Participant Evaluation:

- Number of clients referred by demographics and referral source (relative to racial and ethnic disparity in jail and homeless population)
- Ratio of clients referred to program participants enrolled
- Program Participant attrition rate

O.4 Health-Related Indicators:

- Number of program participants linked to behavioral/medical health services
- Utilization rates of services/benefits by program participants
- Average costs of emergency service for program participants

O.5 Criminal Justice Indicators:

- Number of Jail Bookings
- Number of Jail Bed Days
- Number of law enforcement arrests
- Number of law enforcement deflections
- Cost of Jail Bed Days

O.6 Connection to Mainstream Benefits:

- Number of program participants receiving benefits (e.g. AHCCCS, Medicare, SNAP, etc.)
- Number of program participants increase income (employment, SSI/SSDI)
- Number of program participants who received IDs or birth certificates

End of Exhibit A

Exhibit B – Cost – Budget Plan

County funding of \$1,500,000.00 during the initial term of the contract will be available through a performance-based contract in which 90% of the Monthly Invoice Amount will be paid, and up to 10% of the Monthly Invoice Amount will be retained by the County and reimbursed based on a metric of success. This reimbursement will be referred to as the "Performance Payment."

This shift towards measuring outcomes and reimbursing services on the basis of outcomes enables the County to demonstrate its return on investment for the funded services.

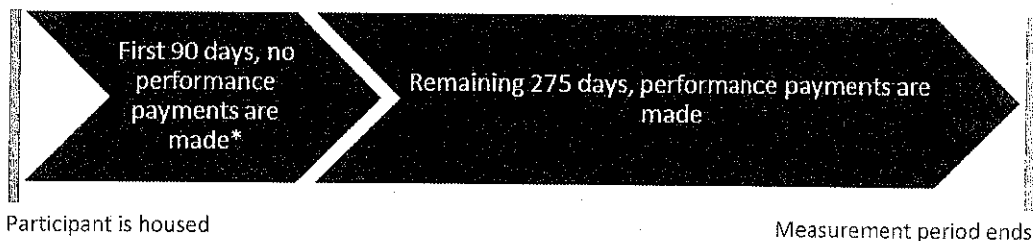
In consideration of the services specified in the Contract, County agrees to pay Contractor as provided in the Budget.

1. All program participants must be housed within the first year of the project to allow for a measurement period of at least 365 days per program participant.
2. Reports: The Contractor will submit, at minimum, monthly reports to the County that include:
 - a. A list of enrolled program participants
 - b. Enrollment date for each program participant
 - c. Each program participant's housing start date(s)
 - d. Each program participant's housing end date(s), if applicable
 - e. HMIS 0550 Exit Destinations Report
 - f. HMIS 0323 Demographics Report
 - g. Ad hoc HMIS or custom reports as necessary

A Performance Payment Report will be required unless the County and Contractor agree to an alternative form of data collection or measurement. A sample Performance Payment Report might look like:

Participant	Enrollment Date	Housing start date 1	Housing end date 1	Housing start date 2	Housing end date 2
Smith, J.	5/1/2019	6/1/2019	9/1/2019	10/31/2019	N/A

3. The County will use the information in the Performance Payment Report to calculate the Performance Reimbursement payment amount owed to the Contractor. Stable housing days will be paid for after the first 90 days in housing and up to 365 days in housing. Contractor will receive full contract payments for the 90 days in stable housing and performance metric applies to the remaining 275 days in stable housing.



*Contracted amount and actual costs are reimbursed 100% until 10% performance payment time period begins.

4. The Contractor may dispute any calculations by discussion with the County Program Manager who will review payments and consider extenuating or unusual circumstances. County reserves the right to pay the full Monthly Invoice Amount, without deductions, due to extenuating and unusual circumstances.
5. Calculating the Retainage amount of the Monthly Invoice:

The monthly Retainage amount is 10% of the Monthly Invoice Amount.

- A. If the performance metric is at or above **85%**, Contractor is reimbursed the Retainage Amount, thus the total Monthly Invoice Amount is paid..

- B. If the performance metric is between **75% and 85%**, Contractor will be paid between 97% – 100% of the Monthly Invoice Amount, based on the evaluated performance data and what has been achieved. The County retains up to 3% of the Monthly Invoice Amount and pays the Contractor the remaining portion.
- C. If the performance metric is **below 75%** but performance has improved compared to previous three months, Contractor receives between 90 and 96.5% of the Monthly Invoice Amount, depending on the performance improvement data. The County retains between 10% and 3.5% of the Monthly Invoice Amount and pays the Contractor the remaining portion.
- D. If the performance metric is **75%** or below, and/or performance has fallen compared to previous three months, the provider receives no performance payment and the County pays Contractor only 90% of the Monthly Invoice Amount.

Note: the payment per stable housing day is calibrated to ensure that Contractor receives the full Monthly Invoice amount if at least 85% of program participants maintain housing for 365 days. Performance-based payments to Contractor will not exceed 10% of the total contract value (County funding \$1,500,000.00 initial term), even if the percentage of program participants maintaining housing exceeds 85%.

All of the Contractor's activities under this Contract must comply with the budget Cost Centers to be eligible for payment. Request for **monthly** payment will include all claims and invoices of every kind and nature against the County arising under this Contract or any provision thereof. Contractor will submit monthly invoice using the template provided as Attachment 1 (3 Pages).

Each **monthly invoice** request for payment will include:

1. Copies of time sheet that inform time work efforts.
2. General ledger to support all labor and personnel charges
3. Personnel time allocation to support payroll expenses charged to this contract, and
4. Copies of all receipts and/or check (front/back) or the general ledger to support all purchased goods or services for which payment is sought.

Contractor may invoice the County for indirect administrative expenses. Request for payment of Direct and indirect administrative expenses will include proper documentation with written notation sufficient to establish the specific expense as administrative.

Contractor should submit monthly invoice requests for payment no more than thirty (30) calendar days following the expenditure month. For Expenses incurred in June, invoices should be submitted no later than July 8 to meet the County fiscal year-end requirements.

Contractor must not bill the County for costs that are paid by another source. Contractor must notify the County within ten (10) days of receipt of alternative funding for costs that would otherwise be eligible for payment pursuant to this Contract.

Budget Synopsis of County Allocated Program Funding

Cost Center	Annual Service Payment
Key Personnel & Fringe Benefits Costs	\$757,744.63
Equipment Costs	\$36,150.00
Participant Service Costs	\$210,143.00
Operating Costs	\$260,314.48
Administrative Costs	\$235,647.89
Total Program Costs (County) for the term 4/3 – 6/30/20	\$1,500,000
Initial Term	
Up to 10% of the Monthly Invoice Amount may be retained by County and reimbursed as a Performance Payment based on Metrics.	
County and Contractor reserve the right to reallocate funding amongst Cost Centers.	

End of Exhibit B

Permanent Supportive – Housing First Pilot Project
Contract No. MA-PO-19-134

Attachment 1

Page 1. Instructions

Page 2. Pima County Invoice Request template

Page 3. Quarterly Report Form

INSTRUCTIONS FOR FILLING OUT THE MASTER INVOICE FORM

Below are instructions for the form. Please be sure to read them in their entirety before using the form. If you need someone to walk you through the changes or the form, please feel free to contact Leticia Luján at Leticia.Lujan@pima.gov or 724-8025.

- 1 When you first open the form, an **ENABLE EDITING** box may appear at the top of the screen. Please click on this box before using the form.
- 2 You **MAY NOT** submit one invoice for multiple months of billings. All months must be billed separately, with their own backup packets attached and within the time frames detailed in Section 5.3 of your contract. If you have no charges for a particular month, you must submit a zero invoice.
- 3 Please double check that the billing address on the form for your agency is the current billing address on file with Pima County. If not, you will need to make the necessary corrections.
- 4 Only those spaces highlighted in yellow may be changed by the agency. If you find that any locked part of the form does not work as it should, please email me immediately and I will make the necessary corrections/changes and email a revised form back to you.
- 5 Each month, fill out the **HOUSING FIRST INVOICE FOR THE MONTH OF** space at the top middle of the form with the name of the month you are billing for.
- 6 Each month, fill out the **INVOICE DATE** space at the top right. This is the date you **ACTUALLY** prepare the invoice, **NOT** the date from the last day of the month you are billing for, i.e. if you are preparing an invoice on January 4th for the month of December, then this date will be 01/04/17.
- 7 Each month, fill out the **INVOICE NUMBER** space at the top right. This space should contain a unique invoice number for each month. Please **DO NOT** reuse invoice numbers within the life of the contract. Most agencies use the date they are billing for as their invoice number to avoid confusion, but you may use any number or description that you prefer, as long as you do not reuse the same number within the life span of a contract.
- 8 The **APPROVED BUDGET & BILLING DETAILS** section contains the following:
 - a) Your approved budget details, as per your contract. Please double check that the descriptions and figures entered match your contract and expectations, and notify us immediately if there is any discrepancy. If you request a budget modification at any time in the life of the contract, please adjust the figures in the **APPROVED BUDGET** column to reflect the new approved budget, after you receive approval from us of your requested modification.
 - b) This invoice is meant to be a rolling form, so please do not remove the prior month's amounts as you bill your current month. If you are notified of a revision by Pima County to a previous billed amount, or you make a revision to the charges after the form has been sent to Pima County, please make sure to go back into your Master Form and reflect those changes there as well, so that your totals will reflect correctly.
 - c) The **YEAR TO DATE TOTALS** column will automatically compute the total costs that have been used as each month's invoice amounts are entered.
 - d) The **REMAINS TO BE SPENT** column will show you how much is left to spend in the contract. If, after you enter your current month's charges, this column reflects a negative number on any of its lines, you must either contact Pima County to ask for a budget modification or you must change your billing figures. Pima County **WILL NOT** pay an invoice that reflects a negative number anywhere in this column.
 - e) As outlined in Section 5.5 of your agreement, you must include **DETAILED DOCUMENTATION** to support the Invoice and assign each amount billed to an appropriate line item.
- 9 Under the **REQUIRED SUBRICIPIENT SIGNATURES** heading, there is space for two signatures. All invoices **MUST** be signed by both the person who prepares the invoice and by the person who is the Agency Authorized Approver for your agency. Except under very rare circumstances, these **CANNOT** be the same person. Invoices that are not signed in both spaces cannot be paid.
- 10 Underneath the signature lines are the **QUARTERLY REPORTS** acknowledgement. Please enter a YES in the appropriate space when you are billing your June, September, December or March invoice. If you do not submit your Quarterly Report with your invoice, your invoice **WILL NOT** be paid.
- 11 You **MAY NOT** submit an Excel version of this form for payment, you **MUST** print out the form and have it signed in both spaces at the bottom.
- 12 Please submit your invoice and backup as an email. The invoice form **MUST** be printed out and signed in both spaces and then scanned back in and attached to your backup packet. Unsigned invoices cannot be processed for payment. Please send the email to the following recipients:
 - a) Matt Pate matt.pate@pima.gov
 - b) Leticia Lujan leticia.lujan@pima.gov

PIMA COUNTY INVOICE REQUEST
PIMA COUNTY GENERAL FUNDS

HOUSING FIRST Invoice For The Month Of 2019-2020

This invoice is to be used for submitting all PERMANENT SUPPORTIVE - HOUSING FIRST PILOT PROJECT Billing to Pima County

PLEASE SEND INVOICE TO THE ATTENTION OF:

Pima County Criminal Justice Reform Unit
ATTN: Matt Pate, Project Manager
Housing First Pilot Project
32 N. Stone Avenue, 3rd Floor
Tucson, AZ 85701

AGENCY INVOICE IS FOR:

Old Pueblo Community Services
ATTN: Elynn Langer
4501 E. 5th Street
Tucson, AZ 85711

PIMA COUNTY CONTRACT # MA-PO-19*134

INVOICE DATE:

FISCAL YEAR: N/A

CDFA #: N/A

FEDERAL CONTRACT #:

N/A

PROGRAM NAME: Permanent Supportive - Housing First Pilot Project

INVOICE #: MA-PO-19*134

PRGM/MAJ PRGM: GCA006/GCA0006

APPROVED BUDGET & BILLING DETAILS

APPROVED BUDGET		APPROVED BUDGET & BILLING DETAILS																REMAINS TO BE SPENT
PAYMENT TERMS: Net 30 Days	APPROVED BUDGET	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	YEAR TO DATE TOTALS	
		Billed Amt	Billed Amt	Billed Amt	Billed Amt	Billed Amt	Billed Amt	Billed Amt	Billed Amt	Billed Amt	Billed Amt	Billed Amt	Billed Amt	Billed Amt	Billed Amt	Billed Amt	Billed Amt	
	Personnel & Fringe Benefits	757,744.63																757,744.63
	Equipment Costs	36,150.00																36,150.00
	Participant Service Costs	210,143.00																210,143.00
	Operating Costs	260,314.48																260,314.48
	Administrative Costs	235,647.89																235,647.89
	TOTAL CONTRACT BILLING	1,500,000.00																1,500,000.00

By signing this report, I certify that to the best of my knowledge, the information provided is true and accurate.

By signing this report, I certify that to the best of my knowledge (1) the information reported represents actual receipts and actual expenditures which have been incurred in accordance with the agreement for management and implementation of the PERMANENT SUPPORTIVE - HOUSING FIRST PILOT PROJECT and are based on official accounting records and supporting documents which will be maintained by us for purposes of audit; and (2) the report is true, complete and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of this award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statement, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).

REQUIRED SIGNATURES:

Old Pueblo Preparer Signature - please print & sign _____ Date _____ Contact Phone Num/Ext _____

Old Pueblo Authorized Approver Signature - please print & sign _____ Date _____ Contact Phone Num/Ext _____

NOTE: QUARTERLY REPORT DUE WITH JUNE, SEPTEMBER, DECEMBER & MARCH INVOICES. IF YOU DO NOT SUBMIT YOUR QUARTERLY REPORT, YOUR INVOICE WILL NOT BE PAID.

	ENTER YES	ENTER NO
Quarterly Report 1 has been submitted with the June 2019 Invoice		
Quarterly Report 2 has been submitted with the September 2019 Invoice		
Quarterly Report 3 has been submitted with the December 2019 Invoice		
Quarterly Report 4 has been submitted with the March 2020 Invoice		
Quarterly Report 5 has been submitted with the June 2020 Invoice		

FOR PIMA COUNTY USE ONLY

Date bill rcv'd/Initials _____ Date rnd for corrections/Initials _____

Date rcvd & submitted for payment/Initials _____

HOUSING FIRST Program Reviewer Signature - please print & sign _____ Date _____

HOUSING FIRST Authorized Approver Signature - please print & sign _____ Date _____

**Pima County Permanent Supportive - Housing First Pilot Project
Quarterly Report Form**

Agency Name: Old Pueblo Community Services

Program Name: Pima County Permanent Supportive - Housing First Pilot Project

Contract Number: _____ **Report for the Quarter ending:** _____

Contact Name: _____ **Signature:** _____

Title/role: _____ **Phone number:** _____

Enter into a Memorandum of Understanding ("MOU") or other legal agreement with Intermountain Centers to establish a collaborative treatment partnership. Provide a copy of the fully executed MOU to County by 05/01/2019.

What is your progress to date toward this requirement?

Enter into a Data Use Agreement ("DUA") with RAND Corporation and Pima County for program evaluation purposes. Provide a copy of the fully executed DUA to County by 06/30/2019.

What is your progress to date toward this requirement?

Attendance of Monthly Learning Collaborative Meeting

What is your progress to date toward this goal? Please describe any obstacles encountered and how you overcame them, or intend to address them in the next quarter.

Open New Bridge Housing Location

What is your progress to date toward this requirement? Please describe any obstacles encountered and how you overcame them, or intend to address them in the next quarter.

Number of Referrals Received.

By Quarter: _____ **Cumulative:** _____

Number of Intakes Completed.

By Quarter: _____ **Cumulative:** _____

Number of Housing Choice Voucher Lease signings.

By Quarter: _____ **Cumulative:** _____

CJRU received date: _____ **Reviewed by:** _____

**Mail to: PIMA COUNTY CRIMINAL JUSTICE REFORM UNIT HOUSING FIRST PROGRAM MANAGER
32 North Stone Avenue - 3rd Floor
Tucson, AZ 85713**