



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):**

U.S. Department of Housing and Urban Development

***Project Title/Description:**

U.S. Department of Housing and Urban Development (HUD) Continuum of Care Program - Coalition Assisting Self-Sufficiency Attainment (CASA)

***Purpose:**

HUD awarded \$443,961 for Pima County CASA Rapid Re-Housing, which is one of four HUD Continuum of Care housing programs administered by Pima County. The grant targets families and individuals experiencing homelessness in Pima County. The Pima County Sullivan Jackson Employment Center takes a holistic approach to ending homelessness by providing housing and skills necessary to find and maintain employment and become self sufficient.

Indirect costs will be charged as 10% of County employee wages/salary and fringe benefits (\$117,359 in County employee wages/salary and fringe benefits x 10% = \$ 11,375.90 indirect costs to be charged to grant.)

Attachments: GTAW-CS-19-90 and Resolution

***Procurement Method:**

Not applicable to grant awards.

***Program Goals/Predicted Outcomes:**

Housing stability and full-time employment opportunities for people experiencing homelessness in Pima County.

***Public Benefit:**

The program reduces the number of families and individuals experiencing homelessness in Pima County.

***Metrics Available to Measure Performance:**

The program produces an annual performance report in the Homeless Management Information System.

***Retroactive:**

No.

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: _____ 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: GTAW Department Code: CS Grant Number (i.e., 15-123): 19-90

Effective Date: 5/1/19 Termination Date: 4/30/20 Amendment Number: _____

☒ Match Amount: \$ 110,990.25 (25% of Federal award) ☒ Revenue Amount: \$ 443,961.00***All Funding Source(s) required:** US Department of Housing & Urban Development***Match funding from General Fund?** ☒ Yes ☐ No If Yes \$ 42,459.25 % 38.26***Match funding from other sources?** ☒ Yes ☐ No If Yes \$ 68,531.00 % 61.74***Funding Source:** Compass Affordable Housing (\$47,335), The Salvation Army (\$21,196)***If Federal funds are received, is funding coming directly from the Federal government or passed through other organization(s)?**

Received directly from Federal government

Contact: Rise Hart

Department: Community Services Telephone: 724-5723

Department Director Signature/Date: _____

Deputy County Administrator Signature/Date: _____

County Administrator Signature/Date: _____
(Required for Board Agenda/Addendum Items)

RESOLUTION 2019 - _____

**RESOLUTION OF THE BOARD OF SUPERVISORS OF PIMA COUNTY, ARIZONA
AUTHORIZING THE APPROVAL OF THE CONTINUUM OF CARE "SCOPE OF WORK
FOR FISCAL YEAR 2019 RENEWAL GRANT AGREEMENT" FROM THE U.S.
DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT**

The Board of Supervisors of Pima County, Arizona finds:

1. Pima County ("County"), through its Department of Community Services, Employment and Training ("CSET"), administers several federal and local grant programs to benefit people experiencing homelessness in Pima County.
2. On September 18, 2018, Pima County submitted a renewal application to the U.S. Department of Housing and Urban Development ("HUD") for Continuum of Care ("CoC") funds for fiscal years FY 2019-20120 to assist homeless families.
3. CSET has administered the CASA grant since 1994 and has renewed it annually through HUD's competitive Continuum of Care Notice of Funding Availability process.
4. On February 28, 2019, HUD issued the "CONTINUUM OF CARE SCOPE OF WORK" awarding County, as Grantee, \$443,961 for FY 2019-2020. (Federal Grant No. **AZ0027L9T011811**).
5. In order to receive the FY 2019-2020 CASA Renewal Grant Funds on behalf of the CoC, County must execute the "CONTINUUM OF CARE SCOPE OF WORK" attached to this Resolution as **Exhibit A**. This is the only document that HUD will issue related to the provision of these CASA grant funds.
6. The Board of Supervisors finds that it is in the best interests of the residents of Pima County, to accept the FY 2019-2020 CASA Renewal Grant Funds.

NOW, THEREFORE, BE IT RESOLVED as set forth on the following page:

- A. The Chairman of the Pima County Board of Supervisors is authorized to sign the "CONTINUUM OF CARE SCOPE OF WORK" " for FY 2019-2020 (Federal Grant No. **AZ0027L9T011811**) ("the CoC Renewal Grant").
- B. CSET is authorized and directed to, on behalf of the Pima County Board of Supervisors, electronically enter acceptance of the CoC Renewal Grant as directed by HUD.

- C. The Chairman is authorized to execute, as necessary, all applicable federal documents associated with the CoC Renewal Grant, including but not limited to, required HUD budget forms and descriptive grant narratives.
- D. CSET is authorized and directed to submit any such documents to HUD, including completing any electronic approvals and submissions required by HUD.

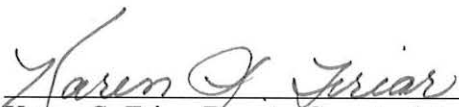
Passed and adopted, this _____ day of _____, 2019.

Chairman, Pima County Board of Supervisors

ATTEST:

APPROVED AS TO FORM

Clerk of the Board



Karen S. Friar, Deputy County Attorney

Recipient Name: Pima County Grant
Number: AZ0027L9T011811 Tax ID
Number: 86-6000543
DUNS Number: 033738662 - 4000

SCOPE OF WORK for
FY2018 OMPETITION
(funding 1 project in CoCs with multiple recipients)

1. The project listed on this Scope of Work is governed by the Act and Rule, as they may be amended from time to time. The project is also subject to the terms of the Notice of Funds Availability for the fiscal year competition in which the funds were awarded and to the applicable annual appropriations act.
2. HUD designations of Continuums of Care as High-performing Communities (HPCS) are published in the HUD Exchange in the appropriate Fiscal Years' CoC Program Competition Funding Availability page. Notwithstanding anything to the contrary in the Application or this Grant Agreement, Recipient may only use grant funds for HPC Homelessness Prevention Activities if the Continuum that designated the Recipient to apply for this grant was designated an HPC for the applicable fiscal year.
3. Recipient is not a Unified Funding Agency and was not the only Applicant the Continuum of Care designated to apply for and receive grant funds and is not the only Recipient for the Continuum of Care that designated it. HUD's total funding obligation for this grant is \$ 443961 for project number AZ0027L9T011811. If the project is a renewal to which expansion funds have been added during this competition, the Renewal Expansion Data Report, including the Summary Budget therein, in e-snaps is incorporated herein by reference and made a part hereof. In accordance with 24 CFR 578.105(b), Recipient is prohibited from moving more than 10% from one budget line item in a project's approved budget to another without a written amendment to this Agreement. The obligation for this project shall be allocated as follows:

a. Continuum of Care planning activities	\$ 0
b. Acquisition	\$ 0
c. Rehabilitation	\$ 0
d. New construction	\$ 0
e. Leasing	\$ 0
f. Rental assistance	\$ 153540
g. Supportive services	\$ 262119
h. Operating costs	\$ 0
i. Homeless Management Information System	\$ 0
j. Administrative costs	\$ 28302
k. Relocation Costs	\$ 0

I. HPC homelessness prevention activities:

Housing relocation and stabilization services	\$ 0
Short-term and medium-term rental assistance	\$ 0

4. Performance Period in number of months: 12. The performance period for the project begins 05-01-2019 and ends 04-30-2020. No funds for new projects may be drawn down by Recipient until HUD has approved site control pursuant to §578.21 and §578.25 and no funds for renewal projects may be drawn down by Recipient before the end date of the project's final operating year under the grant that has been renewed.
5. If grant funds will be used for payment of indirect costs, the Recipient is authorized to insert the Recipient's and Subrecipients' federally recognized indirect cost rates on the attached Federally Recognized Indirect Cost Rates Schedule, which Schedule shall be incorporated herein and made a part of the Agreement. No indirect costs may be charged to the grant by the Recipient if their federally recognized cost rate is not listed on the Schedule. If no federally recognized indirect cost rate is listed on the Schedule for a project funded under this Agreement, no indirect costs may be charged to the project by the subrecipient carrying out that project.
6. The project has not been awarded project-based rental assistance for a term of fifteen (15) years. Additional funding is subject to the availability of annual appropriations.

This agreement is hereby executed on behalf of the parties as follows:

**UNITED STATES OF AMERICA,
Secretary of Housing and Urban Development**

By:

(Signature)

Kimberly Y Nash, Director

(Typed Name and Title)

(Date)

RECIPIENT

Pima County

(Name of Organization)

By:

(Signature of Authorized Official)

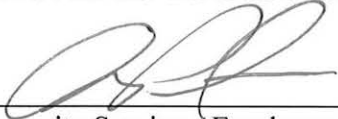
Richard Elfas, Chairman, Pima County Board of Supervisors

(Date)

ATTEST: _____
Clerk, Pima County Board of Supervisors Date

REQUIRED RECIPIENT SIGNATURES CONTINUED ON NEXT PAGE

APPROVED AS TO CONTENT



Community Services, Employment
& Training Director

APPROVED AS TO FORM



Karen S. Friar, Deputy County Attorney

Tax ID No.: 86-6000543

CoC Program Grant Number: AZ0027L9T011811

Effective Date:

DUNS No.: 033738662 - 4000

FEDERALLY RECOGNIZED INDIRECT COST RATE SCHEDULE

<u>Grant No.</u>	<u>Recipient Name</u>	<u>Indirect cost rate</u>	<u>Cost Base</u>
AZ0027L9T011811	Pima County – Community Services Employment and Training	27.09%	\$117,359.00
AZ0027L9T011811	Salvation Army	23.20%	\$106,520.96

COMMUNITY SERVICES AND EMPLOYMENT AND TRAINING

FY 2019 DEPARTMENTAL INDIRECT COST RATE

An indirect cost rate utilizing the simplified method has been developed for the Community Services, Employment and Training Department for the fiscal year beginning July 1, 2018 and ending June 30, 2019 (FY 2019). The Rate is based on actual expenditures and data incurred during the year ended June 30, 2017.

The Rate includes County-wide central service costs. Central Services costs are documented in the County's 2 CFR Appendix V to Part 200 Central Service Cost Allocation Plan for the year ended June 30, 2017.

Rate Schedule

The following schedules are provided, which document the development of a single indirect cost rate for the Department:

- **Schedule A – Indirect Cost Rate**

The Schedule provides the FY 2019 Rate. The Department's total costs are classified as either direct or indirect. Total indirect costs are identified and divided by total direct personal services costs to determine the indirect cost rate.

- **Schedule B – Department Expenditures**

The Schedule identifies the Department's total expenditures per the County's Comprehensive Annual Financial Report.

The schedules are provided on the following pages.



PIMA COUNTY, ARIZONA
INDIRECT COST RATE PROPOSAL

COMMUNITY SERVICES EMPLOYMENT AND TRAINING
EMPLOYMENT AND TRAINING
INDIRECT COST RATE
FOR THE YEAR ENDING JUNE 30, 2019
BASED ON ACTUAL COSTS FOR THE YEAR ENDED JUNE 30, 2017

DESCRIPTION	TOTAL COSTS	DIRECT COSTS			INDIRECT COSTS		
		PERSONAL SERVICES	OTHER	TOTAL	PERSONAL SERVICES	OTHER	TOTAL
COSTS							
Per CAFR							
Department Admin.	\$ 6,490,177	\$ 2,155,653	\$ 4,334,525	\$ 6,490,177			
Direct Costs	<u>14,549,835</u>	<u>3,626,175</u>	<u>10,923,660</u>	<u>14,549,835</u>			
Total Per CAFR	21,040,012	5,781,827	15,258,185	21,040,012			
Central Service Costs (Sch. A)*	<u>1,566,347</u>					\$ 1,566,347	\$ 1,566,347
Total Costs	<u>\$ 22,606,359</u>	<u>\$ 5,781,827</u>	<u>\$ 15,258,185</u>	<u>\$ 21,040,012</u>		<u>\$ 1,566,347</u>	<u>\$ 1,566,347</u>
FY 2019 INDIRECT COST RATE							
FY 2017 Indirect Costs						\$ 1,566,347	27.09%
FY 2017 Direct Personal Services						\$ 5,781,827	
* 2 CFR Appendix V to Part 200 Central Services Cost Allocation Plan Based on FY 2017 expenditures and data.							

PIMA COUNTY, ARIZONA
INDIRECT COST RATE PROPOSAL

COMMUNITY SERVICES EMPLOYMENT AND TRAINING
DEPARTMENT EXPENDITURES
PER COMPREHENSIVE ANNUAL FINANCIAL REPORT
FOR THE YEAR ENDED JUNE 30, 2017

<u>FUND/DIVISION</u>	<u>FUND NO.</u>	<u>UNIT NO.</u>	<u>PERSONAL SERVICES</u>	<u>SUPPLIES</u>	<u>SERVICES</u>	<u>CAPITAL, DEBT & DEPREC.</u>	<u>TOTAL</u>
General Fund							
Department Administration	1000		\$ 2,155,653	\$ 80,575	\$ 4,253,950		\$ 6,490,177
Other Special Revenue							
Pima Vocational HS	2114		653,569	14,899	161,661		830,129
Grants							
Employment & Training	2042		2,581,330	115,210	8,861,488	\$ 17,237	11,575,265
Community Action Agency	2042	0105	374,242	9,264	1,756,100		2,139,605
Pima Vocational HS	2042	1690	17,034	500	4,539		22,073
			2,972,606	124,974	10,622,126	17,237	13,736,943
Total Expenditures			<u>\$ 3,626,175</u>	<u>\$ 139,873</u>	<u>\$ 10,783,788</u>	<u>\$ 17,237</u>	<u>\$ 21,057,250</u>

NONPROFIT RATE AGREEMENT

EIN:

DATE:10/14/2016

ORGANIZATION:

FILING REF.: The preceding
agreement was dated
04/30/2013

Salvation Army Western Territory
180 East Ocean Blvd.
Long Beach, CA 90802-4709

The rates approved in this agreement are for use on grants, contracts and other agreements with the Federal Government, subject to the conditions in Section III.

SECTION I: INDIRECT COST RATES

RATE TYPES: FIXED FINAL PROV. (PROVISIONAL) PRED. (PREDETERMINED)

EFFECTIVE PERIOD

TYPE	FROM	TO	RATE(%)	LOCATION	APPLICABLE TO
PRED.	10/01/2015	09/30/2018	23.20	All	All Programs
PROV.	10/01/2018	09/30/2020	23.20	All	All Programs

*BASE

Total direct costs excluding capital expenditures (building, individual items of equipment; alterations and renovations), that portion of each subaward in excess of \$25,000.

ORGANIZATION: Salvation Army Western Territory

AGREEMENT DATE: 10/14/2016

SECTION II: SPECIAL REMARKS

TREATMENT OF FRINGE BENEFITS:

The fringe benefits are specifically identified to each employee and are charged individually as direct costs. The directly claimed fringe benefits are listed below.

TREATMENT OF PAID ABSENCES

Vacation, holiday, sick leave pay and other paid absences are included in salaries and wages and are claimed on grants, contracts and other agreements as part of the normal cost for salaries and wages. Separate claims are not made for the cost of these paid absences.

DEFINITION OF EQUIPMENT

Equipment is defined as tangible nonexpendable personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit.

The following fringe benefits are treated as direct costs:

FICA TAXES, WORKERS COMPENSATION, HEALTH INSURANCE, UNEMPLOYMENT INSURANCE, AND RETIREMENT.

NEXT PROPOSAL DUE DATE

A proposal based on actual costs for fiscal year ending 09/30/17, will be due no later than 03/31/18.