



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

☐ Award ☒ Contract ☐ Grant

Requested Board Meeting Date: April 16, 2019

\* = Mandatory, information must be provided

or Procurement Director Award ☐

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

Compass Affordable Housing, Inc.

**\*Project Title/Description:**

United States Housing and Urban Development (USHUD) Continuum of Care (CoC) Program - CASA. The Contract and Amendments can be found in OnBase by searching Contracts 16\*268 in Doc\_ID\_AMS.

**\*Purpose:**

USHUD has awarded additional CoC Program funds for an additional year of services to the homeless. This amendment is to extend the contract with Compass Affordable Housing, a subrecipient of this program, for an additional year.

A standardized referral process is used to match participants to the Pima County Sullivan Jackson Employment Center (SJEC). Program participants then enter Rapid Rehousing through Compass Affordable Housing (CAH). Once housing is stabilized, CAH case managers work with participants to place them into housing. SJEC then begins to work with participants to obtain full-time employment. After clients find work, they begin to contribute toward the rent with the goal of becoming self-sufficient within six months.

Attachment: Contract Number CT-CS-16-268 (Amendment 4)

**\*Procurement Method:**

RFP-CSET- 2015-3 per Pima County Board of Supervisors Policy D29.6 - Selection and Contracting of Professional Services.

**\*Program Goals/Predicted Outcomes:**

CAH will provide Rapid-Rehousing to a minimum of 23 participants (a homeless family is considered one participant).

**\*Public Benefit:**

This amendment supports economic development by helping to develop a trained and productive labor force and reduce homelessness in Pima County.

**\*Metrics Available to Measure Performance:**

As a USHUD program, metrics are measured through the Homeless Management Information System (HMIS).

**\*Retroactive:**

No.

To: CCB- 3.22.19  
JFS - 4/11

**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 Contract Number (i.e., 15-123): 16-268Amendment No.: 4 AMS Version No.: 21Effective Date: 5/1/19 New Termination Date: 4/30/20

Prior Contract No. (Synergen/CMS): \_\_\_\_\_

☒ Expense or ☐ Revenue ☒ Increase ☐ Decrease Amount This Amendment: \$ 190,332.04Is there revenue included? ☐ Yes ☒ No If Yes \$ \_\_\_\_\_**\*Funding Source(s) required:** United States Housing and Urban Development (USHUD)-Continuum of Care (CoC) ProgramFunding 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] 3-19-19Deputy County Administrator Signature/Date: [Signature] 3/21/19County Administrator Signature/Date: C. R. [Signature] 3/21/19  
(Required for Board Agenda/Addendum Items)

**Pima County Department of Community Services, Employment and Training Department -  
SULLIVAN JACKSON EMPLOYMENT CENTER (SJEC)**

**Project:** United States Housing and Urban Development Continuum of Care Program – Coalition  
Assisting Self-Sufficiency Attainment (“CASA”)

**Awardee:** Compass Affordable Housing, Inc.  
48 North Tucson Blvd. Suite 102  
Tucson, AZ 85716

**Contract No.:** CT-CS-16\*268

**Contract Amendment No.:** 04

Original Contract Term:	05/01/16 – 04/30/17	Orig. Contract Amount:	\$189,349.00
Term Prior Amendments:	04/30/18	Prior Amended Amounts:	\$418,058.58
Term This Amendment	04/30/20	Amount This Amendment:	\$190,332.04
		Revised Contract Amount:	\$797,739.62

<b>DUNS No.:</b> 830239427		<b>SAM Registration Date:</b> 1/22/19	
<b>Research or Development:</b>		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<b>Federal Contract No.:</b>		AZ0027L9T011811	<b>Award Date:</b> 2019
<b>Required Match:</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>Match Amount:</b>	25%
<b>Indirect Cost Rate:</b>	<input type="checkbox"/>	<input type="checkbox"/> NICR	<input checked="" type="checkbox"/> de minimis <input type="checkbox"/> None
<b>Status of Contractor:</b>		<input checked="" type="checkbox"/> Subrecipient	<input type="checkbox"/> Contractor

CFDA	Grant Program	National Funding	Pima County Award
14.267	Continuum of Care Homeless Program (“CoC”) – CASA	\$1,890,000,000.00	\$443,961.00

Pima County (“County”), a body politic and corporate of the State of Arizona, and Compass Affordable Housing, Inc. (“Awardee”) have entered into the above referenced contract to provide supportive services and rental assistance to the homeless in Pima County.

**AMENDMENT FOUR**

- A. Funding for the contract is from the United States Housing and Urban Development (“HUD”).
- B. HUD has awarded additional CoC Program funds to County for an additional year for CASA case management, housing assistance, transportation and other supportive housing services to the homeless.
- C. The Pima County Board of Supervisors finds that it is in the best interests of the residents of Pima County to provide an additional year of Rapid Rehousing (“RRH”) services for the homeless.
- D. County has reviewed Awardee’s performance and finds it satisfactory.
- E. Pursuant to HUD guidelines, Awardee is a “Subrecipient” of these CoC Program funds and will conduct all activities under this Agreement accordingly.

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

**1. SECTION 1.0 – TERMS AND EXTENSIONS, paragraph 1.1 is amended as follows:**

1.1 The termination date is changed:

FROM: April 30, 2019

TO: April 30, 2020

1.2 The number of available renewals is changed:

FROM: two (2) 12-month periods or any portion thereof

TO: one (1) 12-month period or any portion thereof

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

2.1 **Paragraph 3.1**, the table is deleted in its entirety and replaced with the following:

<b>Funding Source</b>	<b>Dates of Services</b>	<b>Amount allocated</b>
CASA I – RRH	May 1, 2016 – June 30, 2017	\$189,349.00
	May 1, 2017 – April 30, 2018	\$189,349.00
	May 1, 2018 – April 30, 2019	\$190,332.04
	May 1, 2019 – April 30, 2020	\$190,332.04
CASA II – SHP	November 22, 2016 – June 30, 2017	\$ 38,377.54
	<b>Maximum Allocated Amount</b>	<b>\$797,739.62</b>

2.2 **Paragraph 3.13** is deleted in its entirety and replaced with the following:

3.13 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:

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

3.13.2. 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:

3.13.2.1. The reason the change is necessary; and

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

3.13.3. 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.

3.13.4. 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 3.13 and 3.18 above will be at Agency's own risk.

3. **SECTION 33.0 – ISRAEL BOYCOTT CERTIFICATION** is deleted in its entirety.

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

4.1 **SECTION 5 – PROGRAM GOALS/PREDICTED OUTCOMES**, paragraph 5.1, the table is deleted in its entirety and replaced with the following:

Period of Service	Minimum number of participants served (RRH)	Minimum number of participants served (SHP)
May 1, 2016 – June 30, 2017	16	3
May 1, 2017 – April 30, 2018	23	-0-
May 1, 2018 – April 30, 2019	23	-0-
May 1, 2019 – April 30, 2020	23	-0-
<b>Total served</b>	<b>85</b>	<b>3</b>

**REMAINDER OF PAGE INTENTIONALLY LEFT BLANK**

4.2 **SECTION 6 – BUDGET**, paragraph 6.1 is amended to add:

For services provided May 1, 2019 through April 30, 2020, Awardee will be paid in accordance to the following table:

BUDGET LINE ITEM	AMOUNT
Case Management	\$65,000.00
Rental Assistance	\$99,099.04
Transportation	\$2,880.00
Moving costs	\$5,952.00
Food	\$2,880.00
Utility Deposits	\$5,504.00
Administrative Costs (5%)	\$9,017.00
<b>Total Program Budget</b>	<b>\$190,332.04</b>

5. Awardee will provide the RRH services set forth in Exhibit A, as amended, to at least twenty-three participants during contract year 2019-2020.

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 May 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:

AWARDEE:

\_\_\_\_\_  
Chairman, Pima County Board of Supervisors

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

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Printed Name & Title

ATTEST:

Date: 3-12-19

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

\_\_\_\_\_  
Date

APPROVED AS TO CONTENT:

\_\_\_\_\_  
Director, Employment & Training

APPROVED AS TO FORM:

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