



## **BOARD OF SUPERVISORS AGENDA ITEM REPORT**

### **CONTRACTS / AWARDS / GRANTS**

☐ Award ☐ Contract ☒ Grant

Requested Board Meeting Date: August 6, 2019

\* = Mandatory, information must be provided

or Procurement Director Award ☐

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

Arizona Department of Economic Security

**\*Project Title/Description:**

Housing Support Services grant funds from the Arizona Department of Economic Security (ADES).

**\*Purpose:**

This amendment is for additional funding for the period July 1, 2019 to June 30, 2020.

The amendment funds will allow Pima County Community Services, Employment and Training Department (CSET) to continue to provide homeless prevention assistance, short-term rapid rehousing rental assistance, and bridge housing for long-term homeless participants to stabilize before moving into permanent housing.

A standardized assessment tool will be used to match participants to the Pima County Sullivan Jackson Employment Center (SJEC). Program participants will be placed in an emergency shelter to stabilize and then will be placed into permanent housing within thirty days of entering the program. Throughout the course of the program, case managers work with participants to overcome barriers to self-sufficiency, including substance abuse treatment and finding work. After clients find work, they begin to contribute toward their rent with the goal of becoming self-sufficient within six months and not returning to homelessness.

Indirect cost does not apply for Pima County.

Attachments: ADES Contract Amendment One ADES18-206221 and Resolution

**\*Procurement Method:**

Not applicable to grant awards.

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

The goal is to provide temporary emergency shelter (bridge housing) for 50 households, rapid rehousing for 50 individuals/households, and eviction prevention for 25 households.

**\*Public Benefit:**

This program aims to end or prevent homelessness, primarily through employment. After completing the program, participants will become self-reliant, which will reduce costs on emergency and medical systems.

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

The grant requires program participant information and services provided be entered in the Homeless Management Information System (HMIS).

**\*Retroactive:**

Yes. The amendment takes effect July 1, 2019. CSET received the amendment from the State on June 26, 2019. The earliest Board of Supervisors' meeting date it could be placed on is August 6, 2019. If the contract is not approved, eligible homeless participants may not receive homeless prevention assistance.

GMI approved 7/24/19 LBS

Revised 5/2018

**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.: \_\_\_\_\_

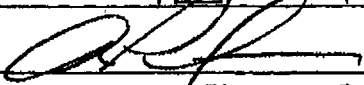
Effective Date: \_\_\_\_\_ New Termination Date: \_\_\_\_\_

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


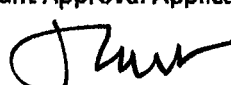
☐ Expense or ☐ Revenue ☐ Increase ☐ Decrease Amount This Amendment: \$ \_\_\_\_\_Is there revenue included? ☐ Yes ☐ No If Yes \$ \_\_\_\_\_**\*Funding Source(s) required:**Funding from General Fund? ☐ Yes ☐ No If Yes \$ \_\_\_\_\_ % \_\_\_\_\_**Grant/Amendment Information** (for grants acceptance and awards)☐ Award ☒ AmendmentDocument Type: GTAM Department Code: CS Grant Number (i.e.,15-123): 19-69Effective Date: July 1, 2019 Termination Date: June 30, 2020 Amendment Number: 1☐ Match Amount: \$ \_\_\_\_\_ ☒ Revenue Amount: \$ 380,621.00**\*All Funding Source(s) required:** Arizona Department of Economic Security**\*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: Daniel P. SullivanDepartment: Community Services, Employment and Training Telephone: 520-724-7309Department Director Signature/Date: \_\_\_\_\_ 7-3-19Deputy County Administrator Signature/Date: \_\_\_\_\_ 7/22/2019County Administrator Signature/Date: \_\_\_\_\_ C. D. Sullivan 7/23/19  
(Required for Board Agenda/Addendum Items)

## GRANT APPLICATION APPROVAL REQUEST

**Instructions:** Fill out the top section of this form completely. Contact the program Grants Management & Innovation (GMI) Lead if you require assistance (724-2240). Email your completed request to: [GMI@pima.gov](mailto:GMI@pima.gov). Your request will be forwarded to County Administration for review. Notification of approval requests should be submitted at least 15 business days prior to the application's submission deadline (AP 5-1 Procedure).

Requesting department or entity:	CSET	Date: 6/28/19
Contact information:	Name: Rise Hart	Telephone: 724-6723
Funding opportunity title:	Housing Support Services	
Link to opportunity:	n/a	
Funding agency:	Arizona Department of Economic Security	
Amount to be requested:	\$ 380,621.00	
Due date and time:	7/10/2019	AM
What are you going to spend the money on?	<p>This is a contract Amendment is to add funding for the period of July 1, 2019 through June 30, 2020. Pursuant to the ADES Special Terms and Conditions, Section 11.0 Contract Term and Option to Extend, subsection 11.1, the contract is extended for the period of July 1, 2019 through June 30, 2020. Pursuant to the ADES Special Terms and Conditions, Section 25.0 Levels of Service, subsection 25.6, the contract reimbursement ceiling is \$380,621 for the period of July 1, 2019 through June 30, 2020. This grant award may be extended annually, with both the grantee and grantor's permission, for a total period of performance of up to five years. This is the first extension requested.</p> <p>These funds are used to address the needs for housing for homeless individuals with substance use and mental health disorders, through a targeted program providing combined bridge housing, rapid rehousing and eviction prevention services focused on this population.</p>	
What will be the benefit to Pima County?	<p>The ability to provide homeless individuals with housing reduces stress and can result in decreased symptoms of mental illness and reduce substance abuse. It increases the housed individuals safety, allows recipients to more consistently access health care and other services and in many cases, results in stabilization and better quality of life. This usually results in less use of emergency health care services and less contact with law enforcement and the judicial system.</p>	
Indirect costs – check one:	<input checked="checked" type="checkbox"/> I will be requesting indirect costs. Indirect-cost rate to be requested: % <input type="checkbox"/> I have attached a request for waiver of indirect costs (GMI Intranet) <input type="checkbox"/> I need help understanding indirect costs	
By: 	Date: 7-3-19	
Department Director or Designee		

**GRANT COST/BENEFIT ANALYSIS****To be completed by GMI staff**

CFDA No.	n/a		
Competitive Criteria:	Grant has already been awarded, this is a grant contract and funding extension for FY2019/2020. According to the RFP, most project funds are federal funds and some state funds may be included.		
Other Factors:	Indirect costs were only included for Old Pueblo Community Services and not included for Pima County and Community Bridges. The original grant RFP appears to allow indirect costs. See term notes below for allowable cost cite and "any other requirements" section for unallowable costs cite.		
Number of Awards:	n/a	Total amount to be awarded: \$ 380,621.00	
Match Required:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If required what is the amount/percent: 0%		
Terms Notes (e.g. unusual restrictions, reporting burdens, etc.):	(From the RFP issued by ADES) Allowable Costs: Employee compensation and other overhead costs directly related to carrying out Homeless Prevention, Temporary Emergency Shelter and Rapid Re-Housing are eligible costs of (those) program components.		
Will this project require additional office/project space?		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Will this project require staff time that cannot be paid for by the grant?		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Will your project require any equipment items over \$5,000 per item?		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Does the proposal use a fixed price contract?		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Is this project subject to Human Subjects compliance?		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Does this project involve subrecipients?		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Is there a Statutory Funding Preference from the funding agency?		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Allowable Indirect Rate: 10% If Indirect is not allowed, attach documentation.			
List any other proposal or funder specific requirements:	(From the RFP issued by ADES) Unallowable Costs. 53.1 The cost principles set forth in the Code of Federal Regulations, 2 C.F.R. § 200, (Issued December 26, 2013), including later amendments and editions, shall be used to determine the allowability of incurred costs for the purpose of reimbursing costs under contract provisions that provide for the reimbursement of costs.		
GMI notes & recommendations:			
By:  Date: 7/19/19 GMI Director			
<b>County Administrator Approval Request</b>			
Approved: <input checked="" type="checkbox"/> Not Approved: <input type="checkbox"/> Subject to Further Review: <input type="checkbox"/> Yes <input type="checkbox"/> No			
If your project is subject to further review, please contact your GMI Lead to discuss necessary revisions prior to resubmission of the Grant Approval Application Request.			
By:  Date: 7/19/2019 County Administrator or Designee			

**RESOLUTION 2019 - \_\_\_\_\_**

**RESOLUTION OF THE BOARD OF SUPERVISORS OF PIMA COUNTY, ARIZONA  
AUTHORIZING THE APPROVAL OF AMENDMENT NO. ONE (1) OF THE AGREEMENT  
BETWEEN THE ARIZONA DEPARTMENT OF ECONOMIC SECURITY AND PIMA  
COUNTY FOR HOUSING SUPPORT SERVICES DURING FISCAL YEAR 2019 – 2020.**

**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, state and local grant programs to benefit people experiencing homelessness or at risk of becoming homeless in Pima County.
2. On June 28, 2018, the Arizona Department of Economic Security (“ADES”) awarded County a contract, ADES18-00008025, for Housing Support Services for Rapid Rehousing, Temporary Emergency Shelter and Homeless Prevention Services in Pima County (“the Grant”).
3. ADES has provided Amendment No. One (1), attached to this Resolution, to extend the term of the Grant through June 30, 2020 and establish the contract reimbursement ceiling for the period of July 1, 2019 through June 30, 2020 at \$380,621.00.
4. ADES requires the amendment to be “fully executed by means of electronic approval in APP [the Arizona Procurement Portal <https://app.az.gov/page.aspx/en/usr/login?ReturnUrl=%2fpage.aspx%2fen%2fbuy%2fhome>].” No paper copy of the amendment will be executed.
5. Pima County Board of Supervisors Policies 29.4 states: “All agreements to accept grants awarded to the County must be executed by the Board of Supervisors.”
6. It is in the best interests of the residents of Pima County, to accept the FY2019-2020 ADES grant funds being provided under Arizona contract number ADES18-00008025.

**NOW, THEREFORE, BE IT RESOLVED AS SET FORTH ON THE FOLLOWING PAGE:**

- A. The Director of CSET or his designee, or the Director of Grants Management and Innovation or her designee, is authorized and directed to, on behalf of the Pima County Board of Supervisors, electronically enter acceptance of the Amendment No. One (1) funding Housing Support Services for July 1, 2019 through June 30, 2020 as directed by ADES.
- B. The Director of CSET or his designee is authorized and directed, on behalf of the Pima County Board of Supervisors, to complete any other electronic approvals or submissions required by ADES in carrying out County's duties under the Grant.

Passed and adopted, this \_\_\_\_\_ day of \_\_\_\_\_, 2019.


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

ATTEST:

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

APPROVED AS TO FORM:

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

 <p>DEPARTMENT OF ECONOMIC SECURITY</p> <p><i>Your Partner For A Stronger Arizona</i></p>	<b>CONTRACT AMENDMENT</b>		Arizona Department of Economic Security 1789 W Jefferson Street, Mail Drop 1222, Phoenix, AZ 85007
	Contract No.: ADES18-206221		
	Amendment No.: One (1)	Date: 6/21/19	

**THE ABOVE REFERENCED CONTRACT IS HEREBY AMENDED AS FOLLOWS:**

The purpose of this Amendment is to extend the contract and add funding for the period of July 1, 2019 through June 30, 2020.

Pursuant to the ADES Special Terms and Conditions, Section 11.0 Contract Term and Option to Extend, subsection 11.1, the contract is extended for the period of July 1, 2019 through June 30, 2020.

Pursuant to the ADES Special Terms and Conditions, Section 25.0 Levels of Service, subsection 25.6, the contract reimbursement ceiling is \$380,621 for the period of July 1, 2019 through June 30, 2020. Therefore, the initial service budget for the period of July 1, 2019 through June 30, 2020 is added and attached.

**ALL OTHER REQUIREMENTS, SPECIFICATIONS, AND TERMS AND CONDITIONS REMAIN UNCHANGED**

**ACKNOWLEDGEMENT AND AUTHORIZATION**

This Amendment shall be fully executed by means of electronic approval in APP.

## ITEMIZED SERVICE BUDGET

<b>CONTRACT SERVICE:</b> Housing Support Services	<b>ORGANIZATION:</b> Pima County
<b>CONTRACT PERIOD:</b> 07/01/19 - 6/30/20	<b>CONTRACT NUMBER:</b> ADES18-206221
<b>SERVICE CODES:</b> S = Shelter Operations R = Rapid Rehousing Rental Assistance HP = Homeless Prevention	

### 1) TOTAL PERSONNEL & EMPLOYEE RELATED EXPENSES FOR DIRECT SERVICES (One Service Code Per Line)

Compensation directly related to carrying out the activities of the identified Service Code as well as other costs such as insurance, workers compensation, etc.

TOTAL FTE Level	Service Code	Contractor or Subcontractor	TOTAL COST	ADES COST
1	R	Pima County	44,972	17,319
0.2	HP	Pima County	10,000	0
1.25	R	Community Bridges, Inc.	57,933	57,933
0.75	S	Old Pueblo Community Services	27,880	27,880
1	S	Pima County	44,972	9,564
<b>TOTAL # of FTEs:</b>		<b>TOTAL:</b>	<b>185,757</b>	<b>112,696</b>

### 2) HOUSING VOUCHERS FOR RAPID RE-HOUSING & HOMELESS PREVENTION

Short term rental assistance = Fair Market rent and utility payments up to 100 percent for up to three months. Medium term rental assistance may be extended accordingly: Months Four (4) through Six (6) - up to Seventy-five (75) percent and Months Seven (7) through Nine (9)- up to Fifty (50) percent; contingent upon quarterly client re-assessment and income verification. Payment of rental arrears consists of a one-time payment for up to 6 months of rent in arrears, including late fees.

Service Code	Contractor or Subcontractor	TOTAL COST	ADES COST
HP	Pima County	65,000	30,000
R	Community Bridges, Inc.	142,360	142,360
		0	0
		0	0
	<b>TOTAL:</b>	<b>207,360</b>	<b>172,360</b>

### 3) TOTAL RAPID RE-HOUSING AND/OR HOMELESS PREVENTION STABILIZATION & FINANCIAL ASSISTANCE:

Housing inspections, assessment of housing in compliance with ESG requirements (i.e., rent reasonableness, habitability standards, lead based paint evaluation), rental application fees, security deposits, last month's rent, utility deposits, payments of utility arrears for up to six (6) months, legal fees for landlord/tenant matters, credit repair, transportation, miscellaneous moving expenses to include truck rental, to support homeless individuals and families in order to move participant as quickly as possible into permanent housing and to achieve stability in that housing or achieve stability in current housing. These are non-employee expenses.

Service Code	Contractor or Subcontractor	TOTAL COST	ADES COST
HP	Pima County	5,000	10,000
R	Community Bridges, Inc.	26,945	20,945
R	Pima County	10,000	7,064
		0	0
	<b>TOTAL:</b>	<b>41,945</b>	<b>38,009</b>

### 4) TOTAL ESSENTIAL SERVICES FOR TEMPORARY EMERGENCY SHELTER

Case Management, child care, education services, employment assistance, life skills training, transportation, and services for special populations (e.g., services for people living with HIV/AIDS, homeless youth, and victim services). These are non-employee expenses.

Service Code	Contractor or Subcontractor	TOTAL COST	ADES COST
S	Old Pueblo Community Services	1,350	1,350
	<b>TOTAL:</b>	<b>1,350</b>	<b>1,350</b>

### 5) TOTAL TEMPORARY SHELTER OPERATIONS EXPENSES

Maintenance, rent, security, fuel, equipment, insurance, utilities, food, furnishings, supplies necessary for operation of a Temporary Emergency Shelter. Eligible costs may also include hotel/motel vouchers for individuals or families experiencing homelessness when congregant Temporary Emergency Shelter is unavailable.

Service Code	Contractor or Subcontractor	TOTAL COST	ADES COST
S	Old Pueblo Community Services	56,206	56,206
	<b>TOTAL:</b>	<b>56,206</b>	<b>56,206</b>



6) HMIS USER FEES				
Participation fees charged by the HMIS Lead if subrecipient is not the HMIS Lead. Requires receipted expenses for reimbursement.				
		Contractor or Subcontractor	TOTAL COST	ADES COST

	Contractor or Subcontractor	TOTAL COST	ADES COST

7) INDIRECT COSTS				
ITEM	Service Code	Contractor or Subcontractor	TOTAL COST	ADES COST
Indirect cost based on federally approved indirect rate		Old Pueblo Community Services	38,057	
			0	
			0	
			0	
			0	
			0	
			0	
			0	
			0	
TOTAL:			38,057	

Total Costs by Above Budget Categories	530,675	380,621
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		TOTAL COST	ADES COST
8)	Calculate Total Shelter Operations (S) COST	168,465	95,000
9)	Calculate total Rapid Re-housing (R) COST	288,694	245,621
10)	Calculate total Homeless Prevention (HP) COST	80,000	40,000
11)	Calculate total HMIS COST	0	0
12)	TOTAL COSTS BY SERVICE CODES:	537,159	380,621

13)	REVENUE SOURCES:	TOTAL COST	ADES COST
	ADES-HOMELESS	399,594	380,621
	Government Funding - City	0	
	Government Funding - County		
	Government Funding – State (Do not include ADES Homeless Program funding listed above)	0	
	Gov. Funding - Federal	99,508	
	Foundation & Corporate Support	38,057	
	United Way	0	
	Contributions / Donations	0	
	Special Events / Fundraising	0	
	Legacies / Bequests / Investments	0	
	Program Service Fees & Reimbursements	0	
	In-Kind Support	0	
	Other Revenue*	0	
	<b>TOTAL REVENUE:</b>	<b>537,159</b>	<b>380,621</b>

\* Identify Other Revenue Sources Here