



BOARD OF SUPERVISORS AGENDA ITEM REPORT
CONTRACTS / AWARDS / GRANTS

☐ Award ☒ Contract ☐ Grant

Requested Board Meeting Date: 08/06/2019

* = Mandatory, information must be provided

or Procurement Director Award ☐

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

Community Home Repair Projects of Arizona, Inc.

***Project Title/Description:**

Community Home Repair Projects of Arizona, Inc. Emergency Home Repair ("Program").

***Purpose:**

The Program will provide CDBG eligible emergency home repairs, including but limited to: routine maintenance, minor rehabilitation, major systems, adaptive construction, and safety hardware installations to low- and moderate-income owner-occupied households in Pima County. The Program addresses the need for safe, affordable housing and strengthens the owner's ability to live independently. This amendment will increase the budget and modify the metrics due to the increased accordingly need.

***Procurement Method:**

Funding Agreement per Board of Supervisors Policy E 36.1.

***Program Goals/Predicted Outcomes:**

Goal: Create decent, accessible, and affordable housing that meets the needs of low- and moderate-income households.

Predicted outcome: Households participating in the Program will have new or improved safety, accessibility and affordability in their homes.

***Public Benefit:**

Upon completion, the Program will meet the HUD CDBG National Objective to assist low- and moderate-income households.

***Metrics Available to Measure Performance:**

At minimum, one-hundred & sixty four (164) low- to moderate-income households will receive emergency home repairs, adaptive construction or safety hardware work completed in their home.

***Retroactive:**

Yes. Finalizing documentation and re-confirmation of metrics were in part issues that cause contract processing delays.

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To: CoB. 7.30.19

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Addendum

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: CD Contract Number (i.e., 15-123): 19-315
Amendment No.: 01 AMS Version No.: 02
Effective Date: 8-1-2019 HL New Termination Date: 09/30/2019

Prior Contract No. (Synergen/CMS): _____

☒ Expense or ☐ Revenue ☒ Increase ☐ Decrease Amount This Amendment: \$ 30,000.00

Is there revenue included? ☐ Yes ☒ No If Yes \$ _____

***Funding Source(s) required:** U.S. Department of Housing and Urban Development, HUD

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: Dewey Cooper, Contract Specialist 724-2772, Joel Gastelum Program Manager 724-6750

Department: Community Development & Neighborhood Conservation Telephone: 724-2460

Department Director Signature/Date: [Signature] for Daniel Tytki 7/15/19

Deputy County Administrator Signature/Date: [Signature] 7/17/19

County Administrator Signature/Date: C. Deleberry 7/17/19
(Required for Board Agenda/Addendum Items)

Pima County Community Development and Neighborhood Conservation Department

Program: Community Home Repair Projects of Arizona, Inc.; *Emergency Home Repair Program*
HUD CDBG Owner-Occupied Housing Rehabilitation

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

Contract No.: CT-CD-19-315

Contract Amendment No.: One (1)

Original Contract Term:	10/1/18-9/30/19	Orig. Contract Amount:	\$175,000.00
Termination Date Prior Amendment:	N/A	Prior Amendments Amount:	-0-
Termination Date This Amendment:	9/30/2019	This Amendment Amount:	\$30,000.00
		Revised Total Amount:	\$205,000.00

DUNS No.: 098534469

Research or Development: ☐ Yes ☒ No

Federal Contract No.: B-18-UC-04-0502

Required Match: ☐ Yes ☒ No **Match Amount:**

Indirect Cost Rate: ☐ Federal ☐ NICR ☐ de minimis ☒ None

Status of Contractor: ☒ Subrecipient ☐ Contractor

CFDA	Program Description	Nation Funding	Pima County Award
14.218	Community Development Block Grant (CDBG)	FY 2018 \$3,060,000,000.00	FY 2018 \$2,903,833.00

AMENDMENT NO. ONE (1)**1.0 BACKGROUND AND PURPOSE.**

- 1.1 On May 1, 2018 Pima County ("County") and Community Home Repair Projects of Arizona, Inc., ("Subrecipient"), entered into the above referenced contract to provide CDBG-eligible emergency home repairs to homes owned and occupied by low- and moderate-income households in Pima County.
- 1.2 Purpose. The Pima County Board of Supervisors approved an allocation of County's FY 2018-2019 CDBG funds to Subrecipient in the amount of \$175,000.00 for Subrecipient's *Emergency Home Repair Program*.
 - 1.2.1 There is a critical need for the CDBG eligible home repairs in Pima County.
 - 1.2.2 County has CDBG funding that was not utilized as anticipated for other CDBG projects and programs.
 - 1.2.3 Using these CDBG funds to increase the availability of emergency home repairs, is in the best interests of the residents of Pima County.
 - 1.2.4 Subrecipient has the capacity to provide increased emergency home repair services during the term of this Agreement.

2.0 COMPENSATION AND PAYMENT, SECTION 4.0. is amended as follows:

2.1 Paragraph 4.1 is amended to change the maximum allocated amount:

FROM: \$175,000.00

TO: \$205,000.00

2.2 Paragraph 4.18.1 is deleted in its entirety and replaced with the following:

Pursuant to 2 CFR §2400.101, unless excepted under 24 CFR chapters I through IX, the cost principles set forth in 2 CFR part 200, Subpart E, as may be modified by amendments and additions, will be used to determine whether an incurred cost will be reimbursed under this Agreement.

3.0 NOTICE, SECTION 18.0, is amended to change County's contact:

FROM: Margaret Kish, Director

TO: Daniel Tylutki, Interim Director

4.0 EXHIBIT A – SCOPE OF WORK. Except as set forth with specificity below, the provisions of Exhibit A remain in full force and effect:

4.1 Section 6 – Metrics available to measure performance is amended to increase the number of low- to moderate-income households that will receive emergency home repairs, adaptive construction or safety hardware work is increased:

FROM: 140

TO: 164

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4.2 **Section 8 – Budget** is deleted in its entirety and replaced with the following:

Home Repair Program Funded Activities	Budget
Personnel	\$46,850.00
Fringe Benefits	\$12,500.00
Rent, Utilities, Space	\$600.00
Operating Costs	\$13,400.00
Travel & Training	\$3,425.00
Materials & Supplies	\$120,800.00
Lead Mitigation	\$1,000.00
Professional & Outside Services	\$6,425.00
Total	\$205,000.00

The effective date of this amendment is August 1, 2019.

All other provisions of this Agreement, not specifically changed by this amendment, will remain in effect and be binding upon the parties.

PIMA COUNTY

Chairman, Board of Supervisors

Date: _____

ATTEST:

Clerk of the Board

Date: _____

APPROVED AS TO CONTENT:

Daniel Tylutki
Interim Director, Community Development
& Neighborhood Conservation

APPROVED AS TO FORM:

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

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SUBRECIPIENT

Scott Coverdale
Signature

Scott Coverdale, Executive Director
Printed name and title

Date: 7/17/19