



BOARD OF SUPERVISORS AGENDA ITEM REPORT
CONTRACTS / AWARDS / GRANTS

☒ Award ☐ Contract ☐ Grant

Requested Board Meeting Date: 12/03/2019 Addendum

*** = Mandatory, information must be provided**

or Procurement Director Award ☐

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

U.S. Department of Housing and Urban Development (HUD)

***Project Title/Description:**

Housing Opportunities for Persons with Aids Program (HOPWA); Amendment 1

This HUD HOPWA revenue grant and IGA with Pima County provides nearly \$1.4 million funds, over three years, to assist persons and families living with HIV/AIDS with supportive services, case management, operations and maintenance, and tenant based rental assistance (TBRA). Pima County contracts with local non-profit, Southern Arizona AIDS Foundation (SAAF), to help administer the grant.

This contract can be found in OnBase by searching 20*019 Contracts in Doc_ID_AMS.

***Purpose:**

Pima County, in collaboration with its HOPWA subrecipient and per guidance from HUD, is requesting an Amendment to the above referenced grant to reallocate program funds for the sub-recipient. This Amendment will allow the sub-recipient, Southern Arizona AIDS Foundation (SAAF) to have the funds needed to continue to operate their project based units under the contract through the end of the grant term. SAAF has demonstrated to Pima County the capacity to support all HOPWA activities under the grant.

- a. TBRA: from \$879,789 to \$849,721
- b. Operations: from \$171,658 to \$254,199
- c. Supportive Services: from \$178,976 to \$126,503

Attachment: Contract Number CT-CD-20-019 (Amendment 01)

***Procurement Method:**

N/A

***Program Goals/Predicted Outcomes:**

The goal is to provide affordable, supportive, and permanent housing opportunities to homeless persons living with HIV/AIDS. The predicted outcome is persons and families receiving assistance will become self-sufficient and attain permanent supportive housing.

***Public Benefit:**

The HOPWA program reduces homelessness by providing tenant-based rental assistance, permanent housing operating costs, comprehensive case management, and limited behavioral health treatment to individuals and their impacted family members living with HIV/AIDS in Pima County.

***Metrics Available to Measure Performance:**

- 100 persons will receive case management and supportive services.
- 52 persons or families will receive tenant based rental assistance.
- 9 units of permanent supportive housing with remain in operation and maintained.

***Retroactive:**

Yes, per HUD's request, this amendment to change budget lines is retroactive to 5/1/2019.

AM Approval 4/25/19 JG
Revised 9/2019

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 22-10.***Amendment / Revised Award Information**Document Type: ~~GTAW~~ Department Code: ~~GD~~ Contract Number (i.e., 15-123): ~~20*019~~Amendment No.: ~~4~~ AMS Version No.: ~~2~~

Effective Date: 5/1/2019 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:** US 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: GTAM Department Code: CD Grant Number (i.e., 15-123): 20*019

Effective Date: 5-1-2019 Termination Date: 6-30-2020 Amendment Number: 1

☐ 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: Marcos Ysmael or John Matheny

Department: Community Development & Neighborhood Conservation Telephone: 724-8779

Department Director Signature/Date: *Daniel Cygler* 11-19-19Deputy County Administrator Signature/Date: *John Matheny* 11-25-2019County Administrator Signature/Date: *John Matheny* 11-28-2019

(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. 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:	CDNC	Date: 10/29/19
Contact information:	Name: Daniel Tylutki	Telephone: (520) 724-6754
Funding opportunity title:	Housing Opportunities for Persons With AIDS (HOPWA) Program	
Link to opportunity:	https://www.hudexchange.info/programs/hopwa/	
Funding agency:	Funded by the US Housing and Urban Development (HUD);	
Amount to be requested:	\$0.00	
Due date and time:	11/19/19	11:59 PM
What are you going to spend the money on?	<p>Pima County, in collaboration with its HOPWA subrecipient and per guidance from HUD, is requesting an Amendment to the above referenced grant to reallocate program funds for the subrecipient. This Amendment will allow the subrecipient, Southern Arizona AIDS Foundation (SAAF) to have the funds needed to continue to operate their project based units under the contract through the end of the grant term. SAAF has demonstrated to Pima County the capacity to support all HOPWA activities under the grant.</p> <p>a. TBRA: from \$879,789 to \$849,721</p> <p>b. Operations: from \$171,658 to \$254,199</p> <p>c. Supportive Services: from \$178,976 to \$126,503</p>	
What will be the benefit to Pima County?	<p>HOPWA funds will directly assist families living with HIV/AIDS. Previously homeless families and households living with HIV/AIDS will receive housing and case management assistance as they pursue permanent housing and self sufficiency. Outcomes include households obtaining permanent, unsubsidized housing; increased skills and/or income; and, a greater sense of self-determination and confidence to successfully transition out of homelessness.</p>	
Indirect costs – check one:	<input 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 <i>please see page 2</i>	
By: <u>Daniel Tylutki</u>	Date: <u>10/31/19</u>	
Department Director or Designee		

GRANT COST/BENEFIT ANALYSIS To be completed by GMI staff	
CFDA No.	
Competitive Criteria:	This action is to move funds around in a previously awarded grant. Indirect does not apply because there is no additional money being awarded.
Other Factors:	This Amendment will allow the subrecipient, Southern Arizona AIDS Foundation (SAAF) to have the funds needed to continue to operate their project based units under the contract through the end of the grant term. SAAF has demonstrated to Pima County the capacity to support all HOPWA activities under the grant.
Number of Awards:	n/a Total amount to be awarded: \$ 0.00
Match Required: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If required what is the amount/percent: _____	
Terms Notes (e.g. unusual restrictions, reporting burdens, etc.):	Existing terms remain in place. Terms do not change due to this amendment other than the budget line items are adjusted.
<div style="display: flex; justify-content: space-between;"> <div> Will this project require additional office/project space? Will this project require staff time that cannot be paid for by the grant? Will your project require any equipment items over \$5,000 per item? Does the proposal use a fixed price contract? Is this project subject to Human Subjects compliance? Does this project involve subrecipients? Is there a Statutory Funding Preference from the funding agency? </div> <div style="text-align: right;"> <div><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</div> <div><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</div> <div><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</div> <div><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</div> <div><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</div> <div><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</div> <div><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</div> </div> </div>	
Allowable Indirect Rate: <u>10</u> If Indirect is not allowed, attach documentation.	
List any other proposal or funder specific requirements:	<i>indirect was not previously awarded, nor would it apply to PC in this case.</i>
GMI notes & recommendations: Recommend approval. Routine amendment.	
By: <u><i>Amy Fish</i></u> Date: <u><i>11/12/19</i></u> <div style="text-align: center; margin-top: 5px;">GMI Director</div>	
County Administrator Approval Request	
Approved: <u><i>/</i></u> Not Approved: _____ 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: <u><i>Pear</i></u> Date: <u><i>11/13/2019</i></u> <div style="text-align: center; margin-top: 5px;">County Administrator or Designee</div>	

1. DATE ISSUED 8/31/2017	2. CFDA NO. 14.241	3. ASSISTANCE TYPE Project Grant	The Department of Housing and Urban Development THE DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT 451 7 TH Street S.W. Washington, DC 20410 AMENDMENT TO NOTICE OF AWARD
1a			
4. GRANT NO. HOPWA170003-01-00	5. ACTION TYPE Budget line-item amendment		
6. PROJECT PERIOD From 07/01/2017	Through 06/30/2020		
7. BUDGET PERIOD From 07/01/2017	Through 06/30/2020		
8. TITLE OF PROJECT (OR PROGRAM) Housing Opportunities for Persons with Aids (HOPWA)			

Pursuant to the Article VIII, paragraph C of the HOPWA Terms and Conditions for Fiscal Year 2017 Renewal Grant Agreement and 2 CFR 200.308(f), Pima County wishes to transfer \$30,068 from the Tenant-based Rental Assistance and \$52,472 from Supportive Services line items to the Operating Costs for Housing Facility line item.

The transfer between the line items is necessary to allow:

- The Project Sponsor, Southern Arizona Aids Foundation (SAAF), to fully fund operating expenses, which have increased substantially since August 2017 because the properties are aging, the costs of maintenance has significantly increased as has staff time for maintenance.
- For appropriate wage adjustments, which were not factored into the initial budget.

There are no changes to the project scope, performance or outcomes associated with the transfer of funds between line items.

HUD agrees that the changes will better serve clients housed by SAAF with 2017 Grant Renewal Agreement funds.

The HOPWA Terms and Conditions for Fiscal Year 2017 Renewal Grant Agreement is amended to make the following changes:

1. The Application Budget Summary set forth on page 2 of the approved Form HUD 40110-B is amended to make the following changes between line items:

APPLICATION BUDGET SUMMARY –FORM HUD-40110-B (page 2)				
Eligible Costs	Year 3 Application Budget	Year 3 Amended Budget	Change	Year 3 Amended TOTAL
4. Operating Costs for Housing Facility	\$57,220	\$139,761	+82,541	\$254,199
6. Tenant-based Rental Assistance	\$293,263	\$263,195	<30,068>	\$849,721
8. Supportive Services	\$59,659	\$ 7,187	<52,472>	\$126,503

2. The Detailed Project Budget & Housing Outputs and set forth on page 4 of the approved Form HUD 40110-B is amended to make the following changes between line items:

DETAILED PROJECT BUDGET & HOUSING OUTPUTS –FORM HUD-40110-B (page 4)				
Eligible Costs	Year 3 Application Budget	Year 3 Amended Budget	Change	Year 3 Amended TOTAL
4. Operating Costs for Housing Facility	\$57,220	\$139,761	+82,541	\$254,199
6. Tenant-based Rental Assistance	\$293,263	\$263,195	<30,068>	\$849,721
8. Supportive Services	\$59,659	\$ 7,187	<52,472>	\$126,503

3. Pages 2 and 4 of the approved Form HUD 40110-B Renewal Budget of the 2017 Renewal Grant Agreement are deleted and replaced with pages 2 and 4 attached hereto as **Exhibit A**.
4. This Amendment of the Fiscal Year 2017 Grant Renewal Agreement will be effective on July 1, 2019.

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

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

By: _____

(Signature)

(Typed Name & Title)

(Date)

GRANTEE

By: _____

(Signature)

Richard Elias, Chairman, Pima County Board of Supervisors
(Name & Title of authorized signatory)

(Date)

ATTEST:

Clerk of the Board

Date

REVIEWED BY:

Daniel Lytle 10.19.19

Interim Director

Date

Community Development & Neighborhood Conservation

APPROVED AS TO FORM:

Karen S. Friar

Karen S. Friar, Deputy County Attorney

Exhibit A

Amended Grant Renewal Budget,
Revised line items, pages 2 and 4 of the approved Form HUD 40110_B Renewal Budget

Application Budget Summary (all applicants)

Applicant Name	Pima County Department of Community Development and Neighborhood Conservation	Number of Project Sponsors	1	Plan dates for grant amendment and activities	07/1/2017 thru 06/30/2020
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A.	Eligible Activity	HOPWA Request				Leveraged Funds
		A. Year 1	B. Year 2	C. Year 3	D. Total	
Facility Development (new applications only)	1. Acquisition					
	2. Rehabilitation, Repair & Conversion					
	3. New Construction (for Community Residences and SRO dwellings only)					
Facility Operations	4. Operating Costs for Housing Facility	\$57,219	\$57,219	\$139,761	\$254,199	\$35,915
	5. Leasing					
171658 /3 TBRA	6. Tenant-based Rental Assistance	\$293,263	\$293,263	\$263,195	\$849,721	\$255,000
STRMU	7. Short-term Rent, Mortgage, & Utility Payments to Prevent Homelessness					
Support Services	8. Supportive Services	\$59,658	\$59,659	\$7,187	\$126,503	\$200,316
Other Program Expenses	9. Housing Information Services					
	10. Permanent Housing Placement					
	11. Resource Identification to Establish, Coordinate & Develop Housing Assistance					
	12. Other Housing Costs (please specify in narrative; requires HUD approval)					
13. Total Program Costs: (total of lines 1-12)					\$1,230,423	
Administrative Expenses	14. Grantee's Administrative				\$36,913	
	15. Project Sponsor's Administrative Costs				\$86,130	
16. Total HOPWA Request (total of lines 13-15)					\$1,353,465	

Detailed Project Budget & Housing Outputs (each organization)

Name of organization:	Southern Arizona AIDS Foundation			
Type:	Grantee: <input type="checkbox"/>	Project Sponsor: <input checked="" type="checkbox"/>	If applicable:	Faith based: <input type="checkbox"/> Grassroots: <input type="checkbox"/>

B.	Eligible Activity		HOPWA Request			
			Yr. 1	Yr. 2	Yr. 3	Totals:
Facility Development (new applications only)	1. Acquisition	Budget				
	Description:	# of Units				
	2. Rehabilitation/Repair/Conversion	Budget				
	Description:	# of Units				
	3. New Construction (Community Residences & SRO dwellings only) Description:	Budget				
		# of Units				
	Type of Facility: Short-term shelter <input type="checkbox"/> ; transitional housing <input type="checkbox"/> ; Community residence <input type="checkbox"/> ; SRO dwelling <input type="checkbox"/> ; or other permanent supportive housing <input type="checkbox"/>					
Facility Operations	4. Operating Costs for Housing Facility	Budget	\$57,219	\$57,219	\$139,761	\$254,199
	Description: Property management staff and operating costs for 9 units of permanent housing at SAAF Properties.		9	9	9	9
	5. Leasing	Budget				
	Description:	# of Units				
TBRA STRMU	6. Tenant-Based Rental Assistance Payments	Budget	293,263	293,263	\$263,195	\$849,721
	Description: Permanent housing rental assistance for 40 units at any point in time.		40	40	40	50
	7. Short-Term Rent, Mortgage & Utility Payments to Prevent Homelessness	Budget				
	Description:	# of Households				
Support Services	8. Supportive Services Costs	Budget	\$59,658	\$59,659	\$7,187	\$126,503
	Description: Housing case management services including assessment and individual service plans, enrollment and referral to healthcare, supportive services and mainstream benefits, support with employment & training resources; limited substance abuse counseling & treatment.		49	49	49	60
		# of Households				
Other Program Expenses	9. Housing Information Services	Budget				
	Description:	# of Households				
	10. Permanent Housing Placement Services	Budget				
	Description:	# of Households				
	11. Resource Identification	Budget				
	12. Other Housing Costs (approved by HUD)	Budget				
	Description:	# of Units				
Administrative Expenses	13. Grantee's Administrative Costs	Budget				
	Description:					
	14. Project Sponsor's Administrative Costs					
	Description: Fiscal management, reporting, HMIS, and program administrative support.	Budget	\$28,710	\$28,710	\$28,710	\$86,130

15. Total HOPWA Request for this Organization:

\$1,316,553

Note: Service delivery costs such as salary and overhead costs to deliver a particular budget line item should be represented in the funding amount requested for that particular budget line item