



BOARD OF SUPERVISORS AGENDA ITEM REPORT
CONTRACTS / AWARDS / GRANTS

☐ Award ☐ Contract ☒ Grant

Requested Board Meeting Date: August 17, 2020

* = Mandatory, information must be provided

or Procurement Director Award ☐

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

U.S. Housing and Urban Development passed through the Arizona Department of Economic Security

***Project Title/Description:**

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

***Purpose:**

Pima County Community & Workforce Development Department provides homeless prevention assistance and short-term rapid rehousing rental assistance for long-term homeless residents to stabilize before moving into permanent housing.

Program participants are placed in an emergency shelter to stabilize and then are 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.

This amendment is to establish the contract reimbursement ceiling for the period of July 1, 2020 through June 30, 2021 at \$380,621.00.

Indirect rate cost is 10%

Attachments: ADES18-206221 Amendment 4 and Resolution

***Procurement Method:**

Not applicable to grant awards.

***Program Goals/Predicted Outcomes:**

The goal is to provide 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, due to receiving the amendment from the State on July 28, 2020. If this amendment is not approved, Pima County homeless residents would not receive rental assistance.

GMI Approved 8/11/2020 LJS
Revised 5/2020

Contract / Award Information

Document Type: _____ Department Code: _____ Contract Number (i.e., 15-123): _____

Commencement 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: _____ Department Code: _____ Contract Number (i.e., 15-123): _____

Amendment No.: _____ AMS Version No.: _____

Commencement 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: GTAM Department Code: CR Grant Number (i.e., 15-123): 21-12

Commencement Date: 7/1/20 Termination Date: 6/30/21 Amendment Number: 4

☐ Match Amount: \$ _____ ☒ Revenue Amount: \$ 380,621.00***All Funding Source(s) required:** U.S. Housing and Urban Development***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)?** Passed through the Arizona Dept of Economic Security

Contact: Rise Hart

Department: Community & Workforce Development Telephone: 724-5723

Department Director Signature/Date: *Shawn M. Lopez, designee* 8/7/20Deputy County Administrator Signature/Date: *Rise Hart* 10 Aug 20County Administrator Signature/Date: *C. R. Delaney* 8/10/20
(Required for Board Agenda/Addendum Items)

RESOLUTION 2020 - _____

**RESOLUTION OF THE BOARD OF SUPERVISORS OF PIMA COUNTY, ARIZONA
AUTHORIZING THE APPROVAL OF AMENDMENT NO. THREE (3) OF THE AGREEMENT
BETWEEN THE ARIZONA DEPARTMENT OF ECONOMIC SECURITY AND PIMA
COUNTY FOR HOUSING SUPPORT SERVICES DURING FISCAL YEAR 2020 – 2021.**

The Board of Supervisors of Pima County, Arizona finds:

1. Pima County (“County”), through its Department of Community & Workforce Development (“CWD”), 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, ADES18-206221, 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. Three (3), attached to this Resolution as **Exhibit A**, to delete the cutoff date for processing total service reimbursement budget adjustments and extend the term.
4. ADES then provided Amendment No. Four (4), attached to this Resolution as **Exhibit B**, to set forth the funding for the 2020-2021 term of the Grant.
5. 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.
6. 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.”
7. It is in the best interests of the residents of Pima County, to accept the FY2020-2021 ADES grant funds being provided under Arizona contract number ADES18-206221.

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

- A. The Director of CWD 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 Nos. Three (3) and Four (4) funding Housing Support Services for July 1, 2020 through June 30, 2021 as directed by ADES.
- B. The Director of CWD 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 _____, 2020.

Chairman, Pima County Board of Supervisors

ATTEST:

Clerk of the Board

APPROVED AS TO FORM:



Karen S. Friar, Deputy County Attorney



CONTRACT AMENDMENT

Arizona Department of
Economic Security
1789 W Jefferson Street,
Mail Drop 1222,
Phoenix, AZ 85007

DATE:	CONTRACT NUMBER:	AMENDMENT NUMBER:
July 27, 2020	ADES18-206221	Four (4)
DESCRIPTION LABEL:	Housing Support Services – Maricopa and Pima Counties	
CONTRACTOR NAME:	Pima County Board of Supervisors	

THE ABOVE REFERENCED CONTRACT IS HEREBY MODIFIED AS FOLLOWS:

Pursuant to the ADES Special Terms and Conditions, Section 25.0 Levels of Service, subsection 25.6, the contract reimbursement ceiling is \$380,621.00 for the period of July 1, 2020 through June 30, 2021.

Therefore, the initial service budget for the period of July 1, 2020 through June 30, 2021 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

CONTRACT SERVICE: Housing Support Services	ORGANIZATION: Pima County
CONTRACT PERIOD: 07/01/2020 - 06/30/2021	CONTRACT NUMBER: ADES18-206221
SERVICE CODES: 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
	R	Pima County	\$44,972.00	\$17,319.00
	R	Community Bridges Inc.	\$57,933.00	\$57,933.00
	S	Pima County	\$44,972.00	\$9,564.00
	S	Old Pueblo Community Services	\$27,880.00	\$27,880.00
	HP	Pima County	\$10,000.00	\$0.00
TOTAL # of FTEs:		TOTAL:	\$185,757.00	\$112,696.00

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
R	Community Bridges Inc.	\$142,360.00	\$142,360.00
HP	Pima County	\$65,000.00	\$30,000.00
		\$0.00	\$0.00
		\$0.00	\$0.00
	TOTAL:	\$207,360.00	\$172,360.00

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
R	Pima County	\$10,000.00	\$7,064.00
R	Community Bridges Inc.	\$26,945.00	\$20,945.00
HP	Pima County	\$5,000.00	\$10,000.00
		\$0.00	\$0.00
	TOTAL:	\$41,945.00	\$38,009.00

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	\$1,350.00	\$1,350.00
	TOTAL:	\$1,350.00	\$1,350.00

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	\$56,206.00	\$56,206.00
	TOTAL:	\$56,206.00	\$56,206.00

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
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	\$38,057.00	
			\$0.00	
			\$0.00	
			\$0.00	
			\$0.00	
			\$0.00	
			\$0.00	
			\$0.00	
TOTAL:			\$38,057.00	
Total Costs by Above Budget Categories			\$530,675.00	\$380,621.00
			TOTAL COST	ADES COST
8)	Calculate Total Shelter Operations (S) COST		\$168,465.00	\$95,000.00
9)	Calculate total Rapid Re-housing (R) COST		\$288,694.00	\$245,621.00
10)	Calculate total Homeless Prevention (HP) COST		\$80,000.00	\$40,000.00
11)	Calculate total HMIS COST		\$0.00	\$0.00
12)	TOTAL COSTS BY SERVICE CODES:		\$537,159.00	\$380,621.00
13)	REVENUE SOURCES:		TOTAL COST	ADES COST
ADES-HOMELESS		\$399,594.00	\$380,621.00	
Government Funding - City		\$0.00		
Government Funding - County				
Government Funding – State (Do not include ADES Homeless Program funding listed above)		\$0.00		
Gov. Funding - Federal		\$99,508.00		
Foundation & Corporate Support		\$38,057.00		
United Way		\$0.00		
Contributions / Donations		\$0.00		
Special Events / Fundraising		\$0.00		
Legacies / Bequests / Investments		\$0.00		
Program Service Fees & Reimbursements		\$0.00		
In-Kind Support		\$0.00		
Other Revenue*		\$0.00		
TOTAL REVENUE:		\$537,159.00	\$380,621.00	

* Identify Other Revenue Sources Here