



## CITY OF TUCSON

### **Request for Proposals Non-Congregate Shelter/Bridge Housing**

Shelter Operations (Scope of Work 1) and Supportive Services (Scope of Work 2)

**Responses Due: December 6, 2021, 12:00pm (Noon)**

#### **BACKGROUND**

The City of Tucson has planned with the community to respond to the COVID-19 virus and heightened risk among unsheltered persons by supporting and funding efforts to provide housing and other services to persons experiencing or at imminent risk of experiencing homelessness. The City of Tucson has received supplemental funding through the CARES Act and American Rescue Plan Act to address emergent needs related to COVID-19 and homelessness. As a result of the COVID-19 health emergency, expanded shelter capacity is needed to reduce risk of health complications to vulnerable people experiencing unsheltered homelessness. To address this critical gap, the City of Tucson has purchased multiple properties for use as non-congregate shelter and has additional purchases currently underway.

Project funding will include American Rescue Plan State and Local Fiscal Recovery Funds, HOME American Rescue Plan, Emergency Solutions Grant – CARES Act, and/or other possible federal, state, and local sources. Selected applicants will be required to comply fully with applicable Federal requirements except where waivers of regular requirements have been obtained by the City of Tucson and authorized for use by the selected offeror(s) in writing by the City of Tucson.

Expectations may evolve based on changes in local infrastructure, infection rates, and community response to the ongoing COVID-19 pandemic. The selected offeror(s) will be required to work closely with community teams and adjust services as directed by the City of Tucson.

#### **PRE-PROPOSAL CONFERENCE (November 29, 2021 – 9am-10:15am)**

The City of Tucson shall conduct a virtual pre-proposal conference from 9:00am to 10:15am on Monday, November 29, 2021. All offerors are strongly encouraged to review this Request for Proposals in full and to attend the pre-proposal conference. Offerors will be provided an opportunity to ask specific questions related to this Request for Proposals and the scopes of work solicited during the pre-proposal conference.

Interested offerors should register for the pro-proposal conference at [https://us02web.zoom.us/webinar/register/WN\\_Y9hYtyRsQ2iZZ3Ddafhl\\_w](https://us02web.zoom.us/webinar/register/WN_Y9hYtyRsQ2iZZ3Ddafhl_w).

#### **SERVICES SOLICITED UNDER THIS REQUEST FOR PROPOSALS**

The City of Tucson invites proposals from eligible not-for-profit entities with capacity to provide Non-Congregate Shelter Operations and Supportive Services at various non-congregate shelter facilities owned by the City of Tucson. The City of Tucson shall issue separate awards for Non-Congregate Shelter Operations and Supportive Services but will include a preference for offerors capable of offering both scopes of work at one facility and/or multiple scopes of work at multiple facilities.

## **FACILITIES INCLUDED IN THIS REQUEST FOR PROPOSALS**

The City of Tucson intends to issue one or more funding awards for the Non-Congregate Shelter Operations and Supportive Services at the following facilities. Interested applicants may drive by the properties but may not enter the properties or approach tenants or current operators.

Wildcat Residence: 49-unit motel property located at 1701 N. Oracle Road in Tucson, Arizona.

Desert Cove Residence: 23-bedroom multi-structure property located at 1833 W. Anklam Road in Tucson, Arizona.

Oracle Residence: 18-unit motor lodge property located at 2445 N. Oracle Road in Tucson, Arizona.

Additional details regarding each facility are provided in Exhibit A – Facility Overview and Offeror Requirements provided as an attachment to this Request for Proposals.

## **SCOPES OF WORK**

Pursuant to Federal funding guidelines, this Request for Proposals includes two distinct scopes of work. Separate awards will be issued for each scope of work; however, offerors are encouraged to submit applications for multiple scopes of work.

Scope of Work #1 – Non-Congregate Shelter/Bridge Housing Operations: Shelter Operations shall be funded using American Rescue Plan State and Local Fiscal Recovery Funds and/or other Federal, State, or local sources. Shelter Operations include basic shelter oversight and operations, intake, recordkeeping, and reporting, security and 24-hour supervision. The full scope of work outlining requirements of offerors is provided as Exhibit B – Non-Congregate Shelter/Bridge Housing Scope of Work and attached to this Request for Proposals.

Scope of Work #2 – Non-Congregate Shelter/Bridge Housing Supportive Services: Supportive services shall be funded using American Rescue Plan HOME (HOME-ARP) funds and/or other Federal, State, or local sources. Supportive services must be offered to all non-congregate shelter/bridge housing residents and may not be required to obtain or maintain non-congregate shelter/bridge housing residency. Required supportive services include case management, housing search assistance, meal or grocery assistance, and coordinated service linkages. Offerors may and are encouraged to additionally provide optional supportive services as defined in the Exhibit C – Non-Congregate Shelter/Bridge Housing Supportive Services and attached to this Request for Proposals.

## **FUNDING AVAILABLE**

The City of Tucson has not established minimum of maximum request amounts. Offerors are advised to propose lean, competitive budgets which are prudent, reasonable, and necessary to deliver proposed services. Overall cost will be accounted for as a factor in selecting qualified offers. Offerors which commit leverage or matching funds through outside resources may be prioritized for selection.

The City of Tucson anticipates making one or more awards under this solicitation. Offerors may apply for up to the maximum amount described for each scope of work included in the application. The City of Tucson reserves the right to increase/decrease award budgets or to make no awards under this solicitation at its discretion.

Additional funds may become available at a later date to expand or continue the project beyond the initial project period. Project services may be budgeted for the performance period stated in each component's scope of work; however, households should be exited to self-sufficiency or longer-term housing subsidies/services as soon as possible.

## **FUNDING SOURCE**

Funding awarded under this Agreement is anticipated to be provided through one or more of the following Federal sources. Funding may be provided through other Federal, State, or local sources at the discretion of the City of Tucson. Offerors commit to adhering to all programmatic and financial regulations and requirements which apply to the funding source(s) through which project funds are subawarded under this solicitation.

- U.S. Department of Treasury – American Rescue Plan State and Local Fiscal Recovery Funds (CFDA #21.027)
- HOME American Rescue Plan (CFDA #14.239) as amended by HUD CPD Notice #CPD-21-10
- CARES Act Emergency Solutions Grant (CFDA #14.267) as amended by HUD CPD Notice #CPD-21-08

## **ELIGIBLE APPLICANTS**

Eligible applicants include not-for-profit agencies with IRS 501(c)(3) designation. Eligible agencies must be currently registered with the U.S. System for Award Management (SAM) and not be suspended or disbarred from doing business with the Federal government.

## **SCOPE OF WORK**

Scopes of Work are attached to this solicitation as Exhibits B – Non-Congregate Shelter/Bridge Housing Operations and Exhibit C – Non-Congregate Shelter/Bridge Housing Supportive Services and incorporated herein. Offerors selected through this solicitation are required to provide all services outlined in the scope(s) of work awarded and will be required to adhere to all requirements and timelines defined therein.

## **TIMELINE**

Responses to this Request for Proposals must be received in the format specified in this solicitation on or before 12:00pm (Noon) Arizona time on December 6, 2021.

Applicants will be notified if the proposal has been accepted to advance to best and final offer negotiations on or before December 13 and shall commit to responding to best and final offer requests within two business days of notification.

Respondents must be able to provide all services included in the Scope(s) of Work applied for and have the capacity to begin operations on or before January 1, 2022. Projects shall be at full operating capacity no later than February 15, 2022.

## **CANCELLATION**

Agreements may be canceled or reduced with 60 days' written notice by either party if need and/or utilization of the service is reduced.

## **PERFORMANCE PERIOD**

The performance period for awards funded under this solicitation shall be January 1, 2022 – June 30, 2025.

## **POPULATION TO BE SERVED**

Projects funded through this solicitation shall serve individuals and families with children defined as homeless by applicable Federal regulations with a prioritization for high-needs households experiencing chronic homelessness, persons experiencing or at risk of experiencing COVID-19 infection, and/or other significant barriers to housing stability. The City of Tucson shall retain the right to manage shelter referral and the selected

offeror will be required to accept and prioritize shelter placements referred by the City of Tucson. The following qualifying populations shall be eligible for services provided by offeror(s). Except to prohibit entry of unaccompanied minors, offeror(s) may not establish more restrictive eligibility policies than provided for in this solicitation.

**Individuals and Families Defined as Homeless in 24 CFR 91.5 including:**

- An individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:
  - An individual or family with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground;
  - An individual or family living in a supervised publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state, or local government programs for low-income individuals); or
  - An individual who is exiting an institution where he or she resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution;
- An individual or family who will imminently lose their primary nighttime residence, provided that:
  - The primary nighttime residence will be lost within 14 days of the date of application for homeless assistance;
  - No subsequent residence has been identified; and
  - The individual or family lacks the resources or support networks, e.g., family, friends, faith-based or other social networks needed to obtain other permanent housing;
- Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition, but who:
  - Are defined as homeless under section 387 of the Runaway and Homeless Youth Act (42 U.S.C. 5732a), section 637 of the Head Start Act (42 U.S.C. 9832), section 41403 of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2), section 330(h) of the Public Health Service Act (42 U.S.C. 254b(h)), section 3 of the Food and Nutrition Act of 2008 (7 U.S.C. 2012), section 17(b) of the Child Nutrition Act of 1966 (42 U.S.C. 1786(b)), or section 725 of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a);
  - Have not had a lease, ownership interest, or occupancy agreement in permanent housing at any time during the 60 days immediately preceding the date of application for homeless assistance;
  - Have experienced persistent instability as measured by two moves or more during the 60-day period immediately preceding the date of applying for homeless assistance; and
  - Can be expected to continue in such status for an extended period of time because of chronic disabilities, chronic physical health or mental health conditions, substance addiction, histories of domestic violence or childhood abuse (including neglect), the presence of a child or youth with a disability, or two or more barriers to employment, which include the lack of a high school degree or General Education Development (GED), illiteracy, low English proficiency, a history of incarceration or detention for criminal activity, and a history of unstable employment;

**Individuals and Families At Risk of Homelessness as defined in 24 CFR 91.5, including:**

- An individual or family who:
  - Has an annual income below 30 percent of median family income for the area, as determined by HUD;
  - Does not have sufficient resources or support networks, e.g., family, friends, faith based or other social networks, immediately available to prevent them from moving to an emergency shelter or another place described in paragraph (1) of the “Homeless” definition above; and
  - Meets one of the following conditions:
    - Has moved because of economic reasons two or more times during the 60 days immediately preceding the application for homelessness prevention assistance;
    - Is living in the home of another because of economic hardship;
    - Has been notified in writing that their right to occupy their current housing or living situation will be terminated within 21 days after the date of application for assistance;
    - Lives in a hotel or motel and the cost of the hotel or motel stay is not paid by charitable organizations or by federal, State, or local government programs for low income individuals;
    - Lives in a single-room occupancy or efficiency apartment unit in which there reside more than two persons or lives in a larger housing unit in which there reside more than 1.5 people per room, as defined by the U.S. Census Bureau;
    - Is exiting a publicly funded institution, or system of care (such as a health-care facility, a mental health facility, foster care or other youth facility, or correction program or institution); or
    - Otherwise lives in housing that has characteristics associated with instability and an increased risk of homelessness, as identified in the recipient's approved consolidated plan;
- A child or youth who does not qualify as “homeless” under this section, but qualifies as “homeless” under section 387(3) of the Runaway and Homeless Youth Act (42 U.S.C. 5732a(3)), section 637(11) of the Head Start Act (42 U.S.C. 9832(11)), section 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2(6)), section 330(h)(5)(A) of the Public Health Service Act (42 U.S.C. 254b(h)(5)(A)), section 3(l) of the Food and Nutrition Act of 2008 (7 U.S.C. 2012(l)), or section 17(b)(15) of the Child Nutrition Act of 1966 (42 U.S.C. 1786(b)(15)); or
- A child or youth who does not qualify as “homeless” under this section but qualifies as “homeless” under section 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a(2)), and the parent(s) or guardian(s) of that child or youth if living with her or him.

**Individuals and Families Fleeing, or Attempting to Flee, Domestic Violence, Dating Violence, Sexual Assault, Stalking, or Human Trafficking as defined by 24 CFR 5.2003 and Trafficking Victims Protection Act of 2000 as amended (22 U.S.C. 7102).**

This population includes cases where an individual or family reasonably believes that there is a threat of imminent harm from further violence due to dangerous or life-threatening conditions that relate to violence against the individual or a family member, including a child, that has either taken place within the individual’s or

family's primary nighttime residence or has made the individual or family afraid to return or remain within the same dwelling unit. In the case of sexual assault, this also includes cases where an individual reasonably believes there is a threat of imminent harm from further violence if the individual remains within the same dwelling unit that the individual is currently occupying, or the sexual assault occurred on the premises during the 90-day period preceding the date of the request for transfer.

- Domestic Violence (defined by 24 CFR 5.2003) includes felony or misdemeanor acts of violence committed by:
  - A current or former spouse or intimate partner of the victim (the term "spouse or intimate partner of the victim" includes a person who is or has been in a social relationship of a romantic or intimate nature with the victim, as determined by the length of the relationship, the type of the relationship, and the frequency of interaction between the persons involved in the relationship);
  - A person with whom the victim shares a child in common;
  - A person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner;
  - A person similarly situated to a spouse of the victim under Arizona domestic or family violence law;
  - Any other person against an adult or youth victim who is protected from that person's acts under Arizona domestic or family violence law.
- Dating Violence (defined by 24 CFR 5.2003) means violence committed by a person:
  - Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
  - Where the existence of such a relationship shall be determined based on a consideration of the following factors:
    - The length of the relationship;
    - The type of relationship; and
    - The frequency of interaction between the persons involved in the relationship.
- Sexual Assault (defined by 24 CFR 5.2003) means any nonconsensual sexual act prescribed by Federal, Tribal, or State law, including when the victim lacks capacity to consent.
- Stalking (defined by 24 CFR 5.2003) means engaging in a course of conduct directed at a specific person that would cause a reasonable person to:
  - Fear for the person's individual safety or safety of others; or
  - Suffer substantial emotional distress.
- Human Trafficking includes both sex and labor trafficking, as outlined in the Trafficking Victims Protection Act of 2000 (TVPA), as amended (22 U.S.C. 7102). These are defined as:
  - Sex trafficking means the recruitment, harboring, transportation, provision, obtaining, patronizing, or soliciting of a person for the purpose of a commercial sex act, in which the commercial sex act is induced by force, fraud, or coercion, or in which the person induced to perform such act has not attained 18 years of age; or

- Labor trafficking means the recruitment, harboring, transportation, provision, or obtaining of a person for labor or services, through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery

## **REPORTING OF BED AVAILABILITY**

To further the City of Tucson's goal of increasing emergency shelter coordination and reducing vacancy in emergency shelter beds, agencies receiving funding under this solicitation must agree to maintain real-time data regarding the utilization of all emergency shelter beds accounted for in the Homeless Management Information System (HMIS) by the organization including beds not funded through this solicitation. To accomplish this, agencies will be required to update shelter entry/exit records in the HMIS within not more than two hours and consent to community visibility of shelter bed availability. Bed availability will be shared publicly using the TPCP Shelter Point platform, a function of the HMIS. This requirement does not apply to agencies designated as a victim-service provider and authorized to use a comparable database by the Tucson Pima Collaboration to End Homelessness.

## **PAYMENT**

Funds awarded through this solicitation will be in the form of a cost-reimbursement subaward of Federal funds. Agencies selected through this solicitation will be required to submit monthly invoices for reimbursement of eligible costs to the City of Tucson within 15 days following each month of service. Eligible costs as identified in the approved budget will be reimbursed within 30 days of invoice receipt. Eligible costs are defined in the Scopes of Work attached to this Request for Proposals.

## **MULTIPLE SUBMISSIONS**

Offeror(s) may apply to provide one or more Scope(s) of Work. The City may, at its discretion, award preference points to offeror(s) proposing to provide multiple Scope(s) of Work in an effort to streamline operations and service delivery.

## **RETENTION OF PROPOSALS FOR FUTURE USE**

Proposals received for these scopes of work will remain on file with the City of Tucson and may be used, at the City's discretion, as a qualified vendor list for selection of providers to administer similar scopes of work at other sites owned or leased by the City of Tucson. This retention shall remain in effect throughout the performance period of the projects included in this Request for Proposals.

## **COOPERATIVE AGREEMENT**

Awards issued under this solicitation shall take the form of a cooperative agreement with the City of Tucson. The City of Tucson retains all rights to review and approve/disapprove program policies, eligibility, prohibitions, and other program factors to ensure fidelity to a low-barrier Housing First approach and continued alignment with City of Tucson values and priorities.

## **PROJECT REPORTING**

The project shall report utilization, project performance, and attainment of programmatic outcome measures defined in the Attached Scopes of Work monthly. Monthly reporting shall be submitted within 15 days of the month's end. The selected offeror(s) may be required to submit additional reporting to align with Federal and/or local requirements and at the direction of the City of Tucson.

## **NON-SUPPLANTING AND MAINTENANCE OF EFFORT**

Offerors must commit to maintaining current emergency shelter/bridge housing programs provided by the agency for not less than 18 months following the launch of the performance period unless existing funding for such

emergency shelter/bridge housing programs is reduced or eliminated by the funding agency. Participation in this scope of work may not be used to supplant existing shelter services provided by offeror agencies.

## **BEST AND FINAL OFFER**

Offerors must acknowledge in writing that the offer provided in response to this Request for Proposals is a firm and binding offer to provide all services contained in the Scope(s) of Work for which the proposal is submitted. The City of Tucson may require a Best and Final Offer from one or more offeror(s) before making awards as described above.

## **PROPOSAL CONTENT AND FORMAT**

Responses to this solicitation must be provided in the form of a proposal issued on agency letterhead and signed by an authorized organizational representative with authority to bind the organization to the services and budget proposed. Proposals must be submitted in standard 11-point Times New Roman font. Proposals for a single Scope of Work may not exceed five single-spaced pages, excluding attachments. Proposals for multiple Scopes of Work may add 3 additional single-spaced pages for each additional Scope of Work (i.e. five pages for the first scope of work and three additional pages for each additional scope of work).

Sections for each Scope of Work must be identified with the title of the Scope of Work provided above (e.g. Scope of Work A1 – Desert Cove Bridge Housing Operations). Applicants are not required to use all available pages and are encouraged to provide succinct but detailed responses to each Scope of Work included in the proposal. All proposals must include the following narrative sections:

**Agency Experience:** Proposals must include a description of the agency's experience providing services similar to those outlined in the Scope of Work. Descriptions should include specific services provided, scale of those services in terms of households served, and past performance outcomes as they relate to financial stability and permanent housing (i.e. #/% of participants successfully exiting to permanent housing, #/% of participants with income at project exit, etc.)

**Project Description:** Proposals must include a detailed description that demonstrates the capacity and plan to provide all services outlined in the Scope(s) of Work within the required timeframes. The project description must include the proposed implementation schedule to bring project to 100% operating capacity upon notice of award.

Projects funded under this solicitation must operate using a low demand/low barrier approach and may not incorporate sobriety, identity documents, or other barriers to enrollment or participation. Applicants must provide a plan to safely serve persons who are under the influence, who have pets, who have communicable illnesses, and/or who pose other barriers to housing through the project.

**Project Staffing:** Proposals must include a description of project staffing that identifies all existing staff members to be assigned to this project, qualifications, and the time dedicated to this project as a percentage of full-time equivalency. Proposals must also explain how existing staffing, if engaged in the proposed project, will be sufficient to deliver assigned services in light of other responsibilities. For new staff positions to be created through this solicitation, agency must provide a brief description of new position(s) to be created, percentage of time dedicated to this project, minimum position requirements, and anticipated timeline for recruiting and onboarding new staff members.

**Continuity Plan:** Proposals must describe the agency's plan to ensure uninterrupted continuity of operations in the event of staff illness or other shortage and in the event of additional stay-at-home orders if issued.

**Points of Contact:** Proposals must include the name, title, phone number, and email address of two persons able to answer questions related to the proposal and enter into subaward negotiations with the City of Tucson.

**Certification:** Proposals must include the following Certification exactly as it is written:



By submitting this application, I confirm that I am authorized to make this offer on behalf of <Organization Name>. I recognize that this is a firm and binding offer for delivery of the full Scope of Services outlined in the City of Tucson's Request for Proposals at the proposed budget. I recognize that negotiation of any changes to this proposal will be at the discretion of the City of Tucson and that our organization may be required to enter into best and final offer negotiations with the City of Tucson.

**Attachments Excluded from Page Limitation:** The following materials must be attached to the Proposal and are not counted toward the 5-page limit.

Project Budget: Respondents must attach a detailed project budget using the approved Excel budget document, provided as Exhibit D to this solicitation.

Budget Narrative: Respondents must attach a detailed budget narrative which identifies all proposed costs provided for in the Project Budget and includes quantity, calculation methodology, and justification. Budget narratives shall not exceed 2 pages per scope of work.

Indirect Cost Rate: Indirect costs shall be reimbursable to the extent authorized by 2 CFR 200.

If the offeror has a current Federally Negotiated Indirect Cost Rate Agreement (NICRA), agency must attach a copy of its current agreement and include the indirect cost calculation within its project budget.

If the offeror does not currently have a Federally Negotiated Indirect Cost Rate Agreement and intends to charge indirect costs using the de minimis indirect cost rate, the agency must attach a signed De Minimis Indirect Cost Rate Certification of Eligibility, provided as Exhibit E to this solicitation. If applying the de minimis indirect cost rate, indirect costs may only applied to the project's modified total direct costs (see 2 CFR 200.68 for guidance related to calculating modified total direct costs).

If the offeror does not intend to apply indirect costs to the proposed project, or intends to apply indirect costs at a rate less than allowed, the agency must explicitly state that it waives all or a portion of its eligible indirect cost recovery. If waiving a portion of indirect costs, the proposal must state the percentage that the agency will apply to the project.

**SUBMITTAL INSTRUCTIONS**

Responses must be emailed to [jason.thorpe@tucsonaz.gov](mailto:jason.thorpe@tucsonaz.gov) and received no later than the due date listed. Late and/or incomplete applications will be deemed non-responsive and will not be considered.

**QUESTIONS REGARDING THIS SOLICITATION**

All questions regarding this solicitation should be emailed to [jason.thorpe@tucsonaz.gov](mailto:jason.thorpe@tucsonaz.gov). Please allow up to two business days for a response.

**EVALUATION OF RESPONSES**

Responses to this solicitation shall be competitively evaluated by a review panel established by the City of Tucson. Projects will be evaluated using the following criteria.

SCORING CRITERIA	MAX SCORE
<p><b>Agency Experience</b></p> <ul style="list-style-type: none"> <li>• Extent to which applicant demonstrates prior success delivering the proposed service or similar services with a low-barrier approach.</li> <li>• Extent to which past performance outcomes, including those reported in proposal, prior City of Tucson subawards, and/or prior Continuum of Care and Emergency Solutions Grant projects. reported by TPCH demonstrate achievement of outcomes stated in the scope of work.</li> </ul>	<p>20 points</p>

<ul style="list-style-type: none"> <li>• Extent to which organization has prior experience administering HUD or other Federal housing program funds.</li> <li>• Extent to which applicant has successfully delivered on current and prior City of Tucson awards and agreements.</li> </ul>	
<p><b>Project Description</b></p> <ul style="list-style-type: none"> <li>• Extent to which applicant includes detailed and quality plan to provide all required services.</li> <li>• Extent to which proposed implementation schedule meets the immediate community need.</li> <li>• Extent to which proposed services will meet the needs of population served.</li> <li>• Extent to which project description provides appropriate plans to connect participants to permanent housing (supportive service project applicants only)</li> <li>• Extent to which applicant provides appropriate plans to provide safe quarantined housing and services for persons experiencing or recovering from COVID-19 and/or other communicable illness (shelter operations project applicants only)</li> </ul>	35 points
<p><b>PROJECT STAFFING</b></p> <ul style="list-style-type: none"> <li>• Extent to which applicant provides a detailed staffing plan comprised of persons with relevant expertise and experience to deliver proposed services.</li> <li>• Extent to which staffing plan is reasonable to ensure operations are at full capacity at the beginning of the project performance period.</li> <li>• Extent to which applicant's staffing plan offers sufficient staffing ratios to deliver proposed services and achieve outcomes stated in the scope of work.</li> </ul>	15 points
<p><b>CONTINUITY PLAN</b></p> <ul style="list-style-type: none"> <li>• Extent to which applicant provides a detailed and reasonable plan to ensure continuity of services in the event of staff shortage or stay at home orders.</li> </ul>	10 points
<p><b>PROJECT BUDGET</b></p> <ul style="list-style-type: none"> <li>• Project budget includes only eligible costs.</li> <li>• Extent to which project budget is reasonable, necessary, and prudent to deliver project.</li> <li>• Extent to which applicant documents leveraged or matching funds that will be committed to the project through sources other than the City of Tucson in the budget narrative.</li> </ul>	20 points
<p><b>PREFERENCE POINTS</b></p> <p>The City of Tucson may, at its sole discretion, award up to 10 preference points for proposals which include multiple Scope(s) of Work thereby decreasing administrative burden and streamlining operations, coordination, and the delivery of services at one or more project sites.</p>	Possible 10 points

**CITY OF TUCSON – NON-CONGREGATE SHELTER/BRIDGE HOUSING  
EXHIBIT A – FACILITY OVERVIEW AND OFFEROR REQUIREMENTS**

**FACILITY 1: WILDCAT RESIDENCE**

**Site Summary**

The Wildcat Residence is a former hotel property located near the intersection of Oracle Road and Speedway Boulevard in Tucson, Arizona. The Wildcat Residence includes 49 non-congregate rooms with capacity to serve 2 unrelated adults or 1 family with children including 4 or less family members/room. The facility includes on-site coin laundry and a dedicated lobby area for shelter operations with staff offices. Up to 2 rooms may be used for additional staff offices for shelter operations and/or supportive services at the site if necessary.

**Supervision Expectations**

Project shall be staffed by awake staff 24 hours/day, 7 days/week. No staff may reside on the premises. At minimum, the facility shall be staffed by 1 shelter operations staff member 24 hours/day and 1 supportive services staff member between the hours of 7am and 9pm daily. Offeror shall determine additional staffing needs as appropriate within the available budget.

**FACILITY 2: DESERT COVE RESIDENCE**

**Site Summary**

The Desert Cove Residence is a former assisted living property located near the intersection of Anklam Road and St. Mary's Road in Tucson, Arizona. The Desert Cove residence includes 3 residential structures including a single family manufactured home and two shared residences with a total of 18 bedrooms. The facility includes on-site coin laundry, shared living spaces, a large meeting/recreation area for residents, and staff offices.

**Supervision Expectations**

Project shall be staffed by awake staff 24 hours/day, 7 days/week. No staff may reside on the premises. At minimum, the facility shall be staffed by 1 shelter operations staff member 24 hours/day and 1 supportive services staff member between the hours of 7am and 9pm daily. Offeror shall determine additional staffing needs as appropriate within the available budget.

**FACILITY 3: ORACLE RESIDENCE**

**Site Summary**

The Oracle Residence is a former motor lodge property located near the intersection of Oracle Road and Grant Road in Tucson, Arizona. The property includes several small residential structures offering 18 separate non-congregate shelter units for individuals and families. Up to two unrelated adults and/or families with children of varying sizes can reside in each room for a maximum capacity of 36-40 adults plus minor-age children in the custody of adult shelter residents. The facility includes one large meeting space for guests and staff offices.

**Supervision Expectations**

Project shall be staffed by awake staff 24 hours/day, 7 days/week. No staff may reside on the premises. At minimum, the facility shall be staffed by 1 shelter operations staff member 24 hours/day and 1 supportive services staff member between the hours of 7am and 9pm daily. Offeror shall determine additional staffing needs as appropriate within the available budget.

**CITY OF TUCSON – NON-CONGREGATE SHELTER/BRIDGE HOUSING  
EXHIBIT B – SCOPE OF WORK: SHELTER/BRIDGE HOUSING OPERATIONS**

**CITY OF TUCSON RESPONSIBILITIES**

The City of Tucson shall provide directly and/or pay directly for the following shelter operations costs/activities. These costs shall not be included in the offeror's budget.

- Property ownership is maintained by the City of Tucson and the offeror will not be charged a rent or occupancy fee for use of the premises for approved activities within the Shelter/Bridge Housing Operations and Supportive Services Scope of Work.
- Major repairs in the amount of \$20,000 or more shall be the responsibility of the City of Tucson.
- Coordination and Program Referrals: The project shall accept referrals only from authorized City personnel and designees authorized by the City using the designated Bridge Housing wait list. The City of Tucson Housing and Community Development Department shall coordinate bridge housing operations across City-owned sites to ensure a uniform, low-barrier, and cost-effective approach is implemented.

**OFFEROR RESPONSIBILITIES**

The offeror must provide the full scope of work as outlined below including all activities described as responsibilities of the offeror. Specifically, the offeror shall provide nightly emergency shelter accommodations for eligible individuals and families including:

- 24-hour awake staff and shelter intake/oversight
- Site control and security
- Initial COVID-19 testing and connection to health services
- Health and hygiene supplies
- Restrooms and bathing facilities
- Laundry for shelter property and residents' personal belongings
- Bed bug inspection/prevention measures
- Coordination with City of Tucson and other entities to ensure full bed/unit utilization and successful exits to permanent housing
- City-required reporting
- Utility costs (electric, gas, water, trash, telephone, internet)
- Grounds maintenance and landscaping
- Room cleaning and laundry

Offeror Requirements

- 24-hour awake staffing is required for the project with a minimum of 1 shelter operator staff member on site at all times. Staff may not live on site and 100% of available units must be restricted for eligible populations referred by the City of Tucson or its designees through the approved Bridge Housing wait list.
- Shelter services must be immediately available upon acceptance with 24-hour intake available.
- All participants entering shelter shall be eligible for continued nightly shelter until the end of the performance period or until moving into transitional or permanent housing, whichever occurs first. Shelter residents shall not be discharged from shelter nightly but may be discharged if the shelter bed is abandoned for one or more nights.

- Shelter services must be low-barrier and may not require sobriety or identity documents. Shelter projects funded under this solicitation may not require participation in supportive services, volunteer activities, religious activities, or social programming in order to obtain or maintain shelter residency.
- Shelter services must ensure safe care for animals and storage of personal belongings during period of shelter stay. Households may not be prohibited from entry due to the presence of a traditional companion animal. Any rejections related to the presence of a companion animal must be approved by the City of Tucson and will be limited to animals that pose a threat to the health, safety, and welfare of the project staff, residents, and guests.
- Offeror must follow best practices for preventing and responding to COVID-19 infection in non-congregate shelter environments as defined in the [U.S. Centers for Disease Control and Prevention Interim Guidance for Homeless Service Providers](#) and ensure cleaning/disinfection protocols are sufficient to prevent the spread of COVID-19.
- Offeror must participate in HMIS Shelter Point module which tracks real-time shelter bed availability with community visibility enabled.
- Offeror must enter program participant information into the TPC Homeless Management Information System and other databases specified by the City of Tucson within two hours of shelter entry/exit.
- Offeror must participate in regular coordination meetings with the City of Tucson and/or community-based teams regarding the implementation and utilization of the project.
- Offeror must complete reporting as required by the City of Tucson for project monitoring and HUD reports.
- Offeror must follow policies to be established by the City of Tucson as they relate to termination of assistance; due process; participant selection and prioritization, eligibility; maximum amounts and/or periods of assistance; eligible costs; prevention of duplication of benefits and use of supportive service funds as payer of last resort; payments for the cost of gas, insurance, taxes, one-time payment for car repair or maintenance, and maintenance for vehicles of program participants; financial assistance payments; housing stability case management; and other topics required by HUD or desired by the City of Tucson.
- Offeror must provide and obtain City approval of the program policies including admissions and termination of assistance policies, participant rules and agreements, and other policies that govern the implementation of the project. The City of Tucson retains the right to reject policies proposed by the offeror and to require the offeror to amend policies to meet City of Tucson expectations.

#### **ELIGIBLE COSTS**

Eligible costs include:

- Security
- Fuel
- Equipment
- Insurance
- Utility expense
- Grounds maintenance and landscaping
- Property maintenance and minor repairs (less than \$20,000)
- Laundry and cleaning expense
- Telecommunications costs
- Supplies
- Personal Protective Equipment

- Personnel Wage and Benefits
- Transportation including mileage allowance for project staff and/or allocated vehicle lease, maintenance, insurance, registration, and/or repair costs for vehicles owned by the offeror and used by the project.
- Direct administrative salary and operating costs allocated to the project (not to exceed 10% of direct project costs)
- Indirect costs as permitted under the offeror's current federally approved Negotiated Indirect Cost Rate Agreement, if the offeror has an approved indirect cost rate, or the de minimis rate if the offeror does not have an approved negotiated indirect cost rate agreement and is eligible to use the de minimis rate.

**Ineligible Costs and Activities**

Costs not defined as eligible or associated with eligible activities described above are ineligible.

**ANTICIPATED OUTCOMES**

Projects funded under this solicitation are expected to achieve the following performance measures. Projects will be monitored by the City of Tucson and funding may be reduced or eliminated in the event of on-going underperformance.

- 60% or more of households served will have known exit destinations
- 60% or more of households served will exit to permanent housing destinations
- 90% or higher nightly bed utilization
- 90% or higher HMIS Data Quality

**CITY OF TUCSON – NON-CONGREGATE SHELTER/BRIDGE HOUSING  
EXHIBIT C – SCOPE OF WORK: SUPPORTIVE SERVICES**

**SCOPE OF SERVICES**

**Required Supportive Services**

The offeror must make the following supportive services available to all non-congregate shelter/bridge housing residents and encourage residents' participation in such services.

Case Management

The costs of assessing, arranging, coordinating, and monitoring the delivery of individualized services to meet the needs of the program participants are eligible. The provision of Case Management services are subject to Written Standards to be established by the City of Tucson in coordination with the Tucson Pima Collaboration to End Homelessness. Eligible costs are those associated with the following services and activities:

- Conducting the initial evaluation, including verifying and documenting eligibility, for individuals and families applying for supportive services
- Counseling
- Developing, securing, and coordinating services
- Using the Continuum of Care's Coordinated Entry system
- Obtaining federal, State, and local benefits
- Monitoring and evaluating program participant progress
- Providing information and referrals to other providers
- Providing ongoing risk assessment and safety planning with victims of domestic violence, dating violence, sexual assault, stalking, and human trafficking
- Developing an individualized housing and service plan, including planning a path to permanent housing stability
- Conducting re-evaluations of the program participant's eligibility and the types and amounts of assistance the program participant needs

Case management must be available between the hours of 9am and 8pm not less than 6 days/week.

Housing Search and Counseling Assistance

Costs of assisting eligible program participants to locate, obtain, and retain suitable housing are eligible. Eligible services include the creation of an action plan for locating housing, housing search assistance, tenant counseling, assistance securing utilities, making moving arrangements, outreach and negotiation with landlords/property owners, and assistance submitting rental applications and understanding leases.

Meal or Grocery Assistance

Costs of providing meals or groceries to program participants is eligible. All residents must have access to three meals per day and reasonable snacks. Meals can be provided through the program or grocery assistance can be provided for program participants who are not receiving Supplemental Nutrition Assistance Program benefits and/or for whom SNAP benefits are insufficient to cover household food needs.

Coordinated Service Linkage

Supportive services staff shall assist households to identify key service needs to promote housing stability, health, income attainment, and well-being, and shall provide coordinated referral and advocacy to support participants in achieving individual goals.

**Allowable Supportive Services**

The offeror may include the following supportive services within the approved project budget. These services are not required but, if provided, must be made available to all participants based on individual need. If assistance will be prioritized for specific subpopulations, the prioritization approach must be reviewed and approved by the City of Tucson.

### Child Care

The costs of child care for program participants, including providing meals and snacks, and comprehensive and coordinated developmental activities, are eligible. The child care center must be licensed by the jurisdiction in which it operates in order for its costs to be eligible. The following conditions also apply:

- Children must be under the age of 13 unless the children have a disability.
- Children with a disability must be under the age of 18.

### Legal Services

Eligible costs are the fees charged by licensed attorneys and by person(s) under the supervision of licensed attorneys, for advice and representation in matters that interfere with a qualifying individual or family's ability to obtain and retain housing.

Eligible subject matters are child support; guardianship; paternity; emancipation; legal separation; orders of protection and other legal remedies for victims of domestic violence, dating violence, sexual assault, human trafficking, and stalking; appeal of veterans and public benefit claim denials; landlord-tenant disputes; and the resolution of outstanding criminal warrants; landlord/tenant matters, provided that the services must be necessary to resolve a legal problem that prohibits the program participant from obtaining permanent housing or will likely result in the program participant losing the permanent housing in which the program participant currently resides.

Legal services for immigration and citizenship matters and for issues related to mortgages and homeownership are ineligible. Retainer fee arrangements and contingency fee arrangements are prohibited.

Services may include client intake, receiving and preparing cases for trial, provision of legal advice, representation at hearings, and counseling.

Fees based on the actual service performed (i.e., fee for service) are also eligible, but only if the cost would be less than the cost of hourly fees. Filing fees and other necessary court costs are also eligible. If the offeror is a legal services provider and performs the services itself, the eligible costs are the offeror's employees' salaries and other costs necessary to perform these services.

### Life Skills Training

The costs of teaching critical life management skills that may never have been learned or have been lost during the course of physical or mental illness, domestic violence, dating violence, sexual assault, stalking, human trafficking, substance abuse, and homelessness are eligible. These services must be necessary to assist the program participant to function independently in the community. Life skills training includes:

- Budgeting of resources and money management,
- Household management
- Conflict management
- Shopping for food and other needed items
- Nutrition
- Use of public transportation
- Parent training

### Mental Health Services



Eligible costs are the direct outpatient treatment of mental health conditions that are provided by licensed professionals.

Mental health services are the application of therapeutic processes to personal, family, situational, or occupational problems in order to bring about positive resolution of the problem or improved individual or family functioning or circumstances. Problem areas may include family and marital relationships, parent-child problems, or symptom management.

Eligible services include:

- Crisis interventions
- Counseling
- Individual, family, and/or group therapy sessions
- Prescription of psychotropic medications or explanations about the use and management of medications
- Combinations of therapeutic approaches to address multiple problems

### Outpatient Health Services

Eligible costs are the direct outpatient treatment of medical conditions when provided by licensed medical professionals including:

- Providing an analysis or assessment of a program participant's health problems and the development of a treatment plan
- Assisting program participants to understand their health needs
- Providing directly or assisting program participants to obtain and utilize appropriate medical treatment
- Preventive medical care and health maintenance services, including inhome health services and emergency medical services
- Provision of appropriate medication
- Providing follow-up services
- Preventive and non-cosmetic dental care

### Substance Abuse Treatment Services

Eligible substance abuse treatment services are designed to prevent, reduce, eliminate, or deter relapse of substance abuse or addictive behaviors and are provided by licensed or certified professionals. The costs include:

- Program participant intake and assessment;
- Outpatient treatment;
- Group and individual counseling
- Drug testing;

Inpatient detoxification and other inpatient drug or alcohol treatment are ineligible.

### Transportation

Eligible costs include:

- Cost of program participants' travel on public transportation or in a vehicle provided by the offeror to and from medical care, employment, childcare, or other services eligible under [HUD Notice CPD-21-10, Requirements for the Use of Funds in the HOME-ARP Program](#)
- Mileage allowance for service workers to visit program participants and to carry out housing inspections
- The cost of purchasing or leasing a vehicle in which staff transports program participants and/or staff serving program participants
- The cost of gas, insurance, taxes, and maintenance for the vehicle
- The costs of offeror staff to accompany or assist program participants to utilize public transportation

If public transportation options are not sufficient within the area, the project may make a one-time payment on behalf of a program participant needing car repairs or maintenance required to operate a personal vehicle, subject to the following:

- Payments for car repairs or maintenance on behalf of the program participant may not exceed 10 percent of the Blue Book value of the vehicle (Blue Book refers to the guidebook that compiles and quotes prices for new and used automobiles and other vehicles of all makes, models, and types);
- Payments for car repairs or maintenance must be paid by the PJ or subrecipient directly to the third party that repairs or maintains the car

Offerors may require program participants to share in the cost of car repairs or maintenance as a condition of receiving assistance with car repairs or maintenance.

If an offeror includes the cost of gas, insurance, taxes, and/or one-time payment for car repairs or maintenance, the use of funds for this purpose shall be subject to policies established by the City of Tucson and in accordance with the terms established on page 49 of [HUD Notice CPD-21-10, Requirements for the Use of Funds in the HOME-ARP Program](#).

#### Credit Repair

Funds may pay for credit counseling and other services necessary to assist program participants with critical skills related to household budgeting, managing money, accessing a free personal credit report, and resolving personal credit problems. This assistance does not include the payment or modification of a debt.

#### Landlord/Tenant Liaison

Cost of liaison services between property managers/owners and program participants are eligible costs to the extent that these efforts facilitate transition from the project to permanent housing destinations and are not available through other community resources. Eligible services include:

- Landlord outreach
- Physical inspections and rent reasonable studies as needed to secure units
- Rental application fees and security deposits, in accordance with the financial assistance cost requirements described below
- Mediation services as described above for housing issues that may arise between owner, property manager, and other residents and participants
- Coordination or assistance with the provision of other eligible services to assist participants to maintain permanent housing

#### Services for Special Populations

Funds may be used to provide services for special populations, such as victim services, so long as the costs of providing these services are eligible within this scope of work. The term victim services means services that assist program participants who are victims of domestic violence, dating violence, sexual assault, stalking, or human trafficking including services offered by rape crisis centers and domestic violence shelters, and other organizations with a documented history of effective work concerning domestic violence, dating violence, sexual assault, stalking, or human trafficking.

#### Financial Assistance Costs

Project funds may be used to provide eligible financial assistance to participating households which are exiting the non-congregate shelter/bridge housing project to unsubsidized housing environments or other permanent housing destinations and such costs are not eligible to be paid through any other source. Eligible financial assistance costs must be paid directly to housing owners, utility companies, and other third parties for the following costs as applicable:

- Rental Application Fees: Rental housing application fee that is charged by the owner to all applicants
- Security Deposits: A security deposit that is equal to no more than 1.5 times the monthly rent (pursuant to Arizona Revised Statutes). This assistance is separate and distinct from the provision of financial assistance for first and last months' rent and cannot be used to duplicate those costs.
- Utility Deposits: Standard utility deposit or initiation fees required by the utility company or owner (if owner-paid utilities are provided) for all program participations for the following utilities:
  - Gas
  - Water
  - Electric
  - Sewer
- Utility payments: Up to 6 months of utility payments in arrears, per service. A partial payment of a utility bill counts as one month. This assistance may only be provided if the program participant or a member of the same household has an account in his or her name with a utility company or proof of responsibility to make utility payments. Eligible utility services are gas, electric, water, and sewage. No program participant shall receive more than 24 months of utility assistance within any 3-year period.
- Moving costs: Costs associated with households moving into permanent housing destinations such as truck rental or hiring a moving company. This assistance may include payment of temporary storage fees for up to 3 months, provided that the fees are accrued after the date the program participant begins receiving Supportive Services assistance under this section of the Notice and before the program participant moves into permanent housing. Payment of temporary storage fees in arrears is not eligible.
- First and Last month's rent: If necessary to obtain housing for a program participant, funds may be used to make a pre-payment of the first and last month's rent under a new lease to the owner at the time the owner is paid the security deposit for the program participant's tenancy in the housing. This assistance must not exceed two month's rent and must be tracked for purposes of determining the total short- and medium-term financial assistance for rent that the program participant may receive. This assistance is separate and distinct from financial assistance for Security Deposits provided under this section and cannot be used to duplicate those costs.
- Payment of rental arrears: One-time payment for up to 6 months of rent in arrears, including any late fees or charges on those arrears, if necessary for the household to remove a demonstrated barrier to obtaining housing.

Financial assistance payments may not be made to the City of Tucson, the offeror agency, or any parent, subsidiary, subrecipient, or other entity legally affiliated with the City of Tucson or the offeror agency. Financial assistance payments may not be pre-conditioned on accepting a specific unit, property, or property owner/manager, and may not require participation in other supportive services.

Financial assistance cannot be provided to a program participant who is receiving the same type of assistance through other public sources. Financial assistance also cannot be provided to a program participant who has been provided with replacement housing payments under the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (42 USC 4601 et seq.) and its implementing regulations at 49 CFR part 24, or Section 104(d) of the Housing and Community Development Act of 1974 (42 USC 5304(d) and its implementing regulations at 24 CFR part 42, during the period of time covered by the replacement housing payments

**Additional Requirements**

- Services must follow best practices for preventing and responding to COVID-19 infection in non-congregate shelter environments as defined in the [U.S. Centers for Disease Control and Prevention Interim Guidance for Homeless Service Providers](#) and ensure cleaning/disinfection protocols are sufficient to prevent the spread of COVID-19.
- Enter program participant information into the TPCH Homeless Management Information System and other databases specified by the City of Tucson within two hours of project entry/exit.
- Participate in regular coordination meetings with the City of Tucson and/or community-based teams regarding the implementation and utilization of the project.
- Complete reporting as required by the City of Tucson for project monitoring and HUD reports.
- Follow policies to be established by the City of Tucson as they relate to termination of assistance; due process; participant selection and prioritization, eligibility; maximum amounts and/or periods of assistance; eligible costs; prevention of duplication of benefits and use of supportive service funds as payer of last resort; payments for the cost of gas, insurance, taxes, one-time payment for car repair or maintenance, and maintenance for vehicles of program participants; financial assistance payments; housing stability case management; and other topics required by HUD or desired by the City of Tucson.

**ELIGIBLE COSTS**

The direct payment of costs identified in the scope of services above are eligible. Additionally, the following costs are eligible to the extent that they are necessary to deliver eligible supportive services:

- Costs of labor and/or supplies and materials incurred by the offeror to directly provide eligible supportive services to program participants (computers, cell phones, office supplies, etc.)
- Salary and benefit package of offeror staff who directly deliver supportive services.

These project delivery costs must be attributable to the identifiable objective of the service delivered.

- Indirect costs as permitted under the offeror’s current federally approved Negotiated Indirect Cost Rate Agreement, if the offeror has an approved indirect cost rate, or the de minimis rate if the offeror does not have an approved negotiated indirect cost rate agreement and is eligible to use the de minimis rate.

**Ineligible Costs and Activities**

Costs not defined as eligible or associated with eligible activities described above are ineligible. The costs of operating the non-congregate shelter are not eligible under this scope of work.

Direct administrative or operating costs (excluding eligible indirect costs) are not eligible.

**ANTICIPATED OUTCOMES**

Projects funded under this solicitation are expected to achieve the following performance measures. Projects will be monitored by the City of Tucson and funding may be reduced or eliminated in the event of on-going underperformance.

- 60% of more of households served will have known exit destinations
- 60% or more of households served will exit to permanent housing destinations
- 90% or higher HMIS Data Quality

**CITY OF TUCSON – NON-CONGREGATE SHELTER/BRIDGE HOUSING  
EXHIBIT D – PROJECT BUDGET**

**PAGE LEFT INTENTIONALLY BLANK  
REFER TO SEPARATE EXCEL BUDGET WORKBOOK**

**CITY OF TUCSON – NON-CONGREGATE SHELTER/BRIDGE HOUSING  
EXHIBIT E – DE MINIMIS INDIRECT COST RATE CERTIFICATION OF ELIGIBILITY**

\_\_\_\_\_ (subrecipient) elects to use to 10% de Minimis rate for indirect cost reimbursement and certifies that it meets each of the following eligibility criteria:

1. The subrecipient has never received a Federally-negotiated indirect cost rate for any federal awards.
2. The subrecipient has received less than \$35 million in direct federal funding for the fiscal year requested.
3. The de minimis rate approved will be applied to Modified Total Direct Cost (MTDC). This base includes all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first \$25,000 of each subaward (regardless of the period of performance of the subawards under the award). MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each subaward in excess of \$25,000. Other items may only be excluded when necessary to avoid a serious inequity in the distribution of indirect costs.
4. The project costs will be consistently charged as either indirect or direct and will not be double charged or inconsistently charged as both.

The proper use and application of the de Minimis rate is the responsibility of the subrecipient and subject to monitoring by the City of Tucson and/or the awarding federal agency. If financial monitoring results in the determination of non-compliance with 2 CFR 200 and/or other applicable federal guidelines, funds must be returned to the City of Tucson.

SUBMITTED BY AUTHORIZED REPRESENTATIVE:

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

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