



Continuum of Care Program Services for Rental Assistance Administration and Compliance Available to Eligible Continuum of Care (CoC) Applicants and Recipients

The City of Tucson Housing and Community Development Department (HCD), as the administrator of the Tucson/Pima County Public Housing Authority, is available to provide certain services required under the U.S. Department of Housing and Urban Development (HUD) Continuum of Care (CoC) Program for funded projects.

These services are available through a fee-for-service agreement and are intended to assist CoC-funded organizations in meeting HUD program requirements.

Rental Assistance Administration Services

HUD Continuum of Care regulations do not permit nonprofit organizations administering CoC-funded rental assistance projects to directly administer rental assistance payments under the Transitional Housing component. To support CoC-funded projects, HCD is available to administer rental assistance on behalf of eligible CoC recipients and subrecipients.

Services Include:

- Rental assistance payment processing
- Landlord payment administration
- Required payment tracking and documentation
- Monthly invoicing/reporting of expenses to the CoC project

Fee: The standard fee shall be 7% of the project's Rental Assistance budget as awarded by HUD. This is an eligible expense under the Rental Assistance and Admin Budget Line Items within the organization's approved HUD budget.

Rent Reasonableness Determinations

HUD regulations require rent reasonableness determinations for CoC-assisted units leasing and rental assistance units. When assistance is provided in units owned by the CoC recipient, subrecipient, or its subsidiary/related entities, the recipient may not perform rent reasonableness determinations on its own behalf. HCD is available to conduct independent rent reasonableness determinations for eligible CoC projects.

Fee: \$40 per rent reasonableness determination. This fee applies to each determination conducted.

Housing Quality Standards (HQS) / NSPIRE Inspections

HUD requires inspections of assisted units to ensure compliance with applicable Housing Quality Standards (HQS) or NSPIRE requirements. For units owned by the recipient, subrecipient, or its subsidiary/related entities, inspections must be performed by an independent entity. HCD is available to conduct required inspections for eligible CoC-funded projects.

Fee: \$90 per inspection. If a unit fails an initial inspection and a follow-up inspection is required, the re-inspection will be billed at the same rate.

Service Availability

Provision of services is subject to:

- Execution of the HCD Service Commitment at the time of funding application;
- Execution of the HCD fee-for-service agreement at the time of grant award;
- Compliance with all applicable HUD regulations and requirements; and
- Funding award and implementation of the CoC project.

Contact Information

For information regarding these services or to request a commitment letter for a CoC funding application, please contact:

Jason Thorpe, Deputy Director
City of Tucson Housing and Community Development Department
(520) 437-5137
jason.thorpe@tucsonaz.gov

This commitment document is provided for review purposes only. Interested organizations must submit the following information to jason.thorpe@tucsonaz.gov on or before 7/10/26 to allow timely execution prior to the July 15, 2026 application submission deadline: Name of Organization, Name of Project, Rental Assistance Budget, Authorized Signer Contact Information (name, title, organization, address, email, telephone).



HCD Service Commitment to Provide Continuum of Care Rental Assistance Administration and Compliance Services

<Project Name> Administered by <Applicant Organization>

The City of Tucson Housing and Community Development Department (HCD), as administrator of the Tucson/Pima County Public Housing Authority, is committed to providing certain fee-for-service activities required under the U.S. Department of Housing and Urban Development (HUD) Continuum of Care (CoC) Program for eligible CoC-funded projects located within the Tucson/Pima County Continuum of Care.

This letter may be used by Continuum of Care applicants as documentation of HCD's commitment to enter into a fee-for-service agreement with a recipient or subrecipient that receives HUD Continuum of Care funding and requires the services described below.

Rental Assistance Administration

HCD will provide rental assistance administration services as permitted and required under HUD regulations.

Services may include:

- Rental assistance payment processing;
- Landlord payment administration;
- Payment tracking and documentation

The fee for rental assistance administration will be 7% of the project's annual rental assistance budget.

Based on the project's proposed Rental Assistance budget at the time of award (<Amount>), the fee for this service shall be <Amount> adjusted for any increases or decreases to the Rental Assistance budget awarded by HUD.

Rent Reasonableness Determinations

This commitment document is provided for review purposes only. Interested organizations must submit the following information to jason.thorpe@tucsonaz.gov on or before 7/10/26 to allow timely execution prior to the July 15, 2026 application submission deadline: Name of Organization, Name of Project, Rental Assistance Budget, Authorized Signer Contact Information (name, title, organization, address, email, telephone).

For projects requiring independent rent reasonableness determinations, including project-based rental assistance projects in which the recipient, subrecipient, or related entity owns the assisted unit(s), HCD will conduct rent reasonableness determinations in accordance with HUD requirements.

The fee for this service will be \$40 per rent reasonableness determination.

HQS/NSPIRE Inspections

For projects requiring independent Housing Quality Standards (HQS) or NSPIRE inspections, including project-based rental assistance projects in which the recipient, subrecipient, or related entity owns the assisted unit(s), HCD will conduct inspections in accordance with applicable HUD requirements.

The fee for this service will be \$90 per inspection. Any required re-inspection will be charged at the same rate:

Commitment

Upon award of HUD Continuum of Care funding, HCD commits to entering into a fee-for-service agreement with the funded recipient or subrecipient for the provision of the services described herein at the rates specified above.

This commitment is intended to demonstrate the availability of required rental assistance administration, rent reasonableness, and inspection services for Continuum of Care projects and may be included as supporting documentation in Continuum of Care funding applications.

Execution of Service Agreement

City of Tucson HCD

Jason Thorpe, Deputy Director
City of Tucson HCD
310 N. Commerce Park Loop
Tucson, AZ 85745
jason.thorpe@tucsonaz.gov
(520) 437-5137

Nonprofit CoC Grant Applicant

<Name>
<Organization>
<Address 1>
<Address 2>
<Telephone>
<Email>

Signature: _____

Date: _____

Signature: _____

Date: _____