



**BOARD OF SUPERVISORS AGENDA ITEM REPORT  
CONTRACTS / AWARDS / GRANTS**

Award  Contract  Grant

Requested Board Meeting Date: June 12, 2018

\* = Mandatory, information must be provided

or Procurement Director Award

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

Catholic Community Services of Southern Arizona Inc.; dba Pio Decimo Center

**\*Project Title/Description:**

Getting Ahead Program ("the Program") Amendment 1

**\*Purpose:**

The Getting Ahead Program is a HUD CDBG public service funded activity that utilizes a County supported "Bridges Out of Poverty" peer-based curriculum to provide workshops to address the financial, motivational, educational, health, and other issues directly impacting families experiencing poverty. The current one-year term, April 1, 2017 to May 31, 2018, for this contract does not coincide with the standard federal calendar year or reporting term, October 1 to September 30, for County CDBG social service programs. The purpose of this amendment is to provide a fourth-month term extension to allow this subrecipient contract to coincide with standard CDBG federal fiscal year term and reporting schedules, i.e. October 1 through September 30. There is no additional funds added to this contract.

**\*Procurement Method:**

Program funding initially procured via solicitation CDNC-12-07-09-CDBG-ESG-OA--the Community Planning Application for CDBG and ESG funds. Attached pages 7,8 & 9 of Board of Supervisors Agenda Meeting of June 20, 2017

**\*Program Goals/Predicted Outcomes:**

Goal: Create suitable, safe and healthy living environments for Pima County residents experiencing poverty and lacking necessary resources.

Predicted outcome: Participants will increase personal knowledge and capacity to overcome poverty and achieve sustainable living standards.

**\*Public Benefit:**

The Program will meet the U.S. Department of Housing and Urban Development ("HUD"), Community Development Block Grant ("CDBG") National Objective to directly assist low- to moderate-income persons with public services and programming to assist them in getting out of poverty

**\*Metrics Available to Measure Performance:**

At a minimum, Subrecipient will serve 40 participants annually.  
85% of participants will successfully complete a 16 session workshop.  
80% of those completing the workshop sessions will report increased employment; financial literacy; enrollment in job training, vocational, or postsecondary schooling; and/or improved access to resources

**\*Retroactive:**

Yes, Pima County HUD Annual Action Plan requires all CDBG Public Service contracts to be on a federal fiscal year calendar, Oct 1, 2017 to Sept. 30, 2018. There was a delay in finalizing required and additional clarifications. Additionally, the subrecipient needed time to plan and has successfully been coordinating and budgeting for a 16-month term, in anticipation of term amendment.

*To: COB 5/29/2018 (1)  
Vers.: 2  
PSS.: 3  
Revised 8/2017*

**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

**\*Is the Contract to a vendor or subrecipient?**

Were insurance or indemnity clauses modified?  Yes  No

*If Yes, attach Risk's approval*

Vendor is using a Social Security Number?  Yes  No

*If Yes, attach the required form per Administrative Procedure 22-73.*

**Amendment / Revised Award Information**

Document Type: CT Department Code: CD Contract Number (i.e., 15-123): 17\*0396

Amendment No.: 01 AMS Version No.: \_\_\_\_\_

Effective Date: 05/31/2018 New Termination Date: 09/30/18

Prior Contract No. (Synergen/CMS): \_\_\_\_\_

Expense or  Revenue  Increase  Decrease Amount This Amendment: \$ 0.00

Is there revenue included?  Yes  No If Yes \$ \_\_\_\_\_

**\*Funding Source(s) required:** U.S. Department of Housing & Urban Development Community Development Block Grant

Funding from General Fund?  Yes  No If Yes \$ \_\_\_\_\_ % \_\_\_\_\_

**Grant/Amendment Information** (for grants acceptance and awards)  Award  Amendment

Document Type: \_\_\_\_\_ Department Code: \_\_\_\_\_ Grant Number (i.e., 15-123): \_\_\_\_\_

Effective Date: \_\_\_\_\_ Termination Date: \_\_\_\_\_ Amendment Number: \_\_\_\_\_

Match Amount: \$ \_\_\_\_\_  Revenue Amount: \$ \_\_\_\_\_

**\*All Funding Source(s) required:**

**\*Match funding from General Fund?**  Yes  No If Yes \$ \_\_\_\_\_ % \_\_\_\_\_

**\*Match funding from other sources?**  Yes  No If Yes \$ \_\_\_\_\_ % \_\_\_\_\_

**\*Funding Source:** \_\_\_\_\_

**\*If Federal funds are received, is funding coming directly from the Federal government or passed through other organization(s)?**

Contact: Dewey Cooper Contract Specialist, 724-2772, Joel Gastalum, Program Manager, 724-67540

Department: Community Development & Neighborhood Conservation Telephone: 724-6750

Department Director Signature/Date: *Mayores* 05/22/2018

Deputy County Administrator Signature/Date: *Jur* 5/24/2018

County Administrator Signature/Date: *Jur* 5/24/2018

*(Required for Board Agenda/Addendum Items)*

<b>CONTRACT</b>	
<b>NO.</b>	<u>CT-CD-17-396</u>
<b>AMENDMENT NO.</b>	<u>01</u>
This number must appear on all invoices, correspondence and documents pertaining to this contract.	

**PIMA COUNTY COMMUNITY DEVELOPMENT AND NEIGHBORHOOD CONSERVATION DEPARTMENT**

**Program Name:** Getting Ahead Program  
HUD CDBG Public Service (LMC)

**Subrecipient:** Catholic Community Services of Southern Arizona  
Inc., dba Pio Decimo Center  
848 S. 7<sup>th</sup> Avenue  
Tucson, AZ 85701

**DUNS No.:** 114439730

**Funding:** U.S. Department of Housing & Urban Development  
Community Development Block Grant

**Contract No.:** CT-CD-17\*396

**Federal Contract No.:** B-14-UC-04-0502

**Amendment No.:** One (1)

CFDA	Program Description	Nation Funding	Pima County Award
14.218	Community Development Block Grant (CDBG)	FY 2014 \$2,095,100,100.00	FY 2014 \$2,592,446.00

Original Contract Term:	6/1/17 – 5/31/18	Contract Amount:	\$45,000.00
Termination date prior amends:	5/31/18	Amount prior amendments:	-0-
Termination date this amend:	9/30/18	Amount this amendment:	-0-
		TOTAL contract amount:	\$45,000.00

Pima County ("County"), a body politic and corporate of the State of Arizona, and Catholic Community Services of Southern Arizona, Inc., ("Subrecipient"), a non-profit corporation in the State of Arizona, entered into the above-referenced Agreement.

**AMENDMENT NO. ONE (1)**

**RECITALS**

- A. County appropriated \$45,000.00 of the County's award of FY 2014-2015 Community Development Block Grant ("CDBG") funds to Subrecipient for the Getting Ahead Program, a "Bridges Out of Poverty" based curriculum.
- B. The term of the Agreement did not coincide with the term of the grant funding.
- C. County finds it appropriate to extend the term of the Agreement to match the term of the grant funding.

**NOW THEREFORE**, County and Subrecipient, pursuant to the above, and in consideration of the matters and things hereinafter set forth, do mutually agree as follows:

**1.0 SECTION 1.0 -- TERM AND EXTENSIONS**, Section 1.0, paragraph 1.1 is amended to change the termination date:

FROM: May 31, 2018

TO: September 30, 2018

**2.0 SECTION 4.0 -- COMPENSATION AND PAYMENT, paragraph 4.15 is deleted in its entirety and replaced with the following:**

4.15 Changes between budget line items may only be made as follows:

4.15.1 A written request for the line item change must be submitted at least six (6) weeks prior to the termination date of the Agreement. The written request must contain all of the following:

4.15.1.1 A detailed explanation of the need for the change;

4.15.1.2 Proof that the requested change will not change the specified purpose, the metrics, or the outcomes of this Agreement; and

4.15.1.3 Proof that the proposed increase is offset by a decrease of equal value to the remaining line items.

4.15.2 Changes to line items will only be considered for future expenditures, not for expenditures already incurred by Subrecipient that were not part of the approved budget.

4.15.3 Changes that do not increase or decrease the total budget amount may be granted by and at the sole discretion of the Director of Community Development and Neighborhood Conservation or designee. **The change will not be effective, nor will compensation under the change be provided, until the date set forth in the written approval of the Director or designee.**

4.15.4 Changes that increase or decrease the total budget amount or that change the Scope of the Agreement in any way will require a contract amendment. **The change will not be effective, nor will compensation under the change be provided, until the amendment is fully executed by both parties.**

**3.0 SECTION 6.0 – INSURANCE:**

3.1 **Paragraph 6.2.1** is deleted in its entirety and replaced with the following:

Commercial General Liability (CGL): Occurrence Form covering liability arising from premises, independent contractors, personal injury, bodily injury, broad form contractual liability and products-completed operations with minimum limits not less than \$2,000,000 Each Occurrence and \$2,000,000 General Aggregate.

3.2 **Subrecipient must provide a new Certificate of Insurance** to County with proof of the amended coverage set forth in paragraph 3.1 above.

**REMAINDER OF PAGE INTENTIONALLY LEFT BLANK**

**4.0 SECTION 27.0 – PUBLIC INFORMATION** is amended to add **paragraph 27.2.4** to read:

County will release the records ten (10) business days after the date of notice provided pursuant to paragraph 27.2.2, unless Subrecipient has, within that period, secured an appropriate order from a court of competent jurisdiction, enjoining the release of the records.

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

**PIMA COUNTY**

**SUBRECIPIENT**

\_\_\_\_\_  
Chairman, Board of Supervisors

Marguerite Harmon  
Signature

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

MARGUERITE D HARMON, CEO  
Printed name and title

ATTEST:

Date: 4/24/2014

\_\_\_\_\_  
Clerk of the Board

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

APPROVED AS TO CONTENT:

Daniel G. Lutz, for Margaret M. Kish  
Director, Community Development  
and Neighborhood Conservation

APPROVED AS TO FORM:

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