



BOARD OF SUPERVISORS AGENDA ITEM REPORT
CONTRACTS / AWARDS / GRANTS

Award Contract Grant

Requested Board Meeting Date: 06/19/2018 Addendum

* = *Mandatory, information must be provided*

or Procurement Director Award

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

Portable Practical Educational Preparation, Inc.

***Project Title/Description:**

Amado Teen Center Program (The Program)

***Purpose:**

The purpose of this amendment is to make scope of work changes only to add further program activity detail at the request of the subrecipient post direct technical assistance provided by staff. Original goals, outcomes and metrics remain unchanged. No additional funds are being added in this amendment.

The original contract purpose also remains the same to provide tutoring, academic assistance, training, and skill development activities to teens and young adults (ages 12 -20) living in and around the Amado area of unincorporated Pima County. The Program will promote education and personal wellness, along with providing career-focused networking and experiences through mentors, coaches and professional career workshop facilitators. The Program will employ suitably trained and skilled personnel to perform all services under this Agreement through a variety of outreach activities. Weekly and monthly workshops are to be held using best practice models as identified in the original contract and amendments to promote individual academic success and career preparedness for Amado youth.

***Procurement Method:**

Policy D29.6: Community Development And Neighborhood Conservation Department (CDNC) requests the Pima County Board of Supervisors approve CT-CD-17*0271-A2 to incorporate additional eligible grant activities within the original scope of work as shown in the text in the body of Contract.

***Program Goals/Predicted Outcomes:**

Goal: To create and enhance suitable living environments by providing life skills and promoting academic success to meet the needs of low-to moderate-income participants.

***Public Benefit:**

The Program will meet the U.S. Department of Housing and Urban Development, (HUD), Community Development and Block Grant (CDBG) National Objective for public services by providing youth programming including; tutoring academic assistance, training, and skill development to low-to moderate-income youth in the Amado area.

***Metrics Available to Measure Performance:**

A minimum of twenty (20) youth (ages 12-20) will regularly participate in The Program's activities at the Amado Teen Center.

***Retroactive:**

No.

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*271

Amendment No.: 2 AMS Version No.: _____

Effective Date: 10/1/2017 New Termination Date: 9/30/2018

Prior Contract No. (Synergen/CMS): _____

Expense or Revenue Increase Decrease Amount This Amendment: \$ 0

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

***Funding Source(s) required:** HUD CDBG

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 Gastelum, Program Manager, 724-6750

Department: Community Development & Neighborhood Conservation Dept. Telephone: 724-2460

Department Director Signature/Date: Daniel Gutzler for Margaret W. Kist 6-13-18

Deputy County Administrator Signature/Date: Jane 6/13/18

County Administrator Signature/Date: C. DeLuca 6/13/18
(Required for Board Agenda/Addendum Items)

CONTRACT	
NO.	<u>CT-CD-17-271</u>
AMENDMENT NO.	<u>02</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: *Amado Teen Center Program*
 HUD CDBG Public Service (LMC)

Subrecipient: Portable Practical Education Preparation, Inc.
 802 E. 46th Street
 Tucson, AZ 85713

DUNS No.: 092671866

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

Contract No.: CT-CD-17%271

Federal Contract No.: B-17-UC-04-0502

Amendment No.: Two (2)

CFDA	Program Description	Nation Funding	Pima County Award
14.218	Community Development Block Grant (CDBG)	FY 2017 \$3,060,000,000.00	FY 2017 \$2,589,081.00

Original Contract Term:	10/1/16-9/30/17	Contract Amount:	\$30,000.00
Termination date prior amends:	9/30/18	Amount prior amendments:	\$30,000.00
Termination date this amend:		Amount this amendment:	-0-
		TOTAL contract amount:	\$60,000.00

Pima County (“County”), a body politic and corporate of the State of Arizona, and Portable Practical Education Preparation, Inc. (“Subrecipient”), a non-profit corporation in the State of Arizona, entered into the above-referenced Agreement.

AMENDMENT NO. TWO (2)

RECITALS

- A. County is authorized by A.R.S. § § 11-254.04, 11-251 (5) and 11-251 (17), to spend public monies to improve and enhance the economic welfare and health of the inhabitants of the County.
- B. County applied for and received Community Development Block Grant (“CDBG”) funds for Federal Fiscal Year 2017-2018 in the amount of \$2,589,081.00 from the U.S. Department of Housing and Urban Development (“HUD”), under Title I of the Housing and Community Development Act of 1974, as amended (Public Law 93-383).
- C. County and Portable Practical Education Preparation, Inc. entered into the above-referenced Agreement to provide CDBG Public Service activities to low income individuals and families of Pima County.
- D. Based on a review of Agency’s program activities and expenditures, County finds it appropriate to revise the Scope of Work for the remainder of FY 2017-2018.
- E. County finds Agency has the capacity to accommodate the changes in Scope.

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 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 is 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, but not part of the existing 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.**

2.0 EXHIBIT A – SCOPE OF WORK is amended as follows:

2.1. Section 2 – Program Purpose is amended to change the ages of youth served:

FROM: ages 12-20

TO: ages 8 to 20

2.2. Section 3 – Program Activities is amended as follows:

2.2.1. **Paragraph 3.2** is deleted in its entirety and replaced with the following:

Through a variety of outreach activities, recruit youth (ages 8-20) from the Amado area of unincorporated Pima County using multiple community venues including fliers, posters, a web post, a 30-second PSA and two community presentations.

2.2.2. **Paragraph 3.7** is added to read:

Use the PPEP, Inc. vehicle to transport youth participants to and from program sessions, as needed.

2.2.3. **Paragraph 3.8** is added to read:

Agency will guide and assist participants in the presentation of a community event to showcase the organization, planning and consensus building skills learned in the workshops described in paragraph 3.3 above. The participants will use the RAavolution.org model during the event-planning process.

2.3. Section 7 -- Metrics available to measure performance is amended to change the ages of youth served:

FROM: ages 12-20

TO: ages 8 to 20

2.4. Section 8 – Budget the FY 2017-18 budget is deleted in its entirety and replaced with the following:

Program Funded Activities	FY17-18 Budget
Personnel	\$8,000.00
Fringe Benefits	\$1,400.00
Rent, Utilities, Space	\$3,600.00
Operating Costs	\$1,100.00
Support Services	\$3,800.00
Materials & Supplies	\$3,466.00
Professional & Outside Services	\$7,000.00
Indirect Costs (17.38% Salary and Fringe)	\$1,634.00
TOTAL	\$30,000.00

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

Chair, Board of Supervisors

Signature

Date: _____

John David Arnold

Printed name and title

ATTEST:

Date: 4/25/18

Clerk of the Board

Date

APPROVED AS TO CONTENT:

Margaret M. Kue 05/18/2018

Director, Community Development and Neighborhood Conservation

APPROVED AS TO FORM:

Karen S. Friar

Karen S. Friar, Deputy County Attorney