



BOARD OF SUPERVISORS AGENDA ITEM REPORT
AWARDS / CONTRACTS / GRANTS

Award Contract Grant

Requested Board Meeting Date: October 17, 2023

* = Mandatory, information must be provided

or Procurement Director Award:

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

National Park Service/Arizona State Historic Preservation Office

***Project Title/Description:**

Sponsorship of 2023 Arizona Historic Preservation Conference—Tucson

***Purpose:**

Pima County will work in partnership with the Arizona State Historic Preservation Office (SHPO), the Arizona Preservation Foundation, and other sponsors to plan and implement the 2023 Arizona State Historic Preservation Conference to be held in Tucson October 25–27, 2023. The grant, which will be passed through in its entirety to the Arizona Preservation Foundation, will cover the rental of conference facilities; educational sessions, including speaker fees; tours of local historic sites, including tour guide fees; professional services, including conference arrangements and design, layout, production, and printing of conference brochures, fliers, schedules, and advertising; rental of equipment for digital presentations (laptop computers, projectors, projection screens, and sound systems) as well as tables and chairs; rental of buses, vans, and other transportation related equipment; purchase of conference bags and contents; conference scholarships for community partners; and sponsorship.

***Procurement Method:**

Not applicable.

***Program Goals/Predicted Outcomes:**

The grant will allow Pima County and its partners to plan and implement the conference through the following tasks:

1. Make arrangements for conference sites; reserve meeting space, hotel rooms, etc.
2. Develop theme and topics for the conference
3. Plan historic site tours and mobile workshops
4. Contact and secure the services of invited conference speakers
5. Contract graphic artist/layout/designer/printer/binder for brochures, schedules, fliers, etc.

***Public Benefit:**

The citizens of Pima County have consistently demonstrated their support for historic preservation projects of all sizes around the county. Pima County's support of the 2023 Arizona Historic Preservation Conference will help further the education of both ordinary interested citizens and the county's professional historic preservation community about the vital importance of continuing the County's distinguished preservation legacy.

***Metrics Available to Measure Performance:**

The most important metrics for measuring the success of the conference planning and implementation effort will be the number of registered attendees and their participation in specific conference events including conference workshops, paper sessions, invited lectures, and site tours.

***Retroactive:**

Notice of award was not received until September 7, 2023, and the award was then processed expeditiously by Pima County Grants Management and Innovation. Because the conference will take place just six weeks from notice of award, planning for the conference is already underway by the Arizona Preservation Foundation, which will be obligated to pay for expenses already incurred and services already contracted if the grant is not approved by the Board of Supervisors.

*bms approves
10/3/23
(Rel)*

THE APPLICABLE SECTION(S) BELOW MUST BE COMPLETED

Click or tap the boxes to enter text. If not applicable, indicate "N/A". Make sure to complete mandatory (*) fields

Contract / Award Information

Document Type: Department Code: Contract Number (i.e., 15-123):
Commencement Date: Termination Date: Prior Contract Number (Synergen/CMS):
Expense Amount \$ Revenue Amount: \$

*Funding Source(s) required:

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

Contract is fully or partially funded with Federal Funds? Yes No

If Yes, is the Contract to a vendor or subrecipient?

Were insurance or indemnity clauses modified? Yes No
If Yes, attach Risk's approval.

Vendor is using a Social Security Number? Yes No
If Yes, attach the required form per Administrative Procedure 22-10.

Amendment / Revised Award Information

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

Amendment No.: AMS Version No.:

Commencement Date: New Termination Date:

Prior Contract No. (Synergen/CMS):

Expense Revenue Increase Decrease

Amount This Amendment: \$

Is there revenue included? Yes No If Yes \$

*Funding Source(s) required:

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

Grant/Amendment Information (for grants acceptance and awards)

Award Amendment

Document Type: GTAW Department Code: SUS Grant Number (i.e., 15-123): 24*036

Commencement Date: August 15, 2023 Termination Date: September 30, 2024 Amendment Number:

Match Amount: \$ Revenue Amount: \$ 20,000

*All Funding Source(s) required: National Park Service

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

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

*Funding Source:

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

Passed through Arizona State Historic Preservation Office

Contact: Ian Milliken

Department: SUS

Telephone: 724-6684

Department Director Signature: [Signature]

Date: 9/15/2023

Deputy County Administrator Signature: [Signature]

Date: 10/4/2023

County Administrator Signature: [Signature]

Date: 10/4/2023



State Historic Preservation Office
 1110 W. Washington #100, Phoenix, Arizona 85007
FEDERAL PASS-THROUGH PARTICIPANT AGREEMENT



This agreement is entered into by and between the Arizona State Parks Board and Pima County and becomes effective on the date of signature by the authorized representative of Arizona State Parks.

PROGRAM: Federal Historic Preservation Fund Certified Local Government Pass-Through

PROJECT TITLE: Sponsorship of 2023 Arizona Historic Preservation Conference - Tucson

PROJECT TYPE: Local Workshop

STATE PROJECT NUMBER: 4423010

FEDERAL PROJECT NUMBER: AZ-23-1010

FFY OF REVENUE: FFY2023

NPS/HPF GRANT #: P23AF00848

CDFA NUMBER: 15-904

PROJECT PERIOD: Upon full execution through September 30, 2024

FEDERAL FUNDS: \$20,000.00 100%

PARTICIPANT MATCH: N/A N/A

TOTAL PROJECT COST: \$20,000.00 100%

APPROVED SCOPE OF WORK AND SPECIAL CONDITIONS: Attachment A

AUTHORITIES TO ENTER THE AGREEMENT: (statute, resolution, minutes, etc.)
 STATE: A.R.S. §§ 41-511.04 (A) (8), 41-511.04 (D)(1) & 41-511.05 (2) and Resolution 11/2000, 38-511. FEDERAL: 36 CFR 61.7 (a).

AWARDING OFFICIALS ON BEHALF OF THE NATIONAL PARK SERVICE AND THE ARIZONA STATE PARKS BOARD:

Signature	Date	Signature	Date
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Kathryn Leonard
State Historic Preservation Officer

Bob Broschied
Director, Arizona State Parks

ACCEPTANCE OF ALL TERMS OF THIS AGREEMENT AND ITS ATTACHMENTS IS ACKNOWLEDGED BY THE PARTICIPANTS SIGNATURE BELOW.

PARTICIPANT ATTORNEY APPROVAL AS TO FORM AND AS BEING WITHIN THE AUTHORITY OF THE PARTICIPANT.

Participant's Signature


 Attorney's Signature

Name (Typed)

Kyle Johnson

Title

Date

Name (Typed)

9/26/2023

Title

Date



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ATTACHMENT A Approved Project Scope and Special Conditions

PARTICIPANT: Pima County

PROJECT TITLE: Sponsorship of 2023 Arizona Historic Preservation Conference - Tucson

STATE PROJECT NUMBER: 4423010

FEDERAL PROJECT NUMBER: AZ-23-1010

STATE PLAN OBJECTIVES:

Goal 1: Better Resource Management

This project will further the goal of better resource management by helping the general public, local officials, and statewide historic preservationists to recognize and understand important historic and cultural resources in the community and region. The investment to preserve a wide range of cultural resource sites and buildings in Tucson and throughout unincorporated Pima County demonstrates the commitment of the regional community to preserving the history of Arizona and the importance of historic preservation to the local and state economy.

Goal 3: Maximized Funding

Bringing the Arizona Historic Preservation Conference to our community will expose local owners of historic properties to funding opportunities available for preservation and rehabilitation projects in southern Arizona. In addition, owners who have already completed these kinds of projects will be able to share with conference participants the funding sources they relied on to complete their projects. This project will meet the goal of the State Historic Preservation Office to maximize funding opportunities for preservation projects.

Goal 5: Proactive Communities

This project will benefit both the general population of Pima County and visitors by providing tools for recognizing and protecting heritage resources in the community. Pima County and local community groups have long demonstrated their commitment to preserving our cultural heritage by promoting and enacting voter-approved Historic Preservation and Open Space bond programs, notably in 1997 and 2004. Continuing the important job of educating the community, including community leaders and staff, about the unique and irreplaceable resources that give Pima County its identity is one of the ways to accomplish that goal. Educating the community about the preservation and protection of cultural resources is a proactive way for the community to promote its heritage.

Goal 6: An Informed, Supportive Public

The Arizona Historic Preservation Conference is an opportunity to inform both the local community and visitors from around the state about the diversity of cultural traditions in Pima County, a diversity fostered by its long history as a border community. The citizens of Pima County affirmed their support for the preservation of the County's diverse cultural resources in the 1997 and 2004 voter-approved bond initiatives. A subset of these bonds successfully funded the acquisition of 13 working ranches, the rehabilitation of the Canoa Ranch Headquarters, and the acquisition of three significant archaeological properties for preservation. The educational component of the conference gives us the opportunity to expose people to the unique past of



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southern Arizona.

Goal 8: Informed, Trained Professionals

An important function of the 2023 Arizona Historic Preservation Conference will be to provide community members, including active preservation professionals, the opportunity to learn about "best practices" for the treatment of historic properties as well as current preservation policies and techniques.

APPROVED PROJECT SCOPE:

A partnership among Pima County, the State Historic Preservation Office (SHPO), the Arizona Preservation Foundation, and other organizational sponsors will work to plan and implement the 2023 Arizona State Historic Preservation Conference. Pima County's project/request consists of preconference funding to initiate a collaboration among the local government sponsors to put together a Conference Committee to plan a successful Preservation Conference in southern Arizona for 2023. The requested pass-through grant funds will partially pay for the following services directly related to the conference:

- Rental of conference facilities
- Educational sessions, including speaker fees
- Tours of local historic sites, including tour guide fees
- Professional services, including conference arrangements and design, layout, production, and printing of conference brochures, fliers, schedules, and advertising
- Rental of equipment for digital presentations (laptop computers, projectors, projection screens, and sound systems) as well as tables and chairs
- Rental of buses, vans, and other transportation related equipment
- Purchase of conference bags and contents
- Conference scholarships for community partners
- Sponsorship

These funds will enable Pima County to facilitate conference planning in partnership with the sponsors identified in initial meetings with the State Historic Preservation Office, including: City of Tucson; Pima County Office of Sustainability and Conservation, Cultural Resources and Historic Preservation Division (OSC-CRHP); Arizona Historical Society; Arizona State Museum; and Arizona Preservation Foundation; among other local and regional partners. At the end of this grant's performance period, the Conference Committee will have a final Conference agenda and program available that will highlight varied perspectives, issues, and accomplishments in historic preservation in the State of Arizona.

Scope of Work:

- Plan for conference along with the Arizona SHPO, City of Tucson, Arizona Preservation Foundation, and other partners
- Secure additional partners for conference
- Make arrangements for conference sites; reserve meeting space, hotel rooms, etc.
- Develop theme and topics for conference
- Plan historic site tours and mobile workshops
- Contact and secure the services of invited conference speakers
- Contract graphic artist/layout/designer/printer/binder for brochures, schedules, fliers, etc



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SPECIAL CONDITIONS:

1. Major milestones to judge the project

August 15, 2023: Award of grant

August 15–October 24, 2023: Conference planning by OSC–CRHP, SHPO, Arizona Preservation Foundation, and other partners, including in-kind services by OSC-CRHP staff

October 25–27, 2023: Arizona Historic Preservation Conference

November 30, 2023: Grant close-out

Any significant changes in timelines, deliverables, or budget as submitted in the application must be reported to the AZSHPO grant coordinator immediately.

- 2. A copy of the RFP will be submitted to the AZ SHPO grant coordinator when issued.**
- 3. Once a vendor is selected, a copy of the contract will be sent to the AZ SHPO grant coordinator.**
- 4. Progress reports must be submitted at the following times:**
 - a. 1st week of January 2024
 - b. 1st week of March 2024
 - c. 1st week of July 2024
 - d. Final report, October 2024
- 5. To ensure that final deliverables meet with AZ SHPO approval in a timely manner, please submit drafts as they are available. AZ SHPO staff will review drafts and provide comments within 30 business days.**
- 6. All work MUST be completed by September 30, 2024.**