



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

Award Contract Grant

Requested Board Meeting Date: February 15, 2022

* = Mandatory, information must be provided

or Procurement Director Award

***Contractor/Vendor Name/Grantor (DBA):**
Portable Practical Educational Preparation, Inc.

***Project Title/Description:**
Emergency Services Network (ESN)

***Purpose:**
Portable Practical Educational Preparation, Inc., a subrecipient, assists households with emergency utility and rental/mortgage financial assistance through case management services. On November 2, 2021 the Pima County Board of Supervisors approved Low Income Home Energy Assistance Program (LIHEAP) American Rescue Plan Act (ARPA) funds passed through Arizona Department of Economic Security. LIHEAP allows for case management, energy advocacy, energy burden education and utility assistance to prevent utility disconnection and reconnections. This amendment will provide ARPA funding of \$44,684 for LIHEAP case management.

Attachment: Contract Number CT-CR-21-52 (Amendment 7)

***Procurement Method:**
Pursuant to Pima County Procurement Code 11.12.020, Competitive sealed proposals, RFP No. CAA-ESN-2018-06 was conducted with delegated authority.

***Program Goals/Predicted Outcomes:**
Portable Practical Educational Preparation, Inc. will provide emergency financial assistance to 580 eligible low-income households.

***Public Benefit:**
The benefit of the program is that it will help in alleviating poverty, prevent homelessness, prevent utility shutoffs while promoting self-sufficiency to Pima County residents.

***Metrics Available to Measure Performance:**
Monthly case management and service reports.

***Retroactive:**
Yes, due to budgets for subrecipients could not be written until the County received the executed funding agreement from the State which was December 9, 2021. The negative impact of not approving this amendment is low-income families might not receive emergency utility assistance.

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TO: COB 2-9-2022
vers: 4
pgs.: 4
Appendix M

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: CT Department Code: CR Contract Number (i.e., 15-123): 21-052
Amendment No.: 7 AMS Version No.: 4
Commencement Date: 07/01/21 New Termination Date: 06/30/22 (no change)
Prior Contract No. (Synergen/CMS): CT-CS-18-371
 Expense or Revenue Increase Decrease Amount This Amendment: \$ 44,684.00

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

***Funding Source(s) required:** Amendment 7 funding source is from the AZ Dept of Economic Security/US Dept of Health & Human Services American Rescue Plan Act Low Income Home Energy Assist Program

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): _____
Commencement 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: Rise Hart
Department: Community & Workforce Development Telephone: 724-5723
Department Director Signature/Date: [Signature] 2/1/2022
Deputy County Administrator Signature/Date: [Signature] 2/8/2022
County Administrator Signature/Date: [Signature] 8 Feb 2022
(Required for Board Agenda/Addendum Items)

Pima County Community & Workforce Development – Community Action Agency Program

Project: Emergency Services Network (ESN)

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

Contract No.: CT-CR-21-52

Contract Amendment No.: Seven

Original Contract Term:	07/01/18 – 06/30/19	Orig. Contract Amount:	\$113,910.00
Termination Date Prior Amendment:	06/30/22	Prior Amendments Amount:	\$500,528.50
Termination Date This Amendment:	06/30/22	This Amendment Amount:	\$44,684.00
		Revised Total Amount:	\$659,122.50

DUNS No.: 092671866		SAM Registration Date: 3/21/21	
Research or Development:		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Federal or State Contract No.: D120-002265		Award Date: 2020	
Required Match:		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Match Amount:			
Indirect Cost Rate:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> de minimis <input checked="" type="checkbox"/> None
Status of Contractor:		<input checked="" type="checkbox"/> Subrecipient <input type="checkbox"/> Contractor	

CFDA	Grant Program	National Funding	Pima County Award
93.558	Arizona Department of Economic Security (ADES)/U.S. Department of Health and Human Services (USHHS) Short Term Crisis Services/Temporary Assistance to Needy Families (STCS/TANF)	\$13,122,810	\$436,654
93.569	ADES/USHHS Community Services Block Grant (CSBG)	\$674,000,000	\$815,539
93.568	ADES/USHHS Low Income Home Energy Assistance Program (LIHEAP)	\$3,255,435,546	\$3,637,670
93.568	Low Income Home Energy Assistance Program (LIHEAP) American Rescue Plan Act (ARPA)	\$4,500,000,000	\$3,091,513

GRANT FUNDED AGREEMENT – AMENDMENT SEVEN

1. BACKGROUND AND PURPOSE.

- 1.1 **Background.** On June 12, 2018, Pima County (“County”) and Portable Practical Educational Preparation, Inc. (“Subrecipient”), entered into the above referenced contract to provide supportive services and emergency assistance to the eligible low-income families in Pima County. Due to processing delays related to the County budget for this program and resulting delayed County approval, this amendment must be retroactive to July 2021.
- 1.2 **Purpose.** County through its Community Action Agency, as Grantee, is the recipient of State and Federal Grants for operating the local Emergency Services Network (“ESN”) to provide emergency financial assistance for qualified households to prevent homelessness or utility disconnection. On November 2, 2021 the Pima County Board of Supervisors approved Low Income Home Energy Assistance Program (LIHEAP) American Rescue Plan Act (ARPA) funds passed through Arizona Department of Economic Security. This amendment is to

provide additional LIHEAP funds. County has reviewed Subrecipient's performance of services and finds it satisfactory.

2. **SCOPE OF SERVICES.** The Commencement Date for this Amendment No. 7 is July 1, 2021.

3. **COMPENSATION AND PAYMENT.**

3.1 Paragraph 3.1 is amended to increase "the Maximum Allocated Amount" from \$614,438.50 to \$659,122.50. In addition, the table in Paragraph 3.2 is deleted in its entirety and replaced with the following:

Funding Source	Maximum Amount Allocated				Total Anticipated Expenditure per Funding Source
	7/1/18-6/30/19	7/1/19-6/30/20	7/1/20-6/30/21	7/1/21-6/30/22	
STCS/TANF (pursuant to A.R.S. § 46-421 et seq.)	\$59,010.00	\$67,010.00	\$86,318.75	\$86,318.75	\$298,657.50
CSBG (from HHS/OCS through ADES/DAAS)	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00	\$80,000.00
LIHEAP (from HHS/OCS through ADES/DAAS)	\$28,000.00	\$28,000.00	\$38,568.00	\$38,568.00	\$133,136.00
LIHEAP ARPA	-0-	-0-	-0-	\$44,684.00	\$44,684.00
EEIP	\$6,900.00	-0-	-0-	-0-	\$6,900.00
HTP	\$10,142.06	\$85,602.94	-0-	-0-	\$95,745.00
Anticipated Allocations TOTAL	\$124,052.06	\$200,612.94	\$144,886.75	\$189,570.75	\$659,122.50

3.2 ARP allows grantees to obligate any portion of these supplemental funds in FFY2021 or FFY2022, contingent on their own rules for obligating their own funds (45 CFR 96.30(a)). Thus, grantees and subgrantees must exclude the amount of these supplemental funds from the total amount of the base funding when determining the total amount of LIHEAP resources available to carryover to FFY2021. That is because at least 90% of the regular block grant FY 2021 funding must still be obligated by September 30, 2021 (this fiscal year).

4. **EXHIBIT A1 – SCOPE OF WORK** is amended as follows:

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4.2 **GENERAL PROVISIONS** are amended as follows:

4.2.1. **PROGRAM OVERVIEW, SECTION 1.** The table in Paragraph 1.2 is deleted in its entirety and replaced with the following:

Work Statement	Program Title	Allocated Amount			
		7/1/18-6/30/19	7/1/19-6/30/20	7/1/20-6/30/21	7/1/21-6/30/22
1	Emergency Services	\$113,910.00	\$115,010.00	\$144,886.75	\$189,570.75
2	Eviction Prevention	\$10,142.06	\$85,602.94	-0-	-0-

4.2.2. **SERVICE SUMMARY, SECTION 5.** The table is deleted in its entirety and replaced with the following:

CLIENT FUNDING SOURCE	ESN Code	NUMBER OF HOUSEHOLDS			
		7/1/18-6/30/19	7/1/19-6/30/20	7/1/20-6/30/21	7/1/21-6/30/22
STCS/TANF	49	44	44	65	55
CSBG	97	22	22	20	25
EEIP	66	7	-0-	-0-	-0-
LIHEAP	77	670	725	1,089	580
LIHEAP ARPA	127	-	-	-	580
HTF	46	2	70	-0-	-0-
TOTAL		745	861	1,174	1,240

4.3 **WORKSTATEMENT NO. 1 – BUDGET, SECTION 4,** the table is deleted in its entirety and replaced with the following:

For services provided July 1, 2021 through June 30, 2022.

Budget Line Item	Projected STCS/TANF	Projected CSBG	Projected LIHEAP	Projected ARPA LIHEAP	TOTAL
Operating Budget					
Salaries/Fringe Benefits	\$18,118.75	-0-	\$32,000.00	\$40,622.00	\$90,740.75
Rent/Utilities	-0-	-0-	-0-	-0-	-0-
Travel	-0-	-0-	-0-	-0-	-0-
Materials & Supplies	-0-	-0-	-0-	-0-	-0-
Operating Services	-0-	-0-	-0-	-0-	-0-
Administrative Expenses (10% limit)	\$3,200.00	-0-	\$6,568.00	\$4,062.00	\$13,820.00
Total Operating Budget	\$21,318.75	-0-	\$38,568.00	\$44,684.00	\$104,570.75
Other Allocation(s)					
*Client Vouchers	\$65,000.00	\$20,000.00	-0-	-0-	\$85,000.00
TOTAL BUDGET	\$86,318.75	\$20,000.00	\$38,568.00	\$44,684.00	\$189,570.75

*STCS/TANF funds will be used to administer client vouchers.

SIGNATURE PAGE TO FOLLOW

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

IN WITNESS WHEREOF, the parties do hereby affix their signatures and do hereby agree to carry out the terms of this Amendment and of the original Contract cited herein:

PIMA COUNTY

Sharon Bronson
Chair, Board of Supervisors

Date

ATTEST

Clerk, Board of Supervisors

SUBRECIPIENT:



Authorized Officer Signature

John David Arnold

Printed Name

CEO

Title

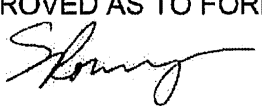
1/21/22

Date

APPROVED AS TO CONTENT


For: Daniel Sullivan, Director
Community & Workforce Development

APPROVED AS TO FORM



Stacey Roseberry, Deputy County Attorney