



BOARD OF SUPERVISORS AGENDA ITEM REPORT
AWARDS / CONTRACTS / GRANTS

☐ Award ☐ Contract ☒ Grant

Requested Board Meeting Date: 05/03/2022

* = Mandatory, information must be provided

or Procurement Director Award: ☐

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

Potoff Private Philanthropy

***Project Title/Description:**

Potoff Pathways Grant

***Purpose:**

To increase recruitment efforts, due to low enrollment caused by the pandemic. Funds from this grant will be used to rebuild the school website, approximately \$8,000.00. The remaining \$2,000.00 will be used to increase recruitment on and rebuild other social media pages.

There is no indirect cost for this grant. Funds are from a private organization that does not recognize indirect costs.

***Procurement Method:**

Not applicable to grant awards.

***Program Goals/Predicted Outcomes:**

To increase recruitment and enrollment through rebuilding of school website and other social media pages.

***Public Benefit:**

A higher enrollment will increase Pima Vocational High School's (PVHS) graduation rate and increase per-student funding for the school.

***Metrics Available to Measure Performance:**

Student enrollment numbers and comparisons between school years, during the pandemic, exported from PVHS' school information system (SIS). Invoices from vendor with cost of rebuilding website and social media pages.

***Retroactive:**

Yes. PVHS had a quick turnaround on this grant. The school was notified on 3/1/22 that they would be receiving a check imminently.

GMI Approves
AF 4/14/22

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: CR Grant Number (i.e., 15-123): 22*102
 Commencement Date: 03/01/2022 Termination Date: 2/28/2023 Amendment Number: _____
☐ Match Amount: \$ _____ ☒ Revenue Amount: \$ 10,000.00

*All Funding Source(s) required: Potloff Pathways

*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: Irene Moreno

Department: Community & Workforce Development

Telephone: 724-9745

Department Director Signature: _____

Date: 4/1/2022

Deputy County Administrator Signature: _____

Date: 4/3/2022

County Administrator Signature: _____

Date: 4/14/2022

POTOFF
PRIVATE PHILANTHROPY

Apprenticeship: The Original App™

Board of Directors

Ross H. Potoff
President

William Westcott
Executive Director

Camille Coyle
Treasurer

Kathy Prather
Secretary

March 15, 2022

Pima Vocational High School
Attn: Leslie Laird Lynch, School Director
5025 W Ina Road
Tucson, AZ 85743
Pima County Accommodation School District

Dear Leslie,

I am pleased to inform you that Potoff Private Philanthropy Foundation (PPP) has approved a grant of \$10,000 to Pima Vocational High School to support your mission and vision to provide a meaningful education to students who are at risk of dropping out of school and for the student who wants to try one more time to earn their high school diploma.

This letter incorporates by reference **Attachment A** which outlines additional terms and conditions of this grant. Please review and sign the attached Grant Terms document and return it to the Foundation.

So that our board can learn more about the results of your efforts, we would appreciate receiving a final report within thirty (30) days of the end of the grant period. Using the form included as **Attachment B**, please respond to the narrative questions and request for financial information. You may submit the report by email to bill@potoffphilanthropy.org and cc to camille@potoffphilanthropy.org.

We are grateful for the work you are doing and wish you every success in this endeavor.

Sincerely,



Bill Westcott
Executive Director, Potoff Private Philanthropy

Attachments A / B

**ATTACHMENT A
POTOFF PRIVATE PHILANTHROPY
GRANT TERMS**

IMPORTANT: For the Potoff Private Philanthropy to release the grant funds awarded to you, please provide the following information, sign this Grant Agreement, and return to the Foundation at bill@potoffphilanthropy.org.

Grantee agrees that:

1. The Grantee shall expend grant funds exclusively for the stated charitable, religious, scientific, literary, or educational purposes described in the grant proposal.
2. The grant period will begin on the date posted on the check and will end one year from such date.
3. The Grantee has provided the Foundation with verification of the Grantee's public charity status under Sections 501(c)(3) and 509(a)(1) or 509(a)(2) of the Internal Revenue Code of 1986, as amended (the "Code"), and agrees to notify the Foundation of any change in the Grantee's status.
4. Grantee warrants and represents that its receipt of this grant will not adversely affect Grantee's status as other than a private foundation within the meaning of Section 509(a) of the Code.
5. Should the Grantee's IRS tax status change, the Grantee agrees to notify the Foundation immediately and acknowledges that it may be required to return any unexpended funds to the Foundation.
6. The Grantee agrees to repay any part of the grant funds not used for the stated purpose of the grant. Any unexpended grant funds remaining at the expiration of the grant period shall be returned to the Foundation.
7. The Grantee shall not, under any circumstance, transfer, assign or encumber any portion of the grant. Furthermore, the Grantee agrees that the grant funds will not be expended, transferred, or used to carry on propaganda or otherwise attempt to influence legislation, to influence the outcome of any public election or to carry on any voter registration drive, or for any purpose that is prohibited by an applicable law of the United States or of any domestic or foreign jurisdiction, including without limitation, applicable laws proscribing the support of terrorism or terrorist organization.
8. The Grantee shall maintain accurate accounting records and retain records of receipts and disbursements related to the expenditure of grant funds and will keep such accounting records for at least two years after the end of the grant period. The Foundation may, at its expense and on reasonable notice to the Grantee, inspect, audit, or copy the Grantee's records pertaining to this grant.
9. The Grantee shall provide the Foundation with a final report thirty (30) days after the

completion of the project or program supported by the grant, or 30 days after the end of the grant period. Such report shall be in the form attached hereto. The Foundation may, at its discretion and on reasonable notice, request an interim report from the Grantee.

10. The Grantee may not acknowledge the Foundation's support of this project in any announcements and written materials. Please list any such acknowledgments as "Anonymous."

Dated: _____.

POTOFF PRIVATE PHILANTHROPY

Grantee Representative

Foundation Representative

**POTOFF PRIVATE PHILANTHROPY FOUNDATION (PPP) GRANT
Signature Page**

IN WITNESS THEREOF, the parties have affixed their signatures to this Agreement on the date written below.

PIMA COUNTY

Chair, Board of Supervisors

Date

ATTEST

Clerk, Board of Supervisors

APPROVED AS TO FORM

 April 13, 2022

Deputy County Attorney

**ATTACHMENT B
POTOFF PRIVATE PHILANTHROPY
GRANT EVALUATION REPORT**

☐ Name of organization _____

☐ Purpose of grant _____

☐ Objectives of grant _____

☐ Amount awarded _____

☐ Date of report submission _____

GRANT INFORMATION

1. In what ways did your project, program or organization make a difference using funds from the Potoff Private Philanthropy? What changed as a result of your work, and what indicators of success did you use?
2. To what extent did you meet your objectives in this endeavor?
3. What happened that was unexpected
4. What did you learn through the work funded by the Potoff Private Philanthropy?
5. If you could share some advice with other organizations doing similar work to yours, what would it be?

FINANCIAL INFORMATION

6. Please provide projected versus actual expenditures to date. Describe any budget changes or other financial adaptations required by any unforeseen situations.
7. Submit a copy of your most recently completed monthly financial statement (including year-to-date information).