BOARD OF SUPERVISORS AGENDA ITEM REPORT
CONTRACTS / AWARDS / GRANTS

○ Award ◉ Contract ○ Grant **Requested Board Meeting Date:** June 18, 2019

** = Mandatory, information must be provided* **or Procurement Director Award** ☐

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

***Project Title/Description:**
AZ Dept. of Economic Security Community Action Agency - Emergency Services Network (ESN). The contract and amendments can be found in OnBase by searching Contracts 18*371 in Doc_ID_AMS.

***Purpose:**
Portable Practical Educational Preparation, Inc., a subrecipient, assists households with emergency utility and rental/ mortgage financial assistance through case management services including eligibility determination for several funding sources, as well as referral and advocacy services to eligible, low-income households experiencing a temporary financial crisis in order to prevent homelessness and utility disconnection. Funding is ultimately used to ensure households become and remain self-sufficient.

Short Term Crisis Services/Temporary Assistance for Needy Families (STCS/TANF) funds are to be used for eligibility determination and case management services for households with minors facing eviction or foreclosure. STCS/TANF funds can also be used to pay the following: delinquent utility bills to prevent utility shut off and work related expenses such as vehicle, dental and eye related services as needed to secure or maintain employment. This determination can be used to write vouchers to landlords or mortgage companies from Community Services Block Grant (CSBG) funds as well as STCS/TANF. Utility shut-off eligibility case management is conducted under the Low Income Home Energy Assistance Program (LIHEAP). Based on review of the LIHEAP application, County guarantees payment and issues a voucher to the utility company. County also received a $575,000 grant from the Arizona Department of Housing (ADOH) for the Housing Trust Fund (HTF) - Eviction Prevention Pilot Program.

This amendment will provide additional funding for the period of July 1, 2019 to June 30, 2020.

Attachment: Contract Number CT-CS-18-371 (Amendment 2)

***Procurement Method:**
RFP No. CAA-ESN-2018-06 per Pima County Board of Supervisors Policy D29.6 - Selection and Contracting of Professional Services.

***Program Goals/Predicted Outcomes:**
Portable Practical Educational Preparation, Inc. will provide:
Emergency financial assistance - 791 eligible low-income households .
Eviction Prevention Program - 42 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:**
No.

JUN 12 '19 PM 02:45 PCO KOF BD

To: COB. 6.12.19
Ver. 5
9:30 - 9
(1) Addendum

Procure Dept 06/11/19 PM 10:46

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

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 22-73.

Amendment / Revised Award Information

Document Type: CT Department Code: CS Contract Number (i.e.,15-123): 18-371

Amendment No.: 2 AMS Version No.: 5

Effective Date: 7/1/19 New Termination Date: 6/30/20

Prior Contract No. (Synergen/CMS): _____

◉ Expense or ○ Revenue ◉ Increase ○ Decrease Amount This Amendment: $ 172,840.00

Is there revenue included? ○ Yes ◉ No If Yes $ _____

***Funding Source(s) required:** Short Term Crisis/Temporary Assistance to Needy Families; Community Services Block Grant; Low Income Home Energy Assistance Program; AZ Department of Housing - Housing Trust Fund

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: Rise Hart

Department: Community Services Telephone: 724-5723

Department Director Signature/Date: 6-10-19

Deputy County Administrator Signature/Date: 6-10-19

County Administrator Signature/Date: 6/11/19

(Required for Board Agenda/Addendum Items)

Pima County Department of Community Services, Employment and Training Department
Community Action Agency Program

Project: Emergency Services Network (ESN)

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

Contract No.: CT-CS-18*371

Contract Amendment No.: 02

Original Contract Term:	07/01/18 – 06/30/19	Orig. Contract Amount:	$113,910.00
Termination Date Prior Amendment:	06/30/19	Prior Amendments Amount:	$37,915.00
Termination Date This Amendment:	06/30/20	This Amendment Amount:	$172,840.00
		Revised Total Amount:	$324,665.00

DUNS No.: 092671866		**SAM Registration Date:** 11/5/18	
Research or Development:	☐ Yes ☒ No		
Federal or State Contract No.:	ADES15-089143 521-19	**Award Date:**	2019
Required Match:	☐ Yes ☒ No	**Match Amount:**	
Indirect Cost Rate:	☒ Federal 17.54%	☐ NICR	☐ de minimis ☐ None
Status of Contractor:	☒ Subrecipient	☐ 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)	$13,122,810.00	$540,565.00
93.569	ADES/USHHS Community Services Block Grant (CSBG)	$674,000,000.00	$789,659.00
93.568	ADES/USHHS Low Income Home Energy Assistance Program (LIHEAP)	$3,255,435,546.00	$3,561,229.00
N/A	Arizona Department of Housing (ADOH) Housing Trust Fund (HTF)	$2,000,000.00	$575,000.00

AMENDMENT TWO

The parties agree to amend the above-referenced Contract as follows:

1. **BACKGROUND AND PURPOSE.**

1.1 Background. On June 12, 2018, Pima County ("County") and Portable Practical Educational Preparation, Inc. ("Awardee"), entered into the above referenced contract to provide supportive services and rental assistance to the homeless in Pima County.

1.2 Purpose. County operates a local Emergency Services Network ("ESN") to provide emergency financial assistance for qualified households to prevent homelessness or utility disconnection.

1.2.1. County through its Community Action Agency, as Grantee, is the recipient of State and Federal Grants for operating the local Emergency Services Network ("ESN").

1.2.2. County is the Subrecipient of USHHS and ADOH funds and is authorized to pass those funds along to other entities, including Awardee, for eligible services.

1.2.3. During the first year of the Agreement, County received Emergency Eviction Intervention Program ("EEIP") funds. EEIP funds have not been provided for FY 2019-2020.

1.2.4. County wishes to continue the ESN services provided by Awardee for an additional year.

2. **TERM, EXTENSIONS and AMENDMENTS, SECTION 1.0.** Pursuant to **paragraph 1.2**, County exercises the first of four (4) extension options. This Contract will terminate on **June 30, 2020**.

3. **COMPENSATION AND PAYMENT, SECTION 3.0** is amended as follows:

3.1 **Paragraph 3.1** is amended to increase "the Maximum Allocated Amount":

FROM: $151,825.00

TO: $324,665.00

3.2 **Paragraph 3.2**, the table 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	
STCS/TANF (pursuant to A.R.S. § 46-421 *et seq.*)	$59,010.00	$67,010.00	$126,020.00
CSBG (from HHS/OCS through ADES/DAAS)	$20,000.00	$20,000.00	$40,000.00
LIHEAP (from HHS/OCS through ADES/DAAS)	$28,000.00	$28,000.00	$56,000.00
EEIP	$6,900.00	-0-	$6,900.00
HTP	$37,915.00	$57,830.00	$95,745.00
Anticipated Allocations TOTAL	**$151,825.00**	**$172,840.00**	**$324,665.00**

3.3 **Paragraph 3.16.1** is deleted in its entirety and replaced with the following:

Pursuant to 2 CFR §300.1, the cost principles set forth in 2 CFR part 200, Subpart E, as codified with HHS-specific amendments in 45 CFR part 75, as may be further modified by amendments and additions, will be used to determine whether reimbursement of an incurred cost will be reimbursed under this Agreement.

4. **LAWS AND REGULATIONS, SECTION 7.0, paragraph 7.4.3** is amended to read:

Lobbying to influence the outcome of any election or the award of any federal contract, grant, loan or cooperative agreement (see Federal Standard Form LLL, "Disclosure of Lobbying Activities);

REMAINDER OF PAGE INTENTIONALLY LEFT BLANK

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

5.1 **GENERAL PROVISIONS,** is amended as follows:

5.1.1. **PROGRAM OVERVIEW, SECTION 1.0, paragraph 1.2**, the table 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
1	Emergency Services	$113,910.00	$115,010.00
2	Eviction Prevention	$37,915.00	$57,830.00

5.1.2. **SERVICE SUMMARY, SECTION 5.0.** 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
STCS/TANF	49	44	44
CSBG	97	22	22
EEIP	66	7	-0-
LIHEAP	77	670	725
HTF	46	30	42
	TOTAL	**773**	**833**

5.2 **WORKSTATEMENT NO. 1 – EMERGENCY SERVICES PROGRAM** is amended as follows:

5.2.1. **CLIENT INCOME GUIDELINES, SECTION 2.0, Exhibits B-1, B-2, B-3 and B-4** income requirements are replaced with the updated guidelines set forth in Exhibits B-1, B-2, B-3, B-4 and B-5 attached to this Amendment No. 2.

5.2.2. **BUDGET, SECTION 4.0** is amended to add:

For services provided **July 1, 2019 through June 30, 2020**, Awardee will be paid in accordance to the following table:

Budget Line Item	Projected STCS/TANF	Projected CSBG	Projected LIHEAP	TOTAL
Operating Budget				
Salaries/Fringe Benefits	$20,874.00	-0-	$23,964.00	$44,838.00
Rent/Utilities	-0-	-0-	-0-	-0-
Travel	-0-	-0-	-0-	-0-
Materials & Supplies	-0-	-0-	-0-	-0-
Operating Services	-0-	-0-	-0-	-0-
Administrative Expenses (10% limit)	$6,136.00	-0-	$4,036.00	$10,172.00
Total Operating Budget	**$27,010.00**	**-0-**	**$28,000.00**	**$55,010.00**
Other Allocation(s)				
*Client Vouchers	$40,000.00	$20,000.00	-0-	**$60,000.00**
TOTAL BUDGET	**$67,010.00**	**$20,000.00**	**$28,000.00**	**$115,010.00**

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

5.3 **WORK STATEMENT NO. 2 – EVICTION PREVENTION PROGRAM, BUDGET, SECTION 4.0,** is amended to add the following:

For services provided **July 1, 2019 through April 30, 2020**, Awardee will be paid in accordance with the following table:

BUDGET LINE ITEM	TOTAL
Salaries/Fringe Benefits	$15,830.00
Rent/Utilities	-0-
Travel	-0-
Materials & Supplies	-0-
Operating Services	-0-
Administrative Expenses	-0-
Total Operating Budget	**-0-**
Client Vouchers	**$42,000.00**
TOTAL BUDGET	**$57,830.00**

The effective date of this Amendment is July 1, 2019.

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:

Chairman, Pima County Board of Supervisors

Date: _____

ATTEST:

Clerk of the Board Date

APPROVED AS TO CONTENT:

Director, Employment & Training

APPROVED AS TO FORM:

Karen S. Friar, Deputy County Attorney

AWARDEE:

Authorized Signature

JOHN DAVID ARNOLD

Printed Name & Title

Date: 5/7/19

EXHIBIT B-1

Arizona Department of Economic Security - Division of Aging and Adult Services (DAAS)

Community Action Programs and Services

Income Thresholds for Community Action Program Services - Effective July 1, 2019 - June 30, 2020

Federal Poverty Guidelines (FPG) - Income thresholds for the last 30 days by percent of FPG - For HH Size

Number of Household Members>>	1	2	3	4	5	6	7	8	9	10	11	12	*For >12 Add*
0%-75% of Poverty = At or under 75% of the FPG, FYI..	$780	$1,056	$1,333	$1,609	$1,885	$2,161	$2,438	$2,714	$2,990	$3,266	$3,543	$3,819	$276
76%-100% of Poverty = Above 75% and at or below 100% of FPG. FYI - for reporting and programs with an income limit of 100% of poverty.	$1,040	$1,409	$1,777	$2,145	$2,514	$2,882	$3,250	$3,619	$3,987	$4,355	$4,724	$5,092	$368
101%-125% of Poverty = Above 100% and at or below 125% of FPG. Threshold for: NHN STCS, CSBG clients aged 59 and under without disabilites. For CSBG/STCS clients 60+ or persons with disabilities see: 126%-150% of Poverty below.	$1,301	$1,761	$2,221	$2,682	$3,142	$3,603	$4,063	$4,523	$4,984	$5,444	$5,905	$6,365	$460
126%-150% of Poverty = Above 125% and at or below 150% of FPG. Threshold for: STCS, NHN and CSBG clients aged 60+, persons with disabilities. For LIHEAP clients see next section, LIHEAP ONLY.	$1,561	$2,113	$2,666	$3,218	$3,771	$4,323	$4,876	$5,428	$5,981	$6,533	$7,086	$7,638	$552

LIHEAP ONLY - Income Thresholds by Household Size - these numbers used for income eligibility only

Number of Household Members>>	1	2	3	4	5	6	7	8	9	10	11	12	For >12 Add
The household income limit for the last 30 days for LIHEAP is 60% of SMI for households sized 7 and under. For households sized 8 and over, the income limit is 150% of FPG - FPL UPDATED FOR SFY 2020	$1,959	$2,562	$3,165	$3,768	$4,371	$4,974	$5,087	$5,428	$5,981	$6,533	$7,086	$7,638	$552
	Income limits for LIHEAP households sized 7 and under using 60% of State Median Income							Income limits for LIHEAP households sized 8 and over (using Federal Poverty Guidelines)					

LIHEAP ONLY - Energy Points for Income by Household Size

	Number of Household Members>>	1	2	3	4	5	6	7	8	9	10	11	12	*For >12 Add*
A) 5 points	At or below 25% of 60% of SMI or 150% of FPG for households sized 8 or more >>	$489	$840	$791	$942	$1,092	$1,243	$1,271	$1,357	$1,495	$1,633	$1,771	$1,909	$138
B) 4 points	Above 25% and up to 50% of 60% of SMI > or above 150% for households sized 8 or more >>	$979	$1,281	$1,582	$1,884	$2,185	$2,487	$2,543	$2,714	$2,990	$3,266	$3,543	$3,819	$276
C) 3 points	Above 50% and up to 75% of 60% of the SMI >>or above 150% for households sized 8 or more	$1,469	$1,922	$2,374	$2,826	$3,278	$3,731	$3,815	$3,900	$3,985	$4,070	$4,154	$4,239	$414
D) 2 points	Above 75% of 60% of SMI or above 150% of FPG for households sized 8 or more. >>	$1,959	$2,562	$3,165	$3,768	$4,371	$4,974	$5,087	$5,428	$5,981	$6,533	$7,086	$7,638	$552

COMMUNITY ACTION AGENCY
2020 FEDERAL POVERTY INCOME GUIDELINES
Gross Monthly Income
To be used to determine eligibility for Community Services Block Grant Funds (CSBG)
Effective July 1, 2019 – June 30, 2020

Family Size	125%	150% 60 & Older or Disabled in Household
1	$1,301	$1,561
2	$1,761	$2,113
3	$2,221	$2,666
4	$2,682	$3,218
5	$3,142	$3,771
6	$3,603	$4,323
7	$4,063	$4,876
8	$4,523	$5,428
9	$4,984	$5,981
10	$5,444	$6,533
11	$5,905	$7,086
12	$6,365	$7,638

For each additional Household Member Add:
$460 $552

Figures derived from information dated April 16, 2019 from Arizona Department of Economic Security, Division of Aging & Adult Services Community Services Unit.

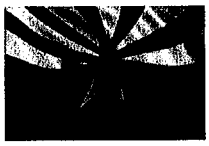
I, _____, declare that I meet the above income guidelines under Household Size ____. I am also aware of the Agency's Grievance Procedures, Confidentiality Policy, and Release of Information Policy.

_____

Signature & Date

COMMUNITY SERVICES, EMPLOYMENT AND TRAINING DEPARTMENT
2797 E. Ajo Way
Tucson, AZ 85713
(520) 724-7700 • Fax (520) 724-6799

Attachment SFY-20-K A.2



Department of Economic Security (DES)

Division of Aging and Adult Services (DAAS)
SFY 2018 Simplified LIHEAP Income Chart

Effective July 1, 2019 to June 30, 2020

60 percent of State Median Income (SMI) is used for households sized 7 and under

150 percent of Federal Poverty Guideline (FPG) is used for households sized 8 and over

Household Size	30 Day Gross Income Limit (Dollar Amount)
1	$1,959
2	$2,562
3	$3,165
4	$3,768
5	$4,371
6	$4,974
7	$5,087
8	$5,428
9	$5,981
10	$6,533
11	$7,086
12	$7,638

For each additional household member, add $552

4/16/19

COMMUNITY ACTION AGENCY

SFY 2018 Simplified LIHEAP Income Chart

Effective July 1, 2019 to June 30, 2020

60 percent of State Median Income (SMI) is used for households sized 7 and under

150 percent of Federal Poverty Guideline (FPG) is used for households sized 8 and over

Household Size	30 Day Gross Income Limit (Dollar Amount)
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10	$6,533
11	$7,086
12	$7,638

For each additional household member, add $552

Figures derived from information dated April 16, 2019 from Arizona Department of Economic Security, Division of Aging & Adult Services Community Services Unit.

I, _____, declare that I meet the above income guidelines under Household Size ____. I am also aware of the Agency's Grievance Procedures, Confidentiality Policy, and Release of Information Policy.

_____

Signature & Date

COMMUNITY SERVICES, EMPLOYMENT AND TRAINING DEPARTMENT
2797 E. Ajo Way
Tucson, AZ 85713
(520) 724-7700 • Fax (520) 724-6799

Pima County 60% AMI effective 4-24-2019:

Household Size	Annual Income Limit (as per HUD)	Monthly Income Limit
1	$26,880	$2,240
2	$30,720	$2,560
3	$34,560	$2,880
4	$38,340	$3,195
5	$41,460	$3,455
6	$44,520	$3,710
7	$47,580	$3,965
8	$50,640	$4,220

FY 2019 MTSP Income Limits Documentation System

FY 2019 60% Income Limits Calculation

60% Income Limits are derived by multiplying the 50% income limits by 1.2 (60/50).

The following table summarizes the 60% Income Limits for 1 - 8 Persons for Tucson, AZ MSA, AZ:

Tucson, AZ MSA, AZ								
Income Limit	1-person	2-person	3-person	4-person	5-person	6-person	7-person	8-person
FY2019	$22,400*1.2 = $26,880	$25,600*1.2 = $30,720	$28,800*1.2 = $34,560	$31,950*1.2 = $38,340	$34,550*1.2 = $41,460	$37,100*1.2 = $44,520	$39,650*1.2 = $47,580	$42,200*1.2 = $50,640