



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

☐ Award ☐ Contract ☒ Grant

Requested Board Meeting Date: 12/3/2019

\* = Mandatory, information must be provided

or Procurement Director Award ☐

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

United Way of Tucson and Southern Arizona (UWTSA)

**\*Project Title/Description:**

Ready, Set, School! program support for families in the Tucson as well as Green Valley and Sahuarita communities

**\*Purpose:**

Funding will be designated to purchase specially designed School Readiness for 450 families identified through participation in the Library's Ready Set School! program at those libraries serving communities where both the child poverty rate and the number of children who are not enrolled in a quality preschool is high. Bilingual Spanish English Kits can help parents carry out their role as their child's first teacher, and as they build essential foundational skills in key areas of learning and development. Kits bundle up 80 school readiness activities: from letter recognition to phonetic awareness, to learning numbers; from focus and perspective taking to emotional intelligence.

**\*Procurement Method:**

Not applicable to grant awards.

**\*Program Goals/Predicted Outcomes:**

Four hundred and fifty families will have additional resources in their homes that will assist them as they build essential foundational skills so their young children are prepared to enter Kindergarten.

**\*Public Benefit:**

Pima County families will benefit from additional in-home resources and quality programs that encourage families to build home libraries, read, sing, play, and pursue science and math activities that build executive functioning skills for their young children. In target areas of Pima County 85% children are not enrolled in a quality pre-school program, and more than half the children under the age of five are growing up in poverty.

**\*Metrics Available to Measure Performance:**

Library will collect the following to share with UWTSA -- outcomes-based surveys; observational data; success stories, and plans for future implementation of sponsored Ready Set School activities.

**\*Retroactive:**

Yes. Library received notification in September of the funding amount. Library has worked with Grants Management and Innovation on approval and to set up this award. If the funding is not approved Tucson as well as Green Valley and Sahuarita communities parents and their young children will not benefit from School Readiness Kits.

**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 22-10.***Amendment / Revised Award Information**

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

Amendment No.: \_\_\_\_\_ AMS Version No.: \_\_\_\_\_

Effective Date: \_\_\_\_\_ New Termination Date: \_\_\_\_\_

Prior Contract No. (Synergen/CMS): \_\_\_\_\_

☐ Expense or ☐ 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: LIB Grant Number (i.e., 15-123): 20-058

Effective Date: 9/17/2019 Termination Date: 6/10/2020 Amendment Number: \_\_\_\_\_

☐ Match Amount: \$ \_\_\_\_\_ ☒ Revenue Amount: \$ 15,000.00**\*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: Beth Matthias-Loghry

Department: Library


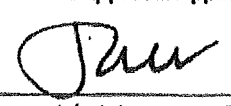
Telephone: 520-594-5613

Department Director Signature/Date: *Beth Matthias-Loghry* 11-12-19Deputy County Administrator Signature/Date: *C. J. DeLoach* 11/13/19County Administrator Signature/Date: \_\_\_\_\_  
(Required for Board Agenda/Addendum Items)

## GRANT APPLICATION APPROVAL REQUEST

**Instructions:** Fill out the top section of this form completely. Contact the program Grants Management & Innovation (GMI) Lead if you require assistance (724-2240). Email your completed request to: [GMI@pima.gov](mailto:GMI@pima.gov). Your request will be forwarded to County Administration for review. Notification of approval requests should be submitted at least 15 business days prior to the application's submission deadline (AP 5-1 Procedure).

Requesting department or entity:	Library	Date: 10/17/19
Contact information:	Name: Beth Matthias-Loghry	Telephone: (520) 594-5613
Funding opportunity title:	United Way and Ready Set School	
Link to opportunity:	N/A	
Funding agency:	United Way of Tucson and Southern Arizona	
Amount to be requested:	\$ 15,000.00	
Due date and time:	Select One	
What are you going to spend the money on?	<p>Funds from the United Way of Tucson and Southern Arizona match Pima Library Foundation funding for Pima County Public Library's Ready Set School Program. Funding will be designated to purchase specially designed School Readiness kits. United Way and Scholastic designed School Readiness Kits will help targeted families build essential foundational skills in all key areas of learning.</p> <p>here is the link address to the School Readiness Kits --  <a href="https://shop.scholastic.com/teachers-ecommerce/teacher/books/school-readiness-10-kit-bundle-9781338315653.html">https://shop.scholastic.com/teachers-ecommerce/teacher/books/school-readiness-10-kit-bundle-9781338315653.html</a></p>	
What will be the benefit to Pima County?	<p>Pima County families will benefit from additional in-home resources and quality programs that encourage families to build home libraries, read, sing, play, and pursue science and math activities that build executive functioning skills with their young children. In targeted areas of Pima County 85% children are not enrolled in a quality program, and more than half the children under the age of five are growing up in poverty.</p>	
Indirect costs -- check one:	<div style="display: flex; align-items: flex-start;"> <div style="margin-right: 10px;"> <input type="checkbox"/> I will be requesting indirect costs. Indirect-cost rate to be requested: _____ %  <input type="checkbox"/> I have attached a request for waiver of indirect costs (GMI Intranet)  <input checked="" type="checkbox"/> I need help understanding indirect costs </div> <div style="margin-left: 10px;"> <i>not applicable; no salaries involved</i> </div> </div>	
By: <u><i>Beth Matthias-Loghry</i></u> Date: <u>10-17-19</u> Department Director or Designee		

<b>GRANT COST/BENEFIT ANALYSIS</b> <b>To be completed by GMI staff</b>																	
<b>CFDA No.</b>	non-Federal																
<b>Competitive Criteria:</b>	Non-competitive and unsolicited award to PCPL: "In addition to your donor's support, the United Way of Tucson and Southern Arizona (UWTSA) will provide match funding," specifically designated to support the Ready, Set, School! program in Tucson and in Green Valley and Sahuarita communities.																
<b>Other Factors:</b>																	
<b>Number of Awards:</b>	1	<b>Total amount to be awarded:</b> \$15,000															
<b>Match Required:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If required what is the amount/percent: _____																	
<b>Terms Notes (e.g. unusual restrictions, reporting burdens, etc.):</b>	Award distributed in two payments of \$10,000 upon receipt of notification and \$5,000 at project completion and receipt of detailed end-of-year annual report. (See attached notification letter dated September 17, 2019.) Reporting: quarterly reports with detailed mid-year report and end-of-year report that "focus on outcomes, success stories, challenges, and plans for future implementation. Final report due 6/10/2020.																
<b>Will this project require additional office/project space?</b> <b>Will this project require staff time that cannot be paid for by the grant?</b> <b>Will your project require any equipment items over \$5,000 per item?</b> <b>Does the proposal use a fixed price contract?</b> <b>Is this project subject to Human Subjects compliance?</b> <b>Does this project involve subrecipients?</b> <b>Is there a Statutory Funding Preference from the funding agency?</b>		<table style="width: 100%; border: none;"> <tr> <td style="border: none;"><input type="checkbox"/> Yes</td> <td style="border: none;"><input checked="" type="checkbox"/> No</td> </tr> <tr> <td style="border: none;"><input checked="" type="checkbox"/> Yes</td> <td style="border: none;"><input type="checkbox"/> No</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> Yes</td> <td style="border: none;"><input checked="" type="checkbox"/> No</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> Yes</td> <td style="border: none;"><input checked="" type="checkbox"/> No</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> Yes</td> <td style="border: none;"><input checked="" type="checkbox"/> No</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> Yes</td> <td style="border: none;"><input checked="" type="checkbox"/> No</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> Yes</td> <td style="border: none;"><input checked="" type="checkbox"/> No</td> </tr> </table>		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
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<b>Allowable Indirect Rate:</b> <u>not applicable</u> If Indirect is not allowed, attach documentation. Award will not be used to pay salaries																	
<b>List any other proposal or funder specific requirements:</b>	<i>private grant - indirect cost recovery rate = non-applicable</i>																
<b>GMI notes &amp; recommendations:</b> Funds will be used to purchase Scholastic parent literacy kits. AD																	
<b>By:</b>  <b>Date:</b> <u>10/22/19</u> <div style="text-align: center;">GMI Director</div>																	
<b>County Administrator Approval Request</b>																	
<b>Approved:</b> <input checked="" type="checkbox"/> <b>Not Approved:</b> <input type="checkbox"/> <b>Subject to Further Review:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No																	
If your project is subject to further review, please contact your GMI Lead to discuss necessary revisions prior to resubmission of the Grant Approval Application Request.																	
<b>By:</b>  <b>Date:</b> <u>10/22/2019</u> <div style="text-align: center;">County Administrator or Designee</div>																	

# UNITED WE ALL WIN



United Way of Tucson  
and Southern Arizona

## 2019/2020 BOARD OF DIRECTORS

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Edmund Marquez Allstate Agencies  
Adriana Kong Romero, Vice Chair  
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R. Tony Penn, President & CEO  
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United Way of Tucson and Southern  
Arizona

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Town of Marana

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Cole & Jeannie Davis  
Allan Norville  
Larry & Laurie Wetterschneider

September 17, 2019

Amber Mathewson, Director  
Pima County Public Library  
101 N. Stone Ave  
Tucson, AZ 85701

Congratulations on receiving an award from another source! In addition to your donor's support, the United Way of Tucson and Southern Arizona (UWTSA) will provide match funding in the amount of \$15,000.

This amount will be distributed in two payments to support the Ready, Set, School! program in Tucson as well as Green Valley and Sahuarita communities:

- \$10,000 upon receipt of notification (September 2019);
- \$5,000 at completion of project and receipt of detailed end-of-year annual report (Report due June 10, 2020).

UWTSA is responsible for submitting regular reports to our funding sources and this includes data from our partners. For this reason, we ask that you submit reports on a quarterly basis with a detailed mid-year report (Q2) and an end-of-year report (Q4) that focus on outcomes, success stories, challenges, and plans for future implementation, to UWTSA.

If you have any questions, please contact me at  
[jnovak@unitedwaytucson.org](mailto:jnovak@unitedwaytucson.org) or 520-903-3910.

Sincerely,

Jessica Novak, MPH,  
Director, Early Childhood Education  
United Way of Tucson and Southern Arizona

"Building a thriving community by  
uniting people, ideas and resources."