



BOARD OF SUPERVISORS AGENDA ITEM REPORT CONTRACTS / AWARDS / GRANTS

☐ Award ☒ Contract ☐ Grant

Requested Board Meeting Date: December 3, 2019

* = 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). 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 eligible households with case management and client vouchers for the Eviction Prevention Program funded by the Arizona Department of Housing (ADOH) Housing Trust Fund (HTF). ADOH HTF funding is used to prevent homelessness and ensure households become and remain self-sufficient.

The amendment is to transfer unspent ADOH HTF funds from 2018-2019 to 2019-2020 and to continue to provide Eviction Prevention Program services to eligible Pima County residents. This is a pilot program and ADOH has agreed to allow these funds to be used during the contract year 2019-2020.

Attachment: Contract Number CT-CS-18-371 (Amendment 3)

***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:**

Eviction Prevention Program - 70 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.

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To: CoB. 11.26.19
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(1) Allendum

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: CT Department Code: CS Contract Number (i.e., 15-123): 18-371Amendment No.: 3 AMS Version No.: 12Effective Date: 12/3/19 New Termination Date: 6/30/20

Prior Contract No. (Synergen/CMS): _____

☒ Expense or ☐ Revenue ☐ Increase ☐ Decrease Amount This Amendment: \$ 0.00Is there revenue included? ☐ Yes ☒ No If Yes \$ _____***Funding Source(s) required:** Amendment 3 funding source is from the AZ Department of Housing - Housing Trust FundFunding 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 HartDepartment: Community ServicesTelephone: 724-5723Department Director Signature/Date: [Signature] 25 Nov 2019Deputy County Administrator Signature/Date: [Signature] 25 Nov 2019County Administrator Signature/Date: [Signature] 11/25/2019
(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.: 03

Original Contract Term:	07/01/18 – 06/30/19	Orig. Contract Amount:	\$113,910.00
Termination Date Prior Amendment:	06/30/20	Prior Amendments Amount:	\$210,755.00
Termination Date This Amendment:	06/30/20	This Amendment Amount:	-0-
		Revised Total Amount:	\$324,665.00

DUNS No.: 092671866		SAM Registration Date: 10/20/19	
Research or Development:		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Federal or State Contract No.:	ADES15-089143 521-19	Award Date:	2019
Required Match:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Match Amount:	
Indirect Cost Rate:	<input checked="" type="checkbox"/> Federal 17.54%	<input type="checkbox"/> NICR	<input type="checkbox"/> de minimis <input 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)	\$13,122,810.00	\$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 THREE

1. BACKGROUND AND PURPOSE.

1.1 Background.

- 1.1.1. 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.
- 1.1.2. On February 5, 2019, this Contract was amended to provide HTF funding to Awardee for Eviction Prevention Program ("EPP") Services.
- 1.1.3. At the end of the 2018-2019 EPP funding cycle, there remained a balance of \$27,772.94 of HTF funds. ADOH has agreed to allow these HTF funds to be used for EPP services during contract year 2019-2020.
- 1.1.4. Awardee has the capacity to provide the EPP services set forth herein.

1.2 Purpose.

- 1.2.1. Expand the EPP pilot program in Pima County through April 30, 2020 to ensure eligible Pima County residents in the areas designated by ADOH are able to stay in their homes.
- 1.2.2. Adjust the HTF funding for the provision of those EPP services.

2. **COMPENSATION AND PAYMENT, SECTION 3.0, 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 <i>et seq.</i>)	\$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
HTF	\$10,142.06	\$85,602.94	\$95,745.00
Anticipated Allocations TOTAL	\$124,052.06	\$200,612.94	\$324,665.00

3. **ISRAEL BOYCOTT CERTIFICATION, SECTION 34.0** is added to read:

Pursuant to A.R.S. § 35-393.01, if Contractor engages in for-profit activity and has 10 or more employees, and if this Contract has a value of \$100,000.00 or more, Contractor certifies it is not currently engaged in, and agrees for the duration of this Contract to not engage in, a boycott of goods or services from Israel. This certification does not apply to a boycott prohibited by 50 U.S.C. § 4842 or a regulation issued pursuant to 50 U.S.C. § 4842.

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

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

- 4.1.1. **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	\$10,142.06	\$85,602.94

- 4.1.2. **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	2	70
TOTAL		745	861

- 4.2 **WORK STATEMENT NO. 2 – EVICTION PREVENTION PROGRAM, BUDGET, SECTION 4.0**, the table for **July 1, 2019 through April 30, 2020** is deleted in its entirety and replaced with the following:

BUDGET LINE ITEM	TOTAL
Salaries/Fringe Benefits	\$15,837.94
Rent/Utilities	-0-
Travel	-0-
Materials & Supplies	-0-
Operating Services	-0-
Administrative Expenses	-0-
Total Operating Budget	\$15,837.94
Client Vouchers	\$69,765.00
TOTAL BUDGET	\$85,602.94

The effective date of this Amendment is December 3, 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

Printed Name & Title

Date: 11/8/19