



BOARD OF SUPERVISORS AGENDA ITEM REPORT CONTRACTS / AWARDS / GRANTS

☐ Award ☒ Contract ☐ Grant

Requested Board Meeting Date: March 17, 2020

* = 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.

Arizona Department of Housing (ADOH) issued an amendment to extend the agreement term for an eighteen-month period from February 1, 2019 to June 30, 2020. Therefore, this amendment is to extend the current termination date of April 30, 2020 to June 30, 2020.

Attachment: Contract Number CT-CS-18-371 (Amendment 4)

***Procurement Method:**

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

***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.

To: COB-3-9-20
Ver. - 13
App. 2 (1)
Addendum

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.: 4 AMS Version No.: 13Effective Date: 04/01/2020 New Termination Date: 06/30/2020

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 4 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 Services Telephone: 724-5723Department Director Signature/Date: _____ 3-6-20Deputy County Administrator Signature/Date: _____ 7 March 2020County Administrator Signature/Date: _____ C. A. [Signature] 3/9/2020
(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.: 04

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: 10/21/19	
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 FOUR

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 December 3, 2019, this Contract was amended to use the remaining balance of \$27,772.94 of HTF funds for Eviction Prevention Program ("EPP") Services.
- 1.1.3. Arizona Department of Housing ("ADOH") issued an amendment to extend the agreement term for an eighteen-month period from February 1, 2019 to June 30, 2020.
- 1.1.4. Awardee has the capacity to provide the EPP services set forth herein.

- 1.2 Purpose. Expand the EPP pilot program in Pima County through June 30, 2020 to ensure eligible Pima County residents in the areas designated by ADOH are able to stay in their homes.

2. **EXHIBIT A1 – SCOPE OF WORK, WORK STATEMENT NO. 2 -- EVICTION PREVENTION PROGRAM, BUDGET, SECTION 4.0**, is amended to clarify that the amounts set forth in the budget table will cover program services provided **July 1, 2019 through June 30, 2020**.

The effective date of this Amendment is April 1, 2020.

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: _____

AWARDEE:

Authorized Signature

Printed Name & Title

Date: 3/5/20

ATTEST:

Clerk of the Board Date

APPROVED AS TO CONTENT:

Director, Employment & Training

APPROVED AS TO FORM:

Karen S. Friar, Deputy County Attorney