



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

☐ Award ☒ Contract ☐ Grant

Requested Board Meeting Date: September 1, 2020

\* = 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 CR-21\*052 (formerly CR-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.

US Department of Health and Human Services funds were approved at the 8/17/20 Pima County Board of Supervisors' Meeting. 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.

This amendment will provide additional funding of \$ 144,886.75 for the period of July 1, 2020 to June 30, 2021.

Attachment: Contract Number CT-CR-21-052 (Amendment 5)

**\*Procurement Method:**

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

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

Portable Practical Educational Preparation, Inc. will provide emergency financial assistance to 1,174 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:**

Yes. Due to budgets for subrecipients could not be written until the County received the funding agreement from the State which was 06/27/20. The negative impact of not approving this amendment is low-income families will not receive emergency utility and rental/mortgage financial assistance for an additional year.

AUG 26 2020 10:29 PM CDD/KDH

DP

Revised 5/2020

To: CoB - 8.24.20  
Ver. - 1  
pgs. 7 (1)

Page 1 of 2

Adlerman

Procure Dept 08/25/20 PM04:16

**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: CT Department Code: CR Contract Number (i.e., 15-123): 21-052  
Amendment No.: 5 AMS Version No.: 1  
Commencement Date: 07/01/20 New Termination Date: 06/30/21  
Prior Contract No. (Synergen/CMS): CT-CS-18-371

☒ Expense or ☐ Revenue ☒ Increase ☐ Decrease Amount This Amendment: \$ 144,886.75

Is there revenue included? ☐ Yes ☒ No If Yes \$ \_\_\_\_\_

**\*Funding Source(s) required:** AZ Dept of Economic Security/US Dept of Health & Human Services Short Term Crisis/Temporary Assistance to Needy Families; Community Services Block Grant; Low Income Home Energy Assist

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): \_\_\_\_\_  
Commencement 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 & Workforce Development Telephone: 724-5723

Department Director Signature/Date: \_\_\_\_\_ 8-24-20

Deputy County Administrator Signature/Date: \_\_\_\_\_ 25 Aug 2020

County Administrator Signature/Date: \_\_\_\_\_ 8/25/2020

(Required for Board Agenda/Addendum Items)

**Pima County Community & Workforce Development  
Community Action Agency Program**

**Project:** Emergency Services Network (ESN)

**Awardee:** Portable Practical Educational Preparation, Inc.  
802 E 46<sup>th</sup> Street  
Tucson, AZ 85713

**Contract No.:** CT-CS-18-371 (CT-CR-21-52 from and after July 1, 2020)

**Contract Amendment No.:** Five (5)

<b>Original Contract Term:</b>	07/01/18 – 06/30/19	<b>Orig. Contract Amount:</b>	\$113,910.00
<b>Termination Date Prior Amendment:</b>	06/30/20	<b>Prior Amendments Amount:</b>	\$210,755.00
<b>Termination Date This Amendment:</b>	06/30/21	<b>This Amendment Amount:</b>	\$144,886.75
		<b>Revised Total Amount:</b>	\$469,551.75

<b>DUNS No.:</b> 092671866	<b>SAM Registration Date:</b> 10/20/19		
<b>Research or Development:</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
<b>Federal or State Contract No.:</b>	D120-002265	<b>Award Date:</b>	2020
<b>Required Match:</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>Match Amount:</b>	
<b>Indirect Cost Rate:</b>	<input type="checkbox"/>	<input type="checkbox"/> NICR	<input type="checkbox"/> de minimis <input checked="" type="checkbox"/> None
<b>Status of Contractor:</b>	<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	\$815,464.00
93.568	ADES/USHHS Low Income Home Energy Assistance Program (LIHEAP)	\$3,255,435,546.00	\$3,610,959.00

**GRANT FUNDED AGREEMENT – AMENDMENT FIVE (5)**

**1. BACKGROUND AND PURPOSE.**

- 1.1 Background. On July 3, 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 County Organization. Effective July 1, 2020:
  - 1.2.1. Pima County Community Services, Employment and Training Department and Pima County Community Development and Neighborhood Conservation Department are restructured to form the Community & Workforce Development Department.
  - 1.2.2. This Agreement will be renumbered to CT-CR-21-52, but all terms and conditions, except as amended herein, remain unchanged.

- 1.2.3. Any reference in the Agreement to Community Services; Community Services, Employment and Training Department; or CSET, will mean Community & Workforce Development Department ("CWD").

**1.3 Purpose.**

- 1.3.1. County through its Community Action Agency, as Grantee, is the recipient of State and Federal Grants for operating the local Emergency Services Network ("ESN") to provide emergency financial assistance for qualified households to prevent homelessness or utility disconnection.
- 1.3.2. County is the Subrecipient of USHHS funds and is authorized to pass those funds along to other entities, including Awardee, for eligible services.
- 1.3.3. Certain federal funds were previously provided for activities under this Agreement. County has not received the following funds for FY 2020-2021:
- 1.3.3.1. Emergency Eviction Intervention Program ("EEIP") funds; and
- 1.3.3.2. Arizona Department of Housing (ADOH) Housing Trust Fund Program ("HTP") funds.
- 1.3.4. 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 second (2<sup>nd</sup>) of four available (4) extension options. This Contract will terminate on June 30, 2021.

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: \$324,665.00

TO: \$469,551.75

- 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	7/1/20-6/30/21	
STCS/TANF (pursuant to A.R.S. § 46-421 et seq.)	\$59,010.00	\$67,010.00	\$86,318.75	\$212,338.75
CSBG (from HHS/OCS through ADES/DAAS)	\$20,000.00	\$20,000.00	\$20,000.00	\$60,000.00
LIHEAP (from HHS/OCS through ADES/DAAS)	\$28,000.00	\$28,000.00	\$38,568.00	\$94,568.00
EEIP	\$6,900.00	-0-	-0-	\$6,900.00
HTP	\$10,142.06	\$85,602.94	-0-	\$95,745.00
Anticipated Allocations TOTAL	\$124,052.06	\$200,612.94	\$144,886.75	\$469,551.75

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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	7/1/20-6/30/2021
1	Emergency Services	\$113,910.00	\$115,010.00	\$144,886.75
2	Eviction Prevention	\$37,915.00	\$57,830.00	-0-

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	7/1/20-6/30/2021
STCS/TANF	49	44	44	65
CSBG	97	22	22	20
EEIP	66	7	-0-	-0-
LIHEAP	77	670	725	1,089
HTF	46	30	42	-0-
TOTAL		TOTAL	773	1,174

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

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

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

For services provided July 1, 2020 through June 30, 2021, Awardee will be paid in accordance to the following table:

Budget Line Item	Projected STCS/TANF	Projected CSBG	Projected LIHEAP	TOTAL
<b>Operating Budget</b>				
Salaries/Fringe Benefits	\$18,326.72	-0-	\$33,134.55	\$51,461.27
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)	\$2,992.03	-0-	\$5,433.45	\$8,425.48
<b>Total Operating Budget</b>	<b>\$21,318.75</b>	<b>-0-</b>	<b>\$38,568.00</b>	<b>\$59,886.75</b>
<b>Other Allocation(s)</b>				
*Client Vouchers	\$65,000.00	\$20,000.00	-0-	\$85,000.00
<b>TOTAL BUDGET</b>	<b>\$86,318.75</b>	<b>\$20,000.00</b>	<b>\$38,568.00</b>	<b>\$144,886.75</b>

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

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: 8/30/20

ATTEST:

\_\_\_\_\_  
Clerk of the Board

\_\_\_\_\_  
Date

APPROVED AS TO CONTENT:

\_\_\_\_\_  
Director, Community & Workforce Development

APPROVED AS TO FORM:

\_\_\_\_\_  
Karen S. Friar, Deputy County Attorney

# EXHIBIT B-1

SFY 2021 DES/DAAS Community Action Programs and Services Chart revised May 14, 2020  
Income Limits, Energy Points and Poverty Interval Reporting Factors  
Effective July 1, 2020 through June 30, 2021 - ALL CSBG FUNDED SERVICES INCOME LIMIT 200% OF FPL

Attachment SFY 21 K1.A2

30-DAY INCOME LIMITS FOR COMMUNITY ACTION PROGRAMS						LINEAP ENERGY POINTS FOR INCOME				REFERENCE - POVERTY INTERVAL SCALES FOR REPORTING HOUSEHOLD POVERTY LEVELS - VARIOUS PROGRAMS					
HHS#	LIHEAP	TANF	TANF With Vulnerable	NHIN	CSBG	A	B	C	D	A	B	C	D	E	F
# of household members	LIHEAP - All households (greater of 60% SMI or 150% FPL)	STCS/TANF 125% of FPL without vulnerable	STCS/TANF 150% FPL For vulnerable: veterans, disabled or child 6 and under*	NHIN - 125% of FPL: All households	200% of poverty All households	(5) Energy points if at or under (25% of income limit)	(4) Energy points if greater than (A) and less than or = (B) (50% of income limit)	(3) Energy points if greater than (B) and less than or = (C) (75% of income limit)	(2) Energy points if greater than (C) and less than or = (D) (100% of the income limit)	0-25% of POVERTY	26-50% of Poverty - Greater than (A) & less than or = (B)	51-75% of Poverty - Greater than (B) & less than or = (C)	76-100% of Poverty - Greater than (C) & less than or = to (D)	101-125% of Poverty - Greater than (D) & less than or = to (E)	126-150% of Poverty - Greater than (E) & less than Or = To (F)
1	\$2,061	\$1,329	\$1,595	\$1,329	\$2,127	\$515	\$1,031	\$1,546	\$2,061	\$265	\$532	\$798	\$1,063	\$1,329	\$1,595
2	\$2,695	\$1,796	\$2,155	\$1,796	\$2,873	\$674	\$1,348	\$2,021	\$2,695	\$359	\$718	\$1,078	\$1,437	\$1,796	\$2,155
3	\$3,329	\$2,263	\$2,715	\$2,263	\$3,620	\$832	\$1,665	\$2,497	\$3,329	\$453	\$905	\$1,358	\$1,810	\$2,263	\$2,715
4	\$3,964	\$2,729	\$3,275	\$2,729	\$4,367	\$991	\$1,982	\$2,973	\$3,964	\$546	\$1,092	\$1,638	\$2,183	\$2,729	\$3,275
5	\$4,598	\$3,196	\$3,835	\$3,196	\$5,113	\$1,140	\$2,279	\$3,419	\$4,598	\$639	\$1,278	\$1,918	\$2,557	\$3,196	\$3,835
6	\$5,232	\$3,663	\$4,395	\$3,663	\$5,860	\$1,308	\$2,616	\$3,924	\$5,232	\$733	\$1,465	\$2,198	\$2,930	\$3,663	\$4,395
7	\$5,851	\$4,129	\$4,955	\$4,129	\$6,007	\$1,338	\$2,676	\$4,013	\$5,351	\$826	\$1,652	\$2,478	\$3,303	\$4,129	\$4,955
8	\$5,515	\$4,596	\$5,515	\$4,596	\$7,353	\$1,379	\$2,758	\$4,136	\$5,515	\$919	\$1,838	\$2,758	\$3,677	\$4,596	\$5,515
9	\$6,075	\$5,063	\$6,075	\$5,063	\$8,100	\$1,519	\$3,038	\$4,556	\$6,075	\$1,013	\$2,025	\$3,038	\$4,050	\$5,063	\$6,075
10	\$6,635	\$5,529	\$6,635	\$5,529	\$8,847	\$1,659	\$3,318	\$4,976	\$6,635	\$1,106	\$2,212	\$3,318	\$4,423	\$5,529	\$6,635
11	\$7,195	\$5,996	\$7,195	\$5,996	\$9,593	\$1,799	\$3,598	\$5,396	\$7,195	\$1,199	\$2,398	\$3,598	\$4,797	\$5,996	\$7,195
12	\$7,755	\$6,463	\$7,755	\$6,463	\$10,340	\$1,939	\$3,878	\$5,816	\$7,755	\$1,293	\$2,585	\$3,878	\$5,170	\$6,463	\$7,755
13	\$8,315	\$6,929	\$8,315	\$6,929	\$11,087	\$2,079	\$4,158	\$6,236	\$8,315	\$1,386	\$2,772	\$4,158	\$5,543	\$6,929	\$8,315
14	\$8,875	\$7,396	\$8,875	\$7,396	\$11,833	\$2,219	\$4,438	\$6,656	\$8,875	\$1,479	\$2,958	\$4,438	\$5,917	\$7,396	\$8,875
15	\$9,435	\$7,863	\$9,435	\$7,863	\$12,580	\$2,359	\$4,718	\$7,076	\$9,435	\$1,573	\$3,145	\$4,718	\$6,290	\$7,863	\$9,435
16	\$9,995	\$8,329	\$9,995	\$8,329	\$13,327	\$2,499	\$4,998	\$7,496	\$9,995	\$1,666	\$3,332	\$4,998	\$6,663	\$8,329	\$9,995
17	\$10,555	\$8,796	\$10,555	\$8,796	\$14,073	\$2,639	\$5,278	\$7,916	\$10,555	\$1,759	\$3,518	\$5,278	\$7,037	\$8,796	\$10,555
FOR EACH ADDL	EACH ADDL	EACH ADDL	EACH ADDL	EACH ADDL	EACH ADDL	EACH ADDL	EACH ADDL	EACH ADDL	EACH ADDL	EACH ADDL	EACH ADDL	EACH ADDL	EACH ADDL	EACH ADDL	EACH ADDL
OVER 17	\$560	\$466	\$560	\$466	\$746	\$140	\$280	\$420	\$560	\$93	\$187	\$280	\$373	\$466	\$560

\* NOTE: In SFY 2021, LIHEAP households larger in size than 7 members will qualify at or under 150 percent of the FPL



### COMMUNITY ACTION AGENCY

2021 Federal Poverty Income Guidelines

Gross Monthly Income

To be used to determine eligibility for Community Services Block Grant Funds (CSBG)

Effective July 1, 2020 through June 30, 2021

#### Household Size

#### 30 Day Gross Income Limit

1	\$2,127
2	\$2,873
3	\$3,620
4	\$4,367
5	\$5,113
6	\$5,860
7	\$6,607
8	\$7,353
9	\$8,100
10	\$8,847
11	\$9,593
12	\$10,340

**For each additional household member, add \$746**

Figures derived from information dated May 14, 2020 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







### COMMUNITY ACTION AGENCY

SFY 2021 Simplified LIHEAP Income Chart

Effective July 1, 2020 through June 30, 2021

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

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

<u>Household Size</u>	<u>30 Day Gross Income Limit</u> (Dollar Amount)
1	\$2,061
2	\$2,695
3	\$3,329
4	\$3,964
5	\$4,558
6	\$5,232
7	\$5,351
8	\$5,515
9	\$6,075
10	\$6,635
11	\$7,195
12	\$7,755

**For each additional household member, add \$560**

Figures derived from information dated May 14, 2020 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



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