



## BOARD OF SUPERVISORS AGENDA ITEM REPORT

### CONTRACTS / AWARDS / GRANTS

☐ Award ☒ Contract ☐ Grant

Requested Board Meeting Date: September 21, 2021

\* = 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)

**\*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 July 6, 2021 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 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, 2021 to June 30, 2022.

Attachment: Contract Number CT-CR-21-052 (Amendment 6)

**\*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 660 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 executed funding agreement from the State which was July 28, 2021. 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.

TO: COB 9-15-2021 (1)  
Vers: 3 PGS: 4

**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): 21-052Amendment No.: 6 AMS Version No.: 3Commencement Date: 07/01/21 New Termination Date: 06/30/22Prior Contract No. (Synergen/CMS): CT-CS-18-371☒ Expense or ☐ Revenue ☒ Increase ☐ Decrease Amount This Amendment: \$ 144,886.75Is 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 HartDepartment: Community & Workforce Development Telephone: 724-5723Department Director Signature/Date: [Signature] 9/10/21Deputy County Administrator Signature/Date: [Signature] 13 Sep 21County Administrator Signature/Date: C. [Signature] 9/14/21  
(Required for Board Agenda/Addendum Items)

**Pima County Community & Workforce Development – Community Action Agency Program****Project:** Emergency Services Network (ESN)**Subrecipient:** Portable Practical Educational Preparation, Inc.  
802 E 46<sup>th</sup> Street  
Tucson, AZ 85713**Contract No.:** CT-CR-21-52**Contract Amendment No.:** Six

Original Contract Term:	07/01/18 – 06/30/19	Orig. Contract Amount:	\$113,910.00
Termination Date Prior Amendment:	06/30/21	Prior Amendments Amount:	\$355,641.75
Termination Date This Amendment:	06/30/22	This Amendment Amount:	\$144,886.75
		Revised Total Amount:	\$614,438.50

<b>DUNS No.:</b> 092671866		<b>SAM Registration Date:</b> 3/21/21	
<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	\$436,654.00
93.569	ADES/USHHS Community Services Block Grant (CSBG)	\$674,000,000.00	\$815,539.00 or
93.568	ADES/USHHS Low Income Home Energy Assistance Program (LIHEAP)	\$3,255,435,546.00	\$3,637,670.00

**GRANT FUNDED AGREEMENT – AMENDMENT SIX****1. BACKGROUND AND PURPOSE.**

- 1.1 **Background.** On June 12, 2018, Pima County ("County") and Portable Practical Educational Preparation, Inc. ("Subrecipient"), entered into the above referenced contract to provide supportive services and emergency assistance to the eligible low-income families in Pima County.
- 1.2 **Purpose.** 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. County is the Subrecipient of USHHS funds and is authorized to pass those funds along to other entities, including Subrecipient, for eligible services. County wishes to continue the ESN services provided by Subrecipient for an additional year.

2. **TERM, EXTENSIONS and AMENDMENTS.** Pursuant to Paragraph 1.2, County exercises the third of four available (4) extension options. This Contract will terminate on June 30, 2022.

3. **SCOPE OF SERVICES.** The Commencement Date for this Amendment No. 6 is July 1, 2021.

4. **COMPENSATION AND PAYMENT.** Paragraph 3.1 is amended to increase "the Maximum Allocated Amount" from \$469,551.75 to \$614,438.50. In addition, the table in Paragraph 3.2 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	7/1/21-6/30/22	
STCS/TANF (pursuant to A.R.S. § 46-421 et seq.)	\$59,010.00	\$67,010.00	\$86,318.75	\$86,318.75	\$298,657.50
CSBG (from HHS/OCS through ADES/DAAS)	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00	\$80,000.00
LIHEAP (from HHS/OCS through ADES/DAAS)	\$28,000.00	\$28,000.00	\$38,568.00	\$38,568.00	\$133,136.00
EEIP	\$6,900.00	-0-	-0-	-0-	\$6,900.00
HTP	\$10,142.06	\$85,602.94	-0-	-0-	\$95,745.00
<b>Anticipated Allocations TOTAL</b>	<b>\$124,052.06</b>	<b>\$200,612.94</b>	<b>\$144,886.75</b>	<b>\$144,886.75</b>	<b>\$614,438.50</b>

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

5.1 **GENERAL PROVISIONS** are amended as follows:

5.1.1. **PROGRAM OVERVIEW.** The table in Paragraph 1.2 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	7/1/20-6/30/21	7/1/21-6/30/22
1	Emergency Services	\$113,910.00	\$115,010.00	\$144,886.75	\$144,886.75
2	Eviction Prevention	\$37,915.00	\$57,830.00	-0-	-0-

5.1.2. **SERVICE SUMMARY.** 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	7/1/20-6/30/21	7/1/21-6/30/22
STCS/TANF	49	44	44	65	55
CSBG	97	22	22	20	25
EEIP	66	7	-0-	-0-	-0-
LIHEAP	77	670	725	1,089	580
HTF	46	30	42	-0-	-0-
<b>TOTAL</b>		<b>773</b>	<b>833</b>	<b>1,174</b>	<b>660</b>

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

5.2.1. **CLIENT INCOME GUIDELINES.** Exhibits B-1, B-2, and B-3 income requirements are replaced with the updated guidelines attached to this Amendment No. 6.

5.2.1 **BUDGET.** The table is deleted in its entirety and replaced with the following:

For services provided July 1, 2021 through June 30, 2022.

Budget Line Item	Projected STCS/TANF	Projected CSBG	Projected LIHEAP	TOTAL
<b>Operating Budget</b>				
Salaries/Fringe Benefits	\$18,118.75	-0-	\$32,000.00	\$50,118.75
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)	\$3,200.00	-0-	\$6,568.00	\$9,768.00
<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.

**SIGNATURE PAGE TO FOLLOW**

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All other provisions of this Agreement, not specifically changed by this amendment, will remain in effect and be binding upon the parties.

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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

Sharon Bronson  
Chair, Board of Supervisors

\_\_\_\_\_  
Date

SUBRECIPIENT:

  
Authorized Officer Signature

John David Arnold  
Printed Name

ATTEST

CEO  
Title

\_\_\_\_\_  
Clerk, Board of Supervisors

Date 9/8/21

APPROVED AS TO CONTENT

  
Daniel Sullivan, Director  
Community & Workforce Development

APPROVED AS TO FORM

  
\_\_\_\_\_  
Stacey Roseberry, Deputy County Attorney