CITY CLERK
ORIGINAL

C-7839-1
06/29/2012

C-7839-1
AMENDMENT TO
SUBRECIPIENT CONTRACT

This Amendment to Subrecipient Contract C-7839 ("Amendment") is made this 29th day of June, 2012, by and between the City of Glendale, an Arizona municipal corporation ("City") and Florence Crittenton Services of Arizona, Inc., an Arizona non-profit corporation authorized to do business in Arizona ("Agency").

RECITALS

A. City and Agency previously entered into a Subrecipient Contract No. C- 7839 ("Agreement"); and

B. City and Agency wish to modify and amend the Agreement, including a revision of the Scope of Service, subject to and strictly in accordance with the terms of this Amendment.

AGREEMENT

NOW, THEREFORE, in consideration of the mutual agreements set forth herein and other good and valuable considerations, the receipt and sufficiency of which are hereby acknowledged, the City and Agency agree as follows:

1. **Recitals.** The recitals set forth above are not merely recitals, but form an integral part of this Amendment.

2. **Contract Term.** The contract term referenced in Section 1.2 shall be amended to extend the contract term through September 30, 2012.

3. **Scope of Service.** The Scope of Service is amended to include two changes as follows: 1) the age eligibility be extended to cover youth and young adults aged 16 to 21; and, 2) funds shall be reallocated and used for critical transitioning services as noted in the revised Scope of Service as set forth in Amended Exhibit A, attached hereto.

4. **Ratification of Agreement.** City and Agency hereby agree that except as expressly provided herein, the provisions of the Agreement shall be, and remain in full force and effect and that if any provision of this Amendment conflicts with the Agreement, then the provisions of this Amendment shall prevail.

[Signatures to appear on following page.]

"City":

CITY OF GLENDALE, an Arizona Municipal corporation

Horatio Skeete, Acting City Manager

ATTEST:

Pamela Hanna, City Clerk (SEAL)

APPROVED AS TO FORM:

Craig Tindall, City Attorney

"Agency":

Florence Crittenton Services of Arizona, Inc., an Arizona non-profit corporation

By: Kellie M. Warren, Psy.D
Its: Chief Executive Officer

STATE OF ARIZONA)
) ss.
County of Maricopa)

THE FOREGOING AMENDMENT WAS ACKNOWLEDGED before me this 30 day of JUNE, 2012, by KELLIE M. WARREN, PSY.D. in the capacity as CHIEF EXECUTIVE OFFICER with the Florence Crittenton Services of Arizona, Inc., an Arizona non-profit corporation.

Notary Public

My Commission Expires:
AUGUST 15, 2012

OFFICIAL SEAL
JEANNIE L. WRIGHT
NOTARY PUBLIC - State of Arizona
MARICOPA COUNTY
My Comm. Expires Aug. 15, 2012

AMENDED EXHIBIT A
Scope of Service FY 2011-2012

A. Program Activity

Florence Crittenton Services of Arizona, Inc. ("Agency") will be responsible for administering **Transitional Independent Living Program** ("Program") in a manner satisfactory to the City of Glendale ("City"), and consistent with any standards required by Community Development Block Grant Program ("CDBG") Public Services as a condition of providing these funds. The Program will include the following eligible activities:

Activity #1: The Program will provide assistance for housing costs for clients who are aged 16-21 that have been in Child Projective Services care.

Activity #2: The Program will provide assistance for food costs for clients who are aged 16-21 that have been in Child Projective Services care.

B. National Objectives

Eligible Activity:

All activities funded with CDBG funds must meet one of the CDBG Program's National Objectives:

☒ NATIONAL OBJECTIVE #1 - Benefit low- and moderate-income persons

☐ NATIONAL OBJECTIVE #2 - Aid in the prevention or elimination of slums or blight

☐ NATIONAL OBJECTIVE #3 - Meet community development needs having a particular urgency (as defined in 24 CFR § 570.208)

The Agency certifies that all clients that are in the Program will be provided assistance for housing and food costs by Arizona Health Care Containment Systems will benefit the low and moderate income national objective. Thus, 100% of persons benefitting from these activities are low-income.

C. Levels of Accomplishment – Goals and Performance Measures

The levels of accomplishment may include such measures as units rehabbed, persons assisted, or meals served, and should also include timeframes for performance.

The City will monitor the performance of the Agency against goals and performance standards, as stated above. Substandard performance, as determined by the City, will constitute non-compliance with this Contract. If action to correct such substandard performance is not taken by the Agency within a reasonable period of time, after being notified by the City, Contract suspension or termination procedures will be initiated.

D. Time of Performance

The Agency services shall begin on the 1st day of July, 2011, and shall end on the 30th day of September, 2012.

The Agency agrees to provide the following levels of Program services:

Program/Activity	Units of Services	Unduplicated Glendale Residents/Households/Yr
Activity #1	$834/client	20 clients/year
Activity #2	$83.42/client	50 clients/year

E. Staff Contact Information

Meghan Arrigo
715 West Mariposa Street
Phoenix, Arizona 85013
602-288-4559
marrigo@flocrit.org

F. Define how the Agency will determine client eligibility and how it will determine that it is serving City residents

- Client eligibility will be documented by:
  Intake forms for clients enrolled in Transitional Independent Living or Independent Living aged 16-21 years old.

- City residency will be documented by:
  Intake forms and physical address at the time the client enters the Transitional Independent Living Program or the Independent Living Program.

G. Budget

Public Services Total Project Budget			
Line Item	**CDBG Allocation**	**Other Cash Resources**	**Total Project Budget**
	$20,851	$784,668	$779,668
Personnel Costs:	0	0	0
Salaries	0	341,398	341,398
Payroll Costs (SSI, Medicare, etc.)	0	27,170	27,170
Fringe Benefits (Ins, Retire, etc.)	0	64,263	64,263
Other Costs:	0	1,260	1,260
Contractual Services			
Telephone	0	4,589	4,589
Utilities	0	0	0
Rent	0	20,368	20,368
Insurance	0	0	0
Travel/Mileage	0	33,904	33,904
Postage	0	96	96
Duplicating Services	0	0	0
Membership/Subscriptions	0	0	0
Advertising	0	0	0
Office Supplies	0	8,915	8,915
Office Equipment	0	0	0
Office Supplies & Materials	0	84	84
Other (Grocery Gift Cards)	4,171	0	4,171
Other (Housing Assistance)	13,297	0	13,297

Other (Specify)	3,383	0	3,383
Other (Specify)	0	0	0
Other (Specify)	0	0	0
TOTAL PROJECT EXPENSES	**$20,851**	**$779,668**	**$784,668**

BUDGET & BILLING INFORMATION

CDBG funds will pay for the following costs (actual costs reimbursed under the Contract will be those costs directly attributable to this program) (*e.g. Counselor's wages*):

Direct housing assistance to clients and grocery gift cards to clients. We would like to reallocate 20% or $3,383, of the remaining grant funds ($16,919) from the Other –Housing category to the Other (Specify) category. These reallocated funds will be used for the following critical transitioning services:

- Interview clothes
- Hygiene items
- Job seeking supplies
  - Resume paper
  - Flash drive for storing resume and cover letters (many youth do not have access to their own computer to store these items)
  - Portfolio
- Bus passes
- Education/school supplies
  - Notebooks
  - Pens
  - Pencils
  - Calculators
  - Backpacks
  - GED fees
- Household items (personal)
  - Sheets
  - Towels
  - Blankets
  - Pillows
- Household items (general)
  - Pots and pans
  - Silverware
  - Kitchen appliances
  - Desk lamps
- Daycare reimbursements (for parenting clients)

The rest of the budget remains as stated.

Florence Crittenton

June 27, 2012

Elizabeth Garcia
Revitalization Coordinator
City of Glendale
Community Revitalization Division
5850 West Glendale Ave., Suite 107
Glendale, AZ 85301

RE: Community Development Block Grant Extension

Dear Ms. Garcia:

This letter serves as an official extension request for the Transitional Independent Living Program for your CDBG Public Service Subrecipient Contract. We are requesting the contract be extended until September 30, 2012.

We are requesting two additional changes to the contract; the age eligibility be extend to cover youth and young adults age 16 to 21. We would also like to reallocate 20% or $3,383, of the remaining grant funds ($16,919) from the Other –Housing category to the Other (Specify) category. These reallocated funds will be used for the following critical transitioning services:

- Interview clothes
- Hygiene items
- Job seeking supplies
  - Resume paper
  - Flash drive for storing resume and cover letters (many youth do not have access to their own computer to store these items)
  - Portfolio
- Bus passes
- Education/school supplies
  - Notebooks
  - Pens
  - Pencils
  - Calculators
  - Backpacks

        - GED fees
    - Household items (personal)
        - Sheets
        - Towels
        - Blankets
        - Pillows
    - Household items (general)
        - Pots and pans
        - Silverware
        - Kitchen appliances
        - Desk lamps
    - Daycare reimbursements (for parenting clients)

The rest of the budget remains as stated. If you have any questions, please call contact Meghan Arrigo, Director of Community Partnerships, or Paula Meade, CBS Administrative Assistant, at 602-274-7318.

Sincerely,

Dr. Kelli Warren
Chief Executive Officer

C-7839
07/01/2011

SUBRECIPIENT CONTRACT - NONPROFIT CORPORATIONS

CITY OF GLENDALE, ARIZONA

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

PUBLIC SERVICES
FY 2011-2012

This Subrecipient Contract ("Contract") is executed this 1st day of July , 2011 by and between Florence Crittenton Services of Arizona, Inc., an Arizona nonprofit corporation ("Agency"), and the City of Glendale, an Arizona municipal corporation ("City"). The parties hereby agree as follows:

1. **Contract Amount:**

   1.1 The Agency will furnish all labor, materials, services, supervision, tools, equipment, licenses, and permits necessary to operate the Transitional Independent Living Program-TILP (**"Program"**) as defined in the Scope of Services attached as **Exhibit A**.

   1.2 The City will provide financial assistance in an amount not to exceed $20,851.00. This Contract price constitutes the entire consideration for the City's participation in the performance and completion of all work to be performed under this Contract.

2. **Contract Term:** Contract will be effective July 1, 2011 and will terminate on June 30, 2012.

3. **Method of Payment:** Payment will be made in such amounts and increments as may be approved by the City for various phases of work upon submission of a proper request for payment, including supporting documentation. See **Exhibit B** for billing and reporting information. The final request for payment will be submitted to the City within 15 days after expiration or termination of this Contract.

4. **Program Income:** Any Program Income, as defined in 24 CFR § 570.500(a), received by the Agency prior to grant close-out will be used to offset payment due in an amount directly proportional to the prorated share of Community Development Block Grant ("CDBG") funds used as set forth in 24 CFR § 570.504(c). Under this Contract, "Program Income" refers solely to those funds derived from the Agency provided in the City of Glendale and includes, but is not limited to income received from the clients served for services performed or materials purchased. Documentation supporting the amount of Program Income received will be submitted with monthly billings.

5. **The City Certifies:**

   5.1 The services/project described by the Agency to be provided will principally benefit low and moderate-income persons within the community.

   5.2 That the public purpose is served by the financial participation of the City in the above-referenced service.

   5.3 That the CDBG funds designated for the Program constitute reasonable and prudent assistance necessary for the completion of the Program.

6. **The Agency Certifies:**

   6.1 That it is an Arizona nonprofit corporation.

   6.2 That it intends to provide the service for which funds are granted under this Contract for at least one year.

   6.3 That it possesses legal authority to execute this Contract.