

# CITY CLERK ORIGINAL

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## FIRST AMENDMENT TO THE SUBRECIPIENT CONTRACT – NONPROFIT CORPORATIONS

### COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

#### PHYSICAL IMPROVEMENTS

FY 2012-2013

THIS FIRST AMENDMENT TO THE SUBRECIPIENT CONTRACT (“**Amendment**”) is executed this 29<sup>th</sup> day of March, 2013 by and between Arizona Bridge to Independent Living, Inc., an Arizona nonprofit corporation (“**Agency**”), and the City of Glendale, an Arizona municipal corporation (the “**City**”).

#### RECITALS

- A. On February 12, 2013, the City and Agency entered into a Subrecipient Contract – Nonprofit Corporations Community Development Block Grant Program Physical Improvements (“**Agreement**”).
- B. The City and Agency erroneously affirmed that the Agreement was executed on February 12, 2012 and the parties wish to amend the execution date to February 12, 2013.
- C. The City and Agency also desire to amend Section 1(1.1) regarding the Scope of Services for the Glendale Home Accessibility Program.

#### AGREEMENT

The parties agree as follows:

- 1. **Execution Date.** The execution date for the Agreement will be February 12, 2013.
- 2. **Scope of Services.** Agency will implement, operate and complete – including providing all necessary or reasonable labor, materials, services, supervision, tools, equipment, licenses, and permits – Glendale Home Accessibility Program (the “**Program**”), which is further defined with specificity in Exhibit A, Scope of Services attached to this Amendment.

IN WITNESS WHEREOF, all parties concerned acknowledge that they have read, understand, approve, and accept all of the provisions of this Amendment.

*(Signatures Appear on the Next Page)*



**EXHIBIT A**  
**SCOPE OF SERVICES**

1. The Scope of Services and the type of records that must be maintained are two elements of a Subrecipient Contract that vary most from activity to activity, and from grantee to grantee.
2. Agencies are required to prepare a Scope of Services, which is incorporated into the Subrecipient Contract with the City of Glendale. Each of the three sections of the Scope of Services (Description, Schedule, and Budget) must provide sufficient detail to permit effective monitoring of Agency's activities.
  - 2.1 Description: The description section details the activities to be carried out by the Agency. It should define the "who, what, where, and how" of the Program. It should specifically describe and quantify the services or products to be provided with City of Glendale funds. Where appropriate, it should specify how the Program will serve the intended beneficiaries.
  - 2.2 Schedule: A schedule is a required part of every Subrecipient Contract. It plays an essential role in the grant management system. The schedule should provide projected milestones and deadlines for accomplishment of tasks, or the delivery of services. These projected milestones and deadlines are a basis for measuring progress during the term of the Subrecipient Contract. For instance, the schedule for a public service activity may specify delivery of a certain number of staff-hours per quarter, or delivery of services to a certain number of persons per quarter. Other programs are likely to be more complex, requiring multiple tasks such as: establishing an office, developing program guidelines, taking applications, providing services to the client, outreach activities, and follow up. The schedule should include time frames for completing each task or activity.
  - 2.3 Budget:
    - a. The budget should provide a detailed presentation of projected revenues and expenses. The preparation of a detailed budget will help ensure that a project is adequately planned, in that, it will identify all expenses that are necessary to carry out the activities described in the program description, and quantify the resources required to cover these expenses.
    - b. The budget permits periodic comparisons of the projected use of funds with actual expenditures, as indicated on the monthly accomplishment reports submitted by the grantee. This comparison enables the City to seek corrective action where significant variations between the budget and actual expenditures are reported.

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## Scope of Services FY 2012-2013

### A. Program Activity

**Arizona Bridge to Independent Living Inc.** (“Agency”) will be responsible for administering the **Glendale Home Accessibility 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 Improvement Program as a condition of providing these funds. The Program will include the following eligible activities.

### B. Description

1. Agency will provide 10 home modifications for low to moderate-income seniors and residents with significant disabilities to improve home access and safety. Modifications can include: ramps, grab bars, handrails, widened doorways, raised toilets etc.
2. In-home assessments will be conducted to determine necessary modifications.
3. Licensed, bonded & insured contractors will provide the modifications and are identified through a competitive process that includes outreach to Minority & Women contractors.
4. Program limits will be \$5,000 per homeowner and for those renters in complexes with less than eight (8) units and \$2,000 for those who rent in complexes with eight (8) units or more. The average cost per modifications is estimated at \$2,100. Modifications to rental units shall contribute no more than 25% of the total units completed.
5. Residents or their family members are expected to contribute 10% of the cost of the project, or provide matching labor, materials, or community volunteerism.
6. Scope of service will exclude modifications affecting painted surfaces that exceed no more than 2 sq. ft. per room in residences built prior to 1978.
7. The Program Coordinator will inspect completed modifications projects over \$999.99 in labor and materials to ensure satisfaction.
8. Appropriate referrals to other ABIL programs or to community resources to facilitate the resident’s independence.
9. Both homeowners and renters will be eligible.
10. If renting, consumers must have at least a 1 year signed lease & a signed release from the landlord stating that they agree to the modification.

### C. CDBG funds will be used to cover

1. The majority of the cost of labor and materials for the home modifications
2. 25% Full Time Employee for the Home Modification Coordinator
3. 4% Full Time Employee Program Manager
4. 4% Full Time Employee Bookkeeper

### D. Service Delivery Method

1. The initial intake information will be taken by telephone when a request or referral is made to determine resident eligibility and to explain the program guidelines and timelines.
2. If a resident appears to be eligible for the program, the Home Modification Coordinator will schedule an in-home assessment.
3. Residents will be required to sign a form verifying their income and provide any other documents required by the City. Since 70% of persons with disabilities are unemployed, HUD recognizes the group in its “limited clientele” category. Experience has indicated that the self-verification form has been sufficient to verify income.
4. The Home Modification Coordinator provides:
  - a. Technical Consultation
  - b. Needs assessment in the home with the consumer
  - c. Coordination with licensed, bonded contractor
  - d. Follows up to be certain the work is done properly and the consumer is satisfied
  - e. Makes community referrals for additional services as needed
5. Coordinator to document client disability per US Census Disability.

6. Provide documentation to support the method used for the selection of the contractor.
7. Provide documentation of the following for each project file:
  - a. Contractor proof of insurance
  - a. Contractor's license number
  - b. Verification of the Contractor's Debarred List

E. Additional reporting requirements

1. Provide a monthly spreadsheet listing the client name, address, and funding amount in an excel format on a monthly basis.
2. Provide quarterly demographic report to Community Revitalization for all clients served during that quarter
3. Provide copies of detailed timesheets for all staff working on the Program to be submitted with monthly reimbursement request.
4. Reimbursement request for the month of June will be submitted by the 10<sup>th</sup> of June of the fiscal year due to City end of the year accounting requirements. All monthly reports will be required to be submitted by the 15<sup>th</sup> calendar day of the following month.

F. Schedule

This is a 12 month contract that will provide monthly services. Contract is effective February 1, 2013 and will terminate on March 31, 2014.

<u>Program/Activity</u>	<u>Units of Services</u>	<u>Unduplicated City Residents/Households/Yr</u>
Glendale Home Accessibility	10 units	10 Households annually

G. Budget

<b>Public Services</b>			
<b>Total Project Budget FY 2012-13</b>			
Line Item	CDBG Allocation	Other Cash Resources	Total Project Budget
	\$44,340	\$5,918	\$50,348
<b>Personnel Costs:</b>		0	0
Salaries	\$4,434	\$4697	\$9,131
Payroll Costs (SSI, Medicare, etc.)	0	\$641	\$641
Fringe Benefits (Ins., Retire., etc.)	0	\$580	\$580
<b>Other Costs:</b>			
Contractor Direct Cost for GHAP	\$39,056	0	\$39,056
Telephone	0	0	0
Utilities	0	0	0
Rent	0	0	0
Insurance	0	0	0
Travel/Mileage	\$650	0	\$650
Postage	0	0	0
Duplicating Services	0	0	0
Membership/Subscriptions	0	0	0

Advertising	0	0	0
Office Supplies	\$200	0	\$200
Office Equipment	0	0	0
Office Supplies & Materials	0	0	0
Other (Equipment Lease/Maint.)	0	0	0
Other (Client Assistance)	0	0	0
Other (Conference & Meetings)	0	0	0
Other (Management & General)	0	0	0
Other (Other Occupancy Costs)	0	0	0
<b>TOTAL PROJECT EXPENSES</b>	<b>\$44,340</b>	<b>\$5,918</b>	<b>\$50,348</b>