

**Pima County Community & Workforce Development Department**

**Program:** Pima Early Education Program

**IGA:** Pima County Amphitheater Schools dba Amphitheater Public Schools

**Amount:** \$158,400.00

**IGA No:** CT-CR-21-416

**Funding:** City of Tucson

**Contract Amendment No.:** 01

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<b>Orig. Contract Term:</b> 08/01/2021-05/31/2023	<b>Orig. Amount:</b>	\$792,000.00
<b>Termination Date Prior Amendment:</b> N/A	<b>Prior Amendment Amount:</b>	\$0.00
<b>Termination Date This Amendment:</b> 05/31/2022	<b>This Amendment Amount:</b>	(\$633,600.00)
	<b>Revised Total Amount:</b>	\$158,400.00

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**AMENDMENT ONE**

**1. Background and Purpose.**

**1.1. Background.** On May 18, 2021, Pima County (“County”) and Amphitheater Public Schools (“District”), entered into the above-referenced Intergovernmental Agreement (“Agreement”) to provide high quality preschool classes at a District site without cost to low-income families. County determined that funding preschool expansion for low-income families that wish to enroll their preschool-age children in high quality preschools will improve the economic health and welfare of those children, their parents, employers, and taxpayers.

**1.2. Purpose.** The Parties want to decrease the overall funding, decrease the number of classes from three classes to the two classes located within the City of Tucson, and change the funding source from the Pima County General Funds to the City of Tucson grant.

**2. Term.** The parties agree to change the termination date in Section 2.0 from May 31, 2023 to May 31, 2022.

**3. Party Responsibilities.**

**3.1. Exhibit A** Section 3, Program Locations, is replaced in its entirety with the following:

**Program Locations:** District shall provide the Program at the following locations:

3.1 Amphitheater High School, 125 W. Yavapai Rd., Tucson AZ 85705 – 1 new class

3.2 Holaway Elementary School, 3500 N. Cherry Ave., Tucson, AZ 85719 – 1 new class

#### 4. Financing.

4.1. The maximum allocated amount in Section 7.1 is decreased by \$633,600.00. County's total payments to District under this Agreement will not exceed \$158,400.00.

4.2. Paragraph 7.6 is deleted in its entirety and replaced with the following:

##### 7.6 Timing of Invoices.

7.6.1 District will submit invoices and performance reports to County on a monthly basis as set forth in **Exhibit B-1** (1 page). County must receive invoices no more than 30 days after the end of the billing period in which District delivered the invoiced services to County.

7.6.2 Content of Invoices and Performance Reports. Each monthly request for reimbursement must be completed on the form provided by County similar to the form in **Exhibit B-1**. It must include a unique invoice identifier and this Agreement number. The person(s) that prepared the invoice and an authorized manager, supervisor or executive of the District must approve and sign each invoice to insure proper internal financial controls. The invoice must include (1) number of new classes in operation under this Agreement multiplied by the per class base reimbursement rate for that age group and divided by 10, (2) the dollar amount of the other financial assistance received by the school district that month for the children in the class(es), (3) the dollar amount received by the school district that month for private-pay children in the class(es), and (4) the total reimbursable amount for that month. The performance report must include (1) the total number of children enrolled per class for that month as of the last day of the month, (2) number of children receiving other financial assistance that month to attend class(es), (3) number of children funded under private pay to attend class(es), and (4) report race/ethnicity per child quarterly. County may refuse to pay for any service for which District does not timely invoice the County.

7.6.2 District must provide the following documentation with each invoice:

7.6.2.1 Copies of timesheets that account for 100% of each employee's time and effort, that are signed by the employee and by a supervisor with direct knowledge of the employee's work effort for all personnel expenditures.

7.6.2.2 Copies of DES childcare subsidy billing forms, Quality First scholarship billing forms, or private pay billing forms, if applicable for that month.

7.6.2.3 Any other documentation requested by County.

4.3. Paragraph 7.7 is deleted in its entirety and replaced with the following:

7.7 Because of continuing impacts from the COVID-19 public health emergency, County will reimburse District at the per class base reimbursement rate regardless of

enrollment, less other financial assistance, and less private pay received for children in the class(es).

5. **Counterparts.** This Amendment No. 01 may be executed in any number of counterparts, each counterpart is considered an original, and together the counterparts constitute one and the same instrument.

All other provisions of the IGA not specifically changed by this Amendment remain in effect and are binding upon the parties.

**SIGNATURE PAGE TO FOLLOW**

**PIMA COUNTY:**

**DISTRICT:**

\_\_\_\_\_  
Chair, Board of Supervisors

\_\_\_\_\_  
Superintendent, District

ATTEST

ATTEST

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

\_\_\_\_\_  
Clerk, District

**Approval**

The foregoing Intergovernmental Agreement between County and District has been reviewed by the undersigned and is hereby approved as to content.

\_\_\_\_\_  
Jan Leshner, Acting Pima County Administrator

**Intergovernmental Agreement Determination**

The foregoing Intergovernmental Agreement between County and the District has been reviewed by the undersigned, each of whom has determined that it is in proper form and is within the powers and authority granted under the laws of the State of Arizona to the party he or she represents.

**PIMA COUNTY:**

**DISTRICT**

\_\_\_\_\_  
Deputy County Attorney

\_\_\_\_\_  
Associate to the Superintendents and  
General Council

EXHIBIT B-1 (1 page)

District will submit monthly financial reports for reimbursement using the following reporting template:

### PIMA COUNTY INVOICE AND PERFORMANCE REPORT

Pima County Department of Community & Workforce Development-City of Tucson Grant

Invoice and Performance Report For The Month Of \_\_\_\_\_ 2021

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**PLEASE SEND INVOICE TO THE ATTENTION AGENCY INVOICE INFORMATION**

Community & Workforce Development Alim, Nicole Scott 2797 E. Ajo Way Tucson, AZ 85713 <a href="mailto:Alim.Nicole@pima.gov">Alim.Nicole@pima.gov</a> <a href="mailto:nicole.scott@pima.gov">nicole.scott@pima.gov</a>	School District Name Alim Agency Address City, State, Zip Code
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**FEDERAL FUNDING INFORMATION**

REPORT DATE: \_\_\_\_\_

PROGRAM NAME: PEP School District Expansion Classes

REPORT #: \_\_\_\_\_ CFDA #: \_\_\_\_\_

PLEASE MAKE SURE YOU ENTER A REPORT DATE IN SPACE LTD (date report is prepared, not month being reported)

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**APPROVED BUDGET & EXPENSE DETAILS (07/01/21 - 06/30/22)**

EXPENSES	APPROVED BUDGET		Aug-21		Sep-21		Oct-21		Nov-21		Dec-21		Jan-22		Feb-22		Mar-22		Apr-22		May-22		YEARS TO DATE TOTALS	BALANCE REMAINING
			Exp. Amt		Exp. Amt		Exp. Amt		Exp. Amt		Exp. Amt		Exp. Amt		Exp. Amt		Exp. Amt		Exp. Amt		Exp. Amt			
Number of 18-Student Classes: \$118,800/18																							0	0
Number of 20-Student Classes: \$132,000/20																							0	0
Minus Other Financial Aid for Children in classes)																							0	0
Minus Private Pay for Children in classes)																							0	0
<b>TOTAL CONTRACT EXPENSES</b>																							0	0

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**PERFORMANCE REPORT (07/01/21 - 06/30/22)**

Demographics	Aug-21		Sep-21		Oct-21		Nov-21		Dec-21		Jan-22		Feb-22		Mar-22		Apr-22		May-22				
Number of children enrolled in classes																							
Number of children receiving special assistance																							
Number of children funded by Private Pay																							
Number of dual language learners																							
Number of Hispanic Children																							
Number of White Non-Hispanic Children																							
Number of Black Non-Hispanic Children																							
Number of Native American Non-Hispanic Children																							
Number of Asian/Pacific Islander Non-Hispanic Children																							
Number of Other Non-Hispanic Children																							

**Documentation to be submitted with each monthly invoice:**

- Copies of invoices that account for 100% of each employee's time and effort.
- Copies of DCS (disclosure scheduling forms, Quality First schedule) filing forms, if applicable for that month.

**By signing this report, I certify that to the best of my knowledge: (1) the information reported represents actual receipts and actual expenditures which have been incurred in accordance with the agreement for management and implementation of the contracted program and are based on official accounting records and supporting documents which will be maintained by us for purposes of audit; and (2) the report is true, complete and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material**

REQUIRED SUBRECIPIENT SIGNATURES:

Agency Preparer Signature - please print & sign _____ Date bill rev'd/initials _____	Date _____ Contact Phone Number _____ Agency Authorized Approver Signature - please print & sign _____ Date rev'd & submitted for payment/initials _____
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FOR PIMA COUNTY USE ONLY

END OF EXHIBIT B-1