

**CITY OF EL PASO, TEXAS
AGENDA ITEM DEPARTMENT HEAD'S SUMMARY FORM**

DEPARTMENT: Community and Human Development

AGENDA DATE: July 21, 2015

CONTACT PERSON/PHONE: Verónica R. Soto, AICP, Director/ (915) 212-0138

DISTRICT(S) AFFECTED: 6, 7, 8

SUBJECT:

Discussion and approval of a Resolution that the following agencies be approved as recipients of grant funding under the Community Solutions for Substance Abuse confiscated funds grant program.

- Emergence Health Network (Project Venire, Treatment) \$49,196.00
- Communities in Schools (Choices, Prevention) \$49,996.00
- El Paso Police Department Foundation (Spice Is Not Nice, Prevention) \$50,000.00

BACKGROUND / DISCUSSION:

Pursuant to the decision of the City Council in 2011 to reserve 10% of all state confiscated funds revenue received by the City for grants for substance abuse prevention, intervention and treatment as allowed by state regulations, the Department of Community and Human Development issued a notification of funding availability for Round II of the Community Solutions for Substance Abuse grant program in January, 2015. Nine letters of intent were received with five full applications submitted. Of the five full applications, four were scored at similar levels and one was not in the competitive range. Staff recommends funding for the four top-scoring applications: three under this resolution (see above) and one to be brought to Council at a later date. Emergence Health Network's Project Venire is a recovery model treatment program for adults; Communities in Schools' Choices Program is a school-based prevention program; and El Paso Police Foundation's "Spice Is Not Nice" program is a secondary school-based prevention program.

PRIOR COUNCIL ACTION:

Council awarded three pilot program grants on October 8, 2013.

Council awarded two "Building on Excellence" grants on April 7, 2015.

AMOUNT AND SOURCE OF FUNDING:

Project P5002325; allocated state confiscated funds revenue

BOARD / COMMISSION ACTION:

N/A

*****REQUIRED AUTHORIZATION*****

LEGAL: (If required) _____ **FINANCE:** (If required) _____

DEPARTMENT HEAD

R Soto

DATE: 7-7-15

(Example: If RCA is initiated by Purchasing, client department should sign also.)

APPROVED FOR AGENDA:

CITY MANAGER: _____

RESOLUTION

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EL PASO:

That the following agencies be approved as recipients of grant funding under the Community Solutions for Substance Abuse confiscated funds grant program,

1. Emergence Health Network (Project Venire, Treatment) \$49,196.00
2. Communities in Schools (Choices, Prevention) \$49,996.00
3. El Paso Police Department Foundation (Spice Is Not Nice, Prevention) \$50,000.00

And that the City Manager be authorized to sign any and all documents necessary to contract with the identified agencies to provide substance abuse prevention, intervention and treatment services, to include the contract in substantial conformity with Exhibit "A".

APPROVED this ____ day of _____, 2015.

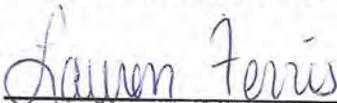
THE CITY OF EL PASO

Oscar Leeser
Mayor

ATTEST:

Richarda Duffy Momsen
City Clerk

APPROVED AS TO FORM:



Lauren K. Ferris
Assistant City Attorney

APPROVED AS TO CONTENT:



Verónica R. Soto, AICP, Director
Community and Human Development

EXHIBIT "A"

CONTRACT

STATE OF TEXAS)
)
COUNTY OF EL PASO)

KNOW ALL MEN BY THESE PRESENTS

This Contract is entered into by and between THE CITY OF EL PASO, a home-rule municipal corporation of El Paso County, Texas, hereinafter referred to as "CITY", and **EL PASO POLICE FOUNDATION**, a private nonprofit corporation organized under the laws of the State of Texas, hereinafter referred to as "SOLUTIONS PROVIDER". This Contract shall be effective from August 1, 2015, and it shall terminate on JULY 31, 2016 unless terminated sooner as provided herein.

WHEREAS, the CITY has received state confiscated funds revenue as provided for in the Texas State Code of Criminal Procedure, Article 59.06.

WHEREAS, the aforementioned program allows for the use of a maximum of ten per cent (10%) of such revenue distributed to local law enforcement agencies to provide support to (1) nonprofit programs for the prevention of drug abuse; (2) nonprofit chemical dependency treatment facilities licensed under Chapter 464, Health and Safety Code; or (3) nonprofit drug and alcohol rehabilitation or prevention programs administered or staffed by professionals designated as qualified and credentialed by the Texas Commission on Alcohol and Drug Abuse;

WHEREAS, the City Council has directed the City Department of Community and Human Development to administer a competitive grant award program for eligible nonprofit entities ("SOLUTIONS").

NOW, THEREFORE, the CITY and SOLUTIONS PROVIDER in consideration of the terms, conditions, and covenants contained herein, hereby agree as follows:

I. CONTRACTUAL OBLIGATIONS

SECTION A. PROGRAM SCOPE

SOLUTIONS PROVIDER expressly agrees to comply with all of the terms, conditions.

Beneficiaries of the services to be provided hereunder must reside in the City of El Paso.

SOLUTIONS PROVIDER shall conduct, in a satisfactory manner as determined by CITY and SOLUTIONS PROVIDER shall perform all activities in accordance with the

terms of the Program Scope, hereinafter referred to as Attachment 1; the Budget hereinafter referred to as Attachment 2; the applicable Assurances and Certifications, hereinafter referred to as Addendums A,B, C, and D ; and the requirements set forth in the Community Solutions Building on Excellence Application herein referred to as Attachment 3 (Attachment 1, Attachment 2, Attachment 3, and Addendums A,B, C and D are attached hereto and incorporated by reference herein); and with all other terms, provisions and requirements set forth in this Contract.

SECTION B. COMPOSITION, COMPENSATION, REPORTING, AND PROGRAM INCOME

1. SOLUTIONS PROVIDER shall perform its services within the monetary limits contained in Attachment 2. In no event shall compensation to the SOLUTIONS PROVIDER exceed the lesser of SOLUTIONS PROVIDER costs attributable to the work performed, or the monetary limits described in Attachment 1, nor shall the CITY pay for expenses or services which are or will be reimbursed by another funding source or for services which are not performed. However, SOLUTIONS PROVIDER may make transfers of funds between or among budget line items with a specified category as contained in Attachment 2, subject to the approval of the Director of Community and Human Development, hereinafter referred to as "Director", provided that:

- a. The dollar amount of all transfers among existing categories is equal to or less than twenty percent (20%) of the total amount of this Contract;
- b. The transfer will not change the scope or objective of the program funded under this Contract;
- c. SOLUTIONS PROVIDER submits a Budget Revision Report to CITY, Attachment 2E, hereto, simultaneously with the submission of SOLUTIONS PROVIDER'S Reimbursement Request Report, Attachment 2A, hereto.

2. The CITY will, at least quarterly, review the financial status of the SOLUTIONS PROVIDER'S program under this Contract. Upon determination that unexpended funds are present, the Contract budget may be adjusted to remove such amounts at the discretion of the Director.

3. The CITY agrees to reimburse actual allowable expenditures to the SOLUTIONS PROVIDER monthly.

- a. Reimbursements will follow receipt of a request for reimbursement. Only those expenses allowable under the terms of this Contract and the approved Budget shall be reimbursed.
- b. Budget line items (Attachment 2) represent the maximum amount which may be billed under each line item. A lesser amount may be billed by SOLUTIONS PROVIDER.
- c. All reimbursement requests submitted by the SOLUTIONS PROVIDER must be supported by valid invoices or other supporting documentation of financial liability in the SOLUTIONS PROVIDER'S files or other documentation acceptable to the CITY.
- d. All line items reported and requested for reimbursement on Attachment 2A must reconcile with the corresponding line item in the SOLUTIONS PROVIDER'S general ledger accounts, on a current basis, and with year-to-date balances.
- e. Accounting records required to be maintained in the SOLUTIONS PROVIDER files in relation to a requisition for payment under this Contract include, but are not limited to:
 - i. Balance Sheet (both monthly and year to date);
 - ii. Income Statement;
 - iii. General Ledger;
 - iv. Payroll Check Register, as applicable; and
 - v. Spreadsheet that details the amounts requested for reimbursement which are summarized on Attachment 2A.

4. SOLUTIONS PROVIDER shall provide the CITY the following verified reports as indicated:

- a. Attachment 2A:Reimbursement Request Report (monthly) - An accurate financial account of the use of the funds requested for reimbursement under this Contract, and a status report of matching funds provided to date;

- b. Attachment 2B: Employee Monthly Time Report - An accounting of the hours worked by SOLUTIONS PROVIDER'S personnel being paid with the funds provided in this Contract, as applicable;
- c. Attachment 2C: Budget Revision Report – A request for alteration of budget line items, only within categories (as needed), and;
- d. Attachment 2D: Outcomes Report – Specifying program outcome information (submitted quarterly or when requested by the CITY).
- e. Additional informative materials may be attached to the above reports by the SOLUTIONS PROVIDER.

5. SOLUTIONS PROVIDER further understands that any payment or contribution by beneficiaries for services supported or subsidized by this Contract shall be used for payment of operating costs of the program. Program Income shall only be used by SOLUTIONS PROVIDER to provide payment for eligible program expenses for services in accordance with this Contract, unless otherwise instructed in writing by the CITY.

SECTION C. SUSPENSION OR TERMINATION

1. In accordance with Title 24 CFR Section 85.43, the CITY may suspend or terminate this Contract should SOLUTIONS PROVIDER materially fail to comply with the terms of this Contract. The CITY shall give the SOLUTIONS PROVIDER ten (10) days' written notice of the suspension or termination with the understanding that all services being performed under this Contract shall cease upon the date specified in such notice. SOLUTIONS PROVIDER shall invoice CITY for all services completed and shall be compensated in accordance with the terms of this Contract for services performed prior to the date specified in such notice.

2. The CITY and SOLUTIONS PROVIDER may also, in accordance with Title 24 CFR Section 85.44, terminate this Contract for convenience.

3. If SOLUTIONS PROVIDER breaches any term or condition of this Contract, or if any change of circumstances renders it unlikely that the SOLUTIONS PROVIDER will perform the services required hereunder, the CITY may take one or more of the following actions:

- a. Withhold further cash payments, either pending corrective action by the SOLUTIONS PROVIDER or permanently, if there is inadequate or no corrective action by the SOLUTIONS PROVIDER
 - b. Disallow costs for all or part of the activity or action not in compliance;
 - c. Wholly or partly suspend or terminate this Contract; or
 - d. Withhold further Contracts to the SOLUTIONS PROVIDER;
 - e. Pursue any other remedies that are available at law or equity.
4. Amendments to this agreement requested by SOLUTIONS PROVIDER must be in writing and accompanied by all necessary supporting documents

SECTION D. REVERSION OF ASSETS

1. Upon the expiration or termination of this Contract, the SOLUTIONS PROVIDER shall promptly transfer to the CITY:

- a. any SOLUTIONS funds on hand at the time of the expiration or termination;
- b. all the accounts receivable attributable to the use of SOLUTIONS funds;
- c. the share of unexpended Program Income generated during the term of the Contract proportionate to the contribution of SOLUTIONS funds to the SOLUTIONS PROVIDER'S overall Budget;
- d. any claims against third parties based upon SOLUTIONS funds; and
- e. any funds which CITY determines have not been expended in accordance with the terms of this Contract.

2. Such refund shall be made by SOLUTIONS PROVIDER to CITY within ten (10) working days after such refund is requested by CITY.

SECTION E. FORM, ACCESS TO, AND RETENTION OF RECORDS

1. SOLUTIONS PROVIDER shall prepare and maintain proper files, books, and records in accordance with standard accounting practice, all as it pertains to costs incurred, audits, program income, administration, activities and functions, and all of the

relevant matters contained in said publications. These records shall be maintained for a period of four (4) years after the termination or expiration of this Contract.

2. The CITY and/or its designees shall have a right of access to make copies of and a right to audit all of the SOLUTIONS PROVIDER files, books and records which are deemed pertinent to the performance of this Contract, as determined solely in the reasonable exercise of the CITY's and/or its designee's discretion. Copying and auditing will be performed at a reasonable time and place, such as during the SOLUTIONS PROVIDER usual business hours, and at SOLUTIONS PROVIDER'S principal place of business or office. This right shall continue for four (4) years after termination or expiration of this Contract. The CITY and/or its designees may additionally request the copying, mailing and/or electronic transmission of records by SOLUTIONS PROVIDER.

3. SOLUTIONS PROVIDER agrees that at all times prior to and after termination of this Contract, all papers, books, files, correspondence and records relative to the performance of services under this Contract are owned by and are the sole property of the CITY. The SOLUTIONS PROVIDER will hold and possess the papers, books, files, correspondence and records as the property of the CITY and shall relinquish them to the CITY upon its request during the term of this Contract and at any time during the four (4) years immediately following the term of this Contract. SOLUTIONS PROVIDER will not be required to relinquish those documents which are deemed confidential by Federal, State or local law.

4. SOLUTIONS PROVIDER shall conduct, through an independent auditor acceptable to the CITY, a single audit of its activities hereunder to ensure ability to demonstrate fiscal responsibility to the CITY.

5. As in compliance with OMB Circular A-133, SOLUTIONS PROVIDER'S auditor shall prepare a Certificate of Audit to be provided to the CITY. This form will be provided to SOLUTIONS PROVIDER upon SOLUTIONS PROVIDER'S request. Such Certificate of Audit, along with the corresponding management letter and SOLUTIONS PROVIDER'S responses thereto, must be submitted within nine months after the end of the SOLUTIONS PROVIDER'S fiscal year. Failure of SOLUTIONS PROVIDER to provide the required Certificate of Audit to the CITY within the time period required

herein shall constitute a breach of this Contract and cause for termination of this Contract by the CITY.

SECTION F. MONITORING

1. CITY reserves the right on its behalf to perform, or have its designees perform, a periodic on-site and desk audit monitoring of SOLUTIONS PROVIDER'S compliance with the provisions of this Contract. The monitoring shall be conducted in a reasonable time, place and manner by the CITY. The SOLUTIONS PROVIDER shall provide the assistance and information needed by the CITY in monitoring and evaluating the performance of the above-mentioned areas of accountability. It is understood that the CITY, or its designee, will perform periodic fiscal and programmatic monitoring reviews, including a review of the audit conducted by the SOLUTIONS PROVIDER. The CITY and/or its designees may request the copying, mailing, and/or electronic transmission of SOLUTIONS PROVIDER'S records in connection with an on-site or desk audit monitoring.

2. Monitoring reviews will include a written report to the SOLUTIONS PROVIDER documenting findings and concerns that will require a written response to the CITY. An acceptable response must be received by the CITY within 3 days from the SOLUTIONS PROVIDER receipt of the monitoring report or audit review letter, or otherwise future payments will be withheld under this Contract.

3. Failure of the SOLUTIONS PROVIDER to take all actions necessary to resolve and close monitoring or audit findings within 60 days of receipt of the monitoring report or audit review letter shall be considered a breach of this Contract and cause for termination of this Contract by the CITY.

4. The Director shall have the discretion to extend the 60-day period for reasons the Director may judge to be extenuating circumstances.

SECTION G. COMPLIANCE WITH LAWS

1. SOLUTIONS PROVIDER understands that it will be reimbursed under this Contract with state funds received from the distribution of confiscated funds as provided for in Texas State Criminal Procedure, Chapter 59.06., and

2. Agrees to comply with all applicable local, State, and Federal Laws, and all other applicable regulations of federal agencies, including but not limited to: OMB

Circulars A-87, A-110, A-122, and A-133, as applicable; and, Title 24 CFR Section 570.602, and Title 24 CFR Part 576.

SECTION H. NON-RELIGIOUS ACTIVITIES

1. Organizations that are religious or faith-based are eligible, on the same basis as any other organization, to participate in the program. Neither the Federal government nor a State or local government receiving funds under the program shall discriminate against an organization on the basis of the organization's religious character or affiliation.

2. Organizations that are directly funded under the program may not engage in inherently religious activities, such as worship, religious instruction, or proselytization, as part of the assistance funded under the applicable Code sections for this program. If an organization conducts such activities, the activities must be offered separately, in time or location, from the assistance funded under the applicable Code sections for this program, and participation must be voluntary for the beneficiaries of the assistance provided.

3. A religious organization that participates in the program will retain its independence from Federal, State, and local governments, and may continue to carry out its mission, including the definition, practice, and expression of its religious beliefs, provided that it does not use direct program funds to support any inherently religious activities, such as worship, religious instruction, or proselytization. Among other things, faith-based organizations may use space in their facilities, without removing religious art, icons, scriptures, or other religious symbols. In addition, a program-funded religious organization retains its authority over its internal governance, and it may retain religious terms in its organization's name, select its board members on a religious basis, and include religious references in its organization's mission statements and other governing documents.

4. An organization that participates in the program shall not, in providing program assistance, discriminate against a program beneficiary or prospective program beneficiary on the basis of religion or religious belief.

5. Program funds may not be used for the acquisition, construction, or rehabilitation of structures to the extent that those structures are used for inherently religious activities. To the extent allowed by applicable Code sections for the program,

and to the extent allowed by this Contract, Program funds may be used for the acquisition, construction, or rehabilitation of structures only to the extent that those structures are used for conducting eligible activities under the applicable Code sections for this program. Where a structure is used for both eligible and inherently religious activities, program funds may not exceed the cost of those portions of the acquisition, construction, or rehabilitation that are attributable to eligible activities in accordance with the cost accounting requirements applicable to program funds under the Code. Sanctuaries, chapels, or other rooms that a program-funded religious congregation uses as its principal place of worship, however, are ineligible for program-funded improvements. Disposition of real property after the term of the grant, or any change in use of the property during the term of the grant, is subject to government-wide regulations governing real property disposition (see 24 CFR parts 84 and 85). Nothing contained in this section authorizes a Contractor to use program funds under an SP program for acquisition or construction activities.

6. If a State or local government voluntarily contributes its own funds to supplement federally funded activities, the State or local government has the option to segregate the Federal funds or commingle them. However, if the funds are commingled, these requirements apply to all of the commingled funds.

II. ADDITIONAL SOLUTIONS PROVIDER OBLIGATIONS

SECTION A. INDEMNIFICATION AND INSURANCE

1. THE CITY SHALL NOT BE SUBJECT TO ANY OBLIGATIONS OR LIABILITIES OF THE SOLUTIONS PROVIDER INCURRED IN THE PERFORMANCE OF THIS CONTRACT. THE SOLUTIONS PROVIDER, AND/OR ITS INSURER, TO THE EXTENT PERMITTED BY LAW, EXPRESSLY AGREES TO INDEMNIFY, HOLD HARMLESS, AND DEFEND THE CITY, ITS OFFICERS, AGENTS, AND EMPLOYEES FROM ANY AND ALL CLAIMS, SUITS, ACTIONS, DEMANDS, LIABILITIES AND OBLIGATIONS OF ANY KIND AND NATURE, INCLUDING INJURY OR DEATH OR PROPERTY DAMAGE MADE UPON THE CITY, INCIDENT TO, OR ARISING OUT OF, OR IN CONNECTION WITH THE SOLUTIONS PROVIDER'S PERFORMANCE UNDER THIS CONTRACT, INCURRED DUE TO SOLUTIONS PROVIDER'S NEGLIGENCE, ANY OF SOLUTIONS PROVIDER'S NEGLIGENT ACTS, OR ANY OMISSION TO ACT, ANY BREACH OF CONTRACT, OR ANY ACTIONS OF THE

SOLUTIONS PROVIDER OUTSIDE THE SCOPE OF THIS CONTRACT, INCLUDING ANY ACT OR OMISSION OR NEGLIGENCE BY THE SOLUTIONS PROVIDER'S AGENTS, EMPLOYEES OR SUBCONTRACTORS WHILE THIS CONTRACT EXISTS, ALL WITHOUT HOWEVER WAIVING ANY GOVERNMENT IMMUNITY AVAILABLE TO THE CITY UNDER TEXAS LAW. THIS INDEMNITY SHALL COVER ATTORNEY'S FEES, COURT COSTS, WITNESS EXPENSES, AND ALL OTHER RELATED COSTS, INCLUDING AWARDS AND SETTLEMENTS AND ANY INTEREST THEREON.

2. SOLUTIONS PROVIDER agrees to maintain for the life of this Contract, a liability insurance policy from an insurance company authorized to do business in the State of Texas in the minimum coverage amounts of not less than \$250,000.00 for each person and \$500,000.00 for each single occurrence covering bodily injury or death and \$100,000.00 for each single occurrence of damage to or destruction of property. Further, the insurance policy must contain an endorsement which names the CITY as an additional insured on the policy with regard to all suits, actions, demands, claims and liabilities arising out of, occasioned by or relating to this Contract or the activities carried out hereunder. It shall also contain an endorsement which includes the City, as additional insured, under its cancellation clause, thereby providing thirty (30) days prior written notice of cancellation or non-renewal to all insured, except for cancellation for non-payment of premium. SOLUTIONS PROVIDER shall produce a copy of its liability insurance policy and endorsements, which shall be completed by an agent authorized to bind the named underwriter(s) to the coverage limits, and terms and provisions shown thereon, incorporating the above requirements, to CITY prior to the effective date of this Contract. SOLUTIONS PROVIDER shall pay, in a prompt and timely manner, the premiums on all insurance hereinabove required.

3. CITY SHALL HAVE NO DUTY TO PAY OR PERFORM UNDER THIS CONTRACT UNTIL SUCH CERTIFICATE HAS BEEN DELIVERED TO THE DIRECTOR, AND NO OFFICER OR EMPLOYEE SHALL HAVE AUTHORITY TO WAIVE THIS REQUIREMENT.

4. The CITY reserves the right to review the insurance requirements of this section during the effective term of this Contract and to adjust insurance coverages and their limits when deemed necessary and prudent based upon changes in statutory law,

court decisions, or the claims history of the industry, if applicable, as well as the claims history of the SOLUTIONS PROVIDER.

5. CITY shall be entitled, upon request, and without expense, to receive copies of the policies and all endorsements thereto and may make any reasonable request for deletion, revision or modification of particular policy terms, conditions, limitations or exclusions (except where policy provisions are established by law or regulation binding upon either of the parties thereto or the underwriter of any such policies). Upon such request by CITY, SOLUTIONS PROVIDER shall exercise reasonable efforts to accomplish such changes in policy coverages, and shall pay the cost thereof. SOLUTIONS PROVIDER remains responsible for procuring any other types of insurance not listed above, but required by law, necessary for performing its duties.

6. Notwithstanding any suspension or termination hereof, SOLUTIONS PROVIDER shall not be relieved of any liability to CITY for damages or indemnification due to CITY by virtue of breach of this Contract by SOLUTIONS PROVIDER or by virtue of this Section. CITY may withhold payments to SOLUTIONS PROVIDER until such time as the exact amount of damages due to the CITY from SOLUTIONS PROVIDER is agreed upon or is otherwise determined.

SECTION B. INDEPENDENT CONTRACTOR

CITY and SOLUTIONS PROVIDER understand that SOLUTIONS PROVIDER is an independent contractor and that no term or provision hereof or act of SOLUTIONS PROVIDER in performance of this Contract shall be construed as making SOLUTIONS PROVIDER an agent or employee of the CITY. All officers and employees of SOLUTIONS PROVIDER shall be solely responsible to SOLUTIONS PROVIDER, and the CITY shall not have any authority, responsibility, or liability with respect thereto.

SECTION C. AUTHORITY TO CONTRACT

SOLUTIONS PROVIDER represents and warrants that the person executing this Contract and all documents related hereto has the authority to commit the SOLUTIONS PROVIDER to the obligations, financial and otherwise, required by this Contract.

SECTION D. DISCRIMINATION PROHIBITED

1. No person in the United States shall, on the grounds of race, color, national origin (including immigration status where an alien holds proper work authorization), religion, sex, age or disability, be excluded from participation in, be denied the benefits of, or be otherwise subjected to segregation or discrimination in any way, shape or form in employment or under projects or activities funded in whole or in part with funds made available to the SOLUTIONS PROVIDER pursuant to this Contract, as set forth in Title 24 CFR Section 570.602. Furthermore, SOLUTIONS PROVIDER shall comply with all the equal opportunity requirements attached to this Contract and incorporated by reference as Addendum B.

2. SOLUTIONS PROVIDER must file the Assurance required under City Ordinance 9779, prohibiting discrimination against disabled persons. Failure to do so in any manner which impairs the quality of performance hereunder, or affects the administration of the funds provided hereunder, shall constitute a breach of this Contract.

SECTION E. CONFLICT OF INTEREST

1. SOLUTIONS PROVIDER covenants that during the term of this Contract, SOLUTIONS PROVIDER, its associates, officers and employees shall have no interest, direct or indirect, which will conflict in any manner with the performance of the services under this Contract and that none of its paid personnel shall be employees of the CITY or have any Contractual relationship with the CITY.

2. In the procurement of supplies, equipment, construction and services by SOLUTIONS PROVIDER, the conflict of interest provisions in Title 24 CFR Section 85.36 and OMB Circular A-110 respectively, shall apply.

3. In all cases not governed by Title 24 CFR Section 85.36 and OMB Circular A-110, the provisions of Title 24 CFR Section 570.611 shall apply.

4. Under Title 24 CFR Section 576.57(D), the general rule is that no persons described in paragraph (5) below who exercise or have exercised any functions or responsibilities with respect to SOLUTIONS activities assisted under this part or who are in a position to participate in a decision-making process or gain inside information with regard to such activities, may obtain a financial interest or benefit from a SOLUTIONS assisted activity, or have a financial interest in any contract, subcontract,

or agreement with respect thereto, or the proceeds thereunder, either for themselves or those with whom they have business or immediate family ties, during their tenure or for one (1) year thereafter. Furthermore, SOLUTIONS PROVIDER shall provide any necessary revisions to the conflict of interest questionnaire attached to this Contract and incorporated by reference as Addendum A, within thirty (30) days of knowledge of such changes.

5. The conflict of interest provisions of paragraph (4) above apply to any person who is an employee, agent, consultant, officer, or elected official or appointed official of the CITY, or of any designated public agencies, or subrecipients (SOLUTIONS PROVIDER) which are receiving SOLUTIONS funds.

SECTION F. HATCH ACT

Neither the funds advanced pursuant to this Contract, nor any personnel that may be employed by the SOLUTIONS PROVIDER with funds advanced pursuant to this Contract shall be in any way or to any extent engaged in any conduct or political activity in contravention of Chapter 15 of Title 5 of the United States Code.

SECTION G. INTEREST OF CERTAIN FEDERAL OFFICIALS

A member of or delegate to the Congress of the United States, and no Resident Commissioners, shall be entitled to any share or part of this Contract between CITY and SOLUTIONS PROVIDER or to any benefits arising there from.

SECTION H. POLITICAL AND LOBBYING ACTIVITIES PROHIBITED

1. None of the funds, materials, property or services provided directly or indirectly under this Contract shall be used for any partisan political activity or to further the election or defeat of any candidate for public office, or for publicity, lobbying, and/or propaganda purposes designed to support or defeat legislation pending before the Congress of the United States of America, the Legislature of the State of Texas, or the City Council of the City of El Paso.

2. Employees of SOLUTIONS PROVIDER connected with any activity which is financed in whole or in part by funds provided to SOLUTIONS PROVIDER under this Contract may not during the term of this Contract:

- a. use their official position or influence to affect the outcome of an election or nomination;
- b. solicit contributions for political purposes; or

- c. take an active part in political management or in political campaigns.

3. SOLUTIONS PROVIDER hereby agrees to sign the Certification Regarding Lobbying, attached hereto and made a part of this Contract as Addendum A, and if necessary, the Disclosure of Lobbying Activities, attached hereto and made a part of the Certification Regarding Lobbying as Addendum A, and return said signed Certification and, if necessary, the completed Disclosure of Lobbying Activities, to CITY. SOLUTIONS PROVIDER require the language of the Certification and Disclosure be included in all subcontracts and that all subcontractors shall certify and disclose accordingly.

SECTION I. **SOLUTIONS PROVIDER'S COMPOSITION**

SOLUTIONS PROVIDER shall notify the CITY in writing within thirty (30) days in the event of any change in SOLUTIONS PROVIDER ownership, organization, control, and management and non-profit or tax status. SOLUTIONS PROVIDER shall periodically, at least annually, submit to the CITY a list of its current membership and board of directors with their appropriate titles.

SECTION J. **ASSIGNMENT**

SOLUTIONS PROVIDER may not assign or otherwise transfer this Contract either as to obligations or benefit without the prior written consent of the CITY.

SECTION K. **REQUIRED DOCUMENTATION**

SOLUTIONS PROVIDER hereby agrees to provide any and all documentation necessary to fulfill any and all grants (federal, state, or local) requirements pertaining hereto.

SECTION L. **WARRANTY**

SOLUTIONS PROVIDER represents that the information furnished to the CITY, upon which CITY relied to make this grant, is correct and true.

SECTION M. **LIABILITY**

SOLUTIONS PROVIDER shall be liable to the CITY for the full amount of any funds received pursuant to the terms of this Contract which SOLUTIONS PROVIDER knowingly accepts or disburses in violation of the terms and conditions herein.

SECTION N. ACKNOWLEDGMENT IN PRINTED MATERIALS

SOLUTIONS PROVIDER is encouraged to acknowledge the CITY for its support of the provision of services under this Contract in all appropriate printed materials. However, the CITY reserves the right to approve, in whole or in part, the form of such acknowledgments which SOLUTIONS PROVIDER proposes to include in any printed materials.

SECTION O. COPYRIGHTS AND PATENTS

1. If this Contract results in a book or other copyrightable material, the CITY's approval must be obtained to copyright the work. Additionally, the CITY reserves a royalty fee along with a nonexclusive and irrevocable right to reproduce, publish, or otherwise use, and to authorize others to use the work for government purposes.

2. Any discovery or invention arising out of or developed in the course of the services aided by this Contract shall be promptly and fully reported to the CITY for a determination as to whether patent protection on such invention or discovery shall be sought and how the rights in the invention or discovery, including rights under any patent issued thereon, shall be disposed of and administered, in order to protect the public interest.

III. GENERAL PROVISIONS

SECTION A. TEXAS CORPORATION AND VENUE

SOLUTIONS PROVIDER warrants that it is incorporated in and otherwise entitled to do business in the State of Texas as a non-profit corporation. If SOLUTIONS PROVIDER is doing business under an assumed name, a copy of the "Assumed Name Certificate" filed with the El Paso County Clerk must be provided to the CITY. This Contract is entered into in the City and County of El Paso, Texas, and shall be governed and construed under the laws of Texas. Venue shall be in El Paso County, Texas.

SECTION B. WAIVER

Failure by either party on one or more occasions to exercise one or more of its rights hereunder shall not be construed as a waiver of such right or rights, and rights granted hereunder are in addition to those available under law and equity.

SECTION C. SEVERABILITY

All agreements, covenants or provisions contained herein are severable, and in the event any of them shall be held to be invalid by any competent court, this Contract shall be interpreted as though such invalid agreement, covenant or provision was not contained herein.

SECTION D. CAPTIONS

The captions of various sections of the Contract are for convenience of reference only, and shall not alter the terms and conditions of this Contract.

SECTION E. SURVIVAL

SOLUTIONS PROVIDER shall remain obligated to the CITY under all clauses of this Contract that expressly or by their nature extend beyond the expiration or termination of this Contract.

SECTION F. NOTICES

All notices, communications and reports under this Contract shall be either hand delivered or mailed, postage prepaid in the United States Postal Service, to the respective parties at the respective addresses shown below, unless and until either party is notified in writing:

CITY:
City of El Paso
Department of Community and Human Development
Attention: Neighborhood Services
City 3, 801 Texas
3rd Floor
El Paso, Texas 79901

SOLUTIONS PROVIDER:

El Paso Police Foundation
P.O. Box 972921
El Paso, Texas 79997
Mr. Brooks Dawson, President
(Printed Name/Title)

SECTION G. ENTIRE CONTRACT

This Contract reflects the final, complete and exclusive understandings of the parties hereto, and may not be waived, altered or modified except by written agreement of both parties.

ATTACHMENT 1: PROGRAM SCOPE

SOLUTIONS PROVIDER Legal Name and Address:

EL PASO POLICE FOUNDATION
P.O. BOX 972921
EL PASO, TEXAS 79997

SECTION A. BACKGROUND

On July 21, 2015, the El Paso City Council awarded El Paso Police Foundation,, hereinafter referred to as "SOLUTIONS PROVIDER," \$50,000 from confiscated funds revenue designated for support of substance abuse prevention and chemical dependency intervention and rehabilitation programs. The funds awarded are to support the implementation of the program described in the SOLUTIONS PROVIDER's funding proposal and as follows. This Program Scope is incorporated into this Contract.

(FROM APPLICATION NARRATIVE)

ATTACHMENT 2.
PROJECT BUDGET SUMMARY

(FROM APPROVED AWARD AND BUDGET)

- Attachment 2A** Reimbursement Request Report
- Attachment 2B** Employee Monthly Time Report
- Attachment 2C** Budget Revision Report
- Attachment 2D** Outcomes Report

ATTACHMENT 3.
Community Solutions for Substance Abuse Application

**Confiscated Funds Award Program
Project Budget Expense Summary**

El Paso Police Foundation

Project Name :

Spice Is Not Nice

Line Item Expense Category	Current Year 2015		Budget Year 2016	
	Total Agency Budget	Total Project Budget	Total Project Budget	SP Request
Administrative Costs (not to exceed 10%):		\$ -		
Extra Duty Pay (overtime)		\$ -	\$ -	\$ -
Fringe benefits		\$ -	\$ -	\$ -
Contract services		\$ -	\$ -	\$ -
Rent		\$ -	\$ -	\$ -
Communications		\$ -	\$ -	\$ -
Utilities & occupancy expenses		\$ -	\$ -	\$ -
Postage & shipping		\$ -	\$ 250.00	\$ 250.00
Printing & publications		\$ -	\$ 100.00	\$ 100.00
Supplies		\$ -	\$ 125.00	\$ 125.00
Local conferences & meetings		\$ -	\$ 650.00	\$ 650.00
Insurance		\$ -	\$ -	\$ -
Travel - long distance		\$ -	\$ -	\$ -
Other Expenses		\$ -	\$ -	\$ -
Project Specific Costs:		\$ -	\$ -	\$ -
Salaries		\$ -	\$ -	\$ -
Fringe benefits		\$ -	\$ -	\$ -
Contract services			\$ 18,000.00	\$ 18,000.00
Rent		\$ -	\$ -	\$ -
Communications		\$ -	\$ -	\$ -
Utilities & occupancy expenses		\$ -	\$ -	\$ -
Equipment rental & maintenance		\$ -	\$ -	\$ -
Equipment purchases		\$ -	\$ -	\$ -
Mileage reimbursements		\$ -	\$ -	\$ -
Postage & shipping		\$ -	\$ -	\$ -
Printing & publications		\$ 4,500.00	\$ -	\$ 4,500.00
Supplies		\$ 23,788.00	\$ 2,587.00	\$ 26,375.00
Local conferences & meetings		\$ -	\$ -	\$ -
Insurance		\$ -	\$ -	\$ -
Travel - long distance		\$ -	\$ -	\$ -
Other Expenses		\$ -	\$ -	\$ -
Total Project Expenses	\$ -	\$ 28,288.00	\$ 21,712.00	\$ 50,000.00

**COMMUNITY SOLUTIONS FOR SUBSTANCE ABUSE GRANTS
UNIT OF SERVICE DATA**

AGENCY LEGAL NAME: EL PASO POLICE FOUNDATION
(AS APPEARS ON CURRENT ARTICLES OF INCORPORATION)

PROJECT TITLE: SPICE IS NOT NICE

Please provide your definition of the Unit of Service to be provided by the project. Our definition of a unit of service is a Spice Is Not Nice Team 21 presentation is delivered and/or where a student's parent/grandparent/guardian may or may not receive an EduKit in conjunction with the representation.

1. 1 Spice Is Not Nice Team 21 orientation presentation as part of the Certification of 12 EPISD Officers
2. 15 orientation classes for 500+ EPPD officers on how to make a more effective presentation on substance abuse and how to explain the Team 21 EduKit - if a EPPD officer gives out an EduKit a receipt will be collected
3. 26 Strategic Parent Meeting Spice Is Not Nice Team 21 presentations at EPISD schools; EduKits will be given out to parents with a receipt collected: Total number of participants
3. 50 Spice Is Not Nice Team 21 presentations at EPPD Community Outreach programs and EduKits will be given out with a receipt collected: average # of participants
4. 30 classroom and school assemblies to make orientation and educational presentations
5. Spice Is Not Nice Team 21 presentation given in each of the 25 EPISD *Protecting The Future* class

We expect a total of 5,000 clients being served over a 12 month period - a client is defined by an individual who receives a Spice Is Not Nice Team 21 presentation and the person's name, address, and telephone

How did you arrive at the number of units for the project and for SOLUTIONS? Based on Spice Is Not Nice's experience the number of clients can be reach with the additional funds from the Community Solutions Grant and the collaborative recruiting efforts of working with partners to hold strategic parent meetings and other recruiting processes.

Complete information for current year, even though SOLUTIONS is not currently funding the project. If this is a new project that has not started, the answers will be zero.

Current Year FYE15	SOLUTIONS Portion	Total Project
Number of units of service delivered		
Cost to deliver these units (project cost)		
Cost per unit of service (divide project cost by units)		
Number of unduplicated clients to be served		

Budget Year FYE16	SOLUTIONS Portion	Total Project
Number of units of service delivered	192	192
Cost to deliver these units (project cost)	\$ 50,000	\$ 50,000
Cost per unit of service (divide project cost by units)	\$ 260.42	\$ 260.42
Number of unduplicated clients to be served	5000	5000

**Attachment 2A: Reimbursement Request
Community Solutions Grant Program**

AGENCY NAME: _____

PROGRAM NAME: _____

CONTRACT YEAR: _____

PREPARER'S NAME: _____

PHONE: _____

REPORT FOR

CALENDAR MONTH OF: _____

(Directly applicable to the Solutions Program)

Budget Line Item	Actual Expense	Less Program Income	Amount Requested for Reimbursement
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
TOTAL SOLUTIONS EXPENSES			\$ -

Signature of Executive Director or Board President: _____

Date: _____

Signature of CD Staff: _____

Date: _____

Signature of CD Accountant: _____

Date: _____

ATTACHMENT 2B: EMPLOYEE MONTHLY TIME REPORT
Community Solutions Grants

AGENCY NAME:

PROGRAM NAME:

CONTRACT YEAR:

PREPARER'S NAME:

PHONE:

REPORT FOR

CALENDAR MONTH OF:

Include all personnel funded by the Solutions program

EMPLOYEE NAME/ TITLE	LEAVE			HOLIDAY	TOTAL MONTHLY HOURS	% CHARGED TO CD
	SICK LEAVE	VACATION				
		(W/PAY)	(W/OUT PAY)			

Personnel Action (Example: Newly Hired, Resigned, Terminated, Suspended)

EMPLOYEE NAME/TITLE	ACTION	DATE

SIGNATURE OF EXECUTIVE DIRECTOR OR BOARD PRESIDENT

ATTACHMENT 2C: BUDGET REVISION REPORT
Community Solutions for Substance Abuse

Agency:			
Program Title:			
Address:			
Fiscal Contact:			
Telephone:			
Email:			

DECREASE:			
LINE ITEM TITLE	CURRENT ALLOCATION	REVISED ALLOCATION	DIFFERENCE
			-
			-
			-
			-
			-

INCREASE:			
LINE ITEM TITLE	CURRENT ALLOCATION	REVISED ALLOCATION	DIFFERENCE
			-
			-
			-
			-
			-
Increase minus decrease should equal zero			-

Complete explanation of why this change is needed and was not anticipated in original budget:

Signature of Executive Director or Board President: _____ Date: _____

Signature of CD Staff: _____ Date: _____

Solutions Attachment 2D.1: Units of Service Report (For Final Report, Combine Quarterly Reports)

AGENCY NAME: _____

PROGRAM NAME: _____

CONTRACT YEAR: September 1, 2011 through August 31, 2012

PREPARER'S NAME: _____

PHONE: _____

REPORT FOR

Month : Final

Units Directly Applicable Toward Contract		
Type of Unit	Number of Units	Number new persons served <i>this month</i> :
		Notes
Total for Period	0	

Units Not Directly Applicable Toward Contract		
Type of Unit		Notes

Signature of Agency Director or Board President: _____

CERTIFICATIONS

Certification of Financial Integrity and Regulatory Compliance



COMMUNITY SOLUTIONS FOR SUBSTANCE ABUSE - ROUND II

Alignment with City Strategic Plan

Goal 8: Nurture and Promote a Healthy, Sustainable Community

Strategy 8.1: Deliver prevention, intervention and mobilization services to promote a healthy, productive and safe community

Community and Human Development Department

"Delivering Outstanding Services"



Request

Approval of a Resolution to award Community Solutions for Substance Abuse grants as follows:

- Emergence Health Network (Project Venire, Treatment) \$49,196.00
- Communities in Schools (Choices, Prevention) \$49,996.00
- El Paso Police Department Foundation (Spice Is Not Nice, Prevention) \$50,000.00
- *An award to EPISD Police Services will be submitted for approval in late August or early September after the Board of Trustees has authorized the Superintendent to sign.*



Background

- El Paso Police Department annually receives state and federal confiscated funds revenue.
- January 25, 2011 – Council allocated 10% of State confiscated funds revenues for substance abuse prevention, intervention and treatment grants and directed “that those funds be competed for under the Community Development Block Grant (CDBG) process and that this be a standing policy of City Council.”
- Community and Human Development Department administers this process and the funds.



Background

- March, 2013, the accumulated funds were transferred to CD.
- October 8, 2013 Council approved 3 pilot program grants totaling \$129,792.
- April 7, 2015 Council approved 2 “Building on Excellence grants totaling \$150,000.



Community Solutions for Substance Abuse Round II Pilots

- Notice of Funding Availability distributed in January
- 9 Letters of Intent received
- 9 nonprofit providers attended a mandatory training and intend to submit full applications
- Five full applications were received
- A review committee consisting of one CD staff; one Health Dept Staff; one Community member; and one non-profit representative scored the applications
- Staff is recommending funding for the four top scoring applications; with approval of three of these awards at this time



Financial Summary

CONFISCATED FUNDS APPROVED FOR COMMUNITY SOLUTIONS TO DATE	EXPENDITURES AND ENCUMBRANCES	TOTAL CURRENTLY AVAILABLE	BALANCE AFTER ALL RECOMMENDED GRANTS ²
\$483,331.00	\$ 232,352.32	\$221,274.10	\$22,083.10

Notes:

1. Up to 10% of total program funds are available for administration.
2. Request for award of \$50,000 to EPISD to be submitted after Board of Trustees meeting.



Request

Approval of a Resolution to award Community Solutions for Substance Abuse grants as follows:

- Emergence Health Network (Project Venire, Treatment) \$49,196.00
- Communities in Schools (Choices, Prevention) \$49,996.00
- El Paso Police Department Foundation (Spice Is Not Nice, Prevention) \$50,000.00
- *An award to EPISD Police Services will be submitted for approval in late August or early September after the Board of Trustees has authorized the Superintendent to sign.*



QUESTIONS????