

**URBAN COUNTY
PROGRAM**
Hidalgo County Commissioners' Court
Agenda Request Form

No. _____

Date: October 6, 2008 Meeting Date Request: October 14, 2008
 Deadline for Action: October 14, 2008 Contact Person: Diana R. Serna
 Department: Urban County Program Phone: (956) 787-8127 Fax: (956) 787-5291
 Diana R. Serna, UCP Director: *DRS*

Caption:

The Urban County Program requests approval to amend the Subrecipient Agreement with La Union Del Pueblo Entero (Public Service) for Urban County Program Year 21 (2008).

Background:

An amendment to the agreement is being requested due to the addition of a GED preparation class. LUPE has revised its Citizenship curriculum to put extra emphasis on the English skills and in doing so will no longer need to offer a separate ESL class. Class duration and stipends for the GED instructors will be identical to those of the ESL class. Therefore, the grant budget for LUPE will not be affected. See attached request and revised exhibits for Pct 1, Pct 2 & Pct 3.

Subrecipient: La Union Del Pueblo Entero (LUPE)

Individual Agreement amounts:	Hidalgo County Precinct #1	19,977.00
	Hidalgo County Precinct #2	9,849.00
	<u>Hidalgo County Precinct #3</u>	<u>14,774.00</u>

Total Funding Amount: \$44,600.00

Manager: *AB* Finance: *Fmm*

Please Initial for approval:

Legal Counsel _____	Budget _____	Human Resources _____
Dept./Fund No. _____	Amt. Expended: \$ _____	Funds/Staffing Budgeted: Yes: _____ No: _____
Account Code: _____	Impact on Future Budget: Yes _____ No _____	

Comments:

Action taken by Commissioner's Court:
 Approved _____ Tabled _____ Denied _____ Motion made by _____ Seconded _____ Vote _____



La Union del Pueblo Entero

Founded by César E. Chávez

October 6, 2008

Ms. Linda Sandoval
UCP Coordinator – Pct #1
1916 Tesoro Boulevard
Pharr TX 78577

Dear Linda,

We are writing to request an amendment to our Sub-recipient Agreement for YR21. The amendment will not involve any adjustments to our budgets, but rather to the specific classes we are providing.

Recently the Bureau of Citizenship and Immigration Services implemented a new examination regime for candidates who seek to become US Citizens. The requirements for candidates to demonstrate proficiency in English have been dramatically increased. In response we are revising our Citizenship curriculum to put extra emphasis on the English skills that will be needed to successfully pass the new exam. By so doing, we will no longer need to offer a separate ESL class.


Over the last several months many of our members have requested that we institute a GED class so that upon completing their studies, they might be qualified for new employment opportunities. Therefore, we propose to replace the ESL class with a GED preparation class. Class duration and the stipend for the GED instructor will be identical to those of the ESL class that is being terminated, so there will be no difference in the expenditures for the remainder of the year.

We would like to institute this change as quickly as possible so our new GED students can begin their studies, and so our Citizenship students will be in better position to achieve their goal as well.

Please advise us of your decision at the earliest opportunity. I must be away from the office all of next week, and I would like to make these changes effective at the beginning of the next pay period that begins on October 13. We are making an identical request to modify our Agreements with Pct 2 & 3 at the same time, so if all three could be processed together, that would really be appreciated.

Should you require any additional information concerning our request, please contact me at once.

Sincerely,


Vaughn Cox
Program Development Director

Tel: (956) 782-6655

P. O. Box 188 San Juan TX 78589
voncox@lupenet.org

Fax: (956) 782-2125



La Union del Pueblo Entero

Founded by César E. Chávez

October 6, 2008

Ms. Monica Luna
UCP Coordinator – Pct #2
1916 Tesoro Boulevard
Pharr TX 78577

Dear Monica,

We are writing to request an amendment to our Sub-recipient Agreement for YR21. The amendment will not involve any adjustments to our budgets, but rather to the specific classes we are providing.

Recently the Bureau of Citizenship and Immigration Services implemented a new examination regime for candidates who seek to become US Citizens. The requirements for candidates to demonstrate proficiency in English have been dramatically increased. In response we are revising our Citizenship curriculum to put extra emphasis on the English skills that will be needed to successfully pass the new exam. By so doing, we will no longer need to offer a separate ESL class.


Over the last several months many of our members have requested that we institute a GED class so that upon completing their studies, they might be qualified for new employment opportunities. Therefore, we propose to replace the ESL class with a GED preparation class. Class duration and the stipend for the GED instructor will be identical to those of the ESL class that is being terminated, so there will be no difference in the expenditures for the remainder of the year.

We would like to institute this change as quickly as possible so our new GED students can begin their studies, and so our Citizenship students will be in better position to achieve their goal as well.

Please advise us of your decision at the earliest opportunity. I must be away from the office all of next week, and I would like to make these changes effective at the beginning of the next pay period that begins on October 13. We are making an identical request to modify our Agreements with Pct 1 & 3 at the same time, so if all three could be processed together, that would really be appreciated.

Should you require any additional information concerning our request, please contact me at once.

Sincerely,


Vaughn Cox
Program Development Director

P. O. Box 188 San Juan TX 78589
voncox@lupenet.org

Tel: (956) 782-6655

Fax: (956) 782-2125



La Union del Pueblo Entero

Founded by César E. Chávez

October 6, 2008

Ms. Kasey Saucedo
UCP Coordinator – Pct #3
1916 Tesoro Boulevard
Pharr TX 78577

Dear Kasey,

We are writing to request an amendment to our Sub-recipient Agreement for YR21. The amendment will not involve any adjustments to our budgets, but rather to the specific classes we are providing.

Recently the Bureau of Citizenship and Immigration Services implemented a new examination regime for candidates who seek to become US Citizens. The requirements for candidates to demonstrate proficiency in English have been dramatically increased. In response we are revising our Citizenship curriculum to put extra emphasis on the English skills that will be needed to successfully pass the new exam. By so doing, we will no longer need to offer a separate ESL class.

Over the last several months many of our members have requested that we institute a GED class so that upon completing their studies, they might be qualified for new employment opportunities. Therefore, we propose to replace the ESL class with a GED preparation class. Class duration and the stipend for the GED instructor will be identical to those of the ESL class that is being terminated, so there will be no difference in the expenditures for the remainder of the year.

We would like to institute this change as quickly as possible so our new GED students can begin their studies, and so our Citizenship students will be in better position to achieve their goal as well.

Please advise us of your decision at the earliest opportunity. I must be away from the office all of next week, and I would like to make these changes effective at the beginning of the next pay period that begins on October 13. We are making an identical request to modify our Agreements with Pct 1 & 2 at the same time, so if all three could be processed together, that would really be appreciated.

Should you require any additional information concerning our request, please contact me at once.

Sincerely,

A handwritten signature in black ink, appearing to read "Vaughn Cox".

Vaughn Cox
Program Development Director

Tel: (956) 782-6655

P. O. Box 188 San Juan TX 78589
voncox@lupenet.org

Fax: (956) 782-2125

Exhibit A
STATEMENT OF WORK
Precinct #1

Section I In summary, describe the services that the agency / organization provides to the community.

We provide self-development classes (ESL, Citizenship in English, and Citizenship in Spanish) for low-income residents of Precinct #1. In addition we disseminate information about programs and services available to local residents at LUPE and other organizations.

Section II State the CDBG grant amount awarded and state the name of awarding City / Pct.
\$ 19,977 Awarded By: Hidalgo County Precinct #1

Section III List the proposed type of expenditure(s) utilizing CDBG funds.

CDBG funds will be used to provide a stipend payment to instructors for six classes and to provide partial salary and benefits coverage for one outreach specialist

Section IV List the services that will be provided and how they will be performed as a result of CDBG funds.

Three classes will be conducted in Mercedes and three more in Edcouch. Each class meets twice weekly for a total of 18 hours per month (on average). The Outreach Specialist distributes information about LUPE programs and services and conducts community meetings for residents to discuss local issues and to provide information about LUPE programs and services.

Section V As a result of the CDBG award; describe how funds will provide an increase in services or provide a new service to extremely low and/or low to moderate income residents. (EX: Additional ESL classes will be offered; new sports program will be created for the youth, etc.)

The funds awarded will continue to support 3 classes in the Mercedes area and allow us to provide 3 additional classes in the Edcouch area. Beginning in October, we will provide a GED Preparation class for low-income residents who want to improve their prospects for obtaining better jobs.

Section VI Describe the program beneficiaries, estimated number to be serviced, economic background and area of residency.

Participants in our classes are members of predominantly low-income or very low-income families that reside in Precinct #1. We expect to serve no fewer than 80 individual residents over the course of the grant period.

Section VII List all of the locations with physical address where the service(s) will be provided.

Casa Saldana Community Center - 1225 N. FM491, Mercedes TX

Delta Estates Community Center - 300 S. Mile 2W Edcouch TX (temporary location)

Exhibit B-1
GRANT BUDGET
 Precinct #1

Sub-recipient agrees to follow the approved list of expenditures. If necessary and upon Urban County approval, the Sub-recipient will be allowed two amendments to the grant budget for the term of the agreement.

TYPE OF EXPENDITURES	BUDGETED AMOUNT
Stipends for instructors for self-development classes	\$13,464.00
Partial salary and benefits for one outreach specialist	\$ 6,513.00
	\$
	\$
	\$
	\$
	\$
	\$
TOTAL GRANT BUDGET:	\$ 19,977.00

**Exhibit B-2
PAYMENT SCHEDULE
Precinct #1**

Sub-recipient must submit a payment schedule to expend the CDBG award by completing the table below. Proposed changes to the payment schedule must be submitted in writing to UCP for review and approval prior to the proceeding month of the change. Sub-recipient will be allowed up to two amendments for the term of the agreement.

For the Months of...	<u>Estimated Amount Of Expenditures</u>	Type of Budgeted Expenditures
July 2008	\$ 2,139	Teacher stipends & salary and benefits for outreach specialist
August 2008	\$ 1,773	Teacher stipends & salary and benefits for outreach specialist
September 2008	\$ 1,773	Teacher stipends & salary and benefits for outreach specialist
October 2008	\$ 1,773	Teacher stipends & salary and benefits for outreach specialist
November 2008	\$ 1,773	Teacher stipends & salary and benefits for outreach specialist
December 2008	\$ 1,509	Teacher stipends & salary and benefits for outreach specialist
January 2009	\$ 1,773	Teacher stipends & salary and benefits for outreach specialist
February 2009	\$ 1,773	Teacher stipends & salary and benefits for outreach specialist
March 2009	\$ 1,773	Teacher stipends & salary and benefits for outreach specialist
April 2009	\$ 1,773	Teacher stipends & salary and benefits for outreach specialist
May 2009	\$ 2,145	Teacher stipends & salary and benefits for outreach specialist
TOTALS:	\$19,977	

Exhibit C
SCHEDULE OF ACTIVITY
Precinct #1

Sub-recipient hereby agrees to perform services as outlined in Exhibit A. A proposed monthly schedule of activity should be provided in the table below. Schedule should not exceed Sub-recipient contract time frame of eleven months from effective contract date.

Proposed changes to the schedule of activity must be submitted in writing to UCP for review and approval prior to the proceeding month of the change. Sub-recipient will be allowed up to two amendments for the term of the agreement.

For the months of....	Number of <u>Unduplicated</u> Beneficiaries to be Serviced	Services Provided
July 2008	30	Self-development classes in ESL and/or Citizenship Preparation; Outreach with information about programs and services
August 2008	5	Self-development classes in ESL and/or Citizenship Preparation; Outreach with information about programs and services
September 2008	5	Self-development classes in ESL and/or Citizenship Preparation; Outreach with information about programs and services
October 2008	5	Self-development classes in GED and/or Citizenship Preparation; Outreach with information about programs and services
November 2008	5	Self-development classes in GED and/or Citizenship Preparation; Outreach with information about programs and services
December 2008	5	Self-development classes in GED and/or Citizenship Preparation; Outreach with information about programs and services
January 2009	5	Self-development classes in GED and/or Citizenship Preparation; Outreach with information about programs and services
February 2009	5	Self-development classes in GED and/or Citizenship Preparation; Outreach with information about programs and services
March 2009	5	Self-development classes in GED and/or Citizenship Preparation; Outreach with information about programs and services
April 2009	5	Self-development classes in GED and/or Citizenship Preparation; Outreach with information about programs and services
May 2009	5	Self-development classes in GED and/or Citizenship Preparation; Outreach with information about programs and services
Total:	80	

Exhibit A
STATEMENT OF WORK
Precinct #2

Section I In summary, describe the services that the agency / organization provides to the community.

We provide self-development classes (ESL, Citizenship in English, and Citizenship in Spanish) for low-income residents of Precinct #2. In addition we disseminate information about programs and services available to local residents at LUPE and other organizations.

Section II State the CDBG grant amount awarded and state the name of awarding City / Pct.

\$ 9,849 Awarded By: Hidalgo County Precinct #2

Section III List the proposed type of expenditure(s) utilizing CDBG funds.

CDBG funds will be used to provide a stipend payment to instructors for three classes and to provide partial salary and benefits coverage for one outreach specialist

Section IV List the services that will be provided and how they will be performed as a result of CDBG funds.

Three classes will be conducted in San Juan. Each class meets twice weekly for a total of 18 hours per month (on average). The Outreach Specialist distributes information about LUPE programs and services and conducts community meetings for residents to discuss local issues and to provide information about LUPE programs and services.

Section V As a result of the CDBG award; describe how funds will provide an increase in services or provide a new service to extremely low and/or low to moderate income residents. (EX: Additional ESL classes will be offered; new sports program will be created for the youth, etc.)

In the coming year residents in Precinct #2 will benefit from the information provided by our Outreach Specialist concerning the programs and services that are available to them in the community. Beginning in October, we will provide a GED Preparation class for low-income residents who want to improve their prospects for obtaining better jobs.

Section VI Describe the program beneficiaries, estimated number to be serviced, economic background and area of residency.

Participants in our classes are members of predominantly low-income or very low-income families that reside in Precinct #2. We expect to serve no fewer than 64 individual residents over the course of the grant period.

Section VII List all of the locations with physical address where the service(s) will be provided.

LUPE Community Center – 1601 E. Business Highway 83, San Juan TX 78589

**Exhibit B-1
GRANT BUDGET
Precinct #2**

Sub-recipient agrees to follow the approved list of expenditures. If necessary and upon Urban County approval, the Sub-recipient will be allowed two amendments to the grant budget for the term of the agreement.

TYPE OF EXPENDITURES	BUDGETED AMOUNT
Stipends for instructors for self-development classes	\$ 6,732.00
Partial salary and benefits for one outreach specialist	\$ 3,117.00
	\$
	\$
	\$
	\$
	\$
	\$
	\$
TOTAL GRANT BUDGET:	\$ 9,849.00

**Exhibit B-2
PAYMENT SCHEDULE
Precinct #2**

Sub-recipient must submit a payment schedule to expend the CDBG award by completing the table below. Proposed changes to the payment schedule must be submitted in writing to UCP for review and approval prior to the proceeding month of the change. Sub-recipient will be allowed up to two amendments for the term of the agreement.

For the Months of...	<u>Estimated Amount Of Expenditures</u>	Type of Budgeted Expenditures
July 2008	\$ 985	Teacher stipends & salary and benefits for outreach specialist
August 2008	\$ 876	Teacher stipends & salary and benefits for outreach specialist
September 2008	\$ 876	Teacher stipends & salary and benefits for outreach specialist
October 2008	\$ 876	Teacher stipends & salary and benefits for outreach specialist
November 2008	\$ 876	Teacher stipends & salary and benefits for outreach specialist
December 2008	\$ 744	Teacher stipends & salary and benefits for outreach specialist
January 2009	\$ 876	Teacher stipends & salary and benefits for outreach specialist
February 2009	\$ 876	Teacher stipends & salary and benefits for outreach specialist
March 2009	\$ 876	Teacher stipends & salary and benefits for outreach specialist
April 2009	\$ 876	Teacher stipends & salary and benefits for outreach specialist
May 2009	\$ 1,112	Teacher stipends & salary and benefits for outreach specialist
TOTALS:	\$ 9,849	

Exhibit C
SCHEDULE OF ACTIVITY
Precinct #2

Sub-recipient hereby agrees to perform services as outlined in Exhibit A. A proposed monthly schedule of activity should be provided in the table below. Schedule should not exceed Sub-recipient contract time frame of eleven months from effective contract date.

Proposed changes to the schedule of activity must be submitted in writing to UCP for review and approval prior to the proceeding month of the change. Sub-recipient will be allowed up to two amendments for the term of the agreement.

For the months of....	Number of <u>Unduplicated</u> Beneficiaries to be Serviced	Services Provided
July 2008	24	Self-development classes in ESL and/or Citizenship Preparation; Outreach with information about programs and services
August 2008	4	Self-development classes in ESL and/or Citizenship Preparation; Outreach with information about programs and services
September 2008	4	Self-development classes in ESL and/or Citizenship Preparation; Outreach with information about programs and services
October 2008	4	Self-development classes in GED and/or Citizenship Preparation; Outreach with information about programs and services
November 2008	4	Self-development classes in GED and/or Citizenship Preparation; Outreach with information about programs and services
December 2008	4	Self-development classes in GED and/or Citizenship Preparation; Outreach with information about programs and services
January 2009	4	Self-development classes in GED and/or Citizenship Preparation; Outreach with information about programs and services
February 2009	4	Self-development classes in GED and/or Citizenship Preparation; Outreach with information about programs and services
March 2009	4	Self-development classes in GED and/or Citizenship Preparation; Outreach with information about programs and services
April 2009	4	Self-development classes in GED and/or Citizenship Preparation; Outreach with information about programs and services
May 2009	4	Self-development classes in GED and/or Citizenship Preparation; Outreach with information about programs and services
Total:	64	

Exhibit A
STATEMENT OF WORK
Precinct #3

Section I In summary, describe the services that the agency / organization provides to the community.

We provide self-development classes (ESL, Citizenship in English, and Citizenship in Spanish) for low-income residents of Precinct #3. In addition we disseminate information about programs and services available to local residents at LUPE and other organizations.

Section II State the CDBG grant amount awarded and state the name of awarding City / Pct.

\$ 14,774 Awarded By: Hidalgo County Precinct #3

Section III List the proposed type of expenditure(s) utilizing CDBG funds.

CDBG funds will be used to provide a stipend payment to instructors for three classes and to provide partial salary and benefits coverage for one outreach specialist

Section IV List the services that will be provided and how they will be performed as a result of CDBG funds.

The classes will be conducted in Alton. Each class meets twice weekly for a total of 18 hours per month (on average). The Outreach Specialist distributes information about LUPE programs and services and conducts community meetings for residents to discuss local issues and to provide information about LUPE programs and services.

Section V As a result of the CDBG award; describe how funds will provide an increase in services or provide a new service to extremely low and/or low to moderate income residents. (EX: Additional ESL classes will be offered; new sports program will be created for the youth, etc.)

Beginning in October, we will provide a GED Preparation class for low-income residents who want to improve their prospects for obtaining better jobs.

Section VI Describe the program beneficiaries, estimated number to be serviced, economic background and area of residency.

Participants in our classes are members of predominantly low-income or very low-income families that reside in Precinct #3. We expect to serve no fewer than 64 individual residents over the course of the grant period.

Section VII List all of the locations with physical address where the service(s) will be provided.

LUPE Community Center – 205 W. Main Street, Alton TX 78573

**Exhibit B-1
GRANT BUDGET
Precinct #3**

Sub-recipient agrees to follow the approved list of expenditures. If necessary and upon Urban County approval, the Sub-recipient will be allowed two amendments to the grant budget for the term of the agreement.

TYPE OF EXPENDITURES	BUDGETED AMOUNT
Stipends for instructors for self-development classes	\$ 6,732
Partial salary and benefits for one outreach specialist	\$ 8,042
	\$
	\$
	\$
	\$
	\$
	\$
TOTAL GRANT BUDGET:	\$ 14,774

**Exhibit B-2
PAYMENT SCHEDULE
Precinct #3**

Sub-recipient must submit a payment schedule to expend the CDBG award by completing the table below. Proposed changes to the payment schedule must be submitted in writing to UCP for review and approval prior to the proceeding month of the change. Sub-recipient will be allowed up to two amendments for the term of the agreement.

For the Months of...	<u>Estimated Amount</u> Of Expenditures	Type of Budgeted Expenditures
July 2008	\$ 1,523	Teacher stipends & salary and benefits for outreach specialist
August 2008	\$ 1,216	Teacher stipends & salary and benefits for outreach specialist
September 2008	\$ 1,268	Teacher stipends & salary and benefits for outreach specialist
October 2008	\$ 1,319	Teacher stipends & salary and benefits for outreach specialist
November 2008	\$ 1,319	Teacher stipends & salary and benefits for outreach specialist
December 2008	\$ 1,187	Teacher stipends & salary and benefits for outreach specialist
January 2009	\$ 1,319	Teacher stipends & salary and benefits for outreach specialist
February 2009	\$ 1,319	Teacher stipends & salary and benefits for outreach specialist
March 2009	\$ 1,319	Teacher stipends & salary and benefits for outreach specialist
April 2009	\$ 1,319	Teacher stipends & salary and benefits for outreach specialist
May 2009	\$ 1,666	Teacher stipends & salary and benefits for outreach specialist
TOTALS:	\$ 14,774	

Exhibit C
SCHEDULE OF ACTIVITY
Precinct #3

Sub-recipient hereby agrees to perform services as outlined in Exhibit A. A proposed monthly schedule of activity should be provided in the table below. Schedule should not exceed Sub-recipient contract time frame of eleven months from effective contract date.

Proposed changes to the schedule of activity must be submitted in writing to UCP for review and approval prior to the proceeding month of the change. Sub-recipient will be allowed up to two amendments for the term of the agreement.

For the months of....	Number of <u>Unduplicated</u> Beneficiaries to be Serviced	Services Provided
July 2008	24	Self-development classes in ESL and/or Citizenship Preparation; Outreach with information about programs and services
August 2008	4	Self-development classes in ESL and/or Citizenship Preparation; Outreach with information about programs and services
September 2008	4	Self-development classes in ESL and/or Citizenship Preparation; Outreach with information about programs and services
October 2008	4	Self-development classes in GED and/or Citizenship Preparation; Outreach with information about programs and services
November 2008	4	Self-development classes in GED and/or Citizenship Preparation; Outreach with information about programs and services
December 2008	4	Self-development classes in GED and/or Citizenship Preparation; Outreach with information about programs and services
January 2009	4	Self-development classes in GED and/or Citizenship Preparation; Outreach with information about programs and services
February 2009	4	Self-development classes in GED and/or Citizenship Preparation; Outreach with information about programs and services
March 2009	4	Self-development classes in GED and/or Citizenship Preparation; Outreach with information about programs and services
April 2009	4	Self-development classes in GED and/or Citizenship Preparation; Outreach with information about programs and services
May 2009	4	Self-development classes in GED and/or Citizenship Preparation; Outreach with information about programs and services
Total:	64	