



**County of El Paso  
Agenda Item Details**

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**Item Title:** Community Service Department / United Family Resiliency Center (FRC) / FY23 Grant Award 3929003 / Amendment 2 - FY24 Funds

**Submitted By:** Irene Gutierrez, Executive Director

**Department:** Community Services

**Department Phone Number:** 915-273-3485

**Subject:** Approve and authorize the County Judge to electronically sign the Second Amendment to the Office of the Governor’s Antiterrorism and Emergency Assistance Program (AEAP) grant #3923003 amending the budget to update the Contract Compliance Specialist position. Funding is available in SG-CRELPRC23-OPERATING EX. (Contract 2024-0651)

**Background:** The proposed changes under the Office of the Governor’s Antiterrorism and Emergency Assistance Program (AEAP) grant, is to document an internal staffing change. The previous staff assigned to this contract resigned on March 1, 2024. The new staff, Jorge Chavez started on June 24, 2024, and is ensuring continuous compliance management under the grant.

The following proposed changes to the Grant and Contract Compliance Specialist position budget is to include the following budget line-item E-grants for Jorge Chavez:

1. Grant and Contract Compliance Specialist (Community Services), Jorge Chavez replaced Sandra Guerra De Pellegrini, 20% of time/salary on grant duties, this employee will work in coordination with County Auditor's Office to oversee, administer and monitor the grant, will oversee and work in collaboration with United Way staff to ensure compliance with grant and contract terms, guidelines and applicable local, state and federal regulations. Will assist in the preparation and submission of quarterly programmatic and financial reports. Will ensure direct provision of services are provided in a satisfactory manner. Will prepare/submit reports on findings, concerns and recommendations on a regular basis. Salary from June 22nd – September 28th: \$2,362.67 x 8 pay periods = \$18,901.36, Benefits from June 22nd – September 28th

\$1,073.17 x 8 pay periods = \$8,585.37, Total Salary & Benefits = \$27,486.73 (20% of time reimbursed by grant = \$5,497.35).

Funding Available in:  
GCRELPRC23-600000-601400-601404  
SG-CRELPRC23-OPERATING EX  
COSG-7254-0002023-431-50-11070-0001-00000-600000-

**Fiscal Impact:**

Fiscal Impact Historical  
Initial award was for \$829,933.48

Fiscal Impact Projected  
The new budget line item is cost neutral and will not increase the original contract agreement.

Long Account Number: Amount:

Long Account Number: COSG-7254-0002023-431-50-11070-0001-00000-600000- Amount:

**Budget or Unbudgeted Match:**

N/A

**Recommendation:**

Approve and authorize the County Judge to electronically sign the Second Amendment to the Office of the Governor's Antiterrorism and Emergency Assistance Program (AEAP) grant #3923003 amending the budget to update the Contract Compliance Specialist position. Funding is available in SG-CRELPRC23-OPERATING EX. (Contract 2024-0651)

**Prior Action:**

Subrecipient Agreement 2023-2024 was approved by Commissioners Court December 19, 2023, item 4-O, Contract 2023-0984  
Second Amendment to 2022-2023 Subrecipient Agreement was approved on September 25, 2023, item 4G, Contract 2023-0747

**Strategic Plan:**

Goal:

6. Advance Community Support Services

Objective:

**Strategic Plan Information:**

Continuing to aid in ongoing grant changes and ensuring continuous compliance management.

**Estimated Time Needed For This Item:**