



PPEP, Inc. & Affiliates

45th Anniversary

Annual Report

October 2012



Gina Judy Congratulates Michelle Lambert –
Arizona's Direct Support Professional of the Year Winner!

2012 – 2013

- Doing our Best -

“What is worth doing at all is worth doing well.” Philip Chesterfield

Gertha Brown-Hurd

John David Arnold, Ph.D.

Edgar Granillo

PPEP, Inc. President

Chief Executive Officer & Founder

President PMHDC

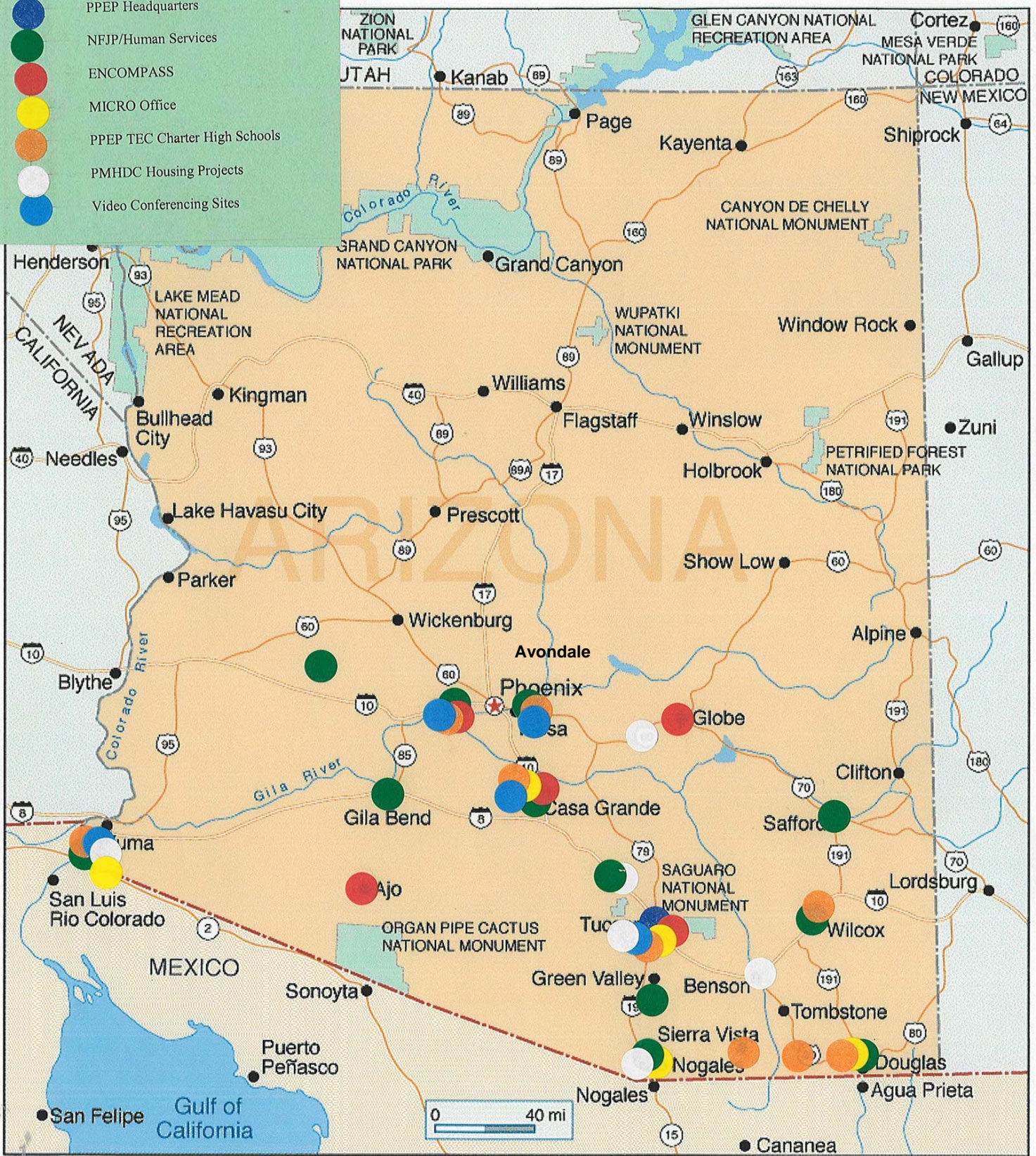
Internet Address: <http://www.ppep.org>

E-Mail Address: ppep@ppep.org

“Si Se Pudo!”
Since 1967

KEY

- PPEP Headquarters
- NFJP/Human Services
- ENCOMPASS
- MICRO Office
- PPEP TEC Charter High Schools
- PMHDC Housing Projects
- Video Conferencing Sites



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PPEP in Arizona

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MOTTO:
"Si Se Puede" "Si Se Pudo"

THEME: 2012
"He who does not know, can know from learning"



Dr. John David Arnold with Congressman Ron Barber, President Heart, University of Arizona, Councilwoman Shirley Scott, and Secretary of EDA Matt Erskine at the University of Arizona Park Dedication

PPEP & AFFILIATES BOARDS OF DIRECTORS

PPEP=Portable Practical Educational Preparation
 PMHDC=PPEP Microbusiness & Housing Development Corp.
 PRBDC=PPEP Rural Business Development Corporation
 FARS=First American Resources
 PSHSC=PPEP Senior Housing Services Corporation
 WARES= West African Rural Empowerment Society

PPEP

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Vacant

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ONLINE LEARNING SCHOOLS COMMITTEE

Celestino Fernandez, Liaison to AZVA

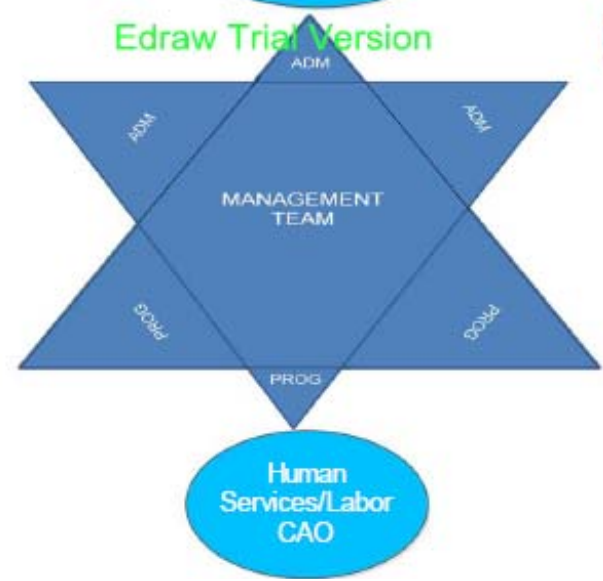
VETERANS/REFUGEE COMMITTEE

Clarence Boykins, Chair

Edraw Trial Version



Corporate Executive Assistant



Edraw Trial Version



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Edgar Granillo
President

John David Arnold, Ph.D.
Chief Executive Officer & Founder
"Si Se Pudo"

Gertha Brown-Hurd
President

CEO REPORT 2011-2012 ANNUAL REPORT "He who does not know, can know from learning" Nana Otibribi, III

Estimados PPEP Family Members and Friends:

I. Intro

The 2011-2012 fiscal year for non-profits in general has been disastrous. Many in fact did not survive and were severely weakened.

I. Fiscal

However, PPEP's fiscal base is sound and diversified and that's why we had a small surplus by the end of the year. PPEP unlike other non-profits has a variety of funding sources so that it can take a "hit" in one or more programs but not be adversely affected.

II. Education

This is not to say that there were not serious challenges that we faced this year. Our PPEP TEC schools started with very low enrollment and by January it appeared there might be a \$400,000 deficit by the end of the year. Decisions were made to consolidate and close three (3) school campuses. In the case of the Robles Junction School, we transported the students to the closest PPEP TEC campus in Tucson. Most all of the seniors graduated. PPEP TEC ended with a surplus thanks to their credit and sacrifices.

The Arizona Virtual Academy AZVA has continued to grow and now has 5,200 students, K through 12 that study online daily. Furthermore, they have instituted a new online high school under our charter known as Insight. PPEP California has the charter for Insight in the Los Angeles area and is providing technical assistance to the California Alliance for Online Learning (CAOL) Insight North Bay School based in Windsor, California. Also, he reported the Insight Idaho High School that we started five (5) years ago in that state is doing well. This past May these three (3) schools met in Las Vegas to conduct an online workshop at the Rocky Mountain Hi Coalition Annual meeting.

In addition, these online schools are providing quality instruction to their students free of charge as they are public charter schools. For more details Google "Insight School Los Angeles and Arizona Virtual Academy (AZVA)".

Both Insight and AZVA are great partners and substantially support PPEP's educational endeavors in its "brick and mortar" PPEP TEC High Schools. These seven (7) campuses give rural and inner city students a "second" and "last" chance to learn. To date, over 3500 students have received official High School diplomas. Many had been lost and rejected in the traditional schools.

III. International

The past year the West African Rural Empowerment Society (WARES) was incorporated as a 501(c) (3) charitable organization. WARES mission is to "Improve the Quality of Rural Life Abroad." It has been operating since 2008 when Dr. Arnold was invited to go to Owerri, Nigeria, to provide micro business seminars. Since then, two micro credit programs have been established in Nigeria, one in Old Baika, Ghana, and two in Cameroon. Furthermore, in Cameroon a micro loan business incubator has been established for woman seamstresses with Diabetes. They open their fledgling businesses, receive entrepreneurial training, and eventually move on to their own storefront. This is 'first' of a kind in West Africa. Other rural projects include an organic feeding program for elementary school children in Owerri, Nigeria, and Old Baika, Ghana. The Cousens Senior Nutrition and Diabetes Education Center in Old Baika is completing their kitchen, which will be dedicated in December. This center feeds over 350 children and seniors weekly. Just recently, Bati Batenash, who came to Arizona to train in whole foods preparation at the Tree of Life, opened a Senior Nutrition center in Holeta, Ethiopia. It also serves as a Diabetes education and prevention outreach center. Both PPEP and the Tree of Life coupled with social investors have sponsored the aforementioned projects with funding and technical assistance. Dr. Arnold, PPEP CEO, provides technical assistance during his summer and Christmas vacation time. He was recently named the WARES CEO and Founder by the board at their annual meeting. The WARES officers are as follows: Dr. Eronini, President; Nana Otibribi III, Vice President; John David Arnold, Secretary, Dr. Gabriel Cousens, Treasurer; and Gertha Brown-Hurd, Member at Large.

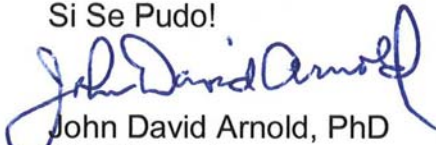
Other projects under the purview of WARES include: Ethiopia: The WAdF Botanical Gardens and ecological project in Awassa. There was a ceremony held recently in Awassa where the Mexican CEDES Program in Sonora, Mexico, signed a cooperative agreement on ecology between PPEP, WAdF, and CEDES. In Northwest Cameroon, a corn grinding project for the Quarter village farms to process their farm crops was initiated. Five grinding machines strategically located negate woman and children having to haul their corn long distances to be milled. This modest project affects 6,000 people. WARES is promoting a Humanitarian, Traditional and Eco Tourism plan to bring professionals from abroad to do community service during their vacation time. They have been engaging the Ghana

tourism Ministry in this effort. Additionally, there are two elementary/pre-schools in Old and New Baika, Ghana that are being renovated and provided electricity.

IV. General Information

Each quarter during the fiscal year the CEO provides an update to the board of directors. These reports, as well as, previous years can be accessed by consulting our website at www.ppep.org. The balance of this report gives details as to the activities and accomplishments of the various PPEP divisions. I wish to thank the staff for all their dedicated efforts and sacrifices made. For taking on additional tasks and clients to ensure services to our rural and farmworker clients are met during this very difficult down time in the economy. Special thanks to a dedicated, well informed, and supportive PPEP Board of Directors. Without all of them the accomplishments of PPEP would have been greatly diminished.

Si Se Pudo!



John David Arnold, PhD
CEO/Founder



Mr. An Inspires PPEP with Motivational Talks



Alpha Club HI Tech Tailoring Shop Limbe, Cameroon for Diabetics

West African Rural Empowerment Society History (WARES)

Dr. John David Arnold and PPEP founded WARES in 2011 to become the international arm for social investors and donor organizations such as PPEP and the Tree of Life Rejuvenation Center. Its roots date to the summer of 2008. In that year Dr. John David Arnold was invited to Owerri, Nigeria to conduct workshops on micro credit to two groups: The WAAST National Pastors Conference and the Nigeria Women's Conference of which there were several thousand attendees. The conferences were sponsored by Eric and Carol Smith Pastors of the South Valley Community Christian Church in Gilroy, California, and Pastor Casmir of the WAAST ministries in Owerri. From those conferences two microcredit programs emerged as well as West Africa's first pastors' survey on micro business as their means of sustainment. Also, the WAAST Micro Credit Program was organized that combined the micro credit with the cooperative lending societies in Nigeria. This innovative, cost effective, 'hybrid' lending model is now being widely used in West Africa and beyond. Subsequently, the John David Arnold Academy for Success primary school Project was initiated with an emphasis on cultural music and dance. The following year the Awo Mberi Kingdom Women's Palm nut oil processing plant was inaugurated that now employs 20 women. In 2010, Dr. Arnold was invited to Old Baika and the Bueman Kingdom in Ghana by King-Nana Otipong Otibribi III. Since then two 'clean' drinking water bore holes with submersible pumps have been installed. Two schools renovated in New and Old Baika, and the Gabriel Cousens Nutrition Center nutrition center that feeds 350 school children. The Eagle's Nest was built, which welcomes visitors and serves as operational base for Dr. Arnold and PPEP programs. In 2012 a Humanitarian/ Ecotourism project was initiated to bring professional volunteers with their talent from abroad to do community service work during their vacations. The Baika Tourist Center was opened and transportation vehicles introduced to facilitate contacts with the Kingdom's rich culture, traditions, and historical sites. The Ghana Tourism Ministry has also been engaged and the Deputy Minister Dr. Sonne paid a day visit to certify the site. In 2011, Ethiopia opened its doors to PPEP and WARES including a meeting with the President, which invited WARES to expand its work there. Subsequent a senior nutrition and Diabetes education center in Holeta was established and renovated by PPEP Inc. The Tree of Life is providing funding to the on-going organic senior feeding program and establishing a Tree of Life operation there. A botanical garden in Awassa was established with seed funds from PPEP with an international partnership with CEDES from Mexico. In December 2012, Dr. Arnold and Dr. Cousens take their messages about the Natural Cure of Diabetes and Sustainable Organic Farming to Ethiopia based on the successful seminars conducted in Nigeria and Ghana. In both countries a strong commitment to the youth has been made in the area of education, jobs, sports, ecology, the arts traditional music and dance to preserve their rich cultural heritage.

The West African country Cameroon came into focus the summer of 2012 when Dr. Arnold was invited to the Bambui Kingdom (N.W.) and Limbe on the Atlantic coast. Support for two (2) microcredit programs and five (5) corn grinding machines coupled with technical assistance resulted from that visit. WARES itself is now incorporated and being designated by the IRS as a 501 (C) (3) charitable organization with its own Trademark. The WARES Board of Directors is made up of both Africans and other concerned individuals with strong commitment to rural empowerment and humanitarianism. Recently, WARES was referred to by the international media as an NGO of “ideas” and producing innovative solutions not centered on money to solve human problems; thereby, furthering its mission ‘to empower rural people to be creative and self-sufficient’. PPEP, WARES, and Tree of Life welcome any individual or organization with similar beliefs and commitment to join our efforts. Those interested in participating with for WARES International Humanitarian Tourism project can also contact us at: Dr. John David Arnold Email: jarnold@ppep.org, Phone: 520-622-3553, Address: 802 E 46th Street, Tucson, AZ 85713.

WARES BOARD OF DIRECTORS

President Dr. C.A.C. Eronini

Country Liaisons to the CEO:

Vice President Nana Otipong Otibribi III

Ezekiel Gebrekidane, Ethiopia

Secretary Dr. John David Arnold

Zachary Angafor and Polycarp
Chungong, Cameroon

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Jorge Valenzuela, México

Member at Large Gertha Brown

Clarence Boykins, Biographer

WARES CEO/Founder John David
Arnold



Gebrekidane, and Prof. Emmanuel
Nnadozie, Head of United Nation for African
Commission



Life and PPEP, Inc.

Ethiopia - The Roof of Africa

The summer of 2012, was PPEP and WARES second encounter to Ethiopia, this time it was to inaugurate two (2) projects. The first being the Woldeamanueal Dubal Foundation (WaDF) Botanical Garden in Awassa under Melesse Woldeamanueal and the Huleta Senior Nutrition and Diabetes Education Center headed by Batenash Berhanu. The first stop was in Awassa, where we signed a three way cooperative agreement between PPEP, Comision de Ecologia y Desarrollo Sustentable del Estado de Sonora (CEDES), and WaDF to conserve 150 acre pristine forest and ecological site for that region and posterity. PPEP, Inc. is investing 6000 in seed funds to launch the botanical and conservation aspect along with technical assistance, the idea behind this project is to set up a conservation model to be replicated in regions of Africa where deforestation is rampant. These protected zones are vital to Africa's environmental future. On the site there are hippos, baboons, exotic monkeys, birds and waterfowl to name a few. A micro credit program as an adjunct is being considered. CEDES is an ecological program in Sonora, Mexico, headed by Oscar Tellez, State Director, who operates an African Safari park in Hermosillo, Sonora, Mexico. CEDES was a signer on the cooperative agreement. The Limbe Botanical Garden in Cameroon is also a potential partner.

The second project is the senior nutrition and Diabetes Education center located in Huleta outside Addis, Ababa, founded by Batenash Berhanu assisted by her husband Dr. Zewadie Zeleke. PPEP Inc. and the Arnold Family Trust is funding the renovation and furnishing of the center. The Tree of Life Rejuvenation Center in Patagonia, Arizona, will fund the ongoing operational costs once the renovations are completed. Dr. Gabriel Cousens, Tree of Life Rejuvenation Center founder hosted Batenash to come to Arizona and train in their whole foods kitchen and organic food production program for 6 weeks. This December both Dr. Arnold and Dr. Cousens will participate in the official opening of the center in Huleta. Also, during that visit they will participate in the nation's first Natural Cure for Diabetes and Sustainable Organic Farming Seminar in cooperation with Dr. Ahmed Reja and Ethiopian National Diabetes Association. The invitation to do this was issued to Dr. Arnold last December by the President of Ethiopia. Subsequent, there will be visits to Axum, the Eritrean Refugee Camps, and the Jewish settlements at Lake Tana. During Dr. Arnold's summer trip, he was interviewed on the popular satellite news program called Meet ETV by Mr. Tefera Ghedamu, Zana Productions. This 25 minute interview featuring PPEP's 45 year history was aired five (5) times worldwide, which gave WARES, the Tree, and PPEP maximum exposure in the English speaking world.

In September 2012, WARES held its annual board meeting. The election of the board officers were President Dr. CAC Eronini from Nigeria , VP Nana Otipong Otibibi III, Secretary Dr. John David Arnold, Treasurer Dr. Gabriel Cousens, Member at Large Gertha Brown Hurd. Dr. Arnold was also named the CEO and Founder for WARES. All positions are voluntary.

Cameroon “The Garden of Eden”

Upon invitation by the Fon (King) of the Bamui Kingdom in Northwest Cameroon; I traveled to Douala the first week of July 2012. Upon arriving at the airport I was greeted by a local delegation and transported to a meeting hall where a traditional welcome awaited me. The next morning I awoke to the roar of the Atlantic Ocean outside my window in Limbe, which is nestled to Mt. Cameroon, the second largest mountain in Africa and the rainiest place on earth. This paradise is where many of the domesticated African plants and crops were cultivated at the Limbe Botanical Garden that date to the 1890's. Cameroon is divided several ways; English and French speaking, modern and traditional, mountain and plains, rain forest and arid lands. Most of its people are diverse with big city dwellings and traditional villages in remote kingdoms (fondoms) known as Quarters. Each Quarter or village has a hierarchal structure based on traditions handed down for generations. Fons or kings play very important role in governance of the Quarters even though Cameroon is a republic. The women also play a strong role in the Quarters featuring cultural dancing groups, sustainable gardening, and a micro credit style lending for the villagers to purchase compost, seeds, tools, and other agricultural supplies. Once in the fandom of Bamui, I was greeted at the Royal Palace with quite a gathering of locals perhaps numbering 1000 persons.

Upon touring the Palace grounds I was taken inside the secluded hall where only certain people are allowed and where their solemn ceremonies are held. I was informed that the Fon and the Royals had decided to anoint me as one of the Princes of the Palace. The ceremony included exchanging my clothing for the traditional clothing worn by a Prince. After certain conveyances, traditional in nature and secretive, I was proclaimed to the audience awaiting outside that I was to be known hence forth as Moh Ntoh (Prince of the Palace). I then gave my acceptance speech and talked about people who had inspired me along the way. I cited Dr. Martin Luther King, Cesar Chavez, President John F. Kennedy, and Barack Obama. My speech was translated into the traditional language and French to the over 1000 that had gathered for the induction to the Prince Ceremony. Included in that number are several hundred women from 40 Quarters, all with their individual traditional clothes and instruments. Rather than have each of the 40 groups perform in my honor I decided to approach each quarter group to greet them personally, dance with them, and take photographs with them. As we reached the end of the line, we all marched around the ceremonial grounds waving banners and celebrating. Looking back on the crowd behind me I was reminded of the large marches in the South during the Civil Rights Days of the 1960's.

After the Royal feast, I retired to Mama's House, which is an orphanage of sorts for Mali refugee children. Mama an African American widow in her 80's who has opened her large home and farm to some 18 children. The subsequent two weeks I visited 40 quarters along with sustainable farms in the Bamui Fondom. At each quarter, I was greeted by their traditional dancers and I participated in them all. After the welcome at each Quarter, I gave a talk about Diabetes, sustainable organic

gardening, bartering, and toured their gardens and farms. This was very eye opening as I was also on an information gathering mission to best determine how PPEP and the West African Rural Empowerment Society could best be of assistance. I was very impressed by two youth operated farms. One youth group was growing Irish potatoes and the other tomatoes and other vegetables and fruits, which are the main cash crops grown.

The Quarter's farms are irrigated by an intricate system of fresh water from a water source tapped in the mountains and channeled to the Quarters. I climbed the mountain to where the water is harnessed from the stream. The other projects visited were the micro credit programs in Bambui and also in Limbe by the coast. I made a follow up visits to micro lenders and borrowers associations where I observed their products and gave technical assistance. Preceding my visit I sent Remi the President of WAAST Micro Credit program in Nigeria that made the initial technical assistance contacts to set the stage for my arrival.

My constant host Polycarp made sure I got to each place and provided much needed translation and consultations on local customs. At the end of the trip, it was ascertained that there were some major needs. Corn grinding machines are essential to the harvest. Yet most were broken and antiquated requiring women and children to carry bushels of corn for hours to the distant city corn grinding centers. Subsequently, PPEP, Inc. has allocated \$5,500 to purchase five (5) corn grinding machines to be centrally located throughout the farm. This will affect the lives of an estimated 6,000 persons. Also, PPEP has allocated \$6,000 to the Bambui microcredit loan fund and \$3,500 to the Limbe micro fund as well as consultation fees for on-going technical assistance by Remi. The funds have now been allocated and we anticipate dedicating the five (5) grinding center, when I arrive in December. Also, the Arnold Trust Fund has made some scholarships and other incidental donations.



KIDSKINGDOM IMURIS

- We are very grateful with you all, during this year; we really couldn't do it without all the support that we received from you.
- We feed kids and we teach them about all the benefits that we received from fruits and vegetables, our basic meals are very rich on them. Thanks to you.
- This is a very important place for them because is like their own home, here they found comfort, love, healthy meals, protection, school support, spiritual, and emotion guidance.
- We receive a certificate from federal government, health department and national DIF recognizing for our labor.

MONTHLY REPORT

- CHILDREN SERVED..... 200
- FAMILIES ATTENDED..... 20
- PREPARED MEALS..... 2040

IMURIS KIDSKINGDOM HAPPY FACES





PPEP TEC High School Annual Report

Introduction and History

It is with pleasure that we share with you the history of PPEP TEC High School (PTHS) and some of our successes from this past year.

PPEP TEC High School is a publicly financed, statewide high school whose purpose is to provide an alternative educational program for student's ages 14-21, in grades 9-12. Our primary focus is on high academic standards, Arizona Instrument to Measure Standards (AIMS) preparation, and career and technology exploration. We are designed to meet the needs of alternative students such as at-risk students, working students, high school drop-outs, and sons and daughters of migrant and seasonal farm workers.

Our teachers are Arizona highly qualified, the classes are small, and the students get a lot of individual attention. Our curriculum is aligned with the Arizona Academic Standards, and all students must meet or exceed the standards on the AIMS test in order to receive a high school diploma.

Students at PTHS are required to attend at least 20 hours per week, but our hours are flexible with some locations offering night school and some locations providing transportation. We offer intensive Arizona State Standards based instruction and opportunities for students to participate in Accelerated Learning Opportunities in which students are able to move rapidly through the curriculum material. This approach allows students to finish in a much shorter time than expected in a traditional high school format.

Since its inception in 1995, PTHS has played a leading role in educating Arizona's youth. We have graduated over 3350 students throughout our 10 sites. Our enrollment this past year was approximately 920 students, and we try to maintain a student teacher ratio of 15:1.

For the 2011-2012 school year, PTHS had four learning centers in the Tucson area, including Robles Junction, and one center each in Avondale, Bisbee, Casa Grande, Douglas, San Luis, Sierra Vista, and Somerton.

2011-2012 Highlights

AIMS

- For the 2011-2012 school year, PTHS saw an increase, in some cases dramatic increases, in AIMS Reading and Math scores. For example, both of our sites in Cochise County saw phenomenal results! The Raul H. Castro Center saw its AIMS Reading scores

jump from a 25.6% passing rate to 68.8%, a 43% increase. The site also saw a 28% increase in AIMS Math passing rates.

Prom

- In the spring of 2012, five of our campuses (The Celestino Fernandez, Alice Paul, Victor Soltero, Raul Castro, and Colin Powell Learning Centers), took part in our fourth annual prom. The theme was “A Night In Paris”. Over 110 students participated and each site had a Prom King and Queen. The event was held at the Doubletree by Hilton in Tucson and was once again a rousing success!



Basketball

- The 2011-2012 PPEP TEC Puma Boys Basketball team picked up right where they left off last year. Under the guidance of Coach Abdul Arzani, the team finished up with a record of 8-0 and were Charter League Champs for a fifth consecutive year. Congratulations to Coach Arzani and the team!



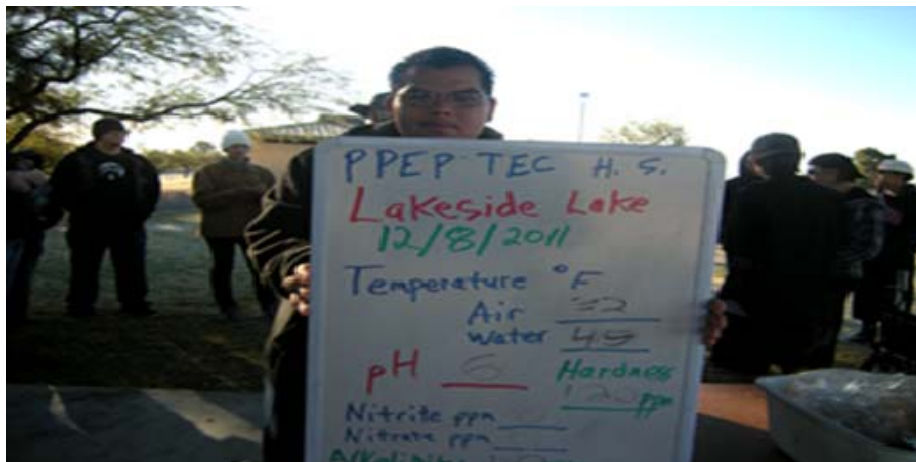
College Visits

- In 2011-2012, PTHS arranged college visits to the U of A, Carrington College, Pima Community College, Arizona Western College and other institutions.



Field Trips

- PTHS students from all over the state participated in field trips where they combined education with a little fun as well. The Science Club at the Jose Yopez Learning Center in Somerton, under the direction of Science Teacher, Martha Molina, visited Biosphere II and the Tucson Zoo during the 2011-2012 SY. In addition, the Science class at the Victor Soltero Learning Center, under the direction of Science Teacher Jose Camarena, visited a local lake and got some fishing in combined with taking scientific measurements of the lake.



State of the State Address

- In January of 2012, several PTHS students and administrators were honored to attend the State of the State Address given by Governor Jan Brewer.



International Visitors

- His Royal Highness Nana Otibribi III of Ghana continued being an inspirational presence at all of our campuses during the 2011-2012 school year as he visited all 10 of our sites at least twice. His uplifting and powerful messages touched all of those that he came into contact with. PTHS owes Nana a very special thank you for all of his support!



- Another distinguished visitor to our school during the 2011-2012 school year was Ambassador Taye Selassie, Consulate General of Ethiopia. Ambassador Selassie visited the students of the Celestino Fernandez Learning Center and gave a very inspirational message about the importance of education.



Recognitions and Updates

- PTHS provided services to 156 English Language Learners.
- PTHS provided services to 149 students with disabilities under IDEA and Section 504.
- PPEP TEC High School is very proud to announce that, once again, all of its schools were given “Performing” labels under the state’s accountability system, AZLEARNNS. Additionally, the Raul H. Castro and Colin L. Powell received A-ALT ratings from the Arizona Department of Education for their phenomenal AIMS scores in Reading and Math.
- PTHS partners with PPEP Behavioral Health Services to provide counseling services to all of our schools on regular schedule of at least once a week.
- PTHS buses provided transportation for the campuses in Avondale, and Douglas last year. In some cases, our drivers covered great distances, but we got our students to school! In the Tucson and Sierra Vista areas, bus passes were provided for students who needed transportation, and in San Luis and Somerton, bus service for our students was contracted to an outside agency. Since transportation is often a challenge for our students, we do all we can to accommodate their needs.

- PTHS sites throughout the state have participated in and supported a variety of community services, including the Red Cross Blood Drive, the American Cancer Society, Adopt-a Highway cleanup, Toys for Tots, donations to local food and clothing banks, diaper drives in addition to being drop-off points for disaster relief efforts.
- Two Hundred and Fifty (253) outstanding students graduated from PPEP TEC High School in 2011-2012. Congratulations on a job well done!
- The PTHS administrative staff for 2011-2012 was a team comprised of the following outstanding team players: Randy Kempton, Superintendent; Leticia Lujan, Director of Federal and State Programs; Karol Basel, Special Education Director; Debra Deininger Director of Curriculum, Data, and Assessments; Annette Peralta, Student Records Manager; Josephina Moreno, ELL and Highly Qualified Coordinator; Stephanie Montes, AIMS Coordinator; Linda Garcia, Student Retention Coordinator; Abdul Arzani, Student Outreach Specialist/Team Coach; Karol Basel, School Psychologist; and Alma Colmenero, Executive Assistant.

Accolades

- Many thanks to the students of PTHS for making our jobs so rewarding!
- Special thanks to all of our teachers, staff, and parents for helping us become one of the most respected charter school programs in the Arizona!
- We are especially grateful to Barbara Coronado and the Finance Department for their assistance in all aspects of our budget and accounting needs.
- Much gratitude goes to Susan Marsett and the Human Resources Department whom we consult with on almost a daily basis.
- Many thanks to Gary Kleopfer, Greg Saxman, and the entire Property Management Department for their constant support of the needs of PTHS. No matter what time of the day or night, they help without complaint!
- Thank you, to Rob Riggs, Ryan Wild, and Jay Twyman from the IT Department for keeping our computers up and running! They'll always drop what they're doing to help in an emergency, and they're never too busy to help troubleshoot a problem.
- Thank you to our Chief Executive Officer and Founder, Dr. John David Arnold, for his continued vision of what can be done for our youth.
- My personal appreciation to the PTHS Management Team for all that they do for PTHS and the support they have extended to me.

- Special thanks to our Governing Board for their support of our high school program.
- A special thanks also to all of the many visitors we have had the privilege of meeting. We are proud of our schools and are honored that you would take the time to stop by and see what we are doing with these special students.
- Finally, we extend our gratitude to the entire PPEP, Inc. family for their efforts on our behalf.

Randy Kempton
Superintendent
PPEP TEC High School



**PPEP Behavioral Health Services
2011-2012
By Carlyn Hacker, Executive Director**

Pima County:

The PPEP Behavioral Health Services (PPEP BHS) has continued to provide a wide range of counseling services in English/Spanish and American. PPEP BHS employs highly skilled, educated, efficient staff to deliver our contracted scope of services. Though the delivery of services becomes more and more of a challenge every year, this department continues to survive. With the skills of the Behavioral health staff, Management, and the assistance of other PPEP departments, the behavioral health department is able to deliver the scope and quality of services that we do.



Harrell Goodman



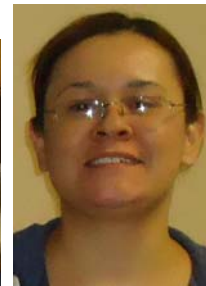
Laura Thompson



Susy Villa



Amy Kirch



Jessica Rojas

PPEP BHS provides a very comprehensive package of services for children, adolescents, families and adults within an environment of individual, couples, group, family and home-based settings. Our counselors continue to travel to Ajo, Continental (Green Valley), Three Points, Catalina, and the Eastside (Golf Links/Camino Seco) to provide counseling. The Tucson office supports 18 Counselors and 8 Support Staff.

The office is open at the Tucson location 6 and sometimes 7 days a week as well as offers evening services Monday through Friday. The Ajo location is open Monday through Friday 8am to 5pm.



Shirley Hileman

Ajo Staff



Tom Richeson

In the past year, PPEP has refined the types of groups offered including, the newest single and couples Healthy Relationship groups while still offering the following groups: 19 Anger Management/Domestic Violence, 8 Substance Abuse, 2 Adult Civic Responsibility, 4 Parenting, 1 Healthy Relationship (Singles), 1 Healthy Relationship (Couples). In addition, PPEP BHS offers alcohol/drug evaluations, MVD revocation packet completion, SMI Psychiatric and Medication Monitoring (Ajo only), and DUI Education classes.

Brenda Hanna and Tammy Klein

The counseling department continues on a daily basis to meet the needs of a diverse clientele whose struggles are just as complex. Limited financial resources may have contributed to their situation or they may have just fallen on bad times. The family may be in turmoil dealing with divorce, depression, arrests, substance abuse,



and or other behaviors. Some of these behaviors may be totally out of character resulting from the immediate stressor or more chronic due to the individual not having the much needed direction or support throughout their lives.

Because of the client's complex needs, the counseling staff continues to expand their therapeutic skills by attending conferences and workshops which keeps them current with today's best practices. Some types of counseling services offered in a group and individual basis include: Eye Movement Desensitization reprocessing

(EMDR), Dialectical Behavioral Therapy (DBT), Cognitive Behavior Therapy (CBT), Motivational Interviewing (MI), Person Centered Therapy, and many others. PPEP BHS offers these various therapeutic methods because not all clients are the same; one size does not fit all.



Edgardo Figueroa and Mily Gomez

Yuma County:

Since the inception of the PPEP Tec Charter High Schools, the counseling department has always provided school based counseling services within San Luis and Somerton AZ. However, since 2011, PPEP BHS has expanded by offering English/Spanish outpatient counseling in the Somerton and San Luis area. We have met with various court systems and agencies to promote our counseling service which has been well received beginning a Spanish Substance abuse and Domestic Violence (DV) group in San Luis and English/Spanish Parenting, DV victims group, DV offender group, Adult Civic Responsibility, Parenting, and DUI Education in Somerton and support 1.5 counseling staff.

**Department of Labor, Workforce Investment Act, Section 167,
National Farm Worker Jobs Program (NFJP), for Migrant and
Seasonal Farm Workers**

2011-2012

Kari Hogan, Chief Administrative Officer

(Written by Barbara Simcoe, State Director of Operations)

The WIA 167 Program continues to perform well despite the economic recession and continuing job losses. This past year, the continued dedication and hard work done by all staff serving Migrant and Seasonal Farmworkers and their families, produced good programmatic results that are continuously improving.

Unemployment Rates: (seasonally adjusted)

	Sept11	Dec11	Mar12	June12
Arizona	9.1%	8.7%	8.6%	8.2%
Phoenix Metro	8.2%	7.9%	7.6%	7.5%
Tucson	8.2%	7.8%	7.7%	7.7%
Yuma	25.7%	25.9%	28.8%	27.9%

Overall, the farm-worker program did fairly well in obtaining projected **Quantitative Goals**. Staff enrolled **387 New Enrollees** for 88% of their enrollment goal. This was added to **203 Carry-Overs** for a caseload of **590 participants**, which was above the Planned Total, set by US DOL. Placements were also a bit low, with **205 participants placed**, out of a goal of 283, for 72% of the goal, but this was just a few below what was planned for the year.

Yuma County: Once again, the staff in Yuma County did an outstanding job, despite the high unemployment rates in Yuma County. The staff there includes the following: Regional Operations Manager, Maricela Alvarado; Area Coordinator, Cesar Fandino; Workforce Development Specialists – Leticia Beltran, Jovanna Covarrubias, Aracely Escalante, Cinthia Jacobo, Elsa Madrid and Alma Rojas and newly hired WDSs, Adriana Felix and Erika Sanchez; ESL Instructor, Adriana Valladares, and Norma Franco, who teaches the Plaza Comunitaria classes.

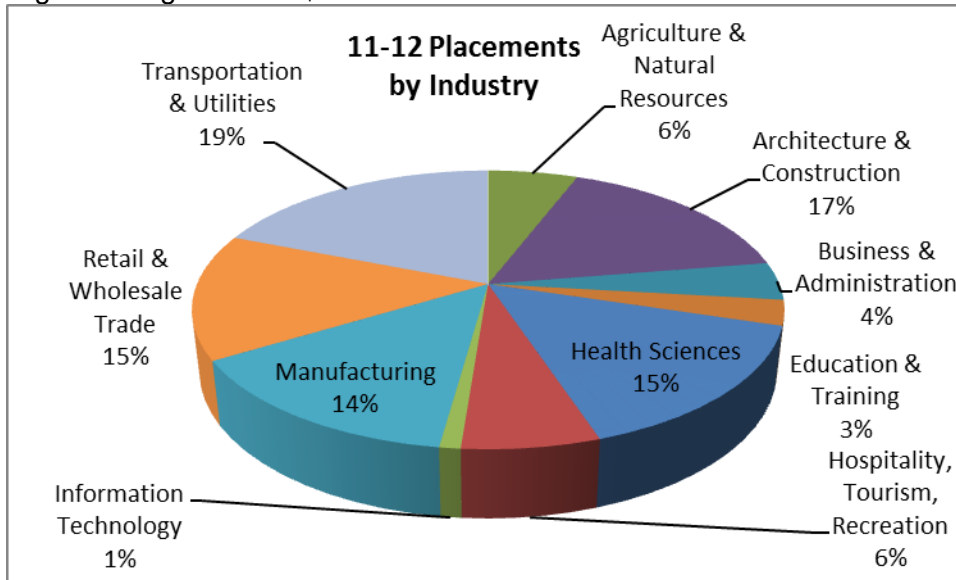
Yuma staff enrolled a total of 328 new participants for 103% of their area goals. This represented 85% of the statewide enrollments. As for placements, they found 191 jobs for farm workers and their dependents for 92% of their area goals, representing 93% of the total statewide placements.

“Pima Plus” Counties (Maricopa, Pima, Pinal, Santa Cruz, Cochise, Graham, Greenlee):

Staff for this end of the state include: Area Coordinator, Margaret Larez; Workforce Development Specialists: Rosa Garcia, who covers Pima and Santa Cruz, and newly hired WDSs in the other areas include Yesenia Cantu, in Maricopa County and Ana Martinez in Cochise County. Also, Emily Verdugo, who was working as a CSA Case Manager, is now a full-time WDS for NFJP in Pinal County and Pablet Escalante was recently hired as a WDS in Douglas (but her efforts won't show up until next year's report). Since most of this area's staff were new, their results were a bit slim. Pima Plus staff enrolled 59 participants for 49% of their enrollment goal (of 120) and placed only 14 for 19% of their placement goal (of 75).

Placement in High Demand/High Growth Industries: Five industries in Arizona provide the most opportunities for NFJP job-seekers, in this order: Transportation & Utilities, Architecture &

Construction, Health Sciences, Retail & Wholesale Trade and Manufacturing. The chart below shows placements over the past grant year and shows that Arizona NFJP participants are, for the most part, being placed in high growth/high demand occupations with opportunities for growth. **The Average Wage at Placement was \$10.22/Hour**, which was well above the Average Earnings Goal of \$8.71/Hour.



Partnership-Building - Employer/Partner Contacts: The program exceeded expectations in expanding the network of employers both Ag and non-Ag. **Nearly 240 new employers were contacted, as well as 580 contacts made to existing partnering employers resulting in a new base of over 800 (819) employers.** Staff also developed relationships with over 90 Ag Employers, adding over 60 new Ag Employers to the base for a total of 154 across the state.

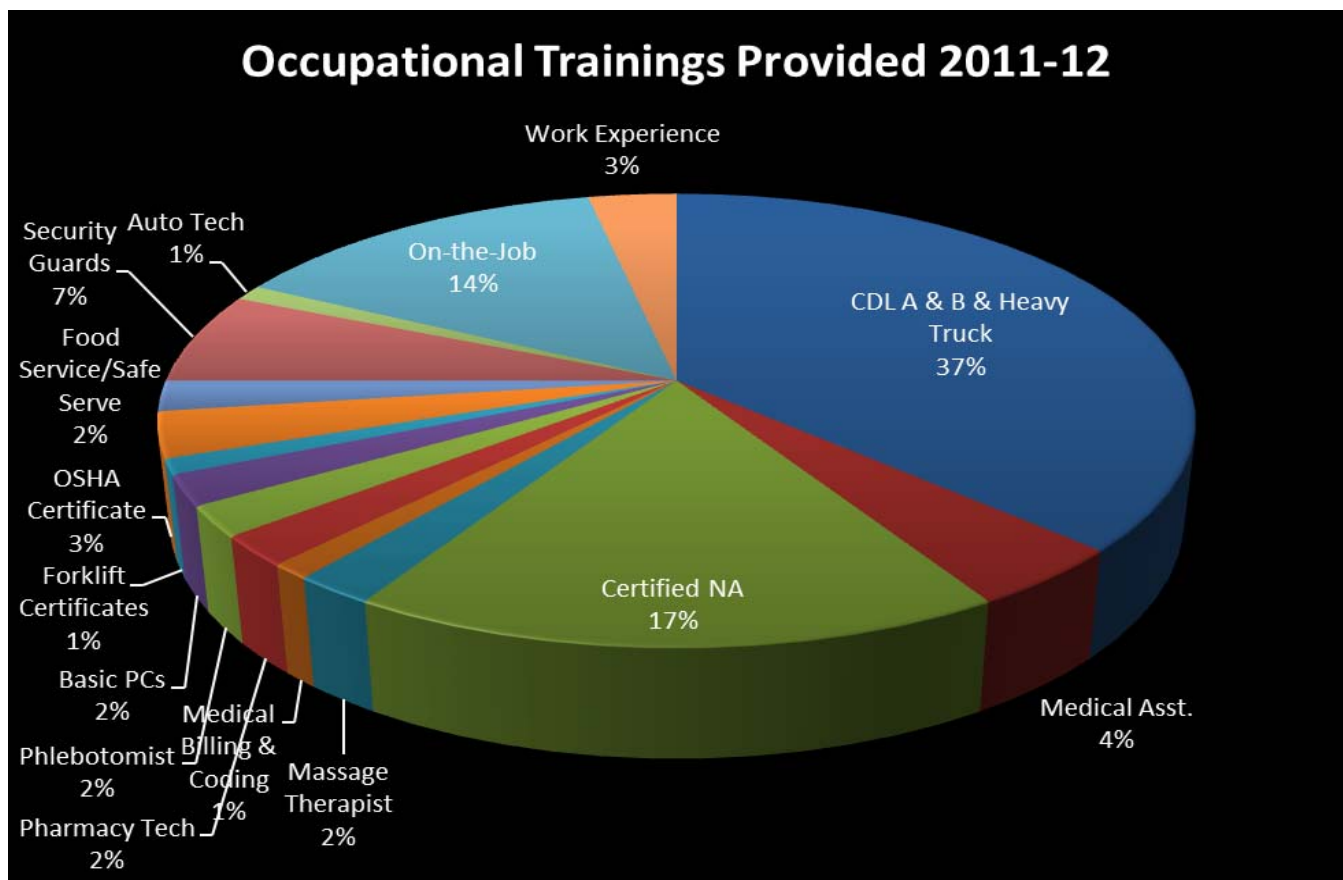
NFJP staff made contact with over **290 Partner Agencies this year for referral services, of which over 130 were new, including 10 new Training-Providers.** Staff continues to cross-refer to other PPEP programs, as well, in order to leverage DOL funds.

4th Quarter	MSFWs			
Area	# Seen	Hrs. spent	Enrollments	#Seen/Enrollments
Cochise	20	27	4	5
Maricopa	36	55	2	18
Pima, Pinal	91	90	10	9
Yuma	554	406	69	8
TOTALS	701	578	85	8
YR-END GRAND TOTALS	2350	1887	387	6

The chart above shows the statistics reported to DES MSFW Outreach program for the fourth quarter's outreach efforts, including a year-end grand total. The last column is not reported, but gives NFJP staff an indicator of how many farmworkers must be seen in order to obtain one enrollment into the program. It should be noted that this year's tracking of these statistics shows that PPEP NFJP staff saw half as many individuals this year and spent half as much time doing it as last year, but enrolled only 45 fewer participants.

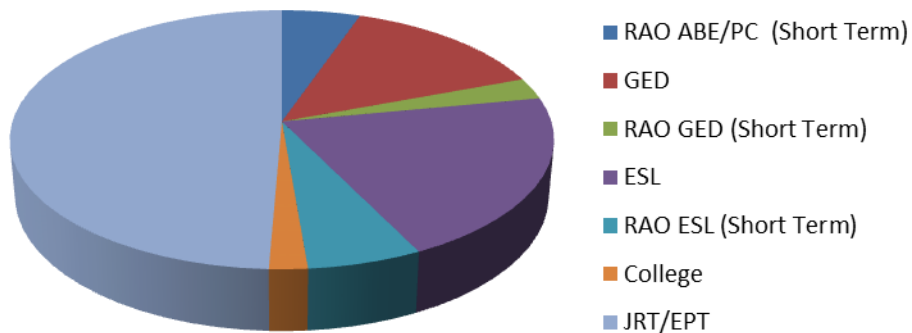
One-Stop Partnerships: Despite the fact that NFJP staff were encouraged to refer every job-seeking participant (at the very least) to their local One-Stop, only **86 program participants were referred**. Of that 86, only 16 were referred with a suggestion that the participant be co-enrolled into WIA Title 1. The majority (70) of the One-Stop referrals were made to Core Services, including resume Workshops, Job Search Assistance and Job Club sessions. **Of the 16 referred for more Intensive and/or Training services, five were co-enrolled, for 31%.** Of those 16 referrals, three received occupational training paid for by the One-Stop, which was YPIC, where PPEP operates a DW program, in all three cases. Six of the 16 referred received occupational training through PPEP NFJP and the other seven received no training.

Occupational Trainings: In total, 92 participants completed occupational training (other than post-placement training); with a large percentage (37%) in CDL A. Next were medical support occupations, with 29% of the trainings, including some of the WEPs & OJTS, being in those occupations.



In **Basic Skills Training** during 2011-12, the total number of participants receiving Basic Skills training was 150, the lowest number in six years. This could be a result of a caseload consisting enrollees who have a higher level of education than those PPEP NFJP has encountered in the past, which is highly likely with the current state of the economy.

Basic Skills Trainings provided 11-12



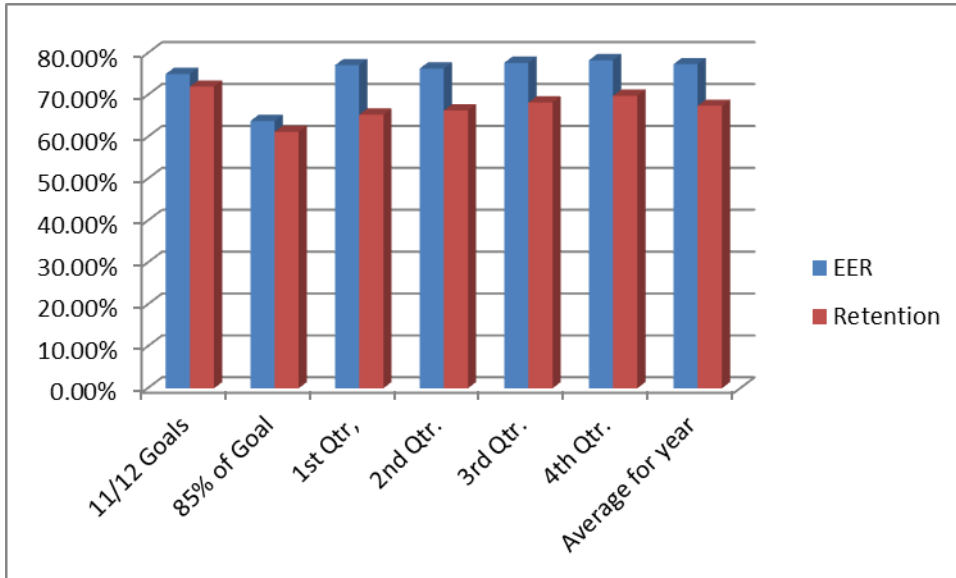
The PPEP NFJP Plaza Comunitarias program was dormant in Wilcox this year, but the one in San Luis was active. The Plaza Comunitaria allows Spanish-speakers to complete their primary and secondary classes with curriculum provided by the Mexican Dept. of Education, INEA, and the Mexican Consulate. It also allows them to build their first language foundation skills, so that they can move into ESL more easily and make better progress when they do. Norma Franco, who also teaches GED classes to the YouthBuild students, teaches the Plaza Comunitaria classes in San Luis. Eighteen students were enrolled in the first quarter and one of them graduated from primary school. In the next three quarters, enrollment fell to 4-8 students per quarter, mostly studying 2nd -5th grades, with several of them taking ESL classes, as well. At the end of the year, two of the students graduated from Middle School. Over the year, the Plaza Comunitarias students completed over 120 study modules, an average of three each per quarter.

PPEP NFJP also provides ESL classes in San Luis, where Adriana Valladares, teaches 3-5 classes per week, at varying levels. She is utilizing Ventures system for the assessments and curriculum. Each quarter, there were anywhere from eight to 20 Adult students taking ESL, as well as 24 YouthBuild students. The ESL students completed close to 230 workbook units for an average of five per student per quarter. Their grades ranged from C to A+. Of the Adults, two went on the GED classes and four are planning to enter college. All ESL students practiced journaling and visited the library often. They are all working on a class yearbook, where each student will contribute a page on their learning experiences.

PPEP NFJP provides speakers: In early November, the NFJP management staff attended a DOL /WIA Region Six Conference in San Francisco. Barb Simcoe and Cesar Fandino were asked to present on “Serving English Language Learners”, which they did, citing PPEP’s successes with Plaza Comunitaria and ESL classes.

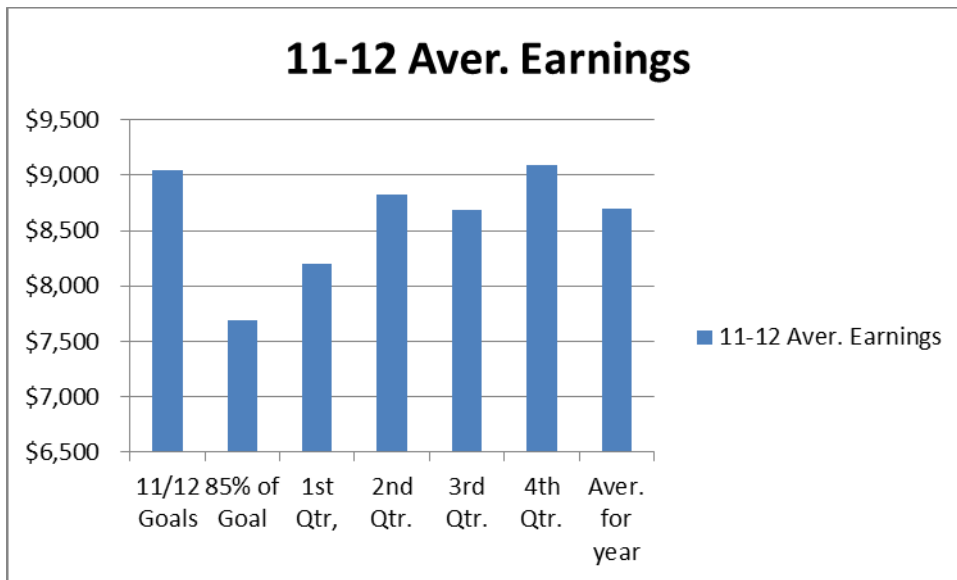
As for **Qualitative Goals**, PPEP NFJP exceeded the national Common Measure set for the WIA programs for Entered Employment Rate, with an Average of 77.35 % EER (out of a goal of 75%). Retention, which was low last year, showed a dramatic and steady increase this year. **The PPEP NFJP Retention Rate rose nearly 4%, with an average of 67.4% (last year’s was only 62.48%), which was above the 61.2% expected by DOL for 85% of the national goal.** The charts below show this year’s quarters and our performance relative to the

85% goal of on each of these two measures and the section below it shows the actual percentages over the past two years.



	EER	Retention		EER	Retention
11/12 Goals	75.00%	72.00%	10/11 Goals	73.00%	71.60%
85% of Goal	63.80%	61.20%	85% of Goal	62.10%	60.90%
1st Qtr,	77.10%	65.30%	1st Qtr,	72.00%	62.50%
2nd Qtr.	76.30%	66.30%	2nd Qtr.	71.90%	62.40%
3rd Qtr.	77.70%	68.20%	3rd Qtr.	71.10%	61.80%
4th Qtr.	78.30%	69.80%	4th Qtr.	75.70%	63.20%
Average for year	77.35%	67.40%	Average for year	72.68%	62.48%

PPEP NFJP's 11-12 Average Earnings (over a six month period) increased by nearly \$1000 over last year's, with \$8703 being attained this year, compared to \$7723 being attained last year. Both year's results were above the 85% goal set by DOL (see chart below).



Continuous Quality Improvement: The Performance Measure Goals for 12-13 are even higher – 80.5% for EER, 76.5% for Retention and \$10,049 (or \$9.67/hour, 40 hours per week). Therefore, the Annual Staff Training Conference, held in July, focused mainly on activities and suggestions for keeping Retention and salary Averages high.

Staff Professional Development:

The Annual NFJP All Staff Conference was held July 25th through 28th in Yuma at the Holiday Inn. Agenda Topics included: Updates, Quality of Case Management (including Incentives Criteria, New RAO Categories & Process, Moving a Client through the Career Counseling Process & Client Meeting Model, Assessment and Career Counseling: Linking it to LMI, Sample Career Counseling Notes, The IEP as a Case Management Tool, 30 Day Updates and Putting Clients into Training. The overall score from the Satisfaction Surveys, for all three days, was 9.32 out of 10!

September 20th-23rd was the AFOP National Conference and 40th Anniversary Celebration in Arlington, VA/Washington, DC. Nearly all NFJP and Youth Build staff, plus most of the Pima County WIA staff were in attendance, due to their completing and graduating from the Case Management Training being offered by Career TEAM & AFOP. In October, all staff attended a training in Phoenix, entitled, “Providing Customer Service that WOWs”. It was a National Seminars workshop, conducted by Jenn Kaye, who has worked with PPEP NFJP staff in the past. It was a great seminar and staff rated it very highly in their evaluations.

In February 2010, US DOL announced the identity of the NFJP sites that will be part of a Mathematica Policy Research program evaluation and PPEP NFJP was chosen to participate in the important study. US DOL funded the evaluation of nine total sites. The study has three components: case studies of each site, with a focus on operation, partnerships, customer service approaches and technical assistance needs; a cross-site analysis of data with a focus on customer service and performance measures and; development of a final report describing key challenges and promising practices.

In mid-October, PPEP NFJP was visited by Megan Hague from Mathematica Policy Research.

Barb Simcoe accompanied Megan to Yuma, after she met with local Tucson Management staff. Sandy Adams showed her the CERTSS system and Barb discussed techniques PPEP has utilized to improve our NFJP Performance Measures, especially Retention, which continues to climb. In Yuma, Megan met with several local partners, including YPIC, Regional Center for Border Health, DES MSFW Outreach Program/Job Services and the local Housing Authority. She also interviewed as many of the local staff as he could and visited the Plaza Comunitaria and ESL classes in San Luis. After three packed days, Megan returned to her office in Princeton, NJ. Next, all the evaluators will compile their findings and write an analysis of the project, which will include some best practices discovered in the field. PEPP NFJP is looking forward to being part of the final report.

An All Staff Meeting was held in Phoenix on Jan. 20th. Agenda topics included: a presentation on PMHDC by Dama Gonzales; a discussion on RAO-BSTs, including a process flow chart and updated Policies; a panel discussion on Follow-ups; distribution of a variety of Job Club or JRT materials, collected by the Job Club/JRT Team; and a round-table discussion that focused mainly on Follow-up documentation.

An All NFJP Staff Meeting was held in Phoenix on April 27th. Topics covered included: an updated Policy on Confidentiality; Safety & Emergencies; Branding PPEP NFJP; and Body Language. At the end of the day, two staff were awarded "Personalize Your Office" gift baskets for their successes related to their 10-11 Placements and NFJP Performance Measures. Jovanna Covarrubias won a basket for having the highest Retention Rate (92%) and Alma Rojas received one for having an Average Earnings of \$11,237.00 for her 18 Placements. Several other staff, including Jovanna, Cesar Fandino and Rosa Garcia, received writing pens for their 10-11 efforts, which were good, overall, but not statistically significant. Sandy Adams then explained the difference between these percentages and our overall performance, which includes not only all exits in a given quarter, but all exits, whether they are Placements or "Other" Exits.

Rocky Mountain HI held their annual Conference in Las Vegas, NV, June 14th & 15th. That agenda was kicked off with a plenary session on "Outreach Safety Awareness". Workforce Development Specialists received a two day training on "Job Development Techniques" from Jodi Sue Kelly, who substituted for another presenter at the last minute, yet did a fantastic job. Feedback on her session was very good and staff were able to get familiar with her style before she starts presenting them with the "Retention" Certification course that begins at the Annual AFOP Conference in September. The Management track at this conference included speakers on: Virtual Academies; Utilizing Social Media; Collaborating with Community Colleges; and Results from AFOP on a Staff Development Survey.

Kari Hogan, Chief Administrative Officer

I would personally like to thank all of the NFJP staff for a job well done this past year. There have been a number of changes occur, but through a continued dedication and personal development we will continue to do great work. I would especially like to thank my State Directors, Sandy Adams, and Barb Simcoe and Data Coordinator, Dora Coronado, for all of their invaluable service and keeping it all on track. I couldn't do it without them.



Erika Sanchez, Adriana Felix, Jovanna Covarrubias, Yesenia Cantu & Cinthia Jacobo.



Winner for PPEP NEJP "Fitness"



Elsa Madrid, Rosa Garcia, Emily Verdugo, Pablot Escalante & Margaret Larez.

2012 PPEP NEJP "Build-a-Float" Competition



Winner for "Most Creative"



Maricela Alvarado, Cesar Fandino, Dora Coronado, Leticia Beltran & Kelli Mason.



Alicia Meza, Aracely Escalante, Martha Combs, Alma Rojas & Ana Martinez.

This is a montage depicting the four teams, comprised of PPEP NEJP staff, who competed in a "Build a PPEP Float" Competition during the Annual Staff Conference in July, 2012. They were all very proud of their work and rightfully so.

PPEP, Inc.
Pima County One Stop/Workforce Investment Act (WIA)
Adult & DW Programs & YPIC Dislocated Workers

Annual Report 2011-2012

PIMA COUNTY:

In 2011, PPEP continued to be one of the largest WIA grant sub-contractors in Pima County with workforce contracts and continues to be the sole contractor for all WIA On-The-Job Training contracts. PPEP's Pima team continues to provide Pima County residents with career counseling; employment preparation; vocational, professional, or other job training; job placement services; and follow up services. They serve Adult, Dislocated, Older Youth, Voc. Rehab and Veterans throughout Pima County with emphasis on rural areas of the County.

In 2011-12 our team consisted of:

Mary Palma – OJT Coordinator
Grace Askew – Workforce Development Specialist (DES)
David Rodriguez - Workforce Development Specialist (Rural)
Maxine Alvarez – Workforce Specialist (Rural)
Oscar Romero – Workforce Development Specialist (One Stop)
Yvette Cruz – Program Support Specialist (One Stop)
Jon Lotz – Program Support Specialist (One-Stop)
Margaret Slaughter & Andrea Dorsey – Curriculum Specialists (One Stop)
Barbara Simcoe – State Director of Operations
Kari Hogan – Chief Administrative Officer

Results: This past year, the team, once again, produced outstanding results. Due to the economic down-turn for the fourth year in a row, the staff found themselves extremely busy with new applicants and enrollments. There were 344 Carry-Overs and the four WFDS' enrolled 322 new participants, for a grand total of 666, for 145% of their enrollment goal, which was the exact percentage they exceeded that goal last year. They placed 235 participants, which was 160% of the goal and their Placement/Closure Rate was 82% (meaning 82% were exited as employed). They had an Average Wage at Placement that was more than a \$1.00 above the goal of \$12.00/hour.

OJTs: Over 80 OJT contracts were also developed (20 more than last year), at nearly 30 different employers, for a grand total of over \$260,000 in contracts and an average wage of \$11.32, overall. This year, PPEP WFDSs managed nearly all of the OJT caseload and PPEP got credit for the placements, as a result.

Carry-Overs = 344	Enrollments	Job Placement	# within WIB Target Industries	Average Wage*
@ DES and One Stop	166	112	100	\$12.53
Rural	156	123	112	\$13.44
Total	322	235	212	*\$13.03

*Note: *The Average Wage was taken from all monthly reports; it is not an average of the two areas.*

Professional (Staff) Development: All WIA Staff attended the AFOP National Conference and 40th Anniversary Celebration last September in Arlington, VA. There, they completed and graduated from the Case Management Certification course, offered by Career Team and sponsored by AFOP. All WIA Staff attended the Rocky Mt. HI Conference in Las Vegas in June and had a two day session on Job Development Techniques, facilitated by Jodi Sue Kelly.

After School and Summer Youth: This past year under Pima County, PPEP was awarded Summer Youth program monies for Basic Education and Work Experience. Overall, PPEP served a total of 120 students in Work Experience and 90 students in Basic Skills, within the Tucson area. This year's WEP program had great results with 98% of the Youth meeting and exceeding the Work Readiness component and a number of students being placed in permanent positions at the end of the summer.

The after school programs this past year with Marana High School and was able to serve 30 students in after school credit recovery, which successfully helped many seniors with their graduation requirements so they could graduate with the rest of their class. This was the second year for PPEP in Marana and we look forward to a continued relationship based on the huge success of the program this past year. The Youth Programs are supervised by State Director, Sandra Adams.

Older Workers Program: With the Pima County Senior Program, PPEP continues to work with seniors age 55 and older on employment and training objectives. This program is very successful in helping older workers in today's job markets to brush up on their skills and classes are always full. This program was aptly managed by Margaret Slaughter for years and is located at the Kino Service Center. This year, Margaret retired and her temporary stand-in, Andrea Dorsey, was hired to fill Margaret's "very big shoes". This year, 277 job-seekers were provided workshops, under Core Services, with a total of 384 hours of instruction. Andrea also performed two Youth Employability Workshops for 26 youth with 14 hours of instruction, during the Summer Youth Program. And, she conducted a three hour Pesco-Sage Assessment Workshop for six Adults in August.

YUMA COUNTY/YPIC:

PPEP also serves dislocated workers in Yuma County area under WIA through a contract with YPIC.

The Yuma County Dislocated Worker grant is relatively small, but extremely effective. It is full service, including Intensive, Training and Follow-up services. Due to the size of the grant, there is only one staff person; she is supported by other PPEP staff in the Yuma area. La Linda Vasquez, our Workforce Development Specialist, serves all of South County and Yuma County as a whole. Our State Director, Barbara Simcoe, supervises this program.

Results: Under this contract, during the 2011-12 grant years, the caseload consisted of six Carry-Overs, plus 20 New Enrollments, meeting our enrollment goal. Fifteen participants were placed at an Average Wage of \$10.13, which is over \$1.00/hour above the goal of \$9.00/hour. Only one was exited without a placement, for a 94% Placement to Closure Rate. A total of 80% of the 11-12 PPEP enrollees received occupational training leading to a certificate. Those trainings included: CDL A, Medical Assistant, Medical Billing & Coding, Early Childhood Education and Clerical; and one participant received his GED. So far, we have an 83% Entered Employment Rate for the first quarter post-exit on this group of placements, which exceeds the goal of 75%.

Last year's, 10-11 Placements, which we are still reporting on, are all exceeding the Performance Measure Goals for YPIC Dislocated Workers. They currently have an Entered Employment Rate of 92% (out of a goal of 75%), a 94% Retention Rate (out of a goal of 87.5%) and an Average Earnings of \$12,334.00 over six months (out of a goal of \$10,100.00); and 94% of them received Occupational Certificates.

Looking to the future: PPEP's programs are off to a good start this year with referrals and enrollments. We look forward to continually providing quality services to Pima County and Yuma County residents, with the same comprehensive employment and training services as in the past. We continue to outreach and recruit in very remote and rural areas, in order give all residents an opportunity to achieve the "American dream". We look to new economic development trends within our state and counties that will hopefully bring new employment opportunities in each of them.

Se Se pudo!

Kari Hogan
Chief Administrative Officer

Barb Simcoe
State Director

PPEP & Affiliates
Human Services/Community Action Department
Annual Report 2011 - 2012

The Human Services/Community Action department continues with emergency assistance to rural residents in need of services, such as rental assistance, utility assistance, food, clothing, transportation, day care and employment. These services are provided by either direct service to the clients or by way of information and referral. Services under this department are spread far and wide to serve low income and/or farmworker rural families across the county in the communities that we live and serve.

In Pima County, in the town of Ajo, PPEP provides services to the elderly, with case management services. This program helped elderly individuals with Case Management services such as information, referral to additional services, budgeting, weatherization applications, food box pickup, and insured their needs were met for continued self-sufficiency.

In other parts of rural Pima County there was a total of \$45,600 under the ESN grants (rent and utilities) that served 59 families with an average of \$773 per family on emergency services. This included rent, mortgage, and utilities.

Under the State CSA (Case Management Administration) we were able to help and serve individuals across 9 counties throughout the state in which we work and provide service. Under this contract through the State of Arizona, PPEP is able to work with low income and/or farmworkers through an intensive Case Management program that assists those farmworkers who have dependent children with emergency assistance, job development and long term case management, or emergency services for employment and training, for a path to self sufficiency. Under the same contract the Community Services Block Grant (CSBG) program provided for emergency services such as rental assistance, utility assistance, transportation assistance (bus passes, gas cards, and car repair), clothing and short term case management, along with subsidizing local community food banks in four counties to support farmworkers and low income individuals with additional food boxes. PPEP was able to provide services to over 16,600 low-income households throughout the counties with a total of \$58,335 in direct services under the CSBG contract.

The Human Services/Community Action Department continues to serve rural residents that are low income and/or farmworkers. This past year PPEP has seen an increase in individuals in need due to the continued economic crisis. We have had many first time customers in the program that never thought that they would need this type of service. This was due to the many company layoffs that occurred and business downsizing. Over the past year PPEP has paid higher rents, mortgages and utility payments because of the different type of clientele that we are now seeing. We continue to try and serve as many people as possible and leverage

all of our funding for a comprehensive service delivery system. All of our programs continue to work together and collaborate with past partners and continue to develop new partnerships for a well-rounded service system.

Kari Hogan
Chief Administrative Officer
With Sandy Adams





Portable Practical Educational Preparation, Inc. High School Equivalency Program (HEP)

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John David Arnold, Ph.D.
Chief Executive Officer & Founder

“Si Se Pudo”

Jimmy Pruitt
PPEP-HEP Director

Annual Report F.Y. 2011-2012



PPEP-HEP is now in its thirteen year. PPEP-HEP's goal is to improve the quality of life for migrant and seasonal farmworkers in rural areas through an educational program, which allows them to obtain a GED and to gain academic and vocational skills. These skills, which they develop, will allow them to have more access to jobs outside agriculture, or to be able to have job enhancements within agriculture.

In southern Yuma County (San Luis and Somerton areas), migrant and seasonal farmworkers are characterized by low levels of education, few job skills, and low incomes. The typical farmworker feels resigned to a life of working in the fields and packinghouses with little, if any, hope of ever escaping from working in

agriculture. Working in the fields and in cold salad plants, many farmworkers develop arthritis in their hands and knees. Others, due to poor diets, develop diabetes. PPEP-HEP has coordinated with other agencies, Campesinos Sin Fronteras, Border Health Foundation, and Regional Center for Border Health, Inc., to have their representatives do presentations to our HEP students in order to inform them of services which are available to them. In addition to these agencies, Arizona Western College provides instruction in a college orientation presentation for our HEP students. At the present time, PPEP-HEP students have access to computer use at PPEP-TEC Charter High Schools in both San Luis and Somerton, where they can practice gaining computer skills. Our PPEP-National Farmworker Jobs Program (NFJP) assists HEP students to enroll in vocational training programs upon completion of the HEP program.

PPEP-HEP has two fulltime recruiters, and a coordinator, who assist students in properly filling out job applications, making appointments, and doing the required paperwork for job interviews. Students, who gain employment, have access to receive help from other PPEP agencies.

PPEP-HEP has three cohorts per year, with each cohort lasting 14 weeks. Students attend classes from Monday- Thursday and have the option to attend classes from 8:00 a.m. to 12:00 p.m. in Somerton at the HEP office or to attend from 6:00 p.m. to 10:00 p.m. at either of the PPEP-TEC Charter High Schools in Somerton or San Luis. For students, who are going to continue to work in agriculture, classes are available on prevention of pesticide poisoning and commercial driver's license preparation. These classes are taught by PPEP's NFJP staff, which has successfully placed many HEP graduates who went through the Commercial Driver's License (CDL) program.

As one might imagine, many of the PPEP-HEP students are married and have families. Working, studying, and sharing time with families, all can contribute to a great deal of stress on family members. Our PPEP Behavioral Health and Counseling Division has services available to HEP students to help them to develop abilities to resolve personal and everyday problems.

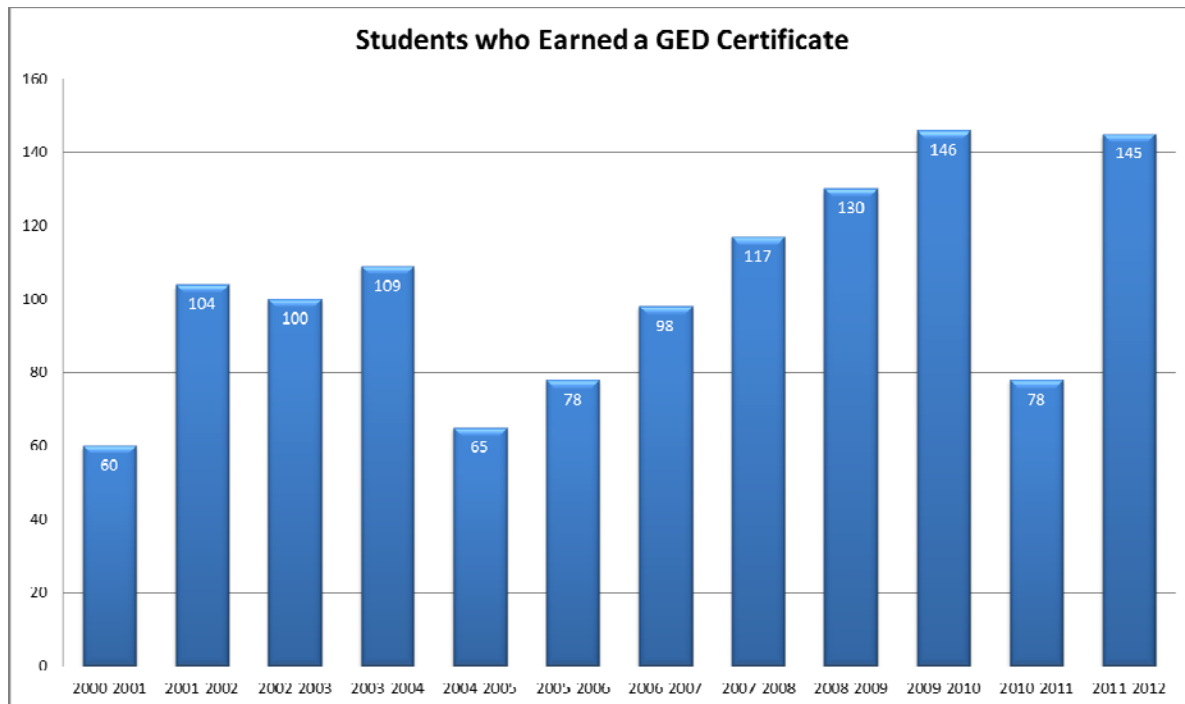
Southern Yuma County has approximately 47,000 migrant and seasonal farmworkers, and the HEP program offers hope to a previously underserved agricultural community. Both Somerton and San Luis are growing at rapid rates and community resources are stretched thin. To maximize our HEP resources, we have collaborated with other local agencies to better serve our agriculture community.

For FY 2011-2012, PPEP-HEP served 217 students (145% of number to be served). Of the 217 served, 199 completed the program and tested. Of the 199 who tested, 145 (73%) passed the GED examination. Fifty four of the graduates (37%) have applied for financial aid and for admission to Arizona Western College. Twenty six (18%) have received job enhancements.

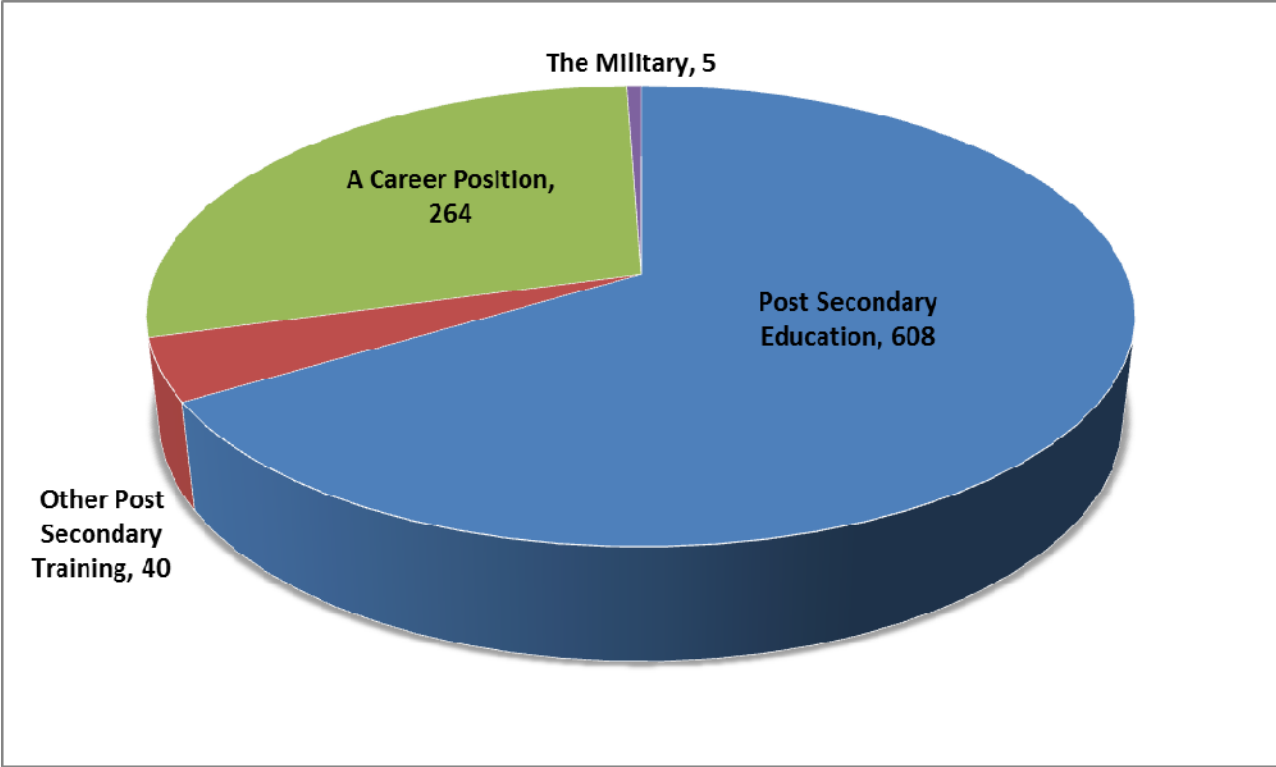
In the first twelve years PPEP-HEP has served 2,213 students, 1,230 have successfully completed the program and received their GED, and 608 have gone on to an institution of higher education .

PPEP - High School Equivalency Program FY 2000 - FY 2012												
Fiscal Year	Students To be Served	Students Served	Students Completed all Course Work	Students who Earned a GED Certificate	Percentage of Students who Completed all Course Work and Received a GED Certificate	Number of HEP GED Recipients Who Were Placed in:						Percentage of Placements over Graduates
						Post Secondary Education	Other Post Secondary Training	A Career Position	The Military	Total Placements		
2000-2001	150	153	120	60	50%	25	10	5	0	40	67%	
2001-2002	150	214	184	104	57%	41	13	25	2	81	78%	
2002-2003	150	181	151	100	66%	49	2	31	1	83	83%	
2003-2004	150	211	161	109	68%	64	10	23	2	99	91%	
2004-2005	150	155	119	65	55%	51	4	6	0	61	94%	
2005-2006	160	168	132	78	59%	28	0	22	0	50	64%	
2006-2007	160	161	131	98	75%	73	1	22	0	96	98%	
2007-2008	160	185	154	117	76%	85	N/A	17	0	102	87%	
2008-2009	160	210	197	130	66%	46	N/A	23	0	69	53%	
2009-2010	160	187	178	146	82%	55	N/A	47	0	102	70%	
2010-2011	150	171	111	78	70%	37	N/A	17	0	54	69%	
2011-2012	150	217	199	145	73%	54	N/A	26	0	80	55%	
Totals	1850	2213	1837	1230	67%	608	40	264	5	877	71%	

Complete Program Data
FY 2000 – FY 2012



Students who Earned a GED Certificate
FY 2000 – FY 2012



*Placements
FY 2000 – FY 2012*

PPEP-HEP is fortunate to be able to offer the services of the other PPEP agencies to its students. PPEP has its NFJP program, Housing and Microbusiness Division, and the Behavioral Health and the Human Resource Division. In essence, PPEP-HEP is a multiagency approach to help our farmworkers to get their GED's and to continue their education afterwards.

In conclusion, the HEP program is having a positive effect on our farmworker community by helping them to be better educated and better informed on pertinent issues, which hopefully, will give them the self-esteem and desire to become involved within their communities.

PPEP, INC
ARIVACACOMMUNITYGARDEN

Annual Report 2009-2010

Produce Variety from Arivaca Community Garden



The Arivaca Community Garden is approaching its fourteenth year of operation and we continue to produce a large variety of different produce for the community as shown above from the garden. This program continues to move in a direction with amazing foresight and increased crop production. Garden Manager Bill Stern and garden staff David Keller and Joe Kleinholz, along with Carlotta Wray and community volunteers continue to come up with new innovative ways to increase production and get more to the surrounding communities.

The Arivaca Community Garden is just a little over four acres, producing organic vegetables. The garden has grown into a very well equipped operation, with three

greenhouses, an extensive irrigation system, all the tools needed to produce high quality, certified organic vegetables, and a new bath and wash house for visitors and volunteers from abroad.

We continue to host the WOOFER program that brings volunteers from around the world that work in the community garden and bring their knowledge as well.

Over the past year with the building of cold frames (mobile green houses that will protect crops from the harsh weather in the winter and freezing temperatures) we were able to increase production throughout the winter months and provide additional fresh produce to food banks and community. This longer growing season has also been profitable in the way of increase produce throughout the winter at our farmers markets that in turn earn monies that go back into the garden.

Farming is always a learning experience and this last year continued to provide many lessons and opportunities to improve the job we do at the garden. Each year Bill Stern and staff attend training with others from around the county to learn more about organic gardening, farmers markets, cooling/refrigeration units, etc. This past year the University of Arizona put on a conference that was attended by staff and gave a wealth of knowledge in growing techniques and toured other farms. Their wealth of knowledge continues to enhance the Arivaca garden project and bring new and innovative ideas to the table continually.

In the pictures below you can see the increase in our harvests and the quality of the produce that is being produced from the garden project. We have bounced back from a devastating plant disease that basically wiped out our crops last year. This year the only thing that set us back some was major storms that ripped through one of our green house.





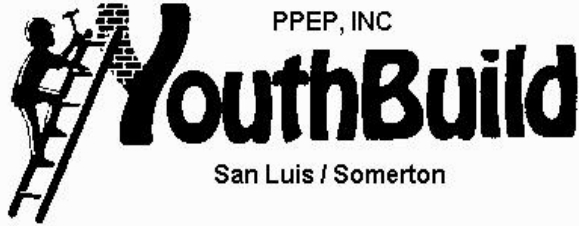
The pictures above shows the healthy harvest of this past year. This is truly a community projects and we look forward to many more harvests and providing healthy foods to low income communities across southern Arizona.

Kari Hogan

Chief Administrative Officer



Arivaca Action Center - Arivaca, Arizona



**Kari Hogan,
Chief Administrative Officer**

“If your actions inspire others to dream more, learn more, do more and become more, you are a leader, for the very essence of leadership is that you have a vision”



Pictured above is our Ninth YouthBuild group of graduates. Over the past year, the PPEP Youthbuild program graduated two more youth groups in September of 2011 and August of 2012, for a total of 135 at-risk youth to date. Each year, on average, the YouthBuild Students, along with PPEP Construction Supervisors, build three – six affordable homes. These homes go to lower income families, who otherwise may not be able to afford a home. In the past ten years the Youthbuild program in conjunction with Comite de Bienstar, and many other partners, have completed and built a total 26 homes and finished numerous rehabs, to many low income homes.



Last year, students participated in many community projects. One of the projects included was Global Youth Service Day, in conjunction with the City of San Luis and the adoption of one of the city parks. In partnership with the City of San Luis and Mayor Escamilla, students adopted a local community park and did all of the rehab work to make it a place people and children of the community could enjoy. Neighbors from across the street couldn't believe it and stopped to get their picture taken with the youth and were improving their community.



This past year YouthBuild's completed their second year in the AmeriCorps Program, where 20 of 24 students completed their National Service Learning requirements for college scholarship. Their time amounted to about \$1,500 for each student, upon completing their 450 hours of service that included GED and Construction and other community service projects like the one above.

This past year also brought with it new relationships within the community and some of the Veterans of Arizona within Yuma county. In the picture below students spent the day at the Veterans Center getting to know those that have fought for us and given our rights for freedom in America. It was a day of learning and getting to know people in the communities in which they live.



This past year also brought with it awards to the students of groups eight and nine. With award from the City of San Luis for the "Outstanding Volunteer Award" and from YouthBuild USA for "Highest AmeriCorps Completion Award". PPEP YouthBuild students also attended the Young Leaders Conference that was held in Washington D.C. and were able to meet with their congressman and other leaders across the United states, as well as the CEO and President of YouthBuild USA, Dorothy Stoneman. Pictured below is PPEP Student and Dorothy in Washington, D.C.



Community Service is such a large part of the Youthbuild program. We have touched the lives of so many families and young people with positive contributions through this program. Throughout the last year students completion levels increased to 80% of students achieving their GED prior to program completion. Because we follow students for two years, those that fall short of completion of their GED continue with the GED instructor Norma Franco. With tutoring they are able to complete and obtain their GED. With the classes that ended this past year, youthbuild students are attending the local community college at AWC and now working in their communities.

Project PPEP Youthbuild students are involved in their community. There are numerous opportunities for leadership activities in the youthbuild program, and because of staff efforts and the administrative leadership; PPEP Youthbuild was able to secure funds from the City of San Luis again this past year in the amount of \$23,000 and obtain new grants from HUD for 1.5million. These funds are important in the continuation of the program and in leveraging for programs like AmeriCorps that require match dollars. HUD funding also allowed us to increase our student base from 10 to 24 students in each group for the next 3 years in each cohort.

Although we have had a very successful year again within the YouthBuild program, there was also sadness that fell upon us with the death of Luis Alhamada in a car crash that took his life. Because of the dedication of his classmates they were able to raise almost 11,000 to take care of expenses and help his family out. We will never forget this young man and all that he brought to the program. This is our way to remember him and his outgoing manners.

Overall the Youthbuild Program continues to meet its goals. We continue to have dedicated staff that work this program and new staff that have joined us to ensure continued success, and to ensure a positive and safe environment for our youth that are ready for the next level. We are proud of our program, staff and students. Thank you to all who have supported and participated in the Youthbuild program.

Kari Hogan

Chief Administrative Officer





Housing Department of PMHDC

Jake Herrington

Multi-family Housing Coordinator and Developer

The Housing Department of PMHDC has been very active in outreaching and establishing partners for the USDA – Rural Development (RD) Farm Labor Housing Program, Arizona Department of Housing and US Department of Housing & Urban Development.

In addition to marketing this worthwhile program we are currently assisting Housing America Corporation (HAC) in applying for subsidized, new construction loans for their Section 514 Farm Labor Housing projects in the Yuma area. We are anticipating those funds will be available for these properties this fiscal year.

In conjunction with the application process for HAC, PMHDC also applied for financial assistance to Construct Phase II of El Memorial de Don Frew Apartments; 9 new one & two story garden walk up units. The new units will be a USDA - RD, Section 515, Multi Family (MFH) property located in Marana, Arizona. We are hopeful that funds will be available and construction initiated next fiscal year.



El Memorial de Don Frew Apartments are in the final stages of loan closing for a loan

La Ramona Morales Apartments Court Yard

and grant for \$455,955.00 for a major rehab project. The revitalization grant fund \$71,154 and the loan for \$384,801.00 will be amortized over 50 years at one percent.

Earlier this year PMHDC found the need to upgrade and improve many small areas of La Ramona Morales Apartments, in Benson, Arizona which these new items consist of new energy efficient handicapped accessible self-cleaning stoves, new storm doors, tree removal, kitchen countertops resurface, parking lot repairs and new awning and shade sails in the courtyard. Major construction has been completed and the residents have benefited from the improvements within a couple of months. We are in the process of adding a community garden, more shade sails for the courtyard and a new frontage sign.

Our rental occupancy has been very high this last fiscal year and revenues increased.



La Ramona Morales Apartments Court Yard
with new shade sail



Human Resources Department

Mission: “To service all employees within PPEP & Affiliates with the utmost customer service in all aspects of Human Resources.”

Department Staffing:

The Human Resources Department is staffed by a Human Resources Director and a Senior Compensation and Benefits Analyst. We also receive assistance each week from a part time Human Resources Assistant.

Human Resources Director

Susan Marsett

February 2001 - Current

Senior Compensation and Benefits Analyst

Rosemary Montano

May 2006 - Current

Human Resources Assistant

Desiree Monjaras

March 2012 – Current

Responsibilities:

Human Resources delivers a wide range of employee services. These services are, but not limited to:

➤ Benefits

Responsible for the enrollment process for all benefits as employees become eligible under the guidelines established by PPEP Policies and Procedures. Human Resources educates eligible employees as to the benefits available to them, processes the enrollment forms and resolves any benefit related issues. Works with benefits brokers to ensure PPEP is providing a comprehensive and competitive benefits package to staff.

➤ Recruitment and Retention

Responsible for providing recruitment support to all departments/programs within PPEP & Affiliates. This includes preparing and posting internal job announcements and outside advertising media, reviewing/screening all applications, conducting pre-employment screening (i.e. MVR, reference checks). We also develop and implement strategies designed to enhance employee retention.

- Employee Relations
Responsible for resolving any labor related issues among the staff of PPEP & Affiliates. Investigates employee complaints and facilitates objectively fair and impartial resolutions. Ensures compliance with all federal, state and local employment-related laws.
- Policies and Procedures
Responsible for ensuring that all employees follow appropriate guidelines established within the PPEP Policies and Procedures. Monitors the disciplinary process to ensure fair and equitable treatment among all employees. Develops new policy or modifies existing policy to reflect current law and best protect the interests of PPEP.
- Employee Evaluation and Professional Development
Responsible for facilitation of the performance evaluation process for all employees at PPEP & Affiliates. Prepares evaluation forms. Notifies departments when evaluations are due and forwards evaluation materials to appropriate supervisory staff. Maintains completed evaluations in employee personnel files.
- Employee File Management
Responsible for maintaining accurate employee files. These files contain information regarding employment history, benefits and performance evaluations. Responsible for processing all employment-related paperwork for newly hired employees, employee status changes, performance evaluations, training, certifications/clearances, disciplinary issues and benefits. Enters this information, as required, into the Human Resources information system.
- Safety
Responsible for reporting and processing all work-related injuries. Submits this information to the Worker's Compensation Insurance carrier. Maintains OSHA logs.
- Training and Employee Morale
Responsible for providing training to all staff regarding policies and procedures and other Human Resources related topics, including new hire orientations. Develop morale boosting programs for PPEP employees to boost morale and strengthen company culture.

Company Staffing:

At the end of the fiscal year, PPEP & Affiliates had employed a total of 494 employees. This figure represents a slight decrease in staff from the previous fiscal year's figures.

<u>Employee Type</u>	<u># of Employees</u>
Regular, Full-Time	336
Regular, Part-Time	45
On Call	80
Work Experience (WEP)	23
Special Certificate (DD)	3
Temporary	7

Employee Benefits:

During this fiscal year, the following benefits were offered to our employees:

- ◆ **Health Insurance** – PPEP offered health insurance coverage to all benefits-eligible employees throughout the fiscal year. PPEP selected United Health Care to provide coverage to all employees. PPEP contributes approximately 85% of the cost of employee only coverage. Three options are available to eligible staff: The Performance Plan, The Premier Plan and the Health Savings Account with the High Deductible Health Plan.
- ◆ **Dental Insurance** - PPEP offered dental coverage to all benefits-eligible employees on a voluntary participation basis only. Premiums were paid 100% by the employee. PPEP selected MetLife Dental Services to provide a wide array of dental coverage to our employees. Two plans are available to eligible employees.
- ◆ **Vision Insurance**- PPEP offered vision insurance to all benefits-eligible employees on a voluntary participation basis only. Premiums were paid 100% by the employee. PPEP selected Avesis to provide this service to our employees.
- ◆ **Flexible Spending Account**- PPEP offers this account, which allows employees to pay for any un-reimbursed medical expenses or dependent day care using pre-tax dollars.
- ◆ **Life Insurance** - PPEP provided life insurance coverage to all benefits-eligible employees. PPEP contributed 100% of the cost of this benefit. The Hartford and United Health Care Specialty benefits were contracted with to provide employee, spouse and dependent coverage for general life or AD&D. The Hartford also offers voluntary AD&D coverage.
- ◆ **Short and Long Term Disability** – PPEP provided short and long term disability insurance coverage to all our benefits-eligible employees. The Hartford was contracted with to perform this service and the cost was paid for 100% by PPEP.
- ◆ **401(k) Plan** - PPEP created a 401(k) to assist our employees with retirement planning. The plan is administered by Scott Nasca with Country Financial, which

offers our employees a wide range of options from which to choose and advice to assist them in their choices.

- ◆ **457(b) Plan** - PPEP created a 457(b) plan for our employees as an alternative to the 401(k) plan. The 457(b) plan allows employees already investing the maximum in the 401(k) plan to continue their investments at an unlimited rate. Norton Retirement Services administers this plan.
- ◆ **Long Term Care** - This plan provides care in private homes, assisted living environments or residential care facilities should the employee become incapacitated to the extent that they can no longer perform two or more activities of daily life. Premiums for this plan are paid 100% by the employee unless the employee has been with PPEP for over eight years. After 8 years of employment the plan is covered 100% by the employer.
- ◆ **Colonial** - PPEP offered this plan to provide supplemental short term disability, cancer insurance, and supplemental accident insurance to PPEP employees. Premiums for this plan are paid for 100% by the employee.
- ◆ **Pre-Paid Legal** – Legal services and Identity Theft protection are available to eligible employees. Premiums for this plan are paid for 100% by the employee.
- ◆ **EAP** – PPEP contracted with The Hartford to provide behavioral health services and resource information to our employees in need. This is a confidential service provided to PPEP employees 24 hours a day, seven days a week.
- ◆ **Group Banking Program** – PPEP offers all employees a group banking discount through Chase and Wells Fargo Banks.

Goals completed from the 2011/2012 Fiscal Year:

1. **Health & Wellness:** Hosted the Sixth Annual PPEP Health and Wellness Fair and implemented Flu shots for all area locations at no charge to PPEP employees. Approximately 80-100 staff were vaccinated. Other staff may still receive the vaccine and receive some reimbursement for costs. Implemented new Wellness activities for staff, including the Walking for Wellness at PPEP program which spanned from Mid-April- May. PPEP had 200 staff initiate participation in the program, while 98 staff completed the 5 week program and earned an incentive.
2. **Coordination with other Non-Profits:** Formed partnerships with other local non-profits providing similar services for coordination of services offered to clients, plan comparisons, sharing salary survey information etc. Specifically PPEP joined the Behavioral Health Consortium for group benefits and participated with other HR professionals at monthly HR Provider meetings.

Goals For the 2012/2013 Fiscal Year:

1. **Classification and Compensations Surveys:** Review and update all PPEP's comprehensive compensation plans for all job titles. Evaluate past salary surveys to determine cost effectiveness of the compensation plan. This should assist with and increase the effectiveness of recruiting efforts and promote fiscal responsibility. This task is slated for completion by February of 2013.
2. **Employee Self Service:** Implement access for current staff to obtain reports showing all income and benefit information showing an accurate view of actual pay. Additionally, the ability to obtain check stubs and combined leave history information from their own computer would be helpful to staff. (This project is currently on hold due to system programming issues).
3. **Healthcare Reform:** Make sure PPEP and its affiliates are prepared for upcoming Healthcare Reform requirements. Most major changes begin occurring in 2014, so PPEP must make sure it has a solid basis and understanding of the plan prior to the required implementation.



PPEP Staff during Open Enrollment

ENCOMPASS

Enhanced Community Participation and Support Services

The Greatest Possibilities! **By Gina Judy, CAO**

The Greatest Possibilities!

This phrase provides the foundation and the guide for ENCOMPASS.

ENCOMPASS is the developmental disability industry's example for true community integration and individualization. We continue to elevate our brand throughout Arizona with unique features that embody our vision of service. We are the "rethinker" of service provision. We always rethink the old and expand to the new to offer individuals with value-added services.

The Greatest Possibilities! is a way of thinking that guides our actions and determines our results. The challenges of the economy won't deter us. We continue to create innovative solutions to individual challenges and focus on possibility over obstacle. We continue to emphasize abundance over scarcity.

While reading this annual report, you will find stories about the individuals receiving services and you will receive a glimpse into the dedicated employees who provide the foundation for the PPEP organization and the divisions that focus on intellectual disabilities, developmental disabilities, and behavioral health.

The Greatest Possibilities! "rethinks" traditional service provision and establishes new direction based on professional practice.

The Greatest Possibilities! rethinks the provision of services through the development and implementation of mutual goals created with PPEP ENCOMPASS team members, the consumer, and funding sources.

We believe that this type of rethinking will help change The Greatest Possibilities! into extraordinary realities.

Our ENCOMPASS team is often referred to as optimists because we believe that we can get the job done regardless of the barriers and challenges put in our path, but I tend to think that it is more than optimism leading the way – it is a sense of what is possible. We are fortunate to have a team filled with "possibilists" who continue to strive for The Greatest Possibilities!

ENCOMPASS Certified Care Giver Michelle Lambert Named Arizona's Direct Support Professional of the Year 2012!



Gina Judy Congratulates Michelle Lambert

Arizona's Direct Support Professional of the Year Winner!

Michelle has worked for Project PPEP Encompass in Globe, Az., at the Cottonwood Home, for 12 years. Before Michelle's employment with PPEP ENCOMPASS, she was the neighbor to the residents of the Cottonwood Home. Michelle developed a relationship with a couple of the residents as she would visit with them when she would see them outside, or would visit with them as they would take their daily walk to the local store. This friendship grew between Michelle and our residents.

Michelle gained knowledge of the PPEP ENCOMPASS and what we represented. She came to our PPEP, Inc. ENCOMPASS Globe office and applied for a job. Michelle met all the qualifications for the position and excelled in her interview. Shortly after her interview Michelle was offered a position to work at the Cottonwood Group Home facility. Michelle was new to this field; she learned the duties of the position very quickly and had a great deal of compassion for others. With the friendship that Michelle had already developed as a neighbor, her bond with the individuals in the home became stronger.

When Michelle first started she was new to the field and a little reserved in advocating. However, with coaching, training, and realizing that her Consumers were dependent on her voice to be heard and understood, she blossomed into

making sure her Consumers needs were met. Michelle learned first-hand that when advocating for the Individuals we serve we sometimes find ourselves standing alone.

At first this was hard for Michelle to realize. She couldn't understand why it was like this – especially when it came to the needs for the individuals that we serve. Michelle learned to advocate for our Consumers just as she would for a member of her own family. Not only did she advocate for her individuals as if they were a family member, she treated her individuals as if they were members of her family.

The individuals that Michelle supports are very dear to her. The Consumers are very comfortable with her and one of the individuals even calls her “Mama”. While he might frequently call other staff members “Ma”, he adored Michelle so much that he affectionately gave her the name “Mama”. It was clear that he did not want Michelle to leave when her shift was over – and there were even a few times when he would leave the home and try to go find Michelle. In the mornings he would wait at his bedroom window and wait for her to pull up, then he would get all happy and go to the front door to greet her with a big hug and “hello mama”. Their relationship was very special. Michelle has a special relationship with all the residents - they know they can count on her and she will be there.

Michelle has always served the Consumers to the fullest of her ability. She treats the residents as if they were her own family. She ensures they have what they need, she is familiar with their money situation, if they need something she will get it for them, so they do not have to use their own funds and will tell me” it was a gift for them from me”. Michelle will mention I love them and are part of my family and if I can do for them that is what I want to do. Michelle provides services and support silently. She does not look for praise or reward in her deeds. Her efforts are genuinely from her heart.

When our individuals are ill or in the hospital, Michelle will keep in contact with them. Michelle will visit them in the hospital on her own time; she will stay and help out at the hospital. She will advocate for our individuals so they receive the very best care they deserve. She isn't shy about her advocacy. She will make her presence known, so hospital staff know they have someone looking in on them and they are not alone.

She is very on top of our individual's well-being to include mental and physical health. Michelle can and has detected health problems with the Individuals serves when others do not see any symptoms. She has become a great advocate for each of the Consumers she serves. Her caring heart and love for her residents truly show in her actions and the way she serves our Individuals. With her twelve years of experience, Michelle knows our consumers very well.

We are fortunate to have Michelle as a member of our ENCOMPASS team!

Encompass Administrative Team **By Jackie Johnson, Office Manager**

The Encompass administrative support staff, located at the main office in Tucson provides service to Encompass areas throughout the state. The staff process documentation required to maintain the programs as well as a wide variety of other supports. Specialists are available for staffing questions, auditing, vehicle information, training, etc. We were fortunate this year to increase back to fulltime, the positions we decreased last year due to state funding cuts.

The administrative support staff also gather supplies in preparation for public relation events. This includes creating fliers for these events as well as many other areas-employment, summer programs, and respite.

The administrative staff enjoys interacting with consumers. Many of our consumers visit our office when they come in with frontline staff. Periodically, our office staff provide activities for visiting consumers. The scale in our facility affords us other opportunities to interact with consumers when they come in to be weighed on a monthly basis.

Professional Direct Caregivers week was celebrated in September. This year the administrative support staff honored our Caregivers by displaying a banner on the front of our building and handing out small tokens of appreciation. Our frontline staff are dedicated, wonderful individuals.

The Encompass administrative support staff often travel to our rural areas to provide training, perform audits, or give general help that may be needed. They also work with other PPEP, Inc. departments to provide 1st aid/CPR training.

The Encompass administrative support staff has expanded our training efforts to include the new DCW requirements. They have been writing new curriculum and attending training classes. The new classes are taught in a classroom setting where staff receive a hands on training experience. This training is supplemented by our online training curriculum which continues to evolve.



The administrative support team members often provide activities for visiting consumers.

Ajo Area ENCOMPASS Programs By Judy Steele

It is an honor to work with the individuals that we serve. I feel privileged to work with the individuals we serve as well as with our direct support professionals who come to work with a level of idealism and optimism that they are making a difference in the lives of the individuals they support. Our direct care givers are not only compassionate they are dedicated to the individuals – helping them with their daily challenges.

One of the events that we participated in this year was a trip to the Wild Life Zoo. What a great choice this was. The zoo was smaller and easy for our individuals that require mobility assistance to maneuver through. We had lunch in the picnic area of the zoo and visited the beautiful indoor aquarium and saw a nice display of reptiles. The best part of all was the fun that we had together! At the end of the day everyone went home with smiles on their faces. It was a great day! Additionally, the program participants took part in bowling this past year. Many of the individuals that receive support services have bowling in their Individual Support Plan so it seemed fitting to plan a full day trip to Bunswick Tri-City Bowling Lanes, a large bowling facility in Avondale. Everyone was so excited about picking out their own bowling ball! There was much enthusiasm about bowling with the bumpers and with laser lights! Another example of a truly enjoyable day.

While these examples are only two of many fun events and activities that are planned for individuals with intellectual and developmental disabilities in the Ajo area, they are shared to show the zeal of the employees and the individuals in finding activities that everyone can enjoy.



Deanna receives the support of dedicated direct care providers to learn archery.



Crystal enjoys making Halloween arts and crafts.

**PPEP, Inc. ENCOMPASS Avondale Day Treatment Programs
By Crystal Castle, Area Program Coordinator**



Avondale Program Participants Enjoyed Checking Out the Bat-Mobile

The Avondale Day Program and Transportation Program has grown to 24 individuals this year. Parents and/or Guardians come to our program looking for a small family like atmosphere where their individual can learn communication and social skills, health and safety skills, and arts and crafts.

The participants themselves are looking to develop new friendships and socialize. Most of our group has been together for over 15 years. They look forward to coming in each day to see their friends, learn something new and go out in the community where they practice the skills they have learned. The most exciting experience for them this year was getting a private showing of the new Bat mobile and motorcycle and going to Amazing Jakes Pizza where they had a blast driving the Go-Carts and Bumper Cars.



Avondale Program Participants Loved Designing Their Batman Shirts!

The exercise program Avondale started last year has made a difference for many of our consumers... They continue to make healthier food choices, drink more water and lose weight. One individual has lost as much as 40 pounds. Our individuals also planted a small garden this year and have been thrilled to see the flowers growing. Support Coordinator, Flor Erickson, said that we have a program like no others. I explained that that's because PPEP sets their standard of care for our consumers very high.

Thanks to the dedicated staff, who consumers depend on to be their friend, the program belongs to our individuals and it shows every day on their happy faces.

**PPEP, Inc. ENCOMPASS IN GLOBE, AZ.
By Bonnie Hayes, Area Director**



Globe Program Participants Proudly Display several 1st Place Blue Robin Awards for Their Art Works

The Globe Encompass Program has had a very eventful year. The Globe Encompass program serves Individuals with Cognitive Disabilities in the Globe, Miami and San Carlos area. Services we provide include; Residential, Day Treatment Activities, transportation, and Individual Habilitation.

Our Day Program provides day activities and transportation for Individuals with Cognitive Disabilities. Our program has grown significantly in this past year. Our Consumers enjoy a variety of different activities, which include crafts, field trips, planning dances for our community, movies etc. Recently the day program Consumers entered a few items they created in the local county fair; candy bouquets and a hand crafted replica of our building, along with some beaded necklaces and bracelets. They won Best of show and first place for the candy bouquets and hand crafted building, the bead work won third place. Our Consumers were for their accomplishment.

Residential Programs continue to do well and have received excellent ratings from the Davison of Developmental Disabilities. We continue to provide Individualized services to each Consumer. Our Consumers are very happy and love their homes and the staff that provide supports to them.

We are in the process of obtaining a License from the Department of Health and Division of Developmental Disabilities to expand some of the services we offer. Once we are licensed for this particular facility we will be able to offer respite care to families in our community for their family member who are in need of DDD services.

One of our individuals that receive Individual Habilitation supports to remain in a home that she rents is Norma Etheredge. Norma has been studying for years to accomplish obtaining her High School Diploma. For all the years that Norma has been studying, PPEP Encompass staff has provided supports and tutoring to her to help accomplish this goal, our program has gone above and beyond the services we were paid for, to make this a dream a reality for Norma.

I am very excited to announce, Norma accomplished her goal and dream. On May 31, 2012, Norma graduated from Liberty High School in Globe, Arizona receiving her High School Diploma. Congratulations Norma!

Finally, I would like to thank all of our Direct Care Professionals and Program Coordinator, for providing our Consumer with excellent care and supports. Thanks to Gina Judy, CAO, for providing the leadership and tools it takes to make our programs successful. I look forward to continued success for our ENCOMPASS Programs. Bonnie Hayes, Area Director



More 1st Place Blue Ribbons Awarded to the Art Work of Program Participants in Globe, Arizona

Sells Area ENCOMPASS Programs By Irene Renteria

Sells DTA has had a great year, we welcome a new consumer and we welcome back a returning consumer. We celebrated Thanksgiving with the Tohono O'odham Special Needs programs at the school from Topawa. We enjoyed getting to know Jesse & Juaquin as well as the individuals and family members. We also participated in many Tohono O'Odham events in GuVo, Santa Rosa, and other villages throughout the Sells, Arizona area. Playing basketball at the recreation center is one of the favorite pastimes for everyone. This is an opportunity to connect with many friends in the area and keep fit

Program participants also enjoyed going to Kit Peak, Reid Zoo, and one of their favorite events occurred when everyone went out to eat at Golden Corral. The holidays were extremely exciting with a gift exchange and a variety of the Native American and Mexican foods. Tamales and pop-overs continue to be a favorite. Consumers enjoy working with ceramics and a variety of crafts. Making Piñatas, Confetti eggs and playing on the Wii are loved by all. And occasionally everyone enjoys a more relaxing day when they watch a movie and make popcorn.

Gardening is another fun outdoors activity. Planting squash, cilantro, and chilis occurred throughout the year but unfortunately the area cows found their way to the garden and ate the squash. Everyone had a good laugh about the addition of the cows to the program.

A big welcome to our new staff member from the nation and a big thank you to Gina Judy for ensuring that we have the things we need and for her continued support.

Casa Grande PPEP, Inc. Encompass Programs By Maria Davis, Area Director

In our attempts to expand and better our programs we have encounter numerous obstacles which have held us back. But we will not give up. We have pavement at the 1102 e. Jimmie Kerr Blvd. a water retention area; all the lines are ready for the water system to be connected so that we can get the sprinkler system in. our building is equipped with the latest smoke detectors that could shatter a glass. We have been licensed to run programs. We have so far we have worked on this for three years. Who would have thought it would take so long.

Even so we did make some progress with the assistance of our local charter school. They loaned us their building during the summer so that we could continue to run our summer program. Last year we started with 3 consumers and added three more this year. The building is DDD licensed, equipped with the newest fire alarm system, furnished and ready to go. We were also were able to add two consumers to the respite service. One small step at a time and one person at a time. Si Se Puede.

Our Kadota program was the recipient of a new ADOT vehicle this year.

Dr. Arnold told me a story of one of my very old buses and how it had made a journey to a faraway place. It was weather beat and needed some TLC. He stated that the next time he saw it looked brand new. How did they manage that I wonder and could we have done that here for ourselves as we are all have suffering budgets.

Tucson Area Day Treatment and Employment Related Services By Dawn Cantrell, Area Director

Encompass continues to serve people with developmentally disabilities in Tucson and Green Valley/ Sahurita. The Olsen Day program in Tucson continues to provide services for 19 individuals. This program is a community based day program which provides the opportunity for our consumers to experience and enjoy activities in Tucson. These outing include bowling, museums, movies theaters, restaurants and special events as the pumpkin patch and the fair. The day program in Green Valley/Sahurita continues to grow and this summer we provided a summer program for those developmentally disabled individuals still attending school. We continue to provide transportation in this rural area for day program consumers. Encompass is currently providing respite services for two individuals who are developmentally disabled.



Olsen DTA Participants Attend the Fair

We recently received authorization for a new client worker to join our employment related program in Oro Valley. At the town hall, they do the recycling for the administration building, water building, zoning and planning buildings. On occasion, they set up chairs in the conference room. They also collect the trash out of the bins at the police department and along the bike trails. This service provides our client workers the satisfaction of being self-sufficient while earning a wage. We continue to provide transportation for one of our client workers in the rural area.



Employment Related Programs Offer an Opportunity for Employment in the Community with the Support of Job Coaches

ENCOMPASS Tucson Area Residential Programs **By Joy Weiermann, Area Residential Director**

There are 9 residential programs for the developmentally disabled in Tucson, AZ. These group homes support and provide assistance to help consumers become as self-reliant as possible. The goal of these programs is to provide developmentally disabled teens and adults with safe, warm and supportive home environments that nurture independence, self-worth and living skills.

Independence starts when a consumer is given a task or some kind of responsibility. When they can achieve something they set their minds to it builds confidence. It also helps to teach them that their actions have consequences both good and bad. All of this helps our consumer to become independent as they progress through life and help build self-esteem. Of course, there will be mistakes along the way, we all make mistakes. We all learn from mistakes. With guidance, repetition and encouragement our consumers learn valuable skills that will promote independence and self-advocacy.

Today many of our consumers are semi-independent to independent in the following tasks: creating a menu, grocery shopping, preparing meals, washing laundry, loading and unloading dishwasher, and clearing plates from dining room table. Each day our consumers work to learn new skills so that this list can continue to grow. These are just some of the many skills our consumers in Tucson are learning each day.



James Hensley and Dinah Stafford takes pride in helping maintain their homes.



Property and Insurance (2012)

Gary Kleopfer, CAO, Property Management

This has been another very busy year for the Property and Insurance Department. The department maintains and supports 27 rental properties, 35 owned properties and a vehicle fleet of 107 vehicles. This year we have responded to over two thousand service and support requests. This includes service request after normal work hours and weekends, as this department is on call 24 hours a day 7 days a week. The daily efforts of the staff are outstanding and I thank each and every one of them for their full support to the PPEP mission.



A few of our accomplishments that stand out the most are:

- Renovations to our building in Douglas at 1102 G Avenue. The building was converted from office use to a school to add additional classroom space and a kitchen to serve meals to the students. A fire protection sprinkler system and fire alarm was added to the building along with other modifications and upgrades. The Raul H. Castro Learning Center now has the additional capacity of 96 students.
- A major renovation was completed in order to move the Yopez Learning Center to a location that doubled the space of the old location. The new school has 7 classrooms, a computer lab, 4 meeting rooms, an outside patio area, a kitchen and a staff lounge. A fire sprinkler and fire alarm system were added to meet current building codes. In additional parking lot lights were installed. Overall the new location is a big improved over the old location
- The old school location is now being converted to a day care and Montessori school operated by Blanca Mendoza, BA, Ed. The facility will be open soon.
- Painted the interior of 3 Group Homes and the Casa Grande and Globe areas.
- Completed the final phase of the fence project at the Ajo DTA.



- We installed new interconnected smoke detectors in several group homes in order to meet current state requirements.
- We have installed several miles of telephone and network cabling in various PPEP facilities savings thousands of dollars in outside contract work.

In all we provided supported to over 60 PPEP facilities in 17 Arizona cities.

None of the above would be possible without the hard work and dedication of the Property and Insurance staff. Each has my sincere thanks for a job well done.

Greg Saxman, Maintenance Supervisor, **Alicia Buckholz**, Property and Insurance Coordinator, **Art Benge**, Maintenance Technician and Lock Smith, Maintenance Technicians **James Sams**, **Phil Greene**, and **Dario Cuevas**. Each has my deepest thanks for a job well done.

All of us in the Property Department would like to thank everyone in PPEP for their support and cooperation to our department. We look forward to serving you in the coming new year and will strive to meet your expectations.



2012 CEO QUARTERLY REPORTS

January 2012



PPEP MICROBUSINESS AND HOUSING DEVELOPMENT CORPORATION

The fiscal year ended June 30, 2011 was a very significant year as it was marked by improvement, challenge and micro-lender industry change driven by uncertainty, debate and inaction at the federal government level. For PMHDC, improvement continued in our affordable housing activities and our lending policies and procedures. Challenge continued in our delinquency management activities as the recession continued and many of our business clients struggled for satisfactory financial performance. And in Washington, the political stalemate continued and one of the many crippling results was in the micro-lending industry which did not receive the critical funding that covers operating expenses for the first half of the 2011 calendar year. In fact, it is now October and PMHDC is just now beginning to receive reimbursement funding for operating expenses dating back to April.

Very early in the 2011 calendar year when it became clear that federal government funding for micro-lenders would be delayed indefinitely, the PMHDC management team moved quickly to conserve financial resources by moving to a 4-day work week and cutting paid hours of all employees. As the funding delay continued, PMHDC management implemented a plan to move to a computer based application process and closed the loan production offices in Douglas, Nogales and San Luis. Personnel in those offices were terminated as were 2 community development officers we had hired in Phoenix. Very quickly our loan staff was cut from 6 community development officers to 1 who offices in Tucson. While these changes were necessary due to the lack of federal government funding, their negative impact on loan production and collection efforts was predictable. However, the ongoing recession is now generally causing very slow loan demand in the rural areas of Arizona so the PMHDC Executive Director and community development officer have been able to travel to areas where we formerly had offices and support our rural clients. Most of our present loan demand is urban in nature and coming primarily from the Tucson market. We are now augmenting our collection efforts by using a professional collection agency and, as always, our collection efforts are built around our commitment to assist our clients with their business problems in every way we can. In addition to the technical assistance we provide clients in solving their operating problems, we are constantly alert to opportunities to restructure loans to help clients survive this difficult economic environment.

Fortunately for PMHDC, the need to overhaul lending policies and teach lending skills to staff were accomplished during the last half of 2010 so we are now doing a much better job of properly analyzing loan opportunities and guiding both prospects and clients during these difficult times.

In the PMHDC affordable housing division, the 2 apartment properties we own and manage are finally in compliance with all appropriate government agencies, have occupancy levels of 100% and have waiting lists for units that become available. During the 2011 fiscal year we made great strides in improving the properties both aesthetically and functionally. HUD representatives have been complimentary of our progress and our manager, Jake Herrington.

Microbusiness Lending Activities

During the 2011 fiscal year, PMHDC was awarded several grants pertaining to our lending activities and technical assistance efforts. Those awards included the following grants:

- RMAP Grant: Awarded by the Department of Agriculture Rural Development. Includes loan funds of \$500,000 and technical assistance funding of \$105,000.
- Prime Grant: Awarded by the SBA and includes funding in the amount of
- \$128,967 to provide technical assistance to clients in the international border area.
- Bank of America Grant: \$60,000 to be included in our SBA loan loss reserve.
- Bank of America Grant: \$25,000 to be included in our RMAP loan loss reserve.
- Bank of America Grant: \$25,000 to be used for IT upgrades.
- City of San Luis Grant: \$29,750 for San Luis office support.
- K-12, Inc. \$36,000 unrestricted funds.
- Tides Foundation \$10,000 to be included in our loan loss reserve.
5,000 to improve access and efficiency of our service.

At June 30, 2011, PMHDC had outstanding loans of \$3,880,409 and notes payable to funding sources totaling \$2,875,698.

PMHDC's funding sources are as follows:

Small Business Administration MICRO Loan Funds

The Small Business Administration/MICRO Loan Fund is made up of three separate loans made to PMHDC. Loans receivable on these funds totaled \$305,711 at fiscal 2011 year end. The notes payable due the lending agency totaled \$423,317 at fiscal yearend.

Social Program Related Investment Fund (SPRIF)

This fund is made up of three social investments, which include the Seton Enablement Fund, SSM International Finance and Sisters of Saint Francis of Philadelphia. Outstanding loans by PMHDC using this fund totaled \$196,574 at June 30, 2011 and the note payable to the funding agency was \$100,015 at that date.

Rural Development

This loan fund was established for the border areas of Douglas, Nogales and San Luis. The \$165,000 RD grant was made to PMHDC in May of 1996. Under the grant guidelines, these funds can only be used in these three border communities. As of June 30, 2011, outstanding loans totaled \$83,643 and there was no note payable related to these funds.

United States Department of Agriculture Intermediary Relending Program

The Intermediary Relending Program (IRP) is a program of Rural Development. Funds are intended to be used for pre and site development housing opportunities for low-to-moderate income families as well as to create sustainable small businesses with loans of up to \$150,000. Fewer than five separate funds loaned to PMHDC, total loans outstanding were

\$2,095,500 at June 30, 2011. Notes payable to Rural Development totaled \$2,184,996 at fiscal yearend.

Economic Development Administration (EDA) Bridge Fund

This federal funded bridge fund pro-actively develops new jobs for low income individuals and minorities by nurturing the startup and sustainability of microenterprises as they expand and enter their new stage of development and full-time job creation by providing bridge loans. EDA approved an initial \$300,000 investment and EDA #2 in the amount of \$500,000 for the CDFI. As of June 30, 2011 loans outstanding totaled \$231,527 and notes payable to EDA totaled \$100,015.

PMHDC Equity Fund (CDFI)

Original equity investments were made by the U.S. Treasury (\$250,000) and a \$250,000 investment made by Wells Fargo Bank totaled \$500,000. Loans outstanding at June 30, 2011 totaled \$313,134 and notes payable to the funding parties totaled \$142,370.

Rural Housing and Economic Development (RHED I) (HUD)

RHED I was originally made available to PMHDC to infuse into construction loan funds to help self-help borrowers and non-profit builders proposing to develop affordable housing in rural Arizona. Loans receivable under this agreement totaled \$271,441 at June 30, 2011 and there were no related notes payable.

RHED II was requested to provide economic development assistance to retain and expand existing small businesses and micro enterprises in need of developing or enhancing their technological and communication capabilities, helping them to bridge the digital divide. Businesses served through this initiative are located in the "Colonias" areas of Arizona along the US-Mexico border, also known as the Arizona Border Region Enterprise Community, which includes Douglas, Nogales and San Luis. Loans receivable totaled \$11,660 at June 30, 2011 and there were no related notes payable.

RHED III was a grant for the acquisition, development, construction or renovation of housing serving elderly, developmentally disabled adults, farm workers and other special populations residing in the Arizona Border Region Enterprise Community. Loans receivable totaled \$299,871 at June 30, 2011 and there were no related notes payable.

RHED IV was designed to support the Colonias within the Arizona Border Region Enterprise Community and other small distressed communities (populations below 2,500) for the development of their capacity to carry out housing and economic development projects. Loans receivable totaled \$24,177 at June 30, 2011 and there were no related notes payable.

Wells Fargo Blend Fund

This product provides low-income families with financing for new homes in cooperation with Rural Development's 502 program. The financing was originally secured with a \$600,000 loan with Wells Fargo Bank. Loans receivable totaled \$24,152 at June 30, 2011 and there were no related notes payable outstanding.

Tides Foundation

PMHDC has a grant from the Tides Foundation in the amount of \$40,000. The funds are to be loaned to Microbusiness borrowers. At June 30, 2011 loans receivable totaled \$23,614 and there were no related notes payable outstanding.

Loan Delinquency Summary

Statistics for PHMDC's total loan portfolio as of June 30, 2010, were as follows:

DAYS DELINQUENT	31-60	61-90	91-120	120+
PORTFOLIO @ RISK	\$12,910	\$12,387	\$415,645	0
% OF PORTFOLIO	.5%	.5%	17%	0

These delinquent accounts were comprised of both small and large loans, with original loan amounts ranging from several thousand dollars to \$150,000. Staff members dedicated many hours to collection efforts during the year. They have worked with clients to restructure their obligations and provided additional technical assistance regarding their business operations whenever possible.

Charge-offs for the year included 19 accounts totaling \$103,414. These accounts referred for charge-off to the Internal Loan Review Committee were reviewed and were approved as bad debt. All collateral associated with these accounts as well as the promissory notes and all other legal documents are being collected and readied for appropriate legal action; in some cases, legal action has already begun. All of the accounts have been reported to the Experian credit bureau.

During the same time, previously charged-off accounts were aggressively pursued by staff and by our attorneys. Efforts resulted in \$16,331 being recovered.

Technical Assistance Report

PMHDC provided technical assistance and training to prospects and clients during the fiscal year. Between July 1, 2010 and June 30, 2011, PMHDC staff devoted 2,730 hours of technical assistance and training to 115 existing clients and 229 potential clients. PMHDC offers training webinars presented in both Spanish and English.

Border Business Resource Center, Douglas

The Border Business Resource Center in Douglas was closed during the 2011 fiscal year as the funding grant ended.

International Microbusiness Development and Technical Assistance

To date PMHDC has assisted in founding two micro credit programs in Owerri, Nigeria, and on in Old Baika Buem, Ghana. All three are doing well. This past December a trip was made to Ethiopia to meet with the President regarding rural micro business development programs for that County. I also did an onsite review of the Buem Micro Credit including reviewing files, visiting business, and attended community meeting for feedback on the program. All seemed

to be very positive. As for Ethiopia, the President has asked me to return to explore possibilities for rural microbusiness lending in that Country.

HISTORICAL INFORMATION—PMHDC LOAN ACTIVITY
A CERTIFIED COMMUNITY DEVELOPMENT FINANCIAL INSTITUTION AND A
COMMUNITY DEVELOPMENT ENTITY
PROGRAM STATISTICS

July 1, 2010– June 30, 2011

First-time Loans Funded: 9 (\$36,683)

Subsequent Loans Funded: 9 (\$55,145)

Small Business Loans Funded (25,000+): 0 (\$0)

Community Facility Loans: 0 (\$0)

Percentage of Women-Owned Enterprises: 70%

PMHDC Loan Portfolio: \$3,880,409

January 1987 through June 2011

TOTAL AMOUNT LOANED: \$23,011,208

AVERAGE LOAN AMOUNT: \$6,539

TOTAL NUMBER OF FIRST-TIME LOANS: 1,541

TOTAL NUMBER OF ALL LOANS: 3,519

HISTORICAL LOSSES: \$2,273,410 (9.9%)

RECOVERY PROGRAM-TO-DATE: \$198,499

Housing Development Activities

During the 2011 fiscal year the final home in the Quail Run subdivision in Douglas was sold and that project has now been completed.

The U.S. Department of Agriculture awarded PMHDC funds totaling \$455,955 for the improvement of the Don Frew Apartment project. The award was the result of a loan application submitted to the Dept. of Agriculture just over 2 years ago. Those funds include a loan of \$371,801, a grant of \$71,154 and a subsequent loan of \$13,000 with no principal or interest payment required until all other loans secured by the property are paid off. Improvements will include the reroof of the entire property, new exterior paint, replacement of evaporative coolers with new air conditioning units as well as new furnaces, repair and resurface of the parking lot and 21 additional areas of improvement. This will allow a much needed renovation of the property that will add value for years to come.

During the 2011 fiscal year HUD has approved PMHDC's request to withdraw \$54,899.09 from the La Ramona Morales Apartments reserve account to fund updates to the overall facility. Those updates, now being completed, are as follows:

\$ 21,279.68	New stoves - ADA slide in self-cleaning ranges
16,500.00	Awning and shade in courtyard
7,451.41	Install new storm doors
4,983.00	Parking lot repairs
3,500.00	Kitchen countertop resurface and repairs
1,185.00	Tree removal

Importantly, Jake Herrington received several verbal compliments from Jennifer Reilly, HUD Project Manager in Phoenix, about the work he and PMHDC are doing. She mentioned how quick and accurate he has been in getting information on the reserve withdrawal request to her, she complimented him because the information she has received from him in responses to the MOR reports have been very thorough in explanation, and she remarked that for many years things had not been done correctly at PMHDC and we now seem to have things on track. Jennifer also remarked that Jake is doing exactly what he should be doing by improving the complex in ways that add value to the project.

PMHDC has been awarded a Farm Worker Housing grant for the Somerton area. This grant includes both temporary and permanent housing. PMHDC will oversee the creation of 2 on-farm "dormitories" housing 400 migrant farm workers per year, repurposing 4-8 homes per year from bank foreclosure holdings and using them as permanent off-farm rental properties for seasonal farm workers and refurbishing 12-15 homes currently owned/occupied by seasonal farm worker families. Renovation activities will include green building materials and practices.



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John David Arnold, Ph.D. "Si Se Puede" Gertha Brown-Hurd
Chief Executive Officer & Founder "Si Se Pudo!" President

CEO REPORT QUARTERLY REPORT January to April 2012

Estimados PPEP and Affiliates Board of Directors: This report covers some of the major events that took place over the past three months.

I. Education:

- A. Scholarships: Seven PPEP TEC students were awarded college scholarships from the Cesar Chavez Learning Center, San Luis and one from the Jose Yezpe Learning Center in Somerton, AZ. In Pima County there were eight additional college scholarships awarded. The PPEP California Insight School Los Angeles generally gives six scholarships.

AIM Scores: Our PPEP TEC in Douglas scored very high this round of AIMS testing. The Raul H. Castro Learning Center in Douglas academic achievements were as follows: The highest Reading scores in the district with 68.8% passed! The state percent passing was 72% reported 14 students exceed the score, with only two other students who exceeded in the district. In Cohort 2011, they had 2 students exceed and there were only 5 total in the state! Our PMP Target on the five year plan was for each site to reach a target of 67% passing – they have exceeded that number and accomplished it two years! Last year, their percent passing score was 25.6% a 43.2% increase! Great job!!

- B. On April 25, 2012, the new campus of the Jose Yezpe Learning Center was dedicated with a ribbon cutting ceremony. Somerton Mayor Martin Porchas was there to cut the ribbon and commended Somerton's only public high school.
- C. The LULAC Farmworker Scholarships Awards Dinner was held in San Luis on April 20, 2012, with 45 local farm workers receiving college scholarships.
- D. The closure of the Avondale and Robles Junction PTHS campuses took place in February. This was due to declining enrollments, large graduation rates, and severe cutbacks in state revenues to PPEP TEC High School. Therefore the PTHS School Board voted to close the Avondale campus and consolidate Robles Junction into the Celestino Fernandez night school. PTHS is providing transportation services to those students. The excess computers, furniture, and equipment were redistributed to the other PTHS schools.
- E. PTHS Administration is conducting a personnel survey to ascertain the duties presently being performed by each key staff member in order to streamline and eliminate duplication of efforts.

"Dedicated to Improving the Quality of Rural Economic Life in Arizona" – SINCE 1967 1

- F. The PTHS site in Casa Grande has submitted a loan and grant request to USDA to build a new campus.
- G. PTHS Graduation dates are attached. We anticipate almost 200 graduates in May. So far over 3,300 students have graduated with official high school diplomas since 1995.

II. Management Reorganization:

From time to time adjustments must take place to meet the ever changing demands on how we conduct our business. The attached is the latest organizational chart diagram; it will continue to evolve to meet future demands (not an agenda approval item). One major change is that we have created a Chief Operations Officer. This position will be under the direction of the Chief Executive Officer; and oversees every day operations and be in charge during the absence of the CEO. A clearing house for grants and agency wide calendar is also being instituted along with a personnel survey similar to PTHS. We have added Jake Herrington from PMHDC Housing to our PPEP Management Team. He oversees the Don Frew Memorial Apartments in Marana and La Ramona Morales Apartments in Benson. The management team is made up currently with Gina Judy, CAO, Encompass; Barbara Coronado, Chief Operations Officer, Finance; Gary Kleopfer, CAO, Property Management; Kari Hogan, CAO, Employment Training; Susan Marsett, CAO, Human Resources; Miguel Zazueta sits in for Microbusiness and Connie Martinez, Corporate Executive Assistant (see chart).

III. Refugee Program:

During a recent teleconference the PPEP Executive Board voted to start a refugee program. This is to help address the un-met needs of over 9000 refugees here in Tucson. It is our desire to complement existing refugee agencies and mobilize resources for unmet needs.

Over the years PPEP has reached out to this community with its schools, youth training, human services, and employment. Initially, this program will be housed under Encompass as they have many job opening in the group homes and counseling services to offer (see attached refugee project statement for more details). This program will also be coordinated closely with WARES, the international entity where it may ultimately end up.

IV. Trademarks for PPEP and Affiliates:

As PPEP's name grows in importance and notoriety others can take advantage of our name and trademark we have worked so hard over the years to establish. Therefore, I have been working with our attorneys to register all our corporate names and their programs with the US Trademark. Attached is an example of how these Trademarks work (see attached update from Damon Ashcroft from Snell & Wilmer).

V. Virtual Schools:

- A. The Arizona Virtual Academy is our online collaboration with K-12, Inc. serving 5,600 K-12 students daily. We started this collaboration over five years ago with the

purpose of giving students statewide access to online learning. Just recently we signed an agreement with K-12, Inc. for another 20 years. K-12, Inc. shares its revenue generously with PPEP, Inc., which help funds unmet educational and other need agency wide. Their audit is conducted by Addington and Associates and reported to our board annually. Our finance office also provides oversight.

- B. Insight School Los Angeles: This online school serves 700 high school students in Los Angeles Region (four counties). PPEP Inc. in California, which we reorganized five years ago, operates the school. They sub-contract with K-12, Inc. as the online curriculum provider. They receive their charter from the Antelope Unified School District in Lancaster, California. They just received renewal for another five year period. A sister Insight School in Windsor, California has decided to close their school. I have been in touch with them over the past year and not it appears they might want to consolidate with PPEP California. I will make my second trip to Windsor, CA in May to see if I can make this happen (see attached request for T/A). On that same trip, I will meet with the Alameda County Superintendent in Oakland, who has expressed interest in joining us online. I will also try to make a visit to Gilroy.

VI. West African Rural Empowerment Society (WARES)–International Activities:

- A. The Incorporation and IRS documents for the WARES Corporation have meant a lot of filings that had to be prepared along with the corporate documents and bylaws. This was all accomplished over this reporting period. WARES has now been officially incorporated; and its EIN number established. The 501-C3 charitable status has been filed to IRS and a trademark to protect its corporate name. Also, a website is being set up to publicize its activities. Attached is an excerpt from the introduction of the website that gives detail of WARES organization, history, and accomplishments (see attached web intro).
- B. International Visitors.
 - 1. Melese Wolde-Amanueal from Awasa, Ethiopia visited PPEP to see how our projects could be replicated by his Woldeamanueal-Dubale Foundation. A letter of support was given to him pledging technical assistance. We will meet with his foundation on July 21st, 2012 in Awasa to present a three way cooperative agreement signed by PPEP, WaDF- Foundation, and CEDES from Sonora (see support letter attached). Melese visited PPEP TEC and addressed the students. Later he visited the PMHDC Microbusiness program, the Lakewood Self Help Affordable Housing Project in Amado and the PPEP Arivaca Garden. IN Patagonia he visited the Grayce Gift and Candle Shop along with the Galeria Dia de Los Muertos in Patagonia. That evening he attended a fund raiser at the Café Desta in Tucson.
 - 2. Batenash Abreham Berhanu from Addis, Ababa, Ethiopia became our first foreigner exchange “Train the Trainer.” Bati and her husband are humanitarian in Ethiopia and is starting a senior nutrition center near Addis Ababba. She is learning to prepare ‘whole foods’ at the Tree of Life Café in Patagonia. When she goes back Bati will carry the skills she learned here to share with other Ethiopians. Bati visited PPEP TEC, where she spoke to the students, learned about micro business, and affordable housing. She visited

- the PPEP organic community garden and the Human Resources Senior Services feeding program in Arivaca before heading to the Tree of Life. Bati was also a guest at the LULAC National Women's Conference in Houston on her trip over here. Her training period is from April 16-May 6, 2012.
3. Cameroon West Africa – An exploratory trip was made to Cameroon in April to determine opportunities we might have to share our rural socio economic programs. I will follow up with the contacts that were established during my visit to Cameroon in July.
 4. A cargo container shipment to Ghana was sent in April. This 45' container will arrive by ship in June at the Tema Port in Ghana. It contains two used Encompass eight (8) passenger vans, eight used computers/screens, and supplies for the Eagle's Nest and other projects in Old Baika. Also, included are white boards and pens for the local schools, which have no visual aids and until recently had no electricity, pencils, or paper for the students.
 5. My summer vacation schedule: I will be conducting site visits of our projects in Ghana, Ethiopia, Nigeria, and Cameroon this summer during my vacation time. Last December, I conducted a field audit of the Bueman Micro Credit Program in Old Baika and provided technical assistance. These trips are essential to ensure the projects we have invested are being accountable.

VII. Encompass – Advocacy - Counseling:

Encompass continues to be proactive in getting out the message that these services are really vital to developmentally disabled (DDD) clients. During these perilous times of severe cutbacks considerable time has been spent to save this valuable population from further service delivery cuts. It appears there may even be a modest 3% increase this next fiscal year. The PPEP Counseling program along with other providers is experiencing a number of heavy cuts this year and is barely breaking even. However, the counseling sessions continue to provide critical services in a time when there is so much 'hurt' in the community due to the bad economy.

VIII. Job Training – Youth Employment:

This spring we have another 56 students doing on-the-job training with local employers. Furthermore, other students stay after school for two hours for tutoring in Math/Science and receive a much needed stipend. This summer we hope to have another 150+ students in the summer youth jobs program. We are preparing a grant plan to USDOL to extend our Farmworker Job Training Program (NFJP) for another year. To date, our NFJP is among the top 10 performing job training programs in the county. Also, we are joining a regional consortium and applying for funding to provide job training services and supportive to senior citizens. We are also exploring possibilities of providing job training and micro business services in Imperial County through our newly re activated PPEP Human Development Corporation Ca.(PHDC)which was established in 1986 in Brawly.

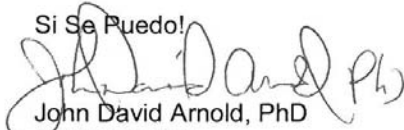
IX. Summary:

These are just some of the highlights over this reporting period. At our next board meeting we will be featuring our housing activities. Programmatically we are doing well.

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However, due to the heavy funding cutbacks in our three major programs: the schools, Encompass, and Counseling. The bottom line has taken a big hit. Our commercial properties are also causing deficits due to lower values and we have formed a committee to come up with a plan to ease the losses. However we do anticipate breaking even by the end of the fiscal year, when all of our anticipated revenues are accounted for. Finally, you will receive our 2011 independent financial audit report at the board meeting which indicates we had a good year both programmatically and financially.

Si Se Puedo!



John David Arnold, PhD
CEO/Founder



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John David Arnold, Ph.D.

“Si Se Puede”

Gertha Brown-Hurd

CEO REPORT QUARTERLY REPORT April to August 2012

Estimados PPEP and Affiliates Board of Directors: This report covers some of the major events that took place over the past three months.

I. Financial Issue:

- A. This past year has been one of considerable difficulty because of the cutbacks in funding across the board.

By mid-year the financial picture did not look good. The three departments that generate revenue Encompass, Behavioral health, and the schools were in deficit positions with even worse projections for the remaining six months of the fiscal year. The Management Team, board, led by the CEO came up with a plan to offset the projected large deficit. Three schools were closed, some staff reductions and cutback in hours for the affected programs was installed.

This coupled with an austerity programs that cutback on expenses and supplies made a real difference by year end we were in the “black” instead of the \$500,000 projected deficit.

II. On-line Schools:

Insight Los Angeles AZVA were very vital in bringing in much needed unrestricted income. Furthermore, we have seen the Insight School in the San Francisco Bay Area and Insight School Arizona comes into the picture, which we hope will produce revenue.

III. PPEP TEC HIGH SCHOOL:

Once the closing of the three schools that were in deficit was accomplished a general overhaul of the school administration took place. Furthermore, a strong student recruitment outreach program was put into place. Initial enrollments figures are above the projections showing these efforts paid off. Now we are concentrating on implementing the policies and procedures to insure more accountability and student services. Also, we are concentrating

resources to provide hot lunches and other student service at each site to increase student retention. During May five graduations and 200 students received their High School diplomas. Eighteen college scholarships were also awarded.

IV. Trademarks/Legal Services:

Our legal expenses have been heavy this year. This post quarter we worked on the Trademarks of each of PPEP's programs to protect us from infringement on our trade names. Also, we assisted WARES, Arivaca Action Center with their 501 (c) (3) IRS charitable designations.

The ongoing resolution pertaining HUD's disallowance for the SHOP programs; however, these costs have provided a strong response to their concerns especially concerning the housing project in Colorado one of the housing sub-grantees.

V. Developing PPEP's International Efforts:

This year has been a landmark year for our international efforts. The projects in Nigeria, Ghana, were visited, monitored, and provided technical assistance by the CEO. New projects were initiated in Ethiopia, where a rural senior nutrition and diabetes education center was initiated by Ms. Bati Batenash.

She recently received raw foods training from the Tree of Life in Patagonia. Dr. Cousens, MD and I will travel to Addis, Ababa, later this year to conduct a National Cure of Diabetes/Sustainable Organic Garden seminar.

Also, in Awasa, Ethiopia we inaugurated a wildlife and botanical garden with the Woldeamanueal-Dubale Foundation. That visited us in the Spring.

There are 48 hectares (150 acres) of natural forest and wildlife animals such as baboons, monkeys, and hippos. In Cameroon, I visited the Babul Kingdom in the Northwest and Limbe on the Atlantic coast to visit micro credit and sustainable agricultural projects. Also, met with corn producers that desperately need corn grading machines. In Limbe, I met a group of women that were doing crafts, sewing, food production and need working capital.

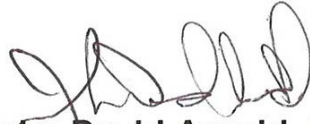
In retrospect this past year will be remembered for achievements in:

1. Re-organizing PPEP TEC
2. Building unrestricted revues through the on-line schools
3. Legal work on trace marks and 502 (c) (3)'s, IRS designations to key organizations, WARES, AAIC, as well as answering the HUD SHOP inquires.
4. Solidifying our international charitable efforts and WARES.

5. Building on PPEP's networks: AIFC, ARHSNW, and partnerships with rural community projects. Networking with the various nonprofit agencies, local elected leaders, and governmental agencies.
6. Major outreach to the refugee community.
7. Fundraising for college scholarships for our students.

All in all we have set a solid platform both financially and administratively to insure viability during the difficult times to come.

Si Se Puedo!

A handwritten signature in black ink, appearing to read 'John David Arnold', with a stylized flourish at the end.

John David Arnold, PhD
PPEP CEO/Founder

ATTACHMENTS

2012

WEST AFRICA RURAL EMPOWERMENT
WARES ANNUAL BOARD MEETING
DESTA CAFÉ
758 S. STONE AVE., TUCSON, AZ 85701
September 15, 2012

I. The call to order at: 7:30 P.M. by Dr. John David Arnold, Moderator

II. Invocation: Dr. Gabriel Cousens

III. Welcome Guests: Ezekiel Gebrekidane, Jorge Valenzuela, Zachary Angafor,

IV. Roll Call – Board Members present:

Dr. C.A.C. Eronini, President (via conference call)
Nana Otibribi III, Vice President
Dr. John David Arnold, Secretary
Dr. Gabriel Cousens, Treasurer
Gertha Brown, Member at large (via conference call)

V. CEO Annual Report:


Dr. Arnold acting WARES CEO gave the annual report. He was supported by country reports given by Nana, Ezekiel, and Jorge.

- Dr. Arnold reported on the budget allocations from PPEP, Inc. for international projects (see attached).
- He reported the Tree of Life just recently made an additional \$20,000 donation to Bate's Senior Nutrition Center in Holeta of \$15,000 for its feeding program. Also, \$5,000 to complete the kitchen at Old Baika Cousens Nutrition Center. Also he is considering giving support to Cameroon/Bambui corn grinding mill project plus microcredit programs. PPEP will forward to Bate \$3,500 to complete the renovations of Bate's Senior Nutrition program in Holeta, Ethiopia. PPEP will forward \$5,500 to Bambui, Cameroon for the first five corn mill grinders. Also, \$6,000 for the microcredit in Bambui and \$3,000 for the programs in Limbe once Remi the consultant has completed his site review. PPEP has allocated \$5,000 for a straw bale building in Alamos, Sonora, to build a guest house and community building in cooperation with FAI, Sonora. During Thanksgiving break, 35 college age students from Utah will travel to Sonora to provide the volunteer labor for the project.
- PPEP will provide \$6,000 to the WALDI Foundation's Botanical Garden in Awassa to initiate improvements and associated costs on the 150 acre ecological site.
- Other country reports included: Ghana there is a project to create eco-cultural-humanitarian tourism project in Old Baika, Ghana to open up its rich archeological and historical history to the public.
- This will also include a humanitarian component for professionals from abroad to provide human services during their vacation time. The Tree of Life is to send two nutritionists this year that are graduates of his nutrition training program.

Furthermore, they are very grateful to Dr. Arnold the WARES CEO/Founder for his tireless efforts to initiate the projects, provide technical assistance, and periodic evaluations and oversights. Also for providing T/TA and training for local community groups, microbusiness programs, and local boards. For opening doors of dialogue with the local and national governmental agencies and officials. Most of Dr. Arnold's work is during his vacation time in the summer and Christmas Holidays. PPEP has supported his travel and other associated costs while abroad which is very much appreciated. The WARES Board expressed their appreciation for Dr. Arnold's above referenced actions plus the personal financial contributions he has made for projects and individuals abroad.

IX. Adjournment:

There being no further business, Dr. John David Arnold motioned to adjourn meeting; seconded by Gertha Brown-Hurd. (Vote unanimous 5-0). Meeting adjourned at 9:02 p.m.


Secretary WARES
Date 11/23/12



