



BOARD OF SUPERVISORS AGENDA ITEM REPORT
CONTRACTS / AWARDS / GRANTS

Award Contract Grant

Requested Board Meeting Date: June 19, 2018

* = Mandatory, information must be provided

or Procurement Director Award

***Contractor/Vendor Name/Grantor (DBA):**

Arizona Department of Economic Security (AZDES)

***Project Title/Description:**

AZDES Community Action Agency (CAA) Emergency Services

***Purpose:**

This amendment is for additional funds allocated to Pima County for direct utility payments and case management for the Low Income Home Energy Assistance Program (LIHEAP) for 2018-2019. The reimbursement ceiling went from \$3,157,465 to \$3,902,642. This program has strict income eligibility guidelines. Funds are used to provide emergency utility assistance for families in crisis through the Emergency Services Network.

Attachment:

ADES15-089143 Amendment No. 9 - Intergovernmental Agreement (IGA) Arizona Department of Economic Security

***Procurement Method:**

Not applicable to grant award.

***Program Goals/Predicted Outcomes:**

The goal is to alleviate poverty and provide emergency services.

***Public Benefit:**

Avoidance of eviction, foreclosure and utility shutoffs to Pima County residents.

***Metrics Available to Measure Performance:**

Monthly case management reports, quarterly ROMA reports, the annual CSBG Information Survey and the annual Community Action Plan.

***Retroactive:**

No.

Contract / Award Information

Document Type: _____ Department Code: _____ Contract Number (i.e., 15-123): _____

Effective Date: _____ Termination Date: _____ Prior Contract Number (Synergen/CMS): _____

Expense Amount: \$* _____ Revenue Amount: \$ _____

***Funding Source(s) required:**

Funding from General Fund? Yes No If Yes \$ _____ % _____

Contract is fully or partially funded with Federal Funds? Yes No

If Yes, is the Contract to a vendor or subrecipient? _____

Were insurance or indemnity clauses modified? Yes No

If Yes, attach Risk's approval.

Vendor is using a Social Security Number? Yes No

If Yes, attach the required form per Administrative Procedure 22-73.

Amendment / Revised Award Information

Document Type: _____ Department Code: _____ Contract Number (i.e., 15-123): _____

Amendment No.: _____ AMS Version No.: _____

Effective Date: _____ New Termination Date: _____

Prior Contract No. (Synergen/CMS): _____

Expense or Revenue Increase Decrease Amount This Amendment: \$ _____

Is there revenue included? Yes No If Yes \$ _____

***Funding Source(s) required:**

Funding from General Fund? Yes No If Yes \$ _____ % _____

Grant/Amendment Information (for grants acceptance and awards) Award Amendment

Document Type: GTAM Department Code: CS Grant Number (i.e., 15-123): 18-44

Effective Date: 7/1/18 Termination Date: _____ Amendment Number: 9

Match Amount: \$ _____ Revenue Amount: \$ 745,177.00

***All Funding Source(s) required:** U.S. Health and Human Services Department

***Match funding from General Fund?** Yes No If Yes \$ _____ % _____

***Match funding from other sources?** Yes No If Yes \$ _____ % _____

***Funding Source:** _____

***If Federal funds are received, is funding coming directly from the Federal government or passed through other organization(s)?** Federal Awards to State passed through the AZ Department of Economic Security _____

Contact: Rise Hart

Department: Community Services Telephone: 724-5723

Department Director Signature/Date:  6/13/18

Deputy County Administrator Signature/Date:  6/13/18

County Administrator Signature/Date:  6/13/18
(Required for Board Agenda/Addendum Items)



DEPARTMENT OF ECONOMIC SECURITY
Your Partner For A Stronger Arizona

**Intergovernmental Agreement
CONTRACT AMENDMENT**

1. CONTRACTOR (Name and address) Pima County Community Services 2797 E. Ajo Way Tucson, AZ 85713	2. CONTRACT ID NUMBER ADES15-089143
	3. AMENDMENT NUMBER Nine (9)

Pursuant to the Terms and Conditions, Section 32.0 Levels of Service, this Amendment revises the Case Management Service Budget for the period of July 1, 2018 through June 30, 2019.

In accordance with the Alert issued May 2, 2018:

- The Case Management service reimbursement ceiling for the period of July 1, 2018 through June 30, 2019 is revised from \$3,157,465.00 to \$3,902,642.00.

The supplement for LIHEAP Administrative funds for SFY 2019 must be fully expended by June 30, 2019.

The revised Service Budget for Case Management is attached.


5. EXCEPT AS PROVIDED HEREIN, ALL TERMS AND CONDITIONS OF THE ORIGINAL CONTRACT AS HERETOFORE CHANGED AND/OR AMENDED REMAIN UNCHANGED AND IN FULL FORCE AND EFFECT. THE AMENDMENT SHALL BECOME EFFECTIVE ON THE DATE OF LAST SIGNATURE UNLESS OTHERWISE SPECIFIED HEREIN. BY SIGNING THIS FORM ON BEHALF OF THE CONTRACTOR, THE SIGNATORY CERTIFIES HE/SHE HAS THE AUTHORITY TO BIND THE CONTRACTOR TO THIS CONTRACT.

6. ARIZONA DEPARTMENT OF ECONOMIC SECURITY	7. NAME OF CONTRACTOR Pima County Community Services
SIGNATURE OF AUTHORIZED INDIVIDUAL	SIGNATURE OF AUTHORIZED INDIVIDUAL
TYPED NAME	TYPED NAME
TITLE	TITLE
DATE	DATE

IN ACCORDANCE WITH ARS §11-952 THIS CONTRACT AMENDMENT HAS BEEN REVIEWED BY THE UNDERSIGNED WHO HAVE DETERMINED THAT THIS CONTRACT AMENDMENT IS IN APPROPRIATE FORM AND WITHIN THE POWERS AND AUTHORITY GRANTED TO EACH RESPECTIVE PUBLIC BODY.

ARIZONA ATTORNEY GENERAL'S OFFICE

By: _____
Assistant Attorney General

By: 
Public Agency Legal Counsel
CHARLES WESSELHOFT

Date: _____

Date: 6/13/18

Revised: 8/22/13

ITEMIZED SERVICE BUDGET

AFR 68/18

CONTRACT SERVICE: Case Management (CMG-CAP) Agency: Pima County Community Action Agency

Contract Period: 07/01/2018 - 06/30/2019

1. PERSONNEL

Number of Positions	FTE Level	Position Title	Total Salary for Contract Period	TOTAL SERVICE COST	DES COST
1	1	Community Services Mgr (part year)	10,554	10,554	\$10,554
1	1	Community Services Mgr (part year)	38,739	\$15,495	\$15,495
1	1	Program Manager	57,828	\$23,051	\$23,051
1	1	Principal Finance Acct	60,357	\$7,848	\$7,848
1	1	Acctg Sup Spec	32,705	\$28,127	\$28,127
1	1	Acctg Sup Spec	30,081	\$21,344	\$21,344
1	1	Intake Specialist	28,589	\$8,571	\$8,571
1	1	Intake Specialist	32,958	\$17,908	\$17,908
1	1	Intake Specialist	28,550	\$2,955	\$2,955
1	1	Intake Specialist	41,830	\$837	\$837
1	1	Intake Specialist	27,867	\$13,944	\$13,944
1	1	Program Specialist	38,165	\$39,165	\$39,165
TOTAL PERSONNEL				\$189,795	\$189,795

2. EMPLOYEE RELATED EXPENSES

ITEM	BASIS	TOTAL COST	DES COST
FICA; Unemployment Ins; Health Ins; Workers' Comp; Life Ins; Empr Pf fees; Retirement; Dental Ins	33.35% of Total Personnel Service Cost	\$63,297	\$63,297
TOTAL EMPLOYEE RELATED EXPENSES		\$63,297	\$63,297

3. PROFESSIONAL AND OUTSIDE SERVICES

ITEM	BASIS	TOTAL COST	DES COST
Case Management to be contracted		\$83,811	\$83,811
TOTAL PROFESSIONAL AND OUTSIDE SERVICES		\$83,811	\$83,811

4. TRAVEL

ITEM	BASIS	TOTAL COST	DES COST
Hotel, Per Diem, In State Conference	14 staff, 7 CAA Board members (50%)	\$5,000	\$5,000
Training	as needed, new staff training (50%)	\$1,000	\$1,000
AZ Usby Partners meeting	one-time	\$2,800	\$2,800
TOTAL TRAVEL		\$8,800	\$8,800

5. SPACE

ITEM	BASIS	TOTAL COST	DES COST
Space Cost	\$975/mo x 12 mos.	\$11,700	\$11,700
TOTAL SPACE		\$11,700	\$11,700

6. EQUIPMENT

ITEM	BASIS	TOTAL COST	DES COST
N/A		\$0	\$0
TOTAL EQUIPMENT		\$0	\$0

7. MATERIALS & SUPPLIES

ITEM	BASIS	TOTAL COST	DES COST
Office Supplies	\$100/mo x 12 mos	\$1,200	\$1,200
Software-IF Charges	TeamUp scheduling software	\$1,200	\$1,200
Small Equipment		\$0	\$0
Postage		\$0	\$0
Printing/Duplicating	nominal, as needed	\$100	\$100
TOTAL MATERIALS AND SUPPLIES		\$2,800	\$2,800

8. OPERATING SERVICES

ITEM	BASIS	TOTAL COST	DES COST
Telephones	\$80/mo x 12 mos	\$720	\$720
Comp Equip R & M		\$0	\$0
Dues/Memberships	contingency for increased dues' rates	\$500	\$500
TOTAL OPERATING SERVICES		\$1,220	\$1,220

9. INDIRECT COSTS

ITEM	BASIS	TOTAL COST	DES COST
Indirect Costs		\$0	\$0
TOTAL INDIRECT COSTS		\$0	\$0

10. SUBTOTAL ADMIN COST

TOTAL ADMIN COST	\$61,123	\$61,123
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11. VOUCHERS

ITEM	TOTAL COST	DES COST
TANF - 49	\$297,601	\$297,601
LINEAP - 77	\$2,938,484	\$2,938,484
NHN - 70	\$5,434	\$5,434
TOTAL VOUCHERS		\$3,241,519

12. TOTAL SERVICE COST/DES TOTAL COST: \$3,902,842 \$3,902,842

REVENUE SOURCES:	TOTAL	DES
Admin	\$210,891	\$210,891
Vouchers	\$2,938,484	\$2,938,484
Admin	\$207,258	\$207,258
Vouchers	\$5,434	\$5,434
Admin	\$242,984	\$242,984
Vouchers	\$297,601	\$297,601
TOTAL REVENUE:		\$3,902,842

NOTE: A special purchase of software package to replace current one will be from Voucher allocation -> \$150,000.