

COB - BOSAIR FORM

09/10/2025 10:58 AM (MST)

Submitted by Shelley.Kroska@pima.gov



Welcome to the Board of Supervisors Agenda Item Report (BOSAIR) Form.

This form is used to submit agenda items for Board of Supervisors consideration, including contracts, awards, grants, amendments, and other official actions.

All fields are required. Enter N/A if not applicable. For number fields, enter 0 if not applicable.

Record Number:

Amplifund Grant Record Number: 66302

Award Type: Grant

Requested Board Meeting Date: 10/14/2025

Signature Only:

NO

Procurement Director Award / Delegated Award: • N/A

Supplier / Customer / Grantor / Subrecipient: AZ Department of Child Safety and Administrative Office of the Courts

Project Title / Description: FFY2025 Title IV-E Foster Care Administrative Costs for Legal Representation Child or Parent

Purpose: When this grant was originally awarded and approved by the Board of Supervisors, it was a formula grant which shall continue until canceled. Federal child welfare policy provides funds to assist with foster care maintenance costs for Title IV-E eligible children, specifically covering state and local reimbursement to pay a percentage of the costs of attorneys representing eligible children and/or their parents. The ongoing grant agreement among AOC, AZ Department of Child Safety, and Pima County also allows administrative costs to include reimbursement for caseworkers, investigators and other staff.

Procurement Method: Grant: Not applicable

Procurement Method Additional Info: N/A

Program Goals/Predicted Outcomes: Funds are used to supplement existing funding to expand, enhance, and develop parent and/or child representation including, but not limited to, hiring and/or contracting with attorneys; meeting statutory time frames; improving attorney-client ratios; improving attorney abilities to manage dependency caseloads; increased rates for contract dependency attorneys; and training/education to enhance legal representation.

Public Benefit and Impact: Pima County is entitled to claim a percentage of Title IV-E administrative costs of independent legal counsel in child dependency and parental rights termination cases. Federal policy helps to ensure, among other outcomes, that reasonable efforts are made to prevent removal and to finalize permanency plans

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DM

and that parents and youth are engaged in and complying with case plans.

Budget Pillar • N/A

Support of Prosperity Initiative: N/A

Provide information that explains how this activity supports the selected Prosperity Initiative N/A

Metrics Available to Measure Performance: Hiring and/or contracting with additional attorneys; improved attorney-client ratios; increased rates for contract attorneys; completion of education and training; and meeting statutory time frames.

Retroactive:

YES

Retroactive Description: Yes, the notice of award was received on November 26, 2024. Due to a change in grants manager, the change request started on March 19, 2025 was not finalized. The change request was reviewed and approved by current grant manager to proceed for the October 14, 2025 BOS meeting. If not accepted by the Board of Supervisors, the monies will be returned to the grantor.

Grant / Amendment Information (for grants acceptance and awards)

All fields are required. Enter N/A if not applicable. For number fields, enter 0 if not applicable.

Record Number:

Amplifund Grant Record Number: 66302

Type: Amendment

Department Code: PDS

AmpliFund Grant Record Number: 66302

Amendment Number: 19

Commencement Date: 10/01/2024

Termination Date: 09/30/2025

Advantage Initial GTAW# (If Applicable): N/A

Total Revenue Amount:

\$1,728,862.67

Total Match Amount

\$0.00

Advantage Grant ID # (If Applicable): N/A

All Funding Source(s) required: US Department of Health and Human Services, pass through AZ Department of Child Safety and Administrative Office of the Courts
Formula advanced grant

Does PCAO need to review the grant award (or grant amendment)?

NO

Does PCAO need to sign the grant award (or grant amendment)?

NO

Match funding from General Fund?

NO

Match funding from other sources?

NO

Are Federal Funds Involved?

YES

If Federal funds are received, is funding coming directly from the Federal government or passed through other organization(s)? US Department of Health & Human Services, Administration for Children & Families, Children's Bureau passed through Arizona Supreme Court Office for the Courts (AOC)

CFDA# 93.658

FAIN# 2502AZFOST

Department: PDS

Name:
Shelley Kroska

Telephone: 5207246908

GM1 signature: *[Signature]* 9/26/2025

Department Director Signature: *[Signature]*

Date: 9/24/2025

Deputy County Administrator Signature: *[Signature]*

Date: 9-26-2025

County Administrator Signature: *[Signature]*

Date: 9/26/2025



Ben Henderson, Interim Director
Katie Hobbs, Governor

Jan Leshner
County Administrator
Pima County

11/15/2024

Date

Notice of Award Letter for ISA Subrecipients

Re: Notice of Award -- FY FFY 2024 Title IV-E Foster Care

Name of Award

Dear Jan Leshner - Pima County

Grantee Name

Congratulations! The Department of Child Safety is pleased to inform you that your request for funding has been awarded.

This grant award represents obligation for fiscal year 2024 for the Foster Care Title IV-E program.

Fiscal Year

Program

These funds are subject to the requirements of the Legal Representation for Children/Parents

Program

Award Number	2402A/1 OSI DCS PIMA
Award Performance Period	10/1/2023 9/30/2024
Award Budget Period	1/1/2024 9/30/2024
Allotment	\$452,593.47
Award this Action	\$1,488,200.72
Cumulative Grant Award to Date	\$1,721,536.99
FAIN No.	2402A/1 OSI
CFDA No.	93.658
EIN:	86 6000556

With the acceptance of this award, you agree to administer this grant in compliance with conditions set forth in the Interagency Agreement. This award is also subject to the requirements of 2 CFR § 200.332 REQUIREMENTS as it aligns with subrecipient funding.

Your Point of
Contact for
this grant is:

Carissa Moore, Grants Manager AZ DCS
Email: Carissa.Moore@azdcs.gov
Phone: 602-255-2906

We look forward to working with you on our shared commitment to meeting the needs of Arizona's families as we prepare for the implementation of the Legal Representation for Children/Parents program.

Sincerely,

Reynaldo Saenz

FE6583FBC11A449...

Reynaldo Saenz
Chief Financial Officer

Arizona Department of Child Safety

Equal Opportunity Employer/Program. The Department of Child Safety (DCS) prohibits discrimination in admissions, programs, services, activities, or employment based on race, color, religion, sex, national origin, age, disability, genetics, or retaliation or any other status protected by federal law, state law, or regulation. Reasonable accommodations to allow a person with a disability to take part in a program, service, or activity are available upon request. To request this document in alternative format or for further information about this policy contact your local office. TTY/TDD Services: 7-1-1. Free language assistance for DCS services is available upon request. Ayuda gratuita con traducciones relacionadas con los servicios del DCS esta disponible a solicitud del cliente.

ADDENDUM A

ARIZONA TITLE IV-E LEGAL PASS-THROUGH - FEDERAL FISCAL YEAR 2024 Pima County

Addendum date: 11/12/2024

TOTAL AMOUNT AWARDED: \$ 1,721,536.99

SCHEDULED DISBURSEMENTS			
March 5, 2024	May 30, 2024	August 20, 2024	October 31, 2024
\$ 392,932.21	\$ 392,760.58	\$ 483,250.73	\$ 452,593.47

DISBURSEMENT INFORMATION:

March 5, 2024 FFY24 1ST QUARTER EXPENSE REIMBURSEMENTS (10/01/2023 - 12/31/2023)
May 30, 2024 FFY24 2ND QUARTER EXPENSE REIMBURSEMENTS (01/01/2024 - 03/31/2024)
August 20, 2024 FFY24 3RD QUARTER EXPENSE REIMBURSEMENTS (04/01/2024 - 06/30/2024)
October 31, 2024 FFY24 4TH QUARTER EXPENSE REIMBURSEMENTS (07/01/2024 - 09/30/2024)

Signed:

Caroline Lautt-Owens

Digitally signed by Caroline Lautt-Owens
Date: 2024.11.12 16:28:35 -07'00'

Caroline Lautt-Owens, Director
Dependent Children's Services Division—Arizona Supreme Court

Signed:

Shelley Kroska

Digitally signed by Shelley Kroska
DN: cn=Shelley Kroska, o=Pima County, ou=Public Defense Services,
email=shelley.kroska@pima.gov, c=US
Date: 2024.11.13 09:59:59 -07'00'

Approved by signature - County

Attachment A

Arizona Title IV-E Legal Pass-Through - Certification of Expenditure Form

REQUEST FOR REIMBURSEMENT Quarter Year

Reporting Period **QE 9/30** **2024** *(Period in which expenditures were paid)*

QE= Quarter Ending

NAME AND ADDRESS OF PROVIDER

Provider's Legal Name:	Pima County Public Defense Services	County Invoice Number:
Address:	33 N. Stone Ave., Suite 1800 Tucson, AZ 85701	PDS FFY24Q4 Ending 09/30/24
		Contact Person:
		Shelley Kroska
		Telephone Number:
		520.724.6908
Email to:	Molly Vehon mvehon@courts.az.gov	Email:
		shelley.kroska@pima.gov
		County:
		Pima

SUMMARY OF EXPENSES FOR REIMBURSEMENT

Quarter	Federal Fiscal Year	Month	Paid Allowable Expenditures	Number of Children in Foster Care	Number of In-Home Children
QE 9/30	2024	July	\$1,017,863.67	1,820	167
		August	\$576,549.77	1,819	146
		September	\$590,007.98	1,732	187
TOTALS DURING THE QUARTER			\$2,184,421.42	5,371	500

- 1 **Paid Allowable Expenditures** - administrative costs for legal representation for parents or children that were **paid** during the month.
- 2 **Number of Children in Foster Care** - the unduplicated number of children served through legal representation activities who are placed in foster care/out of home placement during the month.
- 3 **Number of Children in Home** - the unduplicated number of children served through legal representation activities who have an in-home dependency and/or in-home intervention during the month.

Attestation:

The information above is true and accurate to the best of my knowledge. This excludes costs that are not allowable under the Title IV-E program (for example delinquency or criminal cases) or are currently being reimbursed by any other federal funding source. In accordance with my County's agreement with the Department of Child Safety (DCS) and the Administrative Office of the Court (AOC) we will maintain administrative fiscal records that substantiate costs invoiced and produce them upon request for any internal or external review or audit to DCS.

Shelley Kroska

Digitally signed by Shelley Kroska
DN: cn=Shelley Kroska, o=Pima County,
ou=Public Defense Services,
email=shelley.kroska@pima.gov, c=US
Date: 2024.10.15 09:32:01 -07'00'

7/15/2024

Signature and Title of Authorized Representative

Date

*Submit this form within 15 days following the end of each quarter to the Administrative Office of the Courts,
ATTN: Molly Vehon - Mvehon@courts.az.gov*



Kathryn Ptak, Director
Katie Hobbs, Governor

Jan Leshner
County Administrator
Pima County

2/10/2025

Date

Notice of Award Letter for ISA Subrecipients

Re: Notice of Award – FY FFY 2025 Title IV-E Foster Care

Name of Award

Dear Jan Leshner - Pima County

Grantee Name

Congratulations! The Department of Child Safety is pleased to inform you that your request for funding has been awarded.

This grant award represents obligation for fiscal year 2025 for the Foster Care Title IV-E program.

Fiscal Year

Program

These funds are subject to the requirements of the Legal Representation for Children/Parents

Program

Award Number	2502A/I OSI DCS PIMA
Award Performance Period	10/1/2024 9/30/2025
Award Budget Period	10/1/2024 12/31/2024
Allotment	\$375,917.21
Award this Action	\$1,721,537
Cumulative Grant Award to Date	\$375,917.21
FAIN No.	2502A/I OSI
CFDA No.	93.658
EIN:	86 6000556

With the acceptance of this award, you agree to administer this grant in compliance with conditions set forth in the Interagency Agreement. This award is also subject to the requirements of 2 CFR § 200.332 REQUIREMENTS as it aligns with subrecipient funding.

Your Point of
Contact for
this grant is:

Carissa Moore, Grants Manager AZ DCS
Email: Carissa.Moore@azdcs.gov
Phone: 602-255-2906

We look forward to working with you on our shared commitment to meeting the needs of Arizona's families as we prepare for the implementation of the Legal Representation for Children/Parents program.

Sincerely,

DocuSigned by:

Reynaldo Saenz

FE6583FBCT17449...

Reynaldo Saenz
Chief Financial Officer

Arizona Department of Child Safety

Equal Opportunity Employer/Program. The Department of Child Safety (DCS) prohibits discrimination in admissions, programs, services, activities, or employment based on race, color, religion, sex, national origin, age, disability, genetics, or retaliation or any other status protected by federal law, state law, or regulation. Reasonable accommodations to allow a person with a disability to take part in a program, service, or activity are available upon request. To request this document in alternative format or for further information about this policy contact your local office. TTY/TDD Services: 7-1-1. Free language assistance for DCS services is available upon request. Ayuda gratuita con traducciones relacionadas con los servicios del DCS esta disponible a solicitud del cliente.

ADDENDUM A

ARIZONA TITLE IV-E LEGAL PASS-THROUGH - FEDERAL FISCAL YEAR 2025 Pima County

Addendum date: 1/31/2025

TOTAL AMOUNT AWARDED: \$ 375,917.21

SCHEDULED DISBURSEMENTS			
<u>February 10, 2025</u> \$375,917.21	<u>May 14, 2025</u> \$0.00	<u>August 13, 2025</u> \$0.00	<u>November 12, 2025</u> \$0.00

DISBURSEMENT INFORMATION:

February 10, 2025 FFY25 1ST QUARTER EXPENSE REIMBURSEMENTS (10/01/2024 - 12/31/2024)
May 14, 2025 FFY25 2ND QUARTER EXPENSE REIMBURSEMENTS (01/01/2025 - 03/31/2025)
August 13, 2025 FFY25 3RD QUARTER EXPENSE REIMBURSEMENTS (04/01/2025 - 06/30/2025)
November 12, 2025 FFY25 4TH QUARTER EXPENSE REIMBURSEMENTS (07/01/2025 - 09/30/2025)

Signed:

Caroline Lauth-Owens

Digitally signed by Caroline Lauth-Owens
Date: 2025.01.31 11:14:31 -07'00'

Caroline Lauth-Owens, Director
Dependent Children's Services Division—Arizona Supreme Court

Signed:



Approved by signature - County

Shelley Kroska, Legal Administrator
Pima County Public Defense Services

Attachment A

Arizona Title IV-E Legal Pass-Through - Certification of Expenditure Form

REQUEST FOR REIMBURSEMENT

Reporting Period

Quarter

Year

QE 12/31

2024

(Period in which expenditures were paid)

QE= Quarter Ending

NAME AND ADDRESS OF PROVIDER

Provider's Legal Name:	Pima County Public Defense Services	County Invoice Number:
Address:	33 N. Stone Ave., Suite 1800 Tucson, AZ 85701	PDS FFY24Q1 Ending 12/31/24
		Contact Person:
		Shelley Kroska
		Telephone Number:
		520.724.6908
		Email:
Email to:	Molly Vehon mvehon@courts.az.gov	shelley.kroska@pima.gov
		County:
		Pima

SUMMARY OF EXPENSES FOR REIMBURSEMENT

Quarter	Federal Fiscal Year	Month	Paid Allowable Expenditures	Number of Children in Foster Care	Number of In-Home Children
QE 12/31	2024	October	\$589,271.79	1,799	174
		November	\$753,677.86	1,696	144
		December	\$448,916.47	1,643	152
TOTALS DURING THE QUARTER			\$1,791,866.13	5,138	470

1 **Paid Allowable Expenditures** - administrative costs for legal representation for parents or children that were paid during the month.

2 **Number of Children in Foster Care** - the unduplicated number of children served through legal representation activities who are placed in foster placement during the month.

3 **Number of Children in Home** - the unduplicated number of children served through legal representation activities who have an in-home dependent intervention during the month.

Attestation:

The information above is true and accurate to the best of my knowledge. This excludes costs that are not allowable under the Title IV-E program (for example delinquency or criminal cases) or are currently being reimbursed by any other federal funding source. In accordance with my County's agreement with the Department of Child Safety (DCS) and the Administrative Office of the Court (AOC) we will maintain administrative fiscal records that substantiate costs invoiced and produce them upon request for any internal or external review or audit to DCS.

Shelley Kroska

Digitally signed by Shelley Kroska
DN: cn=Shelley Kroska, o=Pima County, ou=Public Defense Services, email=shelley.kroska@pima.gov, c=US
Date: 2025.01.13 17:26:30 -0700

Signature and Title of Authorized Representative

Date

Submit this form within 15 days following the end of each quarter to the Administrative Office of the Courts,
ATTN: Molly Vehon - Mvehon@courts.az.gov



Kathryn Ptak, Director
Katie Hobbs, Governor

Jan Leshner
County Administrator
Pima County

5/16/2025
Date

Notice of Award Letter for ISA Subrecipients

Re: Notice of Award - FY FFY 2025 Title IV-E Foster Care
Name of Award

Dear Jan Leshner - Pima County
Grantee Name

Congratulations! The Department of Child Safety is pleased to inform you that your request for funding has been awarded.

This grant award represents obligation for fiscal year 2025 for the Foster Care Title IV-E program.
Fiscal Year Program

These funds are subject to the requirements of the Legal Representation for Children/Parents
Program

Award Number	2502AZFOST-DCS PIMA
Award Performance Period	10/1/2024-9/30/2025
Award Budget Period	1/1/2025-3/31/2025
Allotment	\$509,094.06
Award this Action	\$1,721,537
Cumulative Grant Award to Date	\$885,011.27
FAIN No.	2502AZFOST
CFDA No.	93.658
EIN:	86-6000556

With the acceptance of this award, you agree to administer this grant in compliance with conditions set forth in the Interagency Agreement. This award is also subject to the requirements of 2 CFR § 200.332 REQUIREMENTS as it aligns with subrecipient funding.

Your Point of
Contact for
this grant is: Carissa Moore, Grants Manager AZ DCS
Email: Carissa.Moore@azdcs.gov
Phone: 602-255-2906

We look forward to working with you on our shared commitment to meeting the needs of Arizona's families as we prepare for the implementation of the Legal Representation for Children/Parents program.

Sincerely, DocuSigned by:
Reynaldo Saenz

Reynaldo Saenz
Chief Financial Officer

Arizona Department of Child Safety

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*Submit this form within 15 days following the end of each quarter to the Administrative Office of the Courts,
ATTN: Molly Vehon - Mvehon@courts.az.gov*

ADDENDUM A

ARIZONA TITLE IV-E LEGAL PASS-THROUGH - FEDERAL FISCAL YEAR 2025 Pima County

Addendum date: 5/20/2025

TOTAL AMOUNT AWARDED: \$ 885,011.27

SCHEDULED DISBURSEMENTS			
<u>February 10, 2025</u>	<u>May 14, 2025</u>	<u>August 13, 2025</u>	<u>November 12, 2025</u>
\$375,917.21	\$509,094.06	\$0.00	\$0.00

DISBURSEMENT INFORMATION:

February 10, 2025 FFY25 1ST QUARTER EXPENSE REIMBURSEMENTS (10/01/2024 - 12/31/2024)

May 14, 2025 FFY25 2ND QUARTER EXPENSE REIMBURSEMENTS (01/01/2025 - 03/31/2025)

August 13, 2025 FFY25 3RD QUARTER EXPENSE REIMBURSEMENTS (04/01/2025 - 06/30/2025)

November 12, 2025 FFY25 4TH QUARTER EXPENSE REIMBURSEMENTS (07/01/2025 - 09/30/2025)

Signed:

Caroline Lutt-Owens

Digitally signed by Caroline Lutt-Owens
Date: 2025.05.20 16:35:31 -07'00'

Caroline Lutt-Owens, Director

Dependent Children's Services Division—Arizona Supreme Court

Signed:

Shelley Kroska

Digitally signed by Shelley Kroska
DN: cn=Shelley Kroska, o=Pima County, ou=Public Defense Services,
email=shelley.kroska@pima.gov, c=US
Date: 2025.05.21 10:47:04 -07'00'

Approved by signature - County

Shelley Kroska, Legal Administrator
Pima County Public Defense Services

ADDENDUM A

ARIZONA TITLE IV-E LEGAL PASS-THROUGH - FEDERAL FISCAL YEAR 2025 Pima County

Addendum date: 8/5/2025

TOTAL AMOUNT AWARDED: \$ 1,276,269.20

SCHEDULED DISBURSEMENTS			
<u>February 10, 2025</u>	<u>May 14, 2025</u>	<u>August 13, 2025</u>	<u>November 12, 2025</u>
\$375,917.21	\$509,094.06	\$391,257.93	\$0.00

(\$26,155.26) for Admin Costs to DCS

DISBURSEMENT INFORMATION:

February 10, 2025 FFY25 1ST QUARTER EXPENSE REIMBURSEMENTS (10/01/2024 - 12/31/2024)
May 14, 2025 FFY25 2ND QUARTER EXPENSE REIMBURSEMENTS (01/01/2025 - 03/31/2025)
August 13, 2025 FFY25 3RD QUARTER EXPENSE REIMBURSEMENTS (04/01/2025 - 06/30/2025)
November 12, 2025 FFY25 4TH QUARTER EXPENSE REIMBURSEMENTS (07/01/2025 - 09/30/2025)

Signed:

Robert Shelley

Digitally signed by Robert Shelley
Date: 2025.08.06 12:04:09 -07'00'

Caroline Lauth-Owens, Director
Dependent Children's Services Division—Arizona Supreme Court

Signed:

Shelley Kroska

Digitally signed by Shelley Kroska
DN: cn=Shelley Kroska, o=Pima County, ou=Public Defense Services,
email=shelley.kroska@pima.gov, c=US
Date: 2025.08.06 14:15:36 -07'00'

Approved by signature - County

REQUEST FOR REIMBURSEMENT	Quarter	Year
Reporting Period	QE 6/30	2025

(Period in which expenditures were paid)

QE= Quarter Ending

Provider's Legal Name:	Pima County Public Defense Services	County Invoice Number:	DSD FFY25Q2 Ending 03/31/25
Address:	33 N. Stone Ave., Suite 1800 Tucson, AZ 85701	Contact Person:	Shelley Kroska
		Telephone Number:	520.724.6908
Email to:	Molly Vehon mvehon@courts.az.gov	Email:	shelley.kroska@pima.gov
		County:	Pima

Quarter	Federal Fiscal Year	Month	Paid Allowable Expenditures	Number of Children in Foster Care	Number of In-Home Children
QE 6/30	2025	April	\$632,914.23	1,477	157
		May	\$800,499.33	1,482	145
		June	\$581,718.24	1,448	144
TOTALS DURING THE QUARTER			\$2,015,131.80	4,407	446

- Submit this form within 15 days following the end of each quarter to the Administrative Office of the Courts,
ATTN: Molly Vehon - Mvehon@courts.az.gov*