



Contract Number: CT-CD-13-19-01  
Effective Date: 4-1-13  
Term Date: 6-30-13  
Cost: \_\_\_\_\_  
Revenue: \_\_\_\_\_  
Total: \_\_\_\_\_ NTS: \_\_\_\_\_  
Renewal By: \_\_\_\_\_  
Term: \_\_\_\_\_  
Reviewed by: \_\_\_\_\_

## **BOARD OF SUPERVISORS AGENDA ITEM SUMMARY**

Requested Board Meeting Date: June 4, 2013

### **ITEM SUMMARY, JUSTIFICATION &/or SPECIAL CONSIDERATIONS:**

Authorization of contract CT-CD 13000000000000000019 amendment #01 between Southern Arizona Legal Aid and Pima County Community Development and Neighborhood Conservation Department (CDNC) to approve additional \$36,000.00 in funding providing a total of \$78,000.00 for the Homeowner Tenant Program.

CONTRACT NUMBER (If applicable):

### **STAFF RECOMMENDATION(S):**

Staff recommends approval by the Board of Supervisors.

CORPORATE HEADQUARTERS: Tucson, Arizona

Procure Dept 05/06/13 PM 10:45

To: CoB. 5.22.13  
Agenda 6-4-13  
(2)

CLERK OF BOARD USE ONLY: BOS MTG. \_\_\_\_\_

ITEM NO. \_\_\_\_\_

PIMA COUNTY COST: \$36,000.00 and/or REVENUE TO PIMA COUNTY:\$

FUNDING SOURCE(S): Outside Agency (OA) General Funds

(i.e. General Fund, State Grant Fund, Federal Fund, Stadium D. Fund, etc.)

Advertised Public Hearing:

	<input type="checkbox"/>	YES	<input checked="" type="checkbox"/>	X	NO
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Board of Supervisors District:

1	<input type="checkbox"/>	2	<input type="checkbox"/>	3	<input type="checkbox"/>	4	<input type="checkbox"/>	5	<input type="checkbox"/>	All	<input checked="" type="checkbox"/>	XX
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IMPACT:

IF APPROVED:

County shall authorize contract CT-CD 13000000000000000019 amendment #01 between Southern Arizona Legal Aid and Pima County Community Development and Neighborhood Conservation Department (CDNC) to approve additional \$36,000.00 in funding providing a total of \$78,000.00 for the Homeowner Tenant Program.

IF DENIED:

County shall not contract CT-CD 13000000000000000019 amendment #01 between Southern Arizona Legal Aid and Pima County Community Development and Neighborhood Conservation Department (CDNC) nor approve an additional \$36,000.00 in funding for the Homeowner Tenant Program.

DEPARTMENT NAME: Community Development and Neighborhood Conservation

CONTACT PERSON: Danny Tylutki TELEPHONE NO.: 295-2925

**PIMA COUNTY DEPARTMENT OF COMMUNITY  
DEVELOPMENT AND NEIGHBORHOOD  
CONSERVATION**

**AGENCY:** Southern Arizona Legal Aid

**PROJECT:** Homeowner and Tenant Protection Program

**CONTRACT NO.:** 13\*19

**CONTRACT AMENDMENT NO.:** ONE (1)

**CONTRACT**

**NO. P.T. CD-1300000000000000019**

**AMENDMENT NO.** 01

This number must appear on all  
invoices, correspondence and  
documents pertaining to this  
contract.

**ORIG. CONTRACT TERM:** 07/01/2012 - 06/30/2013

**NEW CONTRACT TERM:** 07/01/2012 - 06/30/2013

**TERMINATION DATE PRIOR AMENDMENT:** 06/30/13

**TERMINATION THIS AMENDMENT:** 06/30/2013

**ORIG. CONTRACT AMOUNT:** \$42,000.00

**PRIOR AMENDMENTS:** 0.00

**AMOUNT THIS AMENDMENT:** \$36,000.00

**REVISED CONTRACT AMOUNT:** \$78,000.00

WHEREAS, COUNTY and CONTRACTOR entered into a Contract for services as referenced above; and

WHEREAS, COUNTY funds were awarded to an agency that is no longer providing services and those funds have been returned; and

WHEREAS, Outside Agency Citizen Review Committee recommended that the returned funds be awarded to another agency currently receiving Outside Agency funds; and

WHEREAS, AGENCY's Homeowner and Tenant Protection program is able to expend these funds to provide legal counsel and advise to prevent individuals and families from losing their homes .

NOW, THEREFORE IT IS AGREED TO AMEND THE CONTRACT as follows:

A. ARTICLE III - COMPENSATION AND PAYMENT is amended by changing Paragraph B:

Total payment shall not exceed:

From: Award Amount \$42,000.00

To: Award Amount \$78,000.00

B. Exhibit A is amended as follows:

a. Section G is deleted in its entirety and replaced with the following:

Output Type: Professional Services

Output Unit: 2,569 Hours

Delivered to: 968 Unduplicated Individuals

**REMAINDER OF PAGE IS INTENTIONALLY LEFT BLANK**

b. Section I is deleted in its entirety and replaced with the following:

I. Budget \*

	Pima County Funds	Other Sources	Total Program Budget
<b>1000 – 1740 - 5315</b>			
Personnel & Fringe	78,000.00	141,205.00	219,205.00
Space Cost		32,039.00	32,039.00
Operating Services			
Support Services		10,019.00	10,019.00
Travel Associated Cost			
Staff Development		3,000.00	3,000.00
Equipment		3,624.00	3,624.00
Materials & Supplies		3,000.00	3,000.00
Professional & Outside Services			
General Administrative Costs 15% Max OA only			
<b>Total</b>	<b>\$78,000.00</b>	<b>\$192,887.00</b>	<b>\$270,887.00</b>

\*See attached Exhibit B1: Detailed Budget

All other provisions of this Contract, not specifically changed by this Amendment, shall remain in effect and be binding upon the parties.

This Amendment shall be effective on April 1, 2013, provided that it has been executed by the Pima County board of Supervisors and AGENCY.

IN WITNESS THEREOF, the parties have affixed their signatures to this Contract on the date written below.

**Pima County Board of Supervisors**


\_\_\_\_\_  
Ramón Valadez,  
Chairman

\_\_\_\_\_  
Date

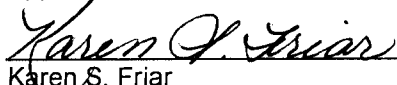
**Attest:**

\_\_\_\_\_  
Clerk, Board of Supervisors

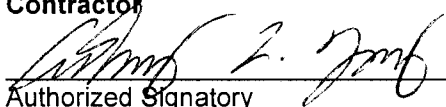
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Margaret M. Kish  
Pima County Community Development  
and Neighborhood Conservation

Approved as to form:

  
\_\_\_\_\_  
Karen S. Friar  
Pima County Deputy County Attorney

**Contractor**

  
\_\_\_\_\_  
Authorized Signatory

  
\_\_\_\_\_  
Title

  
\_\_\_\_\_  
Date

## Exhibit B1: Detail Budget

## Pima County Outside Agency Budget Detail

FY 2012 - 2013

AGENCY: Southern Arizona Legal Aid

PROGRAM NAME: Homeowner and Tenant Protection program

**Section I Salaries & Training Specific to OA Budget**

Position Title	% of FTE	Hourly Wage	Hourly ERE	# hours per year dedicated to OA only	Yearly Staff Development Costs (OA)	List Other Specific Position Costs (OA)	Amt	TOTAL FY Program Position Costs
Managing Attys (2)	24%	\$32.66	\$3.27	444	\$0.00	N/A	\$0.00	\$15,953.00
Staff Attorney (5)	100%	\$27.52	\$2.75	1,825	\$0.00	N/A	\$0.00	\$55,243.00
Intake Paralegals (3)	8%	\$21.27	\$2.13	150	\$0.00	N/A	\$0.00	\$3,510.00
Law Students (4)	8%	\$12.00	\$0.00	150	\$0.00	N/A	\$0.00	\$1,800.00
<b>Section I Total</b>	\$76,506.00							

**Section II General Program Costs Determination**

Program shares space, equipment with other programs?						Select one	Percent of Program
i) Total Program Space is divided by TOTAL AVAILABLE SPACE							
ii) Total PROGRAM FTEs divided by TOTAL Agency/Site FTEs							
iii) Other Method. Please describe:							
COSTS	Yearly Agency Total	Yearly Program Total	Description				
Rent							
Utilities							
Operating							
<b>Section II Program Total</b>		\$0.00					

**Section III Program Specific Costs**

All specific costs for program materials, supplies, support services, outside professional services that can be tracked directly to program utilization

TYPE	Amount
Support Services	Direct Support for Clients
Materials & Supplies	
Equipment	Provide Detailed Description (Useful Life 1 Yr+; Cost \$500+ )
Outside Professional Services	Provide Detailed Description (Purpose, Cost and Service)
<b>Section III Program Total</b>	\$0.00

**Section IV Program Administration Costs**

A portion of salaries for director and admin staff not directly attributable to program: telephone, rent, utilities, maintenance for overall operations. Maximum of 15% of OA request

<b>Section IV Program Total</b>	\$1,494.00
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<b>TOTAL OA PROGRAM BUDGET</b>	<b>\$78,000.00</b>
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