



BOARD OF SUPERVISORS AGENDA ITEM REPORT  
AWARDS / CONTRACTS / GRANTS

Award  Contract  Grant

Requested Board Meeting Date: 1/21/2025

\* = Mandatory, information must be provided

or Procurement Director Award:

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

Arizona Department of Economic Security

**\*Project Title/Description:**

Community Action Services Program

**\*Purpose:**

Pima County received federal funds from the Arizona Department of Economic Security (ADES) to provide rent, mortgage, and utility assistance, case management and navigation to low-income individuals and families facing eviction or homelessness. Services provide assistance and assess the needs of low-income clients to determine the incremental steps the client must take to move toward self-sufficiency. In addition to direct assistance, the available services encompass coordination, community services, case management, and navigation. State Fiscal Year 2025 allocation is as follows: Short Term Crisis Services/Temporary Assistance To Needy Families (STCS/TANF) - \$540,565.00, Low Income Home Energy Assistance Program (LIHEAP) A-16 - \$270,647.00, LIHEAP Navigator \$349,684.64 (includes the remaining allocation for the FY), Community Services Block Grant (CSBG) - \$1,211,332.21 (includes estimated CSBG carryover) and Neighbors Helping Neighbors (NHN) - \$6,210.00.

This ADES Amendment is to add the initial Itemized Service Budget for the period of July 1, 2024 through June 30, 2025.

Attachment: DI20-002265 Amendment 11

Indirect cost: STCS/TANF, LIHEAP and CSBG 10% de minimis. 15% is not negotiable because this was procured prior to October 1, 2024. NHN does not allow indirect costs.

**\*Procurement Method:**

The grant award amendment was reviewed and signed by the Pima County Attorney Office.

**\*Program Goals/Predicted Outcomes:**

The program goal is to alleviate poverty through navigation and case management and by providing emergency services.

**\*Public Benefit:**

The benefit of this program to Pima County residents is to provide case management, prevent evictions, foreclosures and utility shutoffs for low-income residents; address food insecurity, provide emergency medical prescriptions, minor home repair and other special needs in rural communities.

**\*Metrics Available to Measure Performance:**

Monthly case management and navigation reports, quarterly Results Oriented Management & Accountability (ROMA) reports, CSBG Annual Report and the Community Action Plan.

**\*Retroactive:**

Yes, to July 1, 2024 to coincide with the term of the award. The County received the amendment from ADES on December 23, 2024. The next available Pima County Board of Supervisors meeting the amendment could be placed on is January 21, 2025. If the amendment is not approved, eligible individuals and families would not receive emergency services.

*GM approves  
12/30/24  
Korball for  
RK Kelly*

THE APPLICABLE SECTION(S) BELOW MUST BE COMPLETED

Click or tap the boxes to enter text. If not applicable, indicate "N/A". Make sure to complete mandatory (\*) fields

Contract / Award Information

Document Type: \_\_\_\_\_ Department Code: \_\_\_\_\_ Contract Number (i.e., 15-123): \_\_\_\_\_
Commencement 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 22-10.

Amendment / Revised Award Information

Document Type: \_\_\_\_\_ Department Code: \_\_\_\_\_ Contract Number (i.e., 15-123): \_\_\_\_\_
Amendment No.: \_\_\_\_\_ AMS Version No.: \_\_\_\_\_
Commencement Date: \_\_\_\_\_ New Termination Date: \_\_\_\_\_
Prior Contract No. (Synergen/CMS): \_\_\_\_\_

Expense 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: Grant Department Code: CWD Grant Number (i.e., 15-123): 70943
Commencement Date: 7/1/24 Termination Date: 6/30/25 Amendment Number: 12
Match Amount: \$ \_\_\_\_\_ Revenue Amount: \$ 2,378,438.85

\*All Funding Source(s) required: Community Services Block Grant; Short Term Crisis Services/Temp Assistance to Needy Families; Low Income Home Energy Assist Program & Neighbors Helping Neighbors

\*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)? Passed through Arizona Department of Economic Security

Contact: Manira Cervantes/Rise Hart
Department: Community & Workforce Development Telephone: 724-5710/724-5723

Department Director Signature: [Signature] Deputy Director Date: 12/30/2024
Deputy County Administrator Signature: [Signature] Date: 20 Dec 2024
County Administrator Signature: [Signature] Date: 12/30/2024





## INTERGOVERNMENTAL AGREEMENT AMENDMENT

**ARIZONA DEPARTMENT OF  
ECONOMIC SECURITY**  
1789 W. Jefferson Street,  
Mail Drop 1541  
Phoenix, Arizona 85007  
(602) 364-0170

<b>CONTRACTOR:</b>	Services Description:	<b>Community Action Services Program</b>
<b>Pima County Community Services 2797 E. Ajo Way Tucson, AZ 85713</b>	Agreement Number:	<b>DI20-002265</b>
	Amendment Number:	<b>Twelve (12)</b>

**PURSUANT TO THE INTERGOVERNMENTAL AGREEMENT (IGA), SPECIAL TERMS AND CONDITIONS, SECTION 28., LEVELS OF SERVICE, THE PARTIES HEREBY AGREE TO AMEND THE AGREEMENT AS FOLLOWS:**

In accordance with the Alert issued on August 27, 2024, the Itemized Service Budget for the period of July 1, 2024, through June 30, 2025 is revised from \$2,066,356.50 to \$2,378,438.85 as detailed in the attached Itemized Service Budget.

Therefore, the Itemized Service Budget is added and attached.

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

Agency Name <b>Arizona Department of Economic Security</b>	Name of Contractor
Authorized Signature	Authorized Signatory
Type Name	Type Name
Title	Title
Date	Date

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

ARIZONA ATTORNEY GENERAL'S OFFICE ASSISTANT ATTORNEY GENERAL	PUBLIC AGENCY LEGAL COUNSEL  <i>Jane C. Salgado</i>
DATE	DATE      12/24/2024



ITEMIZED SERVICE BUDGET

Agency Name: Pima County  
 Contract Period: 07/01/2024 - 06/30/2025 [SFY25]  
 Contract No.: D120-002265  
 Amendment No: 12

			Total Cost	DES Cost	Case Management				Case Management - Intake		Community Service				
			TOTAL COST	TOTAL DES COST	LIHEAP A16 COST	NAVIGATOR COST	SSBG COST	TANF COST	NHN COST	TANF COST	NHN COST	CSBG COST	CSBG Discretionary COST	FERC Discretionary	
1.	<u>PERSONNEL</u>														
	CSBG Name	FTE Level	Total Salary for the Contract Period												
	CWD Division Manager, CWD	100%	\$ 131,393.60	78,836.16		19,709.04						59,127.12			
	CWD Manager I	100%	\$ 102,710.40	102,410.40		20,242.08		10,271.04				71,897.28			
	CWD Specialist I	20%	\$ 55,307.20	22,122.88		11,061.44						11,061.44			
	CWD Coordinator	100%	\$ 73,049.60	84,007.04		14,609.92		10,957.44				58,439.68			
	CWD Coordinator	100%	\$ 76,814.40	74,140.48		15,362.88		1,166.80				57,610.80			
	CWD Specialist I	20%	\$ 70,428.80	28,171.52		14,085.76						14,085.76			
	CWD Coordinator	100%	\$ 68,723.20	61,851.88		13,744.64		3,436.16				44,671.08			
	CWD Specialist I	30%	\$ 53,435.20	21,575.88		10,687.04						10,888.84			
	CWD Intake Specialist I	30%	\$ 71,614.40	30,560.40		10,742.16						19,818.24			
	CWD Specialist I	40%	\$ 72,342.40	32,554.08		10,851.36						21,702.72			
	CWD Specialist I	30%	\$ 57,366.40	28,683.20		11,473.28						17,209.92			
			\$ 60,403.20	6,040.30								6,040.30			
			\$ 65,790.40	6,579.04								6,579.04			
			\$ 73,028.80	7,302.88								7,302.88			
	<b>TOTAL PERSONNEL</b>			584,836.14	584,836.14	152,569.60		25,831.44				406,435.10			
2.	<u>EMPLOYER RELATED EXPENSES</u>														
	ITEM	BASIS		TOTAL COST	TOTAL DES COST	LIHEAP A16 COST	NAVIGATOR COST	SSBG COST	TANF COST	NHN COST	TANF COST	NHN COST	CSBG COST	CSBG Discretionary COST	FERC Discretionary
	Fringe Benefits and Payroll Taxes	38%		210,073.49	210,073.49		57,975.53		9,845.67				142,252.29		
	<b>TOTAL EMPLOYER RELATED EXPENSES</b>			210,073.49	210,073.49		57,975.53		9,845.67				142,252.29		
3.	<u>PROFESSIONAL AND OUTSIDE SERVICES</u>														
	ITEM	BASIS		TOTAL COST	TOTAL DES COST	LIHEAP A16 COST	NAVIGATOR COST	SSBG COST	TANF COST	NHN COST	TANF COST	NHN COST	CSBG COST	CSBG Discretionary COST	FERC Discretionary
	Sub Recipient Contracts			426,889.00	426,889.00		107,350.00		38,039.00				281,500.00		
	<b>TOTAL PROFESSIONAL AND OUTSIDE SERVICES</b>			426,889.00	426,889.00		107,350.00		38,039.00				281,500.00		
4.	<u>TRAVEL</u>														
	ITEM	BASIS		TOTAL COST	TOTAL DES COST	LIHEAP A16 COST	NAVIGATOR COST	SSBG COST	TANF COST	NHN COST	TANF COST	NHN COST	CSBG COST	CSBG Discretionary COST	FERC Discretionary
	Motor Pool	as needed		2,000.00	2,000.00								2,000.00		
	Conferences	staff regis. hotel, airfare & per diem		25,000.00	25,000.00								25,000.00		
	Training	as need, new staff training		16,000.00	16,000.00								16,000.00		
	<b>TOTAL TRAVEL</b>			43,000.00	43,000.00								43,000.00		
5.	<u>SPACE</u>														
	ITEM	BASIS		TOTAL COST	TOTAL DES COST	LIHEAP A16 COST	NAVIGATOR COST	SSBG COST	TANF COST	NHN COST	TANF COST	NHN COST	CSBG COST	CSBG Discretionary COST	FERC Discretionary
				-	-								-		
	<b>TOTAL SPACE</b>			-	-								-		
6.	<u>EQUIPMENT</u>														
	ITEM	BASIS		TOTAL COST	TOTAL DES COST	LIHEAP A16 COST	NAVIGATOR COST	SSBG COST	TANF COST	NHN COST	TANF COST	NHN COST	CSBG COST	CSBG Discretionary COST	FERC Discretionary
	Equipment for lobby and conference room			3,542.00	3,542.00								3,542.00		
	<b>TOTAL EQUIPMENT</b>			3,542.00	3,542.00								3,542.00		
7.	<u>MATERIALS AND SUPPLIES</u>														
	ITEM	BASIS		TOTAL COST	TOTAL DES COST	LIHEAP A16 COST	NAVIGATOR COST	SSBG COST	TANF COST	NHN COST	TANF COST	NHN COST	CSBG COST	CSBG Discretionary COST	FERC Discretionary
	Office Supplies			6,000.00	6,000.00								6,000.00		
	Software-ISF Charges			3,500.00	3,500.00								3,500.00		
	Small Equipment under \$1,000			-	-								-		
	Postage			9,000.00	9,000.00								9,000.00		



Printing/Duplicating		-	-	-	-	-	-	-	-	-	-	-	-
Materials for resource fairs	Shirts, tablecloths, signs, materials	20,000.00	20,000.00	-	-	-	-	-	-	-	-	20,000.00	-
<b>TOTAL MATERIALS AND SUPPLIES</b>		<b>38,500.00</b>	<b>38,500.00</b>	-	-	-	-	-	-	-	-	<b>38,500.00</b>	-

8. OPERATING SERVICES

ITEM	BASIS	TOTAL COST	TOTAL DES COST	LIHEAP A16 COST	NAVIGATOR COST	SSBG COST	TANF COST	NHN COST	TANF COST	NHN COST	CSBG COST	CSBG Discretionary COST	FERC Discretionary
Telephone	charged monthly	3,000.00	3,000.00	-	-	-	-	-	-	-	3,000.00	-	-
Dues/Memberships	as needed	3,500.00	3,500.00	-	-	-	-	-	-	-	3,500.00	-	-
Legal Notices	RFP notice	-	-	-	-	-	-	-	-	-	-	-	-
Investigative Svcs	fingerprint cards & background checks	2,500.00	2,500.00	-	-	-	-	-	-	-	2,500.00	-	-
Computer Equip R & M	as needed	-	-	-	-	-	-	-	-	-	-	-	-
<b>TOTAL OPERATING EXPENSES</b>		<b>9,000.00</b>	<b>9,000.00</b>	-	-	-	-	-	-	-	<b>9,000.00</b>	-	-

ITEM	BASIS	TOTAL COST	TOTAL DES COST	LIHEAP A16 COST	NAVIGATOR COST	SSBG COST	TANF COST	NHN COST	TANF COST	NHN COST	CSBG COST	CSBG Discretionary COST	FERC Discretionary
Indirect costs	Rate 10% MTDC	131,581.09	131,581.09	-	31,789.51	-	7,368.64	-	-	-	92,422.94	-	-
<b>TOTAL INDIRECT COSTS</b>		<b>131,581.09</b>	<b>131,581.09</b>	-	<b>31,789.51</b>	-	<b>7,368.64</b>	-	-	-	<b>92,422.94</b>	-	-

<b>10</b>	<b>SUBTOTAL ADMIN COST</b>	<b>1,447,421.72</b>	<b>1,447,421.72</b>	-	<b>349,684.64</b>	-	<b>81,084.75</b>	-	-	-	<b>1,016,652.33</b>	-	-
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11. VOUCHERS

ITEM		TOTAL COST	TOTAL DES COST	LIHEAP A16 COST	NAVIGATOR COST	SSBG COST	TANF COST	NHN COST	TANF COST	NHN COST	CSBG COST	CSBG Discretionary COST	FERC Discretionary
SSBG Vouchers		-	-	-	-	-	-	-	-	-	-	-	-
NHN Vouchers		6,210.00	6,210.00	-	-	-	-	6,210.00	-	-	-	-	-
TANF Vouchers		459,480.25	459,480.25	-	-	-	390,558.22	-	68,922.03	-	-	-	-
CSBG Vouchers-Subrecipient		150,000.00	150,000.00	-	-	-	-	-	-	-	150,000.00	-	-
CSBG Vouchers-Pima County		44,679.88	44,679.88	-	-	-	-	-	-	-	44,679.88	-	-
FTE	Total Salary for the	-	-	-	-	-	-	-	-	-	-	-	-
Name	Position/Title	Level	Contract Period										
	CWD Intake Specialist I	70%	\$44,240.56	30,968.39	30,968.39	30,968.39	-	-	-	-	-	-	-
	CWD Specialist I	80%	\$45,354.61	36,283.69	36,283.69	36,283.69	-	-	-	-	-	-	-
	CWD Specialist I	80%	\$42,141.01	33,712.81	33,712.81	33,712.81	-	-	-	-	-	-	-
	CWD Specialist I	70%	\$44,240.56	30,968.39	30,968.39	30,968.39	-	-	-	-	-	-	-
	CWD Specialist I	60%	\$44,240.56	26,544.34	26,544.34	26,544.34	-	-	-	-	-	-	-
	CWD Specialist I	70%	\$42,141.01	29,498.71	29,498.71	29,498.71	-	-	-	-	-	-	-
	Fringe Benefits and Payroll Taxes	38%		82,670.68	82,670.68	82,670.68	-	-	-	-	-	-	-
<b>TOTAL VOUCHERS</b>		<b>931,017.13</b>	<b>931,017.13</b>	<b>270,647.00</b>	-	-	<b>390,558.22</b>	<b>6,210.00</b>	<b>68,922.03</b>	-	<b>194,679.88</b>	-	-

<b>12.</b>		<b>\$ 2,378,438.85</b>	<b>\$ 2,378,438.85</b>	<b>\$ 270,647.00</b>	<b>\$ 349,684.64</b>	<b>\$ -</b>	<b>\$ 471,642.97</b>	<b>\$ 6,210.00</b>	<b>\$ 68,922.03</b>	<b>\$ -</b>	<b>\$ 1,211,332.21</b>	<b>\$ -</b>	<b>\$ -</b>
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**Note: Please ensure your Total Costs are more than or equal to your DES Costs. If the Total Costs light up red, your Total Costs need to be adjusted. See column AD**

