



**BOARD OF SUPERVISORS AGENDA ITEM REPORT
CONTRACTS / AWARDS / GRANTS**

Requested Board Meeting Date: November 10, 2015

or Procurement Director Award

Contractor/Vendor Name (DBA): Arizona Department of Economic Security

Project Title/Description:

AZ DES CAA Emergency Services

Purpose:

Amendment to increase funding for emergency financial assistance for rent, mortgage, utilities and other allowable services; prescriptions; food boxes, minor home repair and youth services during the current period.

Procurement Method:

Program Goals/Predicted Outcomes:

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 and annual CSGB Information Survey and Annual Community Action Plan

Retroactive:

No, this is an existing amendment and we are increasing the amount, only adding more money.

Original 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): _____

Cost to Pima County General Fund: _____

Contract is fully or partially funded with Federal Funds? Yes No Not Applicable to Grant Awards

Were insurance or indemnity clauses modified? Yes No Not Applicable to Grant Awards

Vendor is using a Social Security Number? Yes No Not Applicable to Grant Awards

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

Amendment Information

Document Type: GTAM Department Code: CS Contract Number (i.e., 15-123): 16-034

Amendment No.: 2 AMS Version No.: _____

Effective Date: 7/1/15 (no Change) New Termination Date: no change

Expense Revenue Increase Decrease Amount This Amendment: \$71,737.00

Funding Source(s): Federal awards to state passed thru Dept of Econ Sec; Comm Svc Block Grt, Temp Assist to Needy Family, Soc Svc Block Grt, Low Inc Home Energy Asst Pgm & Nghbr Helping Nghbr

Cost to Pima County General Fund: _____

Contact: Rise Hart

Department: Community Services

Telephone: 724-5723

Department Director Signature/Date:

Charles Long

Deputy County Administrator Signature/Date:

J. Hunt

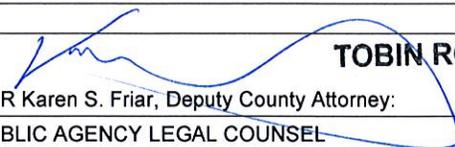
10-27-2015

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

C. Burtberry

10/28/15

**Intergovernmental Agreement
CONTRACT AMENDMENT**

1. CONTRACTOR (Name and address) Pima County Community Services Department 2797 E. Ajo Way Tucson, Arizona 85713	2. CONTRACT ID NUMBER <p style="text-align: center;">ADES15-089143</p> <hr/> 3. AMENDMENT NUMBER <p style="text-align: center;">Two (2)</p>
4. THE PARTIES AGREE TO THE FOLLOWING AMENDMENT Pursuant to the Terms and Conditions, Section 4.0, <u>Amendments or Modifications</u> and Section 32.0, <u>Levels of Service</u> : A. Funding for the contract period July 1, 2015 through June 30, 2016 is revised as follows: The reimbursement ceiling for the service Case Management is increased from \$1,344,415 to \$1,364,118. This is an increase of \$19,703. The reimbursement ceiling for the service Community Services is increased from \$742,974 to \$795,008. This is an increase of \$52,034. The cumulative reimbursement ceiling for the contract period July 1, 2015 through June 30, 2016 is \$2,159,126. B. The Itemized Service Budget for the services of Case Management (Attachment A) and Community Services (Attachment B) are revised and attached. C. The following Section 32.7 , is added to Terms and Conditions <u>Levels of Service</u> : A Contractor may request, and the Department may approve, the coordination and provision of emergency assistance outside the designated geographic service area for a specified timeframe. No amendment to the contract shall be required.	
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 Department
SIGNATURE OF AUTHORIZED INDIVIDUAL	SIGNATURE OF AUTHORIZED INDIVIDUAL
TYPED NAME Pam Giroux	TYPED NAME
TITLE Procurement Manager	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:	 TOBIN ROSEN
ASSISTANT ATTORNEY GENERAL	FOR Karen S. Friar, Deputy County Attorney: PUBLIC AGENCY LEGAL COUNSEL
DATE:	DATE: 10/23/15

CONTRACT SERVICE: Case Management (CMG-CAP)

Agency: Pima County Community Action Agency

Contract Period: 07/01/2015 - 06/30/2016

1. **PERSONNEL**

Number of Positions	FTE Level	Position Title	Total Salary for Contract Period	TOTAL SERVICE COST	DES COST
1	1	Sr. Adm Service Mgr	84,695	\$4,235	\$4,235
1	1	Accountant - Senior	45,989	\$1,380	\$1,380
1	1	Contract Specialist	41,974	\$1,259	\$1,259
1	1	Admin Support Spec - Sr	33,345	\$333	\$333
1	1	Community Services Mgr	73,039	\$7,304	\$7,304
2	1	Program Coordinator	92,832	\$38,989	\$38,989
1	1	Principal Finance Acct	59,941	\$9,591	\$9,591
1	1	Acctg Sup Spec-Sr	33,666	\$6,733	\$6,733
1	1	Acctg Sup Spec	30,111	\$27,100	\$27,100
2	1	Intake Specialist	66,978	\$36,569	\$36,569
1	1	Courier	25,439	\$411	\$411
1	1	Information Systems Tech	41,621	\$0	\$0
1	1	Intake Specialist	28,897	\$0	\$0
TOTAL PERSONNEL				\$133,904	\$133,904

2. **EMPLOYEE RELATED EXPENSES**

ITEM	BASIS	TOTAL COST	DES COST
FICA; Unemployment Ins; Health Ins; Workmen's Comp; Life Ins; Empr Pd fees; Retirement; Dental Ins	35.78% of Total Personnel Service Cost	\$47,911	\$47,911
TOTAL EMPLOYEE RELATED EXPENSES		\$47,911	\$47,911

3. **PROFESSIONAL AND OUTSIDE SERVICES**

ITEM	BASIS	TOTAL COST	DES COST
Translation Professional Services	\$25/hr x 10 Hrs approx	\$250	\$250
Case Management GF 3315205	To be Contracted	\$50,000	\$0
Case Management to be contracted	Contracted direct service	\$128,000	\$128,000
TOTAL PROFESSIONAL AND OUTSIDE SERVICES		\$178,250	\$128,250

4. **TRAVEL**

ITEM	BASIS	TOTAL COST	DES COST
Motor Pool Allocation	\$55 /mo x 12 mos.	\$660	\$660
TOTAL TRAVEL		\$660	\$660

5. **SPACE**

ITEM	BASIS	TOTAL COST	DES COST
Space Cost	\$938.92/mo x 12 mos.	\$11,267	\$11,267
TOTAL SPACE		\$11,267	\$11,267

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	\$125/mo x 12 mos	\$1,500	\$1,500
Software - ISF Charges		\$1,377	\$1,377
Small Tools		\$0	\$0
Postage	\$0/mo x 12 mos	\$0	\$0
Printing/Duplicating	\$86/ea x 3	\$258	\$258
TOTAL MATERIALS AND SUPPLIES		\$3,135	\$3,135

8. **OPERATING SERVICES**

ITEM	BASIS	TOTAL COST	DES COST
Telephone	\$231/mo x 12 mos (2 phones & 1 cell phone)	\$2,772	\$2,772
Accounting & Auditing Services	Annual State Audit cost	\$1,625	\$1,625
Staff Education	\$0/ea x 0 Prof Seminars	\$0	\$0
Other Professional Services/shred	15/mo x 12 months	\$180	\$180
TOTAL OPERATING EXPENSES		\$4,577	\$4,577

9. **INDIRECT COSTS**

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

10. SUBTOTAL ADMIN COST	\$379,704	\$329,704
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11. **VOUCHERS**

ITEM	TOTAL COST	DES COST
TANF - 49	\$332,723	\$332,723
LIHEAP - 77	\$699,988	\$699,988
NHN - 70	\$1,703	\$1,703
EEIP	\$110,000	\$0
TOTAL VOUCHERS		\$1,144,414

12. TOTAL SERVICE COST/DES TOTAL COST:	\$1,524,118	\$1,364,118
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REVENUE SOURCES:

Admin	LIHEAP ADMIN	\$40,351	\$40,351
Vouchers	LIHEAP 77	\$699,988	\$699,988
Admin	LIHEAP A16 ADMIN	\$49,052	\$49,052
Vouchers	NHN	\$1,703	\$1,703
Admin	C-Link	\$15,845	\$15,845
Admin	TANF 49	\$224,456	\$224,456
Vouchers	TANF 49	\$332,723	\$332,723
	EEIP GF	\$110,000	\$0
	CASE MGT GF	\$50,000	\$0
TOTAL REVENUE:		\$1,524,118	\$1,364,118