



BOARD OF SUPERVISORS AGENDA ITEM REPORT  
AWARDS / CONTRACTS / GRANTS

Award  Contract  Grant

Requested Board Meeting Date: 04/16/24

\* = Mandatory, information must be provided

or Procurement Director Award:

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

CBS Consulting Group

**\*Project Title/Description:**

Professional Grant Writing Services

**\*Purpose:**

This contract provides for professional Grant Writing Services for competitive and formula grants. The purpose of this amendment is to increase contract by \$85,000.00

**\*Procurement Method:**

Direct Select per Board of Supervisors Policy D29.6, III-C

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

The predicted outcomes for this contract is to continue applying for new and continuing, federal, state, and local grant funds to enhance Pima County Attorney's Office's ability to reduce crime by holding offenders accountable; supporting victims; and implementing prevention crime programs.

**\*Public Benefit:**

The use of grant funded money provides supplemental funding for various criminal justice programs and core services including crime prevention, criminal prosecution, and victim services, saving local tax payer dollars. Historically, the County Attorney's Office receives on average \$4 million worth of grant funding annually.

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

Payment net: 30 days billed quarterly.  
Competitive Proposals for additional work will be billed at a rate of \$50 per hour

**\*Retroactive:**

No.

TO: COB, 3-27-2024 (1)  
Vers: 10  
pgs: 4

MAR 25 24 PM 03:22 PD

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: CT Department Code: PCA Contract Number (i.e., 15-123): 22-375
Amendment No.: 4 AMS Version No.: 10
Commencement Date: 07/01/24 New Termination Date: 06/30/25
Expense Revenue Increase Decrease Amount This Amendment: \$ 85,000.00

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

\*Funding Source(s) required: Pima County Attorney's Office - Anti-Racketeering Fund

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

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

Document Type: \_\_\_\_\_ Department Code: \_\_\_\_\_ Grant Number (i.e., 15-123): \_\_\_\_\_
Commencement Date: \_\_\_\_\_ Termination Date: \_\_\_\_\_ Amendment Number: \_\_\_\_\_
Match Amount: \$ \_\_\_\_\_ Revenue Amount: \$ \_\_\_\_\_

\*All Funding Source(s) required: \_\_\_\_\_

\*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)?

Contact: Amy Gunder
Department: PCA

Telephone: 4-8036

Department Director Signature: [Signature]

Date: 3/19/2024

Deputy County Administrator Signature: [Signature]

Date:

County Administrator Signature: [Signature]

Date: 3/25/24

**Laura Conover**  
Pima County Attorney



(520) 724-5600  
pcao.pima.gov  
32 N. Stone Avenue, Tucson, AZ 85701

**DATE:** 03/12/24  
**TO:** Jan Leshner, County Administrator  
**FROM:** Nicole Heath, Legal Administrator **Nicole Heath**  
Digitally signed by Nicole Heath  
Date: 2024.03.12 15:49:13 -0700  
**Cc:** Steve Holmes, Deputy County Administrator  
Terri Spencer, Procurement Director  
**SUBJECT:** Amendment Request – Direct Selection of Professional Services from CBS Consulting Group CT-PCA-22\*375

Pursuant to Board of Supervisors Policy D29.6 III.C – Direct Selection and Procurement Procedure No. PO-50, approval was received to direct select CBS Consulting Group to provide grant-writing services, and Contract Number CT-PCA-22-375 was awarded in the amount of \$70,000.00 original amount of contract.

**Background:** CBS Consulting Group has exceptional expertise in grant writing services to the Pima County Attorney’s Office (PCAO) focusing on both competitive and noncompetitive formula grants to enhance our ability to reduce crime by holding offenders accountable, supporting victims and crime prevention programs. Historically, Ms. Cheryl Brownstein-Santiago has applied for multiple grants resulting in our office receiving millions of dollars annually in federal and state funds. Cheryl has unique experience with our office and combined with the relationships she has developed with numerous granting agencies over the years has maximized opportunities for continued success in receiving grant funding. This amendment is to extend and increase the contract.

**Requested Action:** The Pima County Attorney Office requests approval to amend CT22\*375 to increase funds in the amount of \$85,000.00 for a not-to-exceed amount of \$241,404.00 to allow for continued services with CBS Consulting Group pursuant to the Direct Select provisions of Board of Supervisors Policy D29.6, III-C.

The Pima County Attorney’s Office requests to extend this contract an additional year for a new contract termination date of 06/30/2025 pursuant to the Direct Select provisions of Board of Supervisors Policy D29.6, III-C.

AG

Approved as to Form:   
Terri Spencer, Procurement Director

Date: 3/13/2024

Concur:   
Steve Holmes, Deputy County Administrator

Date: 14 Mar 2024

Direct Select Approved:   
Jan Leshner, County Administrator

Date: 3/14/2024

**Pima County Attorney Office**

**Project: Professional Grant Writing Services**

**Contractor: CBS Consulting Group  
P.O. Box 1624  
Green Valley, Arizona 85622**

**Contract No.: CT-PCA-22\*375**

**Contract Amendment No.: [04]**

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<b>Orig. Contract Term:</b> 07/01/2022 – 06/30/2023	<b>Orig. Amount:</b>	\$ 70,000.00
<b>Termination Date Prior Amendment:</b> 06/30/2024	<b>Prior Amendments Amount:</b>	\$ 86,404.00
<b>Termination Date This Amendment:</b> 06/30/2025	<b>This Amendment Amount:</b>	\$ 85,000.00
	<b>Revised Total Amount:</b>	\$241,404.00

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### CONTRACT AMENDMENT

The parties agree to amend the above-referenced contract as follows:

1. **Background and Purpose.**
  - 1.1. **Background.** On 07/01/2022, County and Contractor entered into the above referenced agreement to provide Professional Grant Writing Services.
  - 1.2. **Purpose.** County requires continuing grant-writing services from Contractor.
2. **Term.** The County is exercising the second extension option to renew the contract for one additional year commencing on July 1<sup>st</sup>, 2024, and terminating on June 30<sup>th</sup>, 2025. If the commencement date is before the Effective Date of this amendment, the parties will, for all purposes, deem the amendment to have been in effect as of the commencement date.
3. **Maximum Payment Amount.** The maximum amount the County will spend under this Contract, as set forth in Section 5.2, is increased by \$85,000.00. County's total payments to Contractor under this contract, including any sales taxes, will not exceed \$241,404.00.
4. **Scope of Services.** The parties have revised the Scope of Services as described in the attached **Exhibit A** (2 pages).

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

Contract No.: CT-PCA-22\*375(22998 / 01185142 / v 1)

PIMA COUNTY

CONTRACTOR

\_\_\_\_\_  
Chair, Board of Supervisors

\_\_\_\_\_  
Date

*Chey (Beverly) Santiago*  
Authorized Officer Signature

*CHEYL BROWNSTEIN SANTIAGO*  
Printed Name and Title *CBS CONSULTING GROUP*

*3/11/24*  
Date *PRINCIPAL*

ATTEST

\_\_\_\_\_  
Clerk of the Board

\_\_\_\_\_  
Date

APPROVED AS TO FORM

*[Signature]*  
\_\_\_\_\_  
Deputy County Attorney

Kyle Johnson  
Print DCA Name

3/11/2024  
Date

APPROVED AS TO CONTENT

*[Signature]*  
\_\_\_\_\_  
Nicole Heath, Legal Administrator

3/19/2024  
Date

**Exhibit A (2 pages)  
Scope of Services and Rates**

**I. Priority 1 Existing Grants (Maintenance of Effort)**

Given that grant rounds for federal, state, and local grants generally occur year-round, Contractor will:

1. Meet in person, by phone, videoconferencing, and webinars with various grantor representatives of the AZ Criminal Justice Commission (ACJC), AZ Department of Public Safety, AZ Governor's Office, the Arizona Auto Theft Authority, and other similar entities as needed.
2. Meet with individual PCAO project managers and PCAO finance and administration personnel, as needed.

**II. Priority 2 Prospecting**

1. Review and make recommendations regarding any new grant solicitations that are of interest to PCAO and forward to PCAO's upper management.
2. If determined to be a viable project, contractor will submit a competitive proposal for consideration of additional work as an extension to contract.
3. If determined to be a viable project, contractor will review and make recommendations regarding any new grant solicitations prepared by PCAO staff.
4. Meet with individual PCAO project managers and PCAO finance and administration personnel during various grant application processes.

**III. Grant Agencies Focus**

1. U.S. Department of Justice
  - a. Bureau of Justice Assistance
  - b. Office for Victims of Crime
  - c. Office on Violence Against Women (OVW)
  - d. Office of Justice Programs
  - e. Office of Juvenile Justice and Delinquency Prevention (OJJDP)
2. U.S. Department of Health and Human Services
  - a. Substance Abuse and Mental Health Services Administration (SAMHSA)

**IV. Program Area Priorities**

1. Adults
  - a. Restorative Justice, DTAP, CMPSS Courts and other diversion programs
  - b. Victim Services
  - c. Data-driven prosecution
  - d. Human Trafficking focus on shelters and community training
2. Juveniles
  - a. Restorative Justice programs
  - b. Prevention

**V. Annual and Renewal Grant Solicitations**

Historically, the Pima County Attorney's Office (PCAO) has applied each year for a variety of formula and discretionary grants to enhance its ability to reduce crime, support victims and prevent crimes. Typically, they include federal grants, federal-state pass-through grants, state grants, and occasionally from other entities. The contract includes as many as possible of the following, and others forwarded by PCAO upper management:

Contract No.: CT-PCA-22\*375{22998 / 01185142 / v 1}

AGENCY AND SOLICITATION TITLE	NOFO	ACTIVITIES AND DELIVERABLES
<b>AZ Dept. of Public Safety (U.S. Office of Victims of Crime) Crime Victim Assistance (3-year grant for Victim Services)</b>	Spring	–Secure RFP –Communicate with PCAO and project partner staff to develop a plan and budget for new applications and/or for renewals
<b>AZ Criminal Justice Commission Drugs, Gangs and Violent Crime Control (DGVCC)</b>	Spring	–Draft proposal for review by project director and senior staff, whenever possible at least two weeks before its deadline
<b>AZ Auto Theft Authority Auto Theft Vertical Prosecution and Professional Training Grants</b>	Spring	–Secure required signatures/letters/certifications and other docs to be uploaded with the application
<b>U.S. Bureau of Justice Assistance Edward Byrne Memorial Justice Assistance Grant (JAG) (Providing to Tucson Police Department a PCAO insert for yearly formula award administered by the TPD)</b>	Summer	–Revise application as needed and secure final approval from the Legal Administrator, or the Chief Deputy.
<b>Pima County Outside Agency (Under the Community Development and Neighborhood Conservation) Very occasional requests.</b>	Winter	–Submit application in a timely fashion –Provide an electronic copy to the project director, Finance Manager, senior staff and any partner organizations listed in the submission.
<b>HHS Substance Abuse and Mental Health Services Administration (5-year grant for Court diversion programs)</b>	Spring	
<b>Vitalyst Health Foundation Systems Change Grant Program</b>	Summer	

**VI. Work Location / Travel**

As an independent contractor, all work will be completed in Contractor's home office, using her own supplies and equipment. All regular, in-state travel is included in the contract rate.

**VII. Fees**

The all-inclusive fee for completing grant applications and other activities is \$85,000. Payment net: 30 days billed quarterly.  
 Competitive Proposals for additional work are not to exceed \$45,000 to be billed as a lump sum fee. Payment net: 30 days billed monthly.