



BOARD OF SUPERVISORS AGENDA ITEM REPORT
CONTRACTS / AWARDS / GRANTS

☐ Award ☐ Contract ☒ Grant

Requested Board Meeting Date: July 7, 2020

* = Mandatory, information must be provided

or Procurement Director Award ☐

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

Arizona Community Action Association dba Wildfire

***Project Title/Description:**

2019-20 Utility Assistance Programs

***Purpose:**

This is a revenue agreement awarded to the county to administer energy program funding to eligible low-income clients for utility repair/replacement, utility deposits/bill assistance, mortgage/rental assistance and other special needs for Trico customers. This amendment adds TRICO Emergency Assistance funds of \$105,690.00. This amendment replaces Amendment 3 which was canceled by Wildfire on 5/4/2020.

Attachment: Contract Number 07012019-20 (Amendment 4) and Cancellation Notice (Amendment 3).

Indirect cost does not apply.

***Procurement Method:**

Not applicable to grant award.

***Program Goals/Predicted Outcomes:**

Trico funding to support Trico customers who reside in Pima County. Due to COVID-19, Community Services is experiencing an increased demand in services due to job loss, school closures and health and safety concerns. Services includes but is not limited to the following: utility assistance, rent assistance, eviction prevention, mortgage assistance, medical or food expenses. These critical services ensure low-income Pima County residents remain or become self-sufficient.

***Public Benefit:**

The program will provide emergency assistance funds to eligible Pima County residents. The assistance will result in prevention of homelessness, continuation or restoration of utility services and/or maintain or replace utility-related apparatus to ensure the safety and health of Pima County residents experience hardships and/or crisis.

***Metrics Available to Measure Performance:**

Performance reports provided via the Emergency Services Network database insures appropriate delivery of services.

***Retroactive:**

Yes, due to language changes. The negative impact of not approving this amendment is the County would not receive additional funds for the COVID-19 Program.

GMI Approved 7.1.20 djs
Revised 5/2020

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 or ☐ 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: GTAM Department Code: CS Grant Number (i.e., 15-123): 20-51

Commencement Date: 5/1/20 Termination Date: 12/31/20 Amendment Number: 4

☐ Match Amount: \$ _____ ☒ Revenue Amount: \$ 105,690.00

***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: Amendment 4 funding source is from Trio Electric Cooperative

*If Federal funds are received, is funding coming directly from the Federal government or passed through other organization(s)? _____

Contact: Manira Cervantes

Department: Community and Workforce Development Telephone: 724-5710

Department Director Signature/Date: _____ 6-30-20

Deputy County Administrator Signature/Date: _____ 1 July 2020

County Administrator Signature/Date: _____ 7/1/20
(Required for Board Agenda/Addendum Items)



**Amendment No. 4 (Four) to the 2019-2020
Independent Contractor Agreement
Contract No. 07012019-20**

The Independent Contract Agreement dated July 1, 2019, between Arizona Community Action Association DBA Wildfire and **Pima County, on behalf of the Pima County – Community Action Agency** (hereinafter “Contractor”) to conduct application intake and eligibility determination for utility bill assistance, deposits and/or gas appliance repair/replace is hereby amended as follows:

Purpose of the Amendment:

1. Pima County has been previously awarded \$40,000 to disperse under Trico’s Standard Program. Any remaining funds from this award, as of May 1, 2020, will be transferred to Trico’s COVID-19 Program. See additional information below and in attached Exhibit A.
2. To provide additional Trico funds to disperse under Trico’s COVID-19 Program. Funds provided may be up to and not exceed the amount of **\$105,690.00**. Funds must be utilized as outlined in Exhibit A, attached at the end of the amendment. In addition:
 - a. Funds must be fully utilized within six (6) months of receipt and/or by December 31, 2020, whichever occurs first.
 - b. Funds will be distributed in increments of **\$35,230** beginning May 12, 2020 . Additional increments will be distributed as needed based on demonstration of fully depleted funds.
 - c. Underutilization of increments within the given time period will result in additional funds not being available.
 - d. The Standard Trico Program shall not be operated and all funds currently remaining in the Standard Trico Program shall be transferred to and used for the purposes of the Trico COVID-19 Program.
 - e. If there are funds remaining within six (6) months of receipt and/or by December 31, 2020, whichever occurs first, those funds shall be transferred to the existing Standard Trico Program.
 - f. Reporting on funds spent are due to Wildfire on or before the 10th of each month, on the reporting form provided by Wildfire. Report will indicate:
 - The number of Trico members who received assistance and for what general needs
 - The average processing time of applications
 - The balance of Trico funds still remaining

Amendment to:

Section I. Services and Programs – 1.2 Fund Sources; Attachment 1:

Trico: To increase the Direct Service amount up to and not exceeding **\$145,690.00** and increase the Program Delivery amount up to and not exceeding **\$0.00**. The new allocation for Trico will be up to and not exceeding **\$145,690.00** (Direct Service + Program Delivery).

Whole Agreement:

Unless otherwise noted herein, all other provisions of the original agreement will remain in place for the duration of the original agreement.

[Signature Page to follow]

IN WITNESS WHEREOF, the undersigned have executed this Amendment No. 4 (Four), effective as of the effective date.

CONTRACTOR:

Pima County – Board of Supervisors

By: _____

Name: Ramon Valadez

Title: Chairman, Board of Supervisors

Date: _____

ATTEST:

By: _____

Name: Julie Castenada

Title: Clerk of the Board

Date: _____

APPROVED AS TO FORM:

By:  _____

Name: Karen S. Friar

Title: Deputy County Attorney

Date: May 28, 2020 _____

APPROVED AS TO CONTENT:

By: _____

Name: Arnold Palacios

Title: Director, Community Services Employment and Training

Date: _____

Address:

2797 E Ajo Way, 3rd Floor

Tucson, AZ 85713

Email: manira.cervantes@pima.gov

Arizona Community Action Association (dba Wildfire), an Arizona nonprofit corporation

By: _____

Name: Cynthia Zwick

Title: Executive Director

Date: _____

Address:

340 E Palm Lane, Suite 315

Phoenix, Arizona 85004

Fax No.: 602-604-0644

E-mail: czwick@wildfireaz.org

TRICO ASSISTANCE

COVID-19 PROGRAM SUMMARY

CAN PAY: Non-Trico utility bills, rent, mortgage, food, medical bills and other emergent needs at the discretion of the Participating Agency.

Replacement of appliances only in cases where repair cost would exceed replacement cost. For repair/replacement, the applicant must be the owner of the appliance or home, as applicable.

MAXIMUM GRANT AMOUNT: \$800.00

ELIGIBILITY CRITERIA: Households must be in Trico service area, with a Trico customer in the household, within Pima, Pinal and Santa Cruz Counties.

A household may be assisted only once in a 12-month period. Trico members who previously received aid under the Standard Trico Program (prior to 5/11/2020) shall be entitled to receive aid under this program regardless of when the aid was received from the Standard Trico Program.

Household must fall within one of the following:

1. Household income must be at or below 200% of the federal poverty guidelines; OR
2. Household must have suffered a loss of job or loss of income as the result of the COVID-19 emergency resulting in difficulty meeting regular expenses; OR
3. Household must have incurred an unexpected and/or unplanned expense relative to COVID-19 resulting in difficulty meeting regular expenses.

CITIZENSHIP REQUIREMENT: None.

CRISIS: An acceptable emergency must be documented on the intake form/application. Documents verifying loss of job or furlough without pay/reduced pay is required.

ADDITIONAL DOCUMENTS: Copy of the rental agreement or a note from the landlord for utility costs included in rent, if applicable. Proof of ownership of appliance being repaired/replaced is required.

**Trico applications are NOT currently placed in GMS. Please use report provided and submit to Wildfire by the 10th of each month.



**Cancellation of Amendment
Independent Contractor Agreement
Contract No. 07012019-20**

This is an official notification of an amendment cancellation to the independent contractor: **Pima County, on behalf of the Pima County – Community Action Agency** (hereinafter "Contractor") for the Contract Agreement dated July 1, 2019, between Contractor and Arizona Community Action Association (dba Wildfire).

Purpose of the Notification:

1. The amendment to allocate Trico funds, in the amount of **\$140,960.00**, will be formally cancelled.

Whole Agreement:

Unless otherwise noted herein, all other provisions of the original Agreement will remain in place for the duration of the original Agreement

Arizona Community Action Association (dba Wildfire),
an Arizona nonprofit corporation

By: _____

Name: Cynthia Zwick

Title: Executive Director

Date: _____

MAY 4, 2020

Address:

340 E. Palm Lane, Suite 315

Phoenix, Arizona 85004

Fax: 602-604-0644

E-mail: cswick@wildfireaz.org