



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

Award  Contract  Grant

Requested Board Meeting Date: June 4, 2019

\* = Mandatory, information must be provided

or Procurement Director Award

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

Arizona Department of Economic Security (AZDES)

**\*Project Title/Description:**

AZDES Community Action Agency (CAA) Emergency Services

**\*Purpose:**

Pima County receives federal funds from the Department of Economic Security for Short Term Crisis Services/ Temporary Assistance To Needy Families (STCS/TANF), Low Income Home Energy Assistance Program (LIHEAP), and Community Services Block Grant (CSBG) for Emergency Services Network (ESN) and the other programs for ESN. The County allocates the funds for eligible low-income households experiencing a temporary financial crisis in order to prevent homelessness or utility disconnection. This amendment is for additional funds for 2019-2020 for emergency services.

Attachment: ADES15-089143 - Intergovernmental Agreement (IGA) Arizona Department of Economic Security (Amendment No. 12)

Indirect cost does not apply.

**\*Procurement Method:**

Not applicable to grant award.

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

The goal is to alleviate poverty and provide emergency services to prevent homelessness and utility disconnection.

**\*Public Benefit:**

The benefit is the avoidance of eviction, foreclosure and utility shutoffs to Pima County residents.

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

Monthly case management reports, quarterly ROMA reports, Community Needs Assessment, Annual Report and Community Action Plan.

**\*Retroactive:**

No.

**Contract / Award 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) 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 22-73.*

**Amendment / Revised Award Information**

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

Amendment No.: \_\_\_\_\_ AMS Version No.: \_\_\_\_\_

Effective 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): 19-58

Effective Date: 7/1/19 Termination Date: 6/30/20 Amendment Number: 12

Match Amount: \$ \_\_\_\_\_  Revenue Amount: \$ 4,897,663.00

**\*All Funding Source(s) required:** U.S. Health and Human Services Department

**\*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)?** Federal Awards to State passed through the AZ Department of Economic Security

Contact: Rise Hart

Department: Community Services Telephone: 724-5723

Department Director Signature/Date:  \_\_\_\_\_ 5-22-19

Deputy County Administrator Signature/Date: Jan 5/30/19

County Administrator Signature/Date:  \_\_\_\_\_ 5/30/19  
*(Required for Board Agenda/Addendum Items)*

## GRANT APPLICATION APPROVAL REQUEST

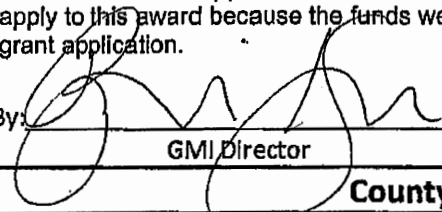

**Instructions:** Fill out the top section of this form completely. Contact the program Grants Management & Innovation (GMI) Lead if you require assistance (724-2240). Email your completed request to: [GMI@plma.gov](mailto:GMI@plma.gov). Your request will be forwarded to County Administration for review. Notification of approval requests should be submitted at least 15 business days prior to the application's submission deadline (AP 5-1 Procedure).

Requesting department or entity:	CSET	Date: 5/28/19
Contact information:	Name: Rise Hart	Telephone: 724-5723
Funding opportunity title:	AZDES Community Action Agency (CAA) Emergency Services	
Link to opportunity:	<a href="https://des.az.gov/services/aging-and-adult/community-services/community-action-agencies">https://des.az.gov/services/aging-and-adult/community-services/community-action-agencies</a>	
Funding agency:	Arizona Office of Economic Security (AZDES)	
Amount to be requested:	\$ 789,659.00	
Due date and time:	PM	
What are you going to spend the money on?	<p>Pima County receives federal funds from the Department of Economic Security for Short Term Crisis Services/Temporary Assistance To Needy Families (STCS/TANF), Low Income Home Energy Assistance Program (LIHEAP), and Community Services Block Grant (CSBG) for Emergency Services Network (ESN) and the other programs for ESN. The County allocates the funds for eligible low-income households experiencing a temporary financial crisis in order to prevent homelessness or utility disconnection. This grant approval request is to allow a contract amendment to provide additional funds for 2019-2020 emergency services. The contract amendment is attached: ADES15-089143 - Intergovernmental Agreement (IGA) Arizona Department of Economic Security (Amendment No. 12)</p> <p>Indirect cost do not apply to this grant amendment because the 5 year funding award was applied for four years ago and this amendment is to accept the award for the fifth year. This is the last year of the 5 year award and indirect costs will be included in the next application.</p>	
What will be the benefit to Pima County?	<p>The benefit of this program is the avoidance of eviction, foreclosure and utility shutoffs to Pima County residents. The amendment to allow additional funds will allow Pima County to fund emergency services needs for FY2019-2020.</p>	
Indirect costs - check one:	<input type="checkbox"/> I will be requesting indirect costs. Indirect-cost rate to be requested: _____ % <input checked="" type="checkbox"/> I have attached a request for waiver of indirect costs (GMI Intranet) <i>e RIC</i> <input type="checkbox"/> I need help understanding indirect costs	
By: <u><i>Sean M. Lopez</i></u>	Date: <u>5/28/19</u>	
Department Director of Designee		

SEE next pg

# GRANT COST/BENEFIT ANALYSIS

To be completed by GMI staff

CFDA No.	
Competitive Criteria:	Not applicable. This grant (via a contract amendment) provides for additional funds for existing contract through an amendment to fund FY2019-2020 emergency service needs.
Other Factors:	
Number of Awards:	n/a Total amount to be awarded: \$ 789,659.00
Match Required:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If required what is the amount/percent: _____
Terms Notes (e.g. unusual restrictions, reporting burdens, etc.):	This award approval request is an additional amount on an existing contract. No additional restrictions or requirements other than those in the existing contract apply.
Will this project require additional office/project space?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Will this project require staff time that cannot be paid for by the grant?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Will your project require any equipment items over \$5,000 per item?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Does the proposal use a fixed price contract?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Is this project subject to Human Subjects compliance?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Does this project involve subrecipients?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Is there a Statutory Funding Preference from the funding agency?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Allowable Indirect Rate:	n/a If indirect is not allowed, attach documentation.
List any other proposal or funder specific requirements:	<i>LAST <sup>YEAR</sup> OF 5 year grant - -</i>
GMI notes & recommendations:	<i>we will request indirect next yr.</i> GMI recommends approval of the contract amendment to allow additional funds to be awarded. Indirect Costs do not apply to this award because the funds were applied for previously. Indirect costs will be included in the next 5 year grant application.
By: 	Date: <u>5/29/19</u>
<b>County Administrator Approval Request</b>	
Approved: <input checked="" type="checkbox"/>	Not Approved: _____ Subject to Further Review: <input type="checkbox"/> Yes <input type="checkbox"/> No
If your project is subject to further review, please contact your GMI Lead to discuss necessary revisions prior to resubmission of the Grant Approval Application Request.	
By: 	Date: <u>5/30/2019</u>
County Administrator or Designee	



**DEPARTMENT OF ECONOMIC SECURITY**  
Your Partner For A Stronger Arizona

**Intergovernmental Agreement  
CONTRACT AMENDMENT**

1. CONTRACTOR (Name and address)  Pima County Community Services 2797 E. Ajo Way Tucson, AZ 85713	2. CONTRACT ID NUMBER  ADES15-089143
	3. AMENDMENT NUMBER  Twelve (12)

4. THE PARTIES AGREE TO THE FOLLOWING AMENDMENT

Pursuant to the Terms and Conditions, Section 32.0 Levels of Service, the purpose of this Amendment is to add the initial Case Management Service Budgets and Community Services Service Budget for the period of July 1, 2019 through June 30, 2020.

In accordance with the Alert issued March 20, 2019, the initial allocations are as follows:

The Case Management service reimbursement ceiling for the period of July 1, 2019 through June 30, 2020 is \$4,108,004.00.

The Community Services service reimbursement ceiling for the period of July 1, 2019 through June 30, 2020 is \$789,659.00.

Therefore the initial Case Management Service Budgets, and the initial Community Services Service Budget are added and attached.

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
SIGNATURE OF AUTHORIZED INDIVIDUAL	SIGNATURE OF AUTHORIZED INDIVIDUAL
TYPED NAME	Richard Elias, Chairman, Pima County Board of Supervisors
TITLE	DATE ATTEST:
DATE	Clerk of the Board <span style="float:right">DATE</span>

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

PIMA COUNTY

By: \_\_\_\_\_  
Assistant Attorney General

Date: \_\_\_\_\_

By: Karen S. Friar  
Karen S. Friar, Deputy County Attorney

Date: May 21, 2019

APPROVED AS TO CONTENT:

By: \_\_\_\_\_  
Director, Cmnty Serv., Employment & Training



			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL EQUIPMENT</b>			<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

7. MATERIALS AND SUPPLIES		Total Service Cost	TOTAL COST	LIHEAP COST	SSBG COST	TANF COST	NHN COST
ITEM	BASIS						
Office Supplies	\$180/mo x 12 mos	\$2,160.00	\$2,160.00	\$2,160.00	\$0.00	\$0.00	\$0.00
Software-ISF Charges	TeamUp scheduling software	\$1,200.00	\$1,200.00	\$1,200.00	\$0.00	\$0.00	\$0.00
Small Equipment		\$2,888.00	\$2,888.00	\$2,450.00	\$0.00	\$438.00	\$0.00
Postage		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Printing/Duplicating	nominal, as needed	\$615.00	\$615.00	\$615.00	\$0.00	\$0.00	\$0.00
<b>TOTAL MATERIALS AND SUPPLIES</b>		<b>\$6,863.00</b>	<b>\$6,863.00</b>	<b>\$6,425.00</b>	<b>\$0.00</b>	<b>\$438.00</b>	<b>\$0.00</b>

8. OPERATING SERVICES		Total Service Cost	TOTAL COST	LIHEAP COST	SSBG COST	TANF COST	NHN COST
ITEM	BASIS						
Telephone	\$75/mo x 12 mos	\$900.00	\$900.00	\$900.00	\$0.00	\$0.00	\$0.00
Comp Equip R & M		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other Prof Svcs-security	\$300 x 12 Mos	\$3,600.00	\$3,600.00	\$3,600.00	\$0.00	\$0.00	\$0.00
Dues/Memberships	contingency for increased dues' rates	\$500.00	\$500.00	\$500.00	\$0.00	\$0.00	\$0.00
<b>TOTAL OPERATING EXPENSES</b>		<b>\$5,000.00</b>	<b>\$5,000.00</b>	<b>\$5,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

9. INDIRECT COSTS		Total Service Cost	TOTAL COST	LIHEAP COST	SSBG COST	TANF COST	NHN COST
ITEM	BASIS						
N/A	To be Determined	\$100.00	\$100.00	\$50.00		\$50.00	
<b>TOTAL INDIRECT COSTS</b>			<b>\$100.00</b>	<b>\$50.00</b>	<b>\$0.00</b>	<b>\$50.00</b>	<b>\$0.00</b>

<b>10. SUBTOTAL ADMIN COST</b>			<b>\$714,049.00</b>	<b>\$471,085.00</b>	<b>\$0.00</b>	<b>\$242,964.00</b>	<b>\$0.00</b>
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11. VOUCHERS		Total Service Cost	TOTAL COST	LIHEAP COST	SSBG COST	TANF COST	NHN COST
ITEM							
TANF - 49		\$297,601.00	\$297,601.00	\$0.00	\$0.00	\$297,601.00	\$0.00
LIHEAP - IT Development costs		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
LIHEAP - 77		\$2,934,420.00	\$2,934,420.00	\$2,934,420.00	\$0.00	\$0.00	\$0.00
NHN - 70		\$6,210.00	\$6,210.00	\$0.00	\$0.00	\$0.00	\$6,210.00
<b>TOTAL VOUCHERS</b>			<b>\$3,238,231.00</b>	<b>\$2,934,420.00</b>	<b>\$0.00</b>	<b>\$297,601.00</b>	<b>\$6,210.00</b>

<b>12. TOTAL SERVICE COST/DES TOTAL COST:</b>			<b>\$3,962,280.00</b>	<b>\$3,406,605.00</b>	<b>\$0.00</b>	<b>\$540,665.00</b>	<b>\$6,210.00</b>
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REVENUE SOURCES:						
DES - DAAS		\$3,962,280.00	\$3,406,605.00	\$0.00	\$540,665.00	\$6,210.00
<b>TOTAL REVENUE:</b>		<b>\$3,962,280.00</b>	<b>\$3,406,605.00</b>	<b>\$0.00</b>	<b>\$540,665.00</b>	<b>\$6,210.00</b>

## ITEMIZED SERVICE BUDGET

CONTRACT SERVICE: Case Management - Intake Costs (CMG-CAP-INT)  
Contract Period: 07/01/2019 - 06/30/2020

Agency: Pima County

1. <u>PERSONNEL</u>	TOTAL DES service COST	100% LIHEAP COST	0% SSBG COST	0% TANF Cost	0% NHN Cost			
Number of Positions	FTE Level	Position Title	Total Salary for the Contract Period					
<b>TOTAL PERSONNEL</b>								
				<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
2. <u>EMPLOYEE RELATED EXPENSES</u>	TOTAL DES service COST	100% LIHEAP COST	0% SSBG COST	0% TANF Cost	0% NHN Cost			
<u>ITEM</u>	<u>BASIS</u>							
<b>TOTAL EMPLOYEE RELATED EXPENSES</b>								
				<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
3. <u>PROFESSIONAL AND OUTSIDE SERVICES</u>	TOTAL COST	LIHEAP COST	SSBG COST	TANF Cost	NHN Cost			
<u>ITEM</u>	<u>BASIS</u>							
<b>TOTAL PROFESSIONAL AND OUTSIDE SERVICES</b>								
				<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
4. <u>TRAVEL</u>	TOTAL COST	LIHEAP COST	SSBG COST	TANF Cost	NHN Cost			
<u>ITEM</u>	<u>BASIS</u>							
<b>TOTAL TRAVEL</b>								
				<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
5. <u>SPACE</u>	TOTAL COST	LIHEAP COST	SSBG COST	TANF Cost	NHN Cost			
<u>ITEM</u>	<u>BASIS</u>							
<b>TOTAL SPACE</b>								
				<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
6. <u>EQUIPMENT</u>	TOTAL COST	LIHEAP COST	SSBG COST	TANF Cost	NHN Cost			
<u>ITEM</u>	<u>BASIS</u>							
<b>TOTAL EQUIPMENT</b>								
				<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
7. <u>MATERIALS AND SUPPLIES</u>	TOTAL	LIHEAP	SSBG	TANF	NHN			



ITEM	BASIS	COST	COST	COST	Cost	Cost
TOTAL MATERIALS AND SUPPLIES		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

8. OPERATING SERVICES		TOTAL COST	LIHEAP COST	SSBG COST	TANF Cost	NHN Cost
ITEM	BASIS					
TOTAL OPERATING EXPENSES		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

9. INDIRECT COSTS		TOTAL COST	LIHEAP COST	SSBG COST	TANF Cost	NHN Cost
ITEM	BASIS					
TOTAL INDIRECT COSTS		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

10. SUBTOTAL ADMIN COST		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
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11. VOUCHERS		TOTAL DES service COST	\$1.00 LIHEAP COST	\$0.00 SSBG COST	\$0.00 TANF Cost	\$0.00 NHN Cost		
ITEM								
Costs of intake workers								
1	1	Intake Specialist	\$34,528.00	\$24,170.00	\$24,170.00	\$0.00	\$0.00	\$0.00
1	1	Intake Specialist	\$30,202.00	\$21,141.00	\$21,141.00	\$0.00	\$0.00	\$0.00
1	1	Intake Specialist	\$31,346.00	\$21,942.00	\$21,942.00	\$0.00	\$0.00	\$0.00
1	1	Intake Specialist	\$30,202.00	\$21,141.00	\$21,141.00	\$0.00	\$0.00	\$0.00
1	1	Intake Specialist	\$30,202.00	\$21,141.00	\$21,141.00	\$0.00	\$0.00	\$0.00
1	1	Intake Specialist-New	\$30,202.00	\$7,551.00	\$7,551.00	\$0.00	\$0.00	\$0.00
				\$117,086.00	\$117,086.00	\$0.00	\$0.00	\$0.00
ERE			33.00%	\$38,638.00	\$38,638.00	\$0.00	\$0.00	\$0.00
TOTAL VOUCHERS				\$155,724.00	\$155,724.00	\$0.00	\$0.00	\$0.00

12. TOTAL SERVICE COST/DES TOTAL COST:		\$155,724.00	\$155,724.00	\$0.00	\$0.00	\$0.00
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REVENUE SOURCES:						
DES - DAAS	\$155,724.00	\$155,724.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL REVENUE:	\$155,724.00	\$155,724.00	\$0.00	\$0.00	\$0.00	\$0.00

**ITEMIZED SERVICE BUDGET**

**CONTRACT SERVICE:**

Contract Period: 07/01/2019 - 06/30/2020

Community Services

Agency: **Pima County**

1.		<u>PERSONNEL</u>			Total Salary for the Contract Period	Total Service COST	TOTAL DES service COST	100% CSBG COST	0% CSBG-DSC COST	0% CSBG-EMG Cost
Number of Positions	FTE Level	Position Title								
1	1.00	Acctg Sup Spec		\$34,694.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1	1.00	Acctg Sup Spec		\$31,886.00	\$7,972.00	\$7,972.00	\$7,972.00	\$0.00	\$0.00	\$0.00
1	1.00	Admin Supp Specialist		\$38,418.00	\$2,689.00	\$2,689.00	\$2,689.00	\$0.00	\$0.00	\$0.00
1	1.00	Admin Svcs Manger		\$67,268.00	\$673.00	\$673.00	\$673.00	\$0.00	\$0.00	\$0.00
1	1.00	Comm Services Director		\$115,003.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1	1.00	Contract Specialist		\$50,294.00	\$1,006.00	\$1,006.00	\$1,006.00	\$0.00	\$0.00	\$0.00
1	1.00	Grant Accountant		\$54,475.00	\$1,634.00	\$1,634.00	\$1,634.00	\$0.00	\$0.00	\$0.00
1	1.00	Intake Specialist		\$34,528.00	\$10,358.00	\$10,358.00	\$10,358.00	\$0.00	\$0.00	\$0.00
1	1.00	Intake Specialist		\$30,202.00	\$9,061.00	\$9,061.00	\$9,061.00	\$0.00	\$0.00	\$0.00
1	1.00	Intake Specialist		\$31,346.00	\$9,404.00	\$9,404.00	\$9,404.00	\$0.00	\$0.00	\$0.00
1	1.00	Intake Specialist		\$30,202.00	\$9,061.00	\$9,061.00	\$9,061.00	\$0.00	\$0.00	\$0.00
1	1.00	Intake Specialist		\$30,202.00	\$9,061.00	\$9,061.00	\$9,061.00	\$0.00	\$0.00	\$0.00
1	1.00	Intake Specialist		\$30,202.00	\$604.00	\$604.00	\$604.00	\$0.00	\$0.00	\$0.00
1	1.00	Intake Specialist		\$34,528.00	\$691.00	\$691.00	\$691.00	\$0.00	\$0.00	\$0.00
1	1.00	Intake Specialist		\$35,883.00	\$718.00	\$718.00	\$718.00	\$0.00	\$0.00	\$0.00
1	1.00	Intake Specialist-New		\$30,202.00	\$7,551.00	\$7,551.00	\$7,551.00	\$0.00	\$0.00	\$0.00
1	1.00	Principial Finance Acct		\$62,462.00	\$4,997.00	\$4,997.00	\$4,997.00	\$0.00	\$0.00	\$0.00
1	1.00	Program Coordinator		\$51,667.00	\$20,667.00	\$20,667.00	\$20,667.00	\$0.00	\$0.00	\$0.00
1	1.00	Program Coordinator		\$51,667.00	\$20,667.00	\$20,667.00	\$20,667.00	\$0.00	\$0.00	\$0.00
1	1.00	Program Coordinator-Uncl		\$73,694.00	\$737.00	\$737.00	\$737.00	\$0.00	\$0.00	\$0.00
1	1.00	Program Manager		\$60,528.00	\$24,211.00	\$24,211.00	\$24,211.00	\$0.00	\$0.00	\$0.00
1	1.00	Program Specialist		\$40,000.00	\$20,000.00	\$20,000.00	\$20,000.00	\$0.00	\$0.00	\$0.00
1	1.00	Program Specialist-New		\$40,000.00	\$20,000.00	\$20,000.00	\$20,000.00	\$0.00	\$0.00	\$0.00
1	1.00	Program Specialist-New		\$40,000.00	\$20,000.00	\$20,000.00	\$20,000.00	\$0.00	\$0.00	\$0.00
				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL PERSONNEL</b>						<b>\$201,762.00</b>	<b>\$201,762.00</b>	<b>\$201,762.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
2.		<u>EMPLOYEE RELATED EXPENSES</u>				Total Service COST	TOTAL COST	DES COST	DES COST	DES COST
		ITEM		BASIS						
		FICA; Unemploymet Ins; Health Ins; Workers' Comp			33.00%	\$66,581.00	\$66,581.00	\$66,581.00	\$0.00	\$0.00
		Life Ins; Empr Pd fees; Retirement; Dental Ins								
<b>TOTAL EMPLOYEE RELATED EXPENSES</b>						<b>\$66,581.00</b>	<b>\$66,581.00</b>	<b>\$66,581.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
3.		<u>PROFESSIONAL AND OUTSIDE SERVICES</u>				Total Service COST	TOTAL COST	DES COST	DES COST	DES COST
		ITEM		BASIS						
		Current Amount to be contracted		TBD		\$200,144.00	\$200,144.00	\$200,144.00	\$0.00	\$0.00
<b>TOTAL PROFESSIONAL AND OUTSIDE SERVICES</b>						<b>\$200,144.00</b>	<b>\$200,144.00</b>	<b>\$200,144.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
4.		<u>TRAVEL</u>				Total Service COST	TOTAL COST	DES COST	DES COST	DES COST
		ITEM		BASIS						
		Motor Pool Allocation		\$300 /mo x 12 mos.		\$3,600.00	\$3,600.00	\$3,600.00	\$0.00	\$0.00
		Hotel, Per Dien, In State Conference		14 staff, 7 CAA Board members		\$10,000.00	\$10,000.00	\$10,000.00	\$0.00	\$0.00
		Vehicles for conferences		4 vehicles		\$1,800.00	\$1,500.00	\$1,500.00	\$0.00	\$0.00
		Training		as needed, new staff training (50%)		\$2,500.00	\$2,500.00	\$2,500.00	\$0.00	\$0.00
		Out-of State Training		1 staff x 1 Out of State conferences		\$4,000.00	\$4,000.00	\$4,000.00	\$0.00	\$0.00
		CAP Training August 2019 Conference		Regis, airfare, lodging, meals, local travel-3 staff		\$6,900.00	\$6,900.00	\$6,900.00	\$0.00	\$0.00
<b>TOTAL TRAVEL</b>						<b>\$28,800.00</b>	<b>\$28,500.00</b>	<b>\$28,500.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
6.		<u>SPACE</u>				Total				

	ITEM	BASIS	Service COST	TOTAL COST	DES COST	DES COST	DES COST
	Space Cost	\$1500/mo x 12 mos.	\$18,000.00	\$18,000.00	\$18,000.00	\$0.00	\$0.00
<b>TOTAL SPACE</b>			<b>\$18,000.00</b>	<b>\$18,000.00</b>	<b>\$18,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>8.</b>	<b>EQUIPMENT</b>						
	ITEM	BASIS	Total Service COST	TOTAL COST	DES COST	DES COST	DES COST
<b>TOTAL EQUIPMENT</b>			<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>7.</b>	<b>MATERIALS AND SUPPLIES</b>						
	ITEM	BASIS	Total Service COST	TOTAL COST	DES COST	DES COST	DES COST
	Office Supplies	\$350/mo x 12 mos	\$4,200.00	\$4,200.00	\$4,200.00	\$0.00	\$0.00
	Tools & Equipment under \$1,000	nominal, as needed	\$965.00	\$965.00	\$965.00	\$0.00	\$0.00
	Postage	\$900/mo x 12 mos	\$10,800.00	\$10,800.00	\$10,800.00	\$0.00	\$0.00
	Printing/Duplicating	nominal, as needed	\$750.00	\$750.00	\$750.00	\$0.00	\$0.00
	Materials for resource fairs-5 fairs annually	15 shirts, tablecloths, misc supplies	\$5,000.00	\$5,000.00	\$5,000.00	\$0.00	\$0.00
<b>TOTAL MATERIALS AND SUPPLIES</b>			<b>\$21,715.00</b>	<b>\$21,715.00</b>	<b>\$21,715.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>8.</b>	<b>OPERATING SERVICES</b>						
	ITEM	BASIS	Total Service COST	TOTAL COST	DES COST	DES COST	DES COST
	Books & Subscriptions		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Telephone/Internet	\$375/mo x 12 mos	\$4,500.00	\$4,500.00	\$4,500.00	\$0.00	\$0.00
	Legal Notices	(RFP notice in 1 Tuscon newspaper)	\$100.00	\$100.00	\$100.00	\$0.00	\$0.00
	Dues/Memberships	NACAA @ \$1075; ACAA @ \$300; Region 9 \$700	\$2,075.00	\$2,075.00	\$2,075.00	\$0.00	\$0.00
	Investigative Svcs	\$77/ea x +8 (fingerprint cards)	\$462.00	\$462.00	\$462.00	\$0.00	\$0.00
	Other Prof Svcs-security	\$300/mo x 12 mos	\$3,600.00	\$3,600.00	\$3,600.00	\$0.00	\$0.00
	R & M Machinery & Equip	copier maint	\$100.00	\$100.00	\$100.00	\$0.00	\$0.00
<b>TOTAL OPERATING EXPENSES</b>			<b>\$10,837.00</b>	<b>\$10,837.00</b>	<b>\$10,837.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>9.</b>	<b>INDIRECT COSTS</b>						
	ITEM	BASIS	Total Service COST	TOTAL COST	DES COST	DES COST	DES COST
	Indirect costs	To be determined	\$100.00	\$100.00	\$100.00	\$0.00	\$0.00
<b>TOTAL INDIRECT COSTS</b>			<b>\$100.00</b>	<b>\$100.00</b>	<b>\$100.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>10.</b>	<b>SUBTOTAL ADMIN COST</b>			<b>\$647,639.00</b>	<b>\$647,639.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>11.</b>	<b>Program Costs</b>						
	ITEM		Total Service COST	DES service COST	CSBG COST	CSBG-DSC COST	CSBG-EMG Cost
	Direct Assistance		\$242,020.00	\$242,020.00	\$242,020.00	\$0.00	\$0.00
<b>TOTAL program cost</b>			<b>\$242,020.00</b>	<b>\$242,020.00</b>	<b>\$242,020.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>12.</b>			<b>TOTAL SERVICE COST/DES TOTAL COST:</b>	<b>\$789,659.00</b>	<b>\$789,659.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
			<b>REVENUE SOURCES:</b>				
			DES - DAAS	\$789,659.00	\$789,659.00	\$0.00	\$0.00
			<b>TOTAL REVENUE:</b>	<b>\$789,659.00</b>	<b>\$789,659.00</b>	<b>\$0.00</b>	<b>\$0.00</b>