



BOARD OF SUPERVISORS AGENDA ITEM REPORT  
AWARDS / CONTRACTS / GRANTS

Award  Contract  Grant

Requested Board Meeting Date: 04/19/2022

\* - Mandatory, information must be provided

or Procurement Director Award:

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

Arizona Department of Education - Health and Nutrition Services Division

**\*Project Title/Description:**

Supply Chain Assistance (SCA) Funds

**\*Purpose:**

To accept and receive the Supply Chain Assistance (SCA) funds for the Pima County Detention Center (PCDC) to purchase unprocessed or minimally processed domestic food products to provide free meals to Juvenile inmates while they are in school through the National School Lunch Program (NSLP).

**\*Procurement Method:**

Not Applicable - Grant

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

To maintain and provide good food to the juveniles that meet the NSLP nutrition and meal pattern requirements through use of SCA funds.

**\*Public Benefit:**

Juvenile inmates are provided nutritionally balanced free meals each school day during these challenging times.

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

The PCDC is currently operating NSLP. Under NSLP program, individuals are counted as they pick up meal tray. Meals are counted as individuals and served a reimbursable meal.

**\*Retroactive:**

No.

GMI  
RKH approved  
4/6/22

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: GTAW Department Code: SD Grant Number (i.e., 15-123): 22-105
Commencement Date: 04/19/2022 Termination Date: 09/30/2023 Amendment Number:
Match Amount: \$ Revenue Amount: \$ 5,000

\*All Funding Source(s) required: Federal - U.S. Department of Agriculture / State - Arizona Department of Education

\*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 Education

Contact: Yuko Jarvis

Department: Sheriff's Department

Telephone: (520) 351-6958

Department Director Signature: Date: 4/6/2022

Deputy County Administrator Signature: Date:

County Administrator Signature: Date: 4/6/2022



**Arizona Department of Education  
Health and Nutrition Services Division**

February 8, 2022

AZ# 031-22

Frieda Stafford  
CTD# (10-10-02)  
Pima County Detention Center  
1750 E Benson Highway  
Tucson, AZ 85714

**Supply Chain Assistance Funds Announcement Letter**

Dear Authorized Representative,

To assist School Food Authorities (SFAs) with the current supply chain challenges and increasing food prices, the United States Department of Agriculture (USDA) Food and Nutrition Services (FNS) will allocate Supply Chain Assistance (SCA) funds for schools to purchase unprocessed or minimally processed domestic food products for the National School Lunch Program (NSLP) and/or School Breakfast Program (SBP) (including Seamless Summer Option (SSO)) in School Year (SY) 2021-2022. These relief funds have been made available through the Commodity Credit Corporation (CCC) and authorized under the CCC Charter Act [15 U.S.C. 714].

The Arizona Department of Education (ADE) Health and Nutrition Services (HNS) has received \$21 million SCA funds to distribute all allocated funds proportionally across SFAs currently participating in NSLP and/or SBP (including SSO) in SY 2021-2022 and not limiting funding eligibility to SFAs with at least 25% free or reduced price meals. SFAs wishing to accept the SCA funds must affirm to all terms and conditions of the SCA funds by completing and returning the attached *Attestation for Supply Chain Assistance Funds* to HNS.

This letter is to announce that HNS has determined SCA fund allocations for each SFA. Enclosed in this letter is the SFA's calculated payment amount, information on the proper use of funds, and instructions for completing the attached attestation as a prerequisite for accepting funds.

**Calculation of SCA Payment**

HNS will distribute the SCA funds to individual SFAs based on a predetermined formula set by USDA. The allocation includes two components, a base payment of \$5,000 and a proportional funding amount based on each SFA's share of State-wide student enrollment reflective of

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October 2021. The proportional funding amount is limited to the remaining SCA funds once the base payment of \$5,000 for each SFA has been allocated. SFA and State-wide enrollment is based on the enrollment reported by each SFA on the Verification Summary Report (VSR) for Program Year 2022.

A reimbursement of \$5,000.00 is expected to be disbursed in March, 2022 upon receipt of the signed attestation by February 22, 2022. Payments will be issued using the disbursement method established for monthly reimbursement payments. Notifications will be sent out when the payments are processed. Please allow 5-10 business days from the date of the notification for payments to be deposited into food service accounts.

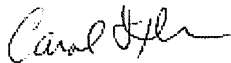
<b>Base Payment</b>	\$5,000.00
<b>Proportional distribution of remaining funds</b>	\$0.00
<b>Total SCA funds</b>	\$5,000.00

#### **Allowable Usage of SCA Funds**

SCA funds must be used exclusively for the purchase of domestic food products that are unprocessed or minimally processed. Examples of some allowable food products include fluid milk and other dairy foods such as cheese and yogurt; fruits and vegetables (including 100% juices); grain products such as pastas and rice; meats (whole, pieces, or food items such as ground meats); and meat alternates such as beans or legumes. Foods in a wide variety of minimal processing states (e.g., whole, cut, pureed, etc.) and/or forms (e.g., fresh, frozen, canned, dried, etc.) are allowable. Funds may not be used for labor, supplies or administrative expenses.

If you have questions or require further technical assistance related to completing the Attestation for Supply Chain Assistance Funds, please contact the Health and Nutrition Services at [ContactHNS@azed.gov](mailto:ContactHNS@azed.gov) to be contacted by a Health and Nutrition Services Programs Specialist. For additional information regarding the supply chain assistance funds, please refer to the USDA memorandum [SP 03-2022: Allocation of Supply Chain Assistance \(SCA\) Funds to Alleviate Supply Chain Disruptions in the School Meal Programs](#).

Sincerely,



Carol Foxhoven  
Director of Fiscal Operations, Data Strategies and Systems



Arizona Department of Education  
Health and Nutrition Services Division

**Attestation for Supply Chain Assistance Funds**

School Food Authorities (SFAs) must affirm to all terms and conditions listed below to receive Supply Chain Assistance funds. *Failure to return this document will result in loss of funds.*

Please mark within each checkbox next to each statement, sign, and date. Only the SFA Director or valid authorized signers may sign the document. Valid authorized signers must be present on the current Food Program Permanent Service Agreement on file with Health and Nutrition Services.

As an Authorized Representative, I attest that the SFA:

- Is experiencing supply chain disruptions and related financial difficulties/need;
- Will only use funds to purchase domestic unprocessed or minimally processed foods;
- Will not use funds for any labor, indirect, or other administrative expenses;
- Will comply with all recordkeeping and review requirements per 7 CFR 210.9(b)(17) and 7 CFR 210.18, which would include maintaining documentation demonstrating appropriate use of SCA funds; and
- Will comply with all applicable Federal procurement and financial management requirements per 2 CFR 200.

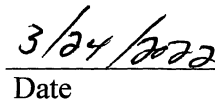
Frieda Stafford

Printed Name of Authorized Representative

 #3040  
Signature of Authorized Representative

Pima County Detention Center

Name of School Food Authority

  
Date

*Return a completed copy to Health and Nutrition Services by **February 22, 2022**. Failure to return this document will result in loss of funds.* This document may be scanned and emailed to [ContactHNS@azed.gov](mailto:ContactHNS@azed.gov) or faxed to (602) 542-1531.

This institution is an equal opportunity provider.



**Arizona Department of Education**  
**Health and Nutrition Services Division**

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PIMA COUNTY

\_\_\_\_\_  
Sharon Bronson, Chair, Board of Supervisors


\_\_\_\_\_  
Date

**Attest:**

\_\_\_\_\_  
Melissa Manriquez, Clerk of the Board

\_\_\_\_\_  
Date

**APPROVED AS TO FORM AND LEGAL AUTHORITY:**

  
\_\_\_\_\_  
Deputy County Attorney

3/24/22  
\_\_\_\_\_  
Date