



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

Requested Board Meeting Date: November 22, 2016

or Procurement Director Award

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

Project Title/Description:

AZDES CAA Emergency Services

Purpose:

Provides emergency financial assistance for rent, mortgage, utilities and other allowable services; prescriptions, food boxes, minor home repair and youth services. The amendment is to add funds of \$116,488.00.

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 CSBG Information Survey and Annual Community Action Plan

Retroactive:

Yes, received amendment from AZDES on 10/19/16.

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): 17-20

Amendment No.: 5 AMS Version No.: 1

Effective Date: 7/1/16 New Termination Date: 6/30/17 (No change)

Expense Revenue Increase Decrease Amount This Amendment: \$ 116,488.00

Funding Source(s): Federal Awards to State passed thru Dept of Econ Sec: Comm Svc Block Grt, Temp Assist 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 Camp 10/24/16

Deputy County Administrator Signature/Date:

D. Zell 10/24/16

County Administrator Signature/Date:

C. P. DeLaney 10/25/16

(Required for Board Agenda/Addendum Items)



DEPARTMENT OF ECONOMIC SECURITY

Your Partner For A Stronger Arizona

Intergovernmental Agreement
CONTRACT AMENDMENT

Table with 2 columns: 1. CONTRACTOR (Name and address) - Pima County Community Services Department, 2797 E. Ajo Way, Tucson, AZ 85713; 2. CONTRACT ID NUMBER - ADES15-089143; 3. AMENDMENT NUMBER - Five (5)

4. THE PARTIES AGREE TO THE FOLLOWING AMENDMENT
The purpose of this Amendment is to revise the Service Budgets for the period of July 1, 2016 through June 30, 2017. Pursuant to the Terms and Conditions, Section 32.0 Levels of Service, this Amendment revises the Service Budgets for the period of July 1, 2016 through June 30, 2017 as follows: Per Alert issued September 7, 2016 the Case Management contract reimbursement ceiling for the period of July 1, 2016 through June 30, 2017 is revised from \$1,324,552 to \$1,407,314. Per Alert issued September 7, 2016 the Community Services contract reimbursement ceiling for the period of July 1, 2016 through June 30, 2017 is revised from \$692,289 to \$726,015. Therefore, the Service Budgets for the period of July 1, 2016 through June 30, 2017 are revised 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.

Table with 2 columns: 6. ARIZONA DEPARTMENT OF ECONOMIC SECURITY (Signature, Typed Name, Title, Date); 7. NAME OF CONTRACTOR (Pima County Community Services Department, Sharon Bronson, Chair, Pima County Board of Supervisors, 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.

Table with 2 columns: ARIZONA ATTORNEY GENERAL'S OFFICE (BY: Karen S. Friar, Deputy County Attorney, ASSISTANT ATTORNEY GENERAL, DATE: October 19-2016)

CONTRACT SERVICE: Case Management (CMG-CAP)

Agency: Pima County Community Action Agency

Contract Period: 07/01/2016 - 06/30/2017

1. **PERSONNEL**

Number of Positions	FTE Level	Position Title	Total Salary for Contract Period	TOTAL SERVICE COST	DES COST
1	1	Comm Services Director	110,000	\$3,300	\$3,300
1	1	Accountant - Senior	45,988	\$460	\$460
1	1	Contract Specialist	41,974	\$420	\$420
1	1	Admin Support Spec - Sr	33,345	\$333	\$333
1	1	Community Services Mgr	73,039	\$7,304	\$7,304
1	1	Program Coordinator	47,152	\$21,218	\$21,218
1	1	Program Coordinator	46,416	\$16,246	\$16,246
1	1	Principal Finance Acct	59,941	\$11,988	\$11,988
1	1	Acctg Sup Spec-Sr	33,666	\$0	\$0
1	1	Acctg Sup Spec	30,111	\$27,100	\$27,100
1	1	Intake Specialist	37,143	\$26,001	\$26,001
1	1	Intake Specialist	31,769	\$11,119	\$11,119
1	1	Intake Specialist	28,839	\$21,629	\$21,629
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				\$147,529	\$147,529

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	34.56% of Total Personnel Service Cost	\$50,986	\$50,986
TOTAL EMPLOYEE RELATED EXPENSES		\$50,986	\$50,986

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	\$42,751	\$0
Case Management to be contracted	Contracted direct service	\$114,290	\$114,290
TOTAL PROFESSIONAL AND OUTSIDE SERVICES		\$157,291	\$114,540

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	\$1059.42/mo x 12 mos.	\$12,713	\$12,713
TOTAL SPACE		\$12,713	\$12,713

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		\$0	\$0
Small Tools		\$0	\$0

Postage	\$0/mo x 12 mos	\$0	\$0
Printing/Duplicating	\$86/ea x 3	\$258	\$258
TOTAL MATERIALS AND SUPPLIES		\$1,758	\$1,758

8. **OPERATING SERVICES**

ITEM	BASIS	TOTAL COST	DES COST
Telephone	\$183/mo x 12 mos (2 phones & 1 cell phone)	\$2,196	\$2,196
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	14/mo x 12 months	\$168	\$168
TOTAL OPERATING EXPENSES		\$3,989	\$3,989

9. **INDIRECT COSTS**

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

10. **SUBTOTAL ADMIN COST**

		\$374,926	\$332,175
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11. **VOUCHERS**

ITEM	TOTAL COST	DES COST
TANF - 49	\$297,601	\$297,601
LIHEAP - 77	\$775,869	\$775,869
NHN - 70	\$1,669	\$1,669
EEIP	\$120,000	\$0
TOTAL VOUCHERS	\$1,195,139	\$1,075,139

12. **TOTAL SERVICE COST/DES TOTAL COST: \$1,570,065 \$1,407,314**

REVENUE SOURCES:			
Admin	LIHEAP ADMIN	\$49,603	\$49,603
Vouchers	LIHEAP 77	\$775,869	\$775,869
Admin	LIHEAP A16 ADMIN	\$51,760	\$51,760
Vouchers	NHN	\$1,669	\$1,669
Admin	C-Link	\$0	\$0
Admin	TANF 49	\$230,812	\$230,812
Vouchers	TANF 49	\$297,601	\$297,601
	EEIP GF	\$120,000	\$0
	CASE MGT GF	\$42,751	\$0
	TOTAL REVENUE:	\$1,570,065	\$1,407,314

CONTRACT SERVICE: Community Services (CSV-CAP)

Agency: Pima County Community Action Agency

Contract Period: 07/01/2016 - 06/30/2017

1. **PERSONNEL**

Number of Positions	FTE Level	Position Title	Total Salary for Contract Period	TOTAL SERVICE COST	DES COST
1	1	Comm Services Director	110,000	\$5,500	\$5,500
1	1	Accountant - Senior	45,989	\$2,299	\$2,299
1	1	Contract Specialist	41,974	\$2,099	\$2,099
1	1	Admin Support Spec - Sr	33,345	\$0	\$0
1	1	Community Services Mgr	73,039	\$25,564	\$25,564
1	1	Program Coordinator	44,907	\$15,717	\$15,717
1	1	Program Coordinator	46,416	\$23,208	\$23,208
2	1	Program Coordinator - Uncla	69,455	\$8,335	\$8,335
1	1	Principal Finance Acct	59,941	\$8,991	\$8,991
1	1	Acctg Sup Spec-Sr	33,666	\$0	\$0
1	1	Acctg Sup Spec	30,110	\$3,011	\$3,011
1	1	Intake Specialist	35,374	\$10,612	\$10,612
1	1	Intake Specialist	29,970	\$7,493	\$7,493
1	1	Intake Specialist	27,206	\$6,802	\$6,802
2	1	Office Support II	25,710	\$22,625	\$22,625
1	1	Courier	25,439	\$605	\$605
1	1	Information Systems Tech	41,621	\$0	\$0
1	1	Admin Support Svcs Mgr	69,515	\$2,085	\$2,085
TOTAL PERSONNEL				\$144,946	\$144,946

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	32.43% of Total Personnel Service Cost	\$47,006	\$47,006
TOTAL EMPLOYEE RELATED EXPENSES		\$47,006	\$47,006

3. **PROFESSIONAL AND OUTSIDE SERVICES**

ITEM	BASIS	TOTAL COST	DES COST
Subcontractor contracted		\$222	\$222
Current Amount to be contracted		\$244,775	\$244,775
TOTAL PROFESSIONAL AND OUTSIDE SERVICES		\$244,997	\$244,997

4. **TRAVEL**

ITEM	BASIS	TOTAL COST	DES COST
Motor Pool Allocation	\$100 /mo x 12 mos.	\$1,200	\$1,200
Per Diem	\$39/day x 14 days x 1 staff	\$546	\$546
Hotel	\$160/day x 7 days x 1 staff	\$1,120	\$1,120
In State Conferences	10 staff x 1 ACAA/NCAF conferences @ \$742.80 ea	\$7,428	\$7,428
Out-of-State Training	2 staff x 1 Out of State conferences @ \$1402 ea	\$2,804	\$2,804
TOTAL TRAVEL		\$13,098	\$13,098

5. **SPACE**

ITEM	BASIS	TOTAL COST	DES COST
Space Cost	\$910.25/mo x 12 mos.	\$10,923	\$10,923
TOTAL SPACE		\$10,923	\$10,923

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	\$100/mo x 12mos	\$1,200	\$1,200
Tools & Equipment under \$1,000		\$0	\$0
Postage	\$800/mo x 12 mos	\$9,600	\$9,600
Printing/Duplicating	\$20/mo x 12 mos	\$240	\$240
R & M Machinery & Equip	re-configure 2 work cubicles	\$0	\$0
Software - ISF Charges (computer)		\$0	\$0
TOTAL MATERIALS AND SUPPLIES		\$11,040	\$11,040

8. **OPERATING SERVICES**

ITEM	BASIS	TOTAL COST	DES COST
Books & Subscriptions	\$100/yr (Mgmt Training bulletin subscription; Staff Educ books)	\$100	\$100
Accounting & Auditing Services	Annual State Audit cost	\$1,055	\$1,055
Telephone/Internet	\$534.67/mo x 12 mos (4 phones & 3 cell phones)	\$6,416	\$6,416
Legal Notices	(RFP notice in 1 Tucson newspaper)	\$100	\$100
Dues/Memberships	NACAA @ \$1075; ACAA @ \$400	\$1,475	\$1,475
Investigative Svcs	\$58/ea x 2 (fingerprint cards)	\$116	\$116
Staff Education	\$597/CrHr x 3 CrHr & \$100 x 3(ASU,U of A, Pima Coll; seminars)	\$0	\$0
Copier/Fax maintenance	\$9/mo x 12 mos	\$108	\$108
TOTAL OPERATING EXPENSES		\$9,370	\$9,370

9. **INDIRECT COSTS**

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

10. **SUBTOTAL ADMIN COST**

		\$481,380	\$481,380
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11. **VOUCHERS**

ITEM	BASIS	TOTAL COST	DES COST
Direct Assistance		\$244,635	\$244,635
TOTAL VOUCHERS		\$244,635	\$244,635

12.	TOTAL SERVICE COST/DES TOTAL COST:	\$726,015	\$726,015
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REVENUE SOURCES

DES-CSA	\$481,380	\$481,380
DES-CSA-Carryover	\$0	\$0
VOUCHERS	\$244,635	\$244,635
TOTAL REVENUE:	\$726,015	\$726,015