



DEPARTMENT OF ECONOMIC SECURITY

Your Partner For A Stronger Arizona

Intergovernmental Agreement
CONTRACT AMENDMENT

Form with sections for Contractor Information, Amendment Details, Signatures, and Dates. Includes fields for Pima County Community Services Department, Contract ID DE111072001, and signatures of Francine Whittington and Arthur Eckstrom.

CONTRACT SERVICE: Case Management (CMG-CAP)

Agency: Pima County Community Action Agency

Contract Period: 07/01/2014 - 06/30/2015

Attachment A

1. **PERSONNEL**

Number of Positions	FTE Level	Position Title	Total Salary for Contract Period	TOTAL SERVICE COST	DES COST
1	1	Sr. Adm Service Mgr	83,655	\$4,183	\$4,183
1	1	Community Services Mgr	71,999	\$7,200	\$7,200
2	1	Program Coordinator	90,752	\$36,300	\$36,300
1	1	Principal Finance Acct	58,901	\$11,780	\$11,780
1	1	Acctg Sup Spec-Sr	32,006	\$8,002	\$8,002
1	1	Acctg Sup Spec	29,070	\$26,163	\$26,163
2	1	Intake Specialist	63,264	\$33,848	\$33,848
1	1	Courier	20,800	\$832	\$832
1	1	Information Systems Tech	41,621	\$1,249	\$1,249
1	1	Intake Specialist	27,857	\$6,964	\$6,964
TOTAL PERSONNEL				\$138,521	\$136,521

2. **EMPLOYEE RELATED EXPENSES**

ITEM	BASIS	TOTAL COST	DES COST
FICA; Unemployment Ins; Workmen's Comp; Retirement; Health Ins; Dental Ins; Life Ins	35.99% of Total Personnel Service Cost	\$49,134	\$49,134
TOTAL EMPLOYEE RELATED EXPENSES		\$49,134	\$49,134

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	\$57,059	\$0
Case Management to be contracted	Contracted direct service	\$109,548	\$109,548
TOTAL PROFESSIONAL AND OUTSIDE SERVICES		\$166,857	\$109,798

4. **TRAVEL**

ITEM	BASIS	TOTAL COST	DES COST
Motor Pool Allocation	\$80 /mo x 12 mos.	\$960	\$960
TOTAL TRAVEL		\$960	\$960

5. **SPACE**

ITEM	BASIS	TOTAL COST	DES COST
Space Cost	\$938.92/mo x 12 mos.	\$11,267	\$11,267
TOTAL SPACE		\$11,267	\$11,267

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	\$330 x 0 computers	\$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	\$310/mo x 12 mos (Base rate for 6 phones + LD)	\$3,720	\$3,720
Staff Education	\$0/ea x 0 Prof Seminars	\$0	\$0
Copier/Fax maintenance	\$5/mo x 12 months	\$60	\$60
TOTAL OPERATING EXPENSES		\$3,780	\$3,780

9. **INDIRECT COSTS**

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

10. SUBTOTAL ADMIN COST		\$370,277	\$313,218
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11. **VOUCHERS**

ITEM	TOTAL COST	DES COST
TANF - 49	\$358,250	\$358,250
LIHEAP - 77	\$759,296	\$759,296
NHN - 70	\$1,703	\$1,703
EEIP	\$100,000	\$0
TOTAL VOUCHERS	\$1,219,249	\$1,119,249

12. TOTAL SERVICE COST/DES TOTAL COST:	\$1,589,526	\$1,432,467
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3/31/2014

	REVENUE SOURCES:		
Admin	LIHEAP ADMIN	\$52,380	\$52,380
Vouchers	LIHEAP 77	\$759,296	\$759,296
Admin	LIHEAP A16 ADMIN	\$53,356	\$53,356
Vouchers	NHN	\$1,703	\$1,703
Admin	Qwest	\$15,845	\$15,845
Admin	TANF 49	\$191,637	\$191,637
Vouchers	TANF 49	\$358,250	\$358,250
	EEIP GF	\$100,000	\$0
	CASE MGT GF	\$57,059	\$0
	TOTAL REVENUE:	\$1,589,526	\$1,432,467

CONTRACT SERVICE: Community Services (CSV-CAP)

Agency: Pima County Community Action Agency

Contract Period: 07/01/2013 - 06/30/2014

1. PERSONNEL

Number of Positions	FTE Level	Position Title	Total Salary for Contract Period	TOTAL SERVICE COST	DES COST
1	1	Sr. Adm Service Mgr	83,655	\$4,183	\$4,183
1	1	Community Services Mgr	71,999	\$28,800	\$28,800
2	1	Program Coordinator	90,752	\$54,451	\$54,451
1	1	Principal Finance Acct	58,901	\$5,890	\$5,890
1	1	Acctg Sup Spec-Sr	32,006	\$1,600	\$1,600
1	1	Acctg Sup Spec	29,070	\$2,907	\$2,907
1	1	Intake Specialist	28,930	\$11,572	\$11,572
2	1	Office Support II	51,892	\$51,892	\$51,892
1	1	Courier	20,800	\$416	\$416
1	1	Information Systems Tech	41,621	\$4,162	\$4,162
1	1	Admin Support Svcs Mgr	63,535	\$1,906	\$1,906
TOTAL PERSONNEL				\$167,779	\$167,779

2. EMPLOYEE RELATED EXPENSES

ITEM	BASIS	TOTAL COST	DES COST
FICA; Unemployment Ins; Workmen's Comp; Retirement; Health Ins; Dental Ins; Life Ins	33.81% of Total Personnel Service Cost	\$56,726	\$56,726
TOTAL EMPLOYEE RELATED EXPENSES		\$56,726	\$56,726

3. PROFESSIONAL AND OUTSIDE SERVICES

ITEM	BASIS	TOTAL COST	DES COST
Subcontractor contracted		\$2,275	\$2,275
Current Amount to be contracted		\$271,613	\$271,613
FY 12-13 Carryover available (minus contracted shortage)			\$0
TOTAL PROFESSIONAL AND OUTSIDE SERVICES		\$273,888	\$273,888

4. TRAVEL

ITEM	BASIS	TOTAL COST	DES COST
Motor Pool Allocation	\$90 /mo x 12 mos.	\$1,080	\$1,080
Per Diem	\$39/day x 12 days x 1 staff	\$468	\$468
Hotel	\$160/day x 6 days x 1 staff	\$960	\$960
In State Conferences	10 staff x 1 ACAA/NCAF conferences @ \$742.80 ea	\$7,428	\$7,428
Out-of-State Travel	2 staff x 1 Out of State conferences @ \$1402 ea	\$2,804	\$2,804
TOTAL TRAVEL		\$12,740	\$12,740

5. SPACE

ITEM	BASIS	TOTAL COST	DES COST
Space Cost	\$663.25/mo x 12 mos	\$7,959	\$7,959
TOTAL SPACE		\$7,959	\$7,959

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	\$80/mo x 12mos	\$960	\$960
Software	\$330 x 0 computers	\$0	\$0
Small Tools	printer, monitor	\$400	\$400
Postage	\$675/mo x 12 mos	\$8,100	\$8,100
Printing/Duplicating	\$40/mo x 12 mos	\$480	\$480
TOTAL MATERIALS AND SUPPLIES		\$9,940	\$9,940

8. OPERATING SERVICES

ITEM	BASIS	TOTAL COST	DES COST
Books & Subscriptions	\$100/yr (Mgmt Training bulletin subscription; Staff Educ books)	\$100	\$100
Telephone/Internet	\$404/mo x 12 mos (Base rate for 8 phones + LD)	\$4,848	\$4,848
Legal Notices	(RFP notice in 1 Tucson newspaper)	\$200	\$200
Dues/Memberships	NACAA @ \$1350; ACAA @ \$300	\$1,650	\$1,650
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		\$7,022	\$7,022

9. INDIRECT COSTS

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

10. SUBTOTAL ADMIN COST	\$536,054	\$536,054
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11. VOUCHERS

ITEM	BASIS	TOTAL COST	DES COST
Direct Assistance		\$165,178	\$165,178
TOTAL VOUCHERS		\$165,178	\$165,178

12. TOTAL SERVICE COST/DES TOTAL COST:	\$701,232	\$701,232
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REVENUE SOURCES		
DES-CSA	\$536,054	\$536,054
DES-CSA-Carryover	\$0	\$0
VOUCHERS	\$165,178	\$165,178
TOTAL REVENUE:	\$701,232	\$701,232